



To: Dr. Charles Johns

From: Rosanne Williamson

Re: GBS Spanish Exchange Trip

Date: November 22, 2021

Recommendation

The administration is seeking approval of the GBS Spanish Exchange Trip for the 2022-2023 school year.

Background

The GBS World Language Department has a long tradition of exchange trips with schools abroad. The reason this request is coming so early, in advance of the 2022-2023 school year, is the amount of planning needed to pair students with families in Spain and families in Glenview when Spanish students visit. Students and staff alike understand the importance of following all COVID safety precautions and using extreme caution during these trips.

A travel cancellation policy will be required for all GBS students. The "cancel for any reason" addition to the travel policy will allow cancellation up to 48 hours before travel for a 50% refund of the trip cost. Another company, HTHTravel, offers a 75% refund for a similar price (about \$150 per student) on the "cancel for any reason" addition. They cannot offer a specific quote at this time as the travel dates are too far away. Parents will be made aware of the cancellation policies and the fact that the Board does have discretion to cancel student travel.

To: Roseanne Williamson
From: Mark Bauman, Matt Johlie, DJ Franson
Re: Spanish Exchange Program
Date: November 8th, 2021

Exchange Proposal: The proposed exchange will be the tenth between Glenbrook South and *Instituto de enseñanza secundaria Gabriel Miró* and *Instituto de enseñanza secundaria Tháder*. Our previous experience and the smaller enrollment in the Spanish schools has led us to conclude that 24 participants from each country is ideal. The students from Spain will be visiting Glenbrook during Homecoming week of 2022. The families of the GBS students participating in the exchange will provide lodging and meals. Glenbrook students will visit Spain during spring break 2023. We are requesting board approval for this exchange now, as the planning and selection of participating students is set to begin in early 2022.

The hosting portion of the exchange impacts Glenbrook South in the following ways:

- 24 Spanish students and 2-4 teacher chaperones will arrive during October and spend approximately 12 days with their host families.
- GBS students and teachers (Mr. Johlie, Mr. Bauman, Mr. Franson) will accompany the Spanish students on a joint field trip during one school day.
- GBS pays for transportation to pick up and drop off Spanish students at the airport as well as for field trips during the stay.
- The World Language Department will purchase short-term bus passes for the students that need them.
- The Spanish visitors will accompany their American hosts to classes for one school day and spend another day attending Spanish classes as guest speakers.
- Mr. Johlie, Mr. Bauman and Mr. Franson will arrange field trips and transportation for the Spanish students during their stay. They will host the teachers from Spain in their homes.

Spain, 2023

- For the trip to Spain in the spring of 2023, we are requesting Board approval for release from school for the two days following spring break: April 3 and 4.
- We anticipate that GBS students will pay approximately \$2,000.00 for the 12 day trip to Spain, with a final price depending on airfare, the exchange rate and other variables. Based on our previous exchanges, the cost breakdown per student has been roughly:

\$1,100-\$1,400 for airfare (student airfare and their portion of chaperone airfare) and \$100-\$200 for a partner gift, field trips and travel insurance.

Rationale: At Glenbrook South, many students study Spanish language and cultures, but rarely get the opportunity to visit a Spanish-speaking country. Many aspects of cultures as well linguistic situations are difficult, if not impossible to replicate in the classroom. An on-going student exchange strengthens the overall Spanish program by allowing GBS students the opportunity to experience Spanish culture first-hand. These students, in-turn, are able to share their experiences with other students in Spanish as well as with classmates in other courses. The entire school benefits from the opportunity to discuss and share ideas with the Spanish students and their teachers when they visit Glenbrook South.

History: Matt Johlie spent the 2000-01 school year participating in a board approved teacher exchange program teaching English at the *Instituto de enseñanza secundaria, Gabriel Miró* in Orihuela, Spain. As a part of that same exchange, Ana Muñoz was a visiting teacher of Spanish at Glenbrook South. The student exchange program is a progression of the relationship first established during the original teacher exchange. A group of 12 students from *Gabriel Miró* visited GBS during October 2003 and their GBS counterparts visited Spain during spring break 2004 with Mark Bauman and Matt Johlie serving as chaperones. The exchange has been repeated every other year since with great success. All parties involved look at this opportunity as a valuable teaching tool that will have long lasting benefits for the individual students participating and for the entire World Language Department as well.

Board Approval: We are seeking board approval for a variety of reasons. This is an educational tour conducted, but not financed by the district. There is no third party involved in organizing the exchange. This exchange has direct relevance to the Spanish curriculum at Glenbrook South. In order to be eligible to participate in the exchange, students must be enrolled in fourth year Spanish or higher during the 2022-2023 school year. Board approval would also be required for two days' release from school.

Exchange participants and their families will accept the right of the board to cancel the exchange at any time for any reason. Our airline reservation can be canceled for a full refund up until 30 days prior to travel and we currently have an insurance quote that will refund 50% of the trip cost within 30 days of travel. We are pursuing another travel insurance quote that will provide a 75% refund within 30 days of travel.

Presentation to Board: We are requesting your assistance in bringing this proposal before the School Board.

Attachments:

2022-2023 Exchange Timeline

Iberia Airlines Group Booking and Cancelling Policy

cc: Danita Fitch
Cameron Muir

Glenbrook South High School
Spanish Exchange 2022-23
Timeline

Oct. 2021 - Board Approval

Jan. 2022 - Publicize/Recruit Students

Feb. 1, 2022 - Informational meeting for parents and students

Feb. 15, 2022 - Application Deadline

Mar. 15, 2022 - Inform Selected Students

Ap. 1, 2022 - \$200 Deposit to G. South

May 1, 2022 - \$100 to travel agent

END OF SCHOOL YEAR

Aug. 2022 - Confirm Field Trips

Sept. 2022 - Host Spaniards

Nov. 2022 - First Student Payment Due

Dec. 2022 - Final Student Payment Due

Jan. 2023 - Payment to Travel Agent - airline due date to cancel reservations for refund is 30 days prior to departure

Feb. 2023 - Payment to Travel Agent - Insurance

Mar. 2023 - Travel To Spain

Appendix A - Group Booking Confirmation

2 Park Avenue, Suite 1100
 New York, NY 10016
 E-mail: info@iberia-groups.com info@ba-groups.com

Please find below Group Booking Confirmation for your requested itinerary:

Group Booking Details:	Key Dates:
Agency Name:	Days to Departure:
Agency Primary Contact:	(when this was generated)
Booked by:	Deposit:
Original PNR:	Balance:
Group Size:	Passenger Names:
Group Name:	Ticketing:
Passenger Breakdown:	Advanced Passenger Info:

Booking PNRs:

<u>XXXXXX</u> (This is the original PNR)				Status:	Created:			
Flight	Depart date	Departure airport	Terminal	Arrival airport	Terminal	Depart	Arrive	Cabin

Total PNR Costs:
Net Fare:
Taxes, Fees, and Surcharges:
Lime Service Fees (as applicable):
Total:
N.B. All infants (without seat) will be charged at 10% of the seated fare.

BRITISH AIRWAYS AND IBERIA reserve the right to cancel any booking breaching the Group Booking Confirmation conditions as advised at www.ba-groups.com and www.iberia-groups.com .

Group Booking Confirmation: Each time the Agent books a particular Group under this Agreement, BRITISH AIRWAYS, IBERIA and the Agent shall set forth the specific Terms and Conditions of the Group which will confirm all details pertaining to that particular Group including the itinerary, Group size, Group name, Dates of departure, the Net Fare, any relevant service fees and any other such relevant information or conditions. The Group Booking Confirmation (GBC) should be read in conjunction with the Group Travel Agreement.

1. Definitions

a. Group Size

- i. 10 or more passengers traveling Economy cabin on the same dates on the same itinerary with the same PNR.
- ii. 7 or more passengers traveling in Premium Economy or Business cabin on the same dates on the same itinerary with the same PNR.
- iii. 4 or more passengers traveling in First cabin, on the same dates, on the same itinerary with the same PNR.

b. Net Fare

For IBERIA the amount (inclusive of fuel surcharge) agreed and owed by the Agent exclusive of applicable taxes, fees and other surcharges. For BRITISH AIRWAYS the amount (exclusive of fuel surcharge) agreed and owed by the Agent exclusive of applicable taxes, fees and other surcharges

c. Deposit Amount

The Agent agrees to a Deposit Amount for Groups traveling in Economy of USD/CAD \$100 per person, for Premium Economy of USD/CAD \$200 per person, for Business of USD/CAD \$400 per person and for First USD/CAD \$800 per person. Payment can be made by Check, Bank Transfer and other payment methods as advised from time to time. For identification purposes all payments must also refer to the Group booking reference otherwise responsibility will not be accepted for unallocated payments and the potential cancelation of bookings without notice.

d. Date of Confirmation

The date on which BRITISH AIRWAYS or IBERIA sends email confirmation of the Agent's acceptance of the GBC and confirmation of PNR flight segments and confirmed fares associated with the Group.

e. Date of Deposit

The date on which the Agent agrees to be liable and commits to pay BRITISH AIRWAYS or IBERIA the Deposit Amount per seat to be confirmed. Date of Deposit can be no later than 14 days after the Date of Confirmation (or no later than 45 days before departure for IBERIA only Groups with an original size of 81 or more seats). For bookings made from 44 days and before 33 days before travel the agent has until 30 days before departure to pay the Balance. For bookings made 33 days or less before travel the agent has 3 days after the Date of Confirmation or until 3 days before departure, whichever occurs first, to pay full balance. If the Agent chooses to pay or commit to a Deposit Amount earlier than minimum required dates then that date becomes the Date of Deposit.

f. Date of Full Commitment

The date on which the Agent agrees to be liable and commits to pay BRITISH AIRWAYS or IBERIA the Balance for a Group booking. The balance liability constitutes Net Fare plus all imposed taxes, fees and surcharges per ticket multiplied by the number of passengers confirmed, less any transferable Deposit Amount. Date of Full Commitment can be no later than 30 days (or 45 days for IBERIA only Groups with an original size of 81 or more seats) from scheduled departure date or no later than 3 days after Date of Confirmation for Late Bookings

g. Naming Date

The day on or before which the Agent must supply to BRITISH AIRWAYS or IBERIA the names of all passengers traveling pursuant to a Group booking and all emergency contacts, full APIS and Secure Flight details. Naming date can be no later than 30 days (or 45 days for IBERIA only Groups with an original size of 81 or more seats) from scheduled departure date.

h. Ticketing Date

The date by which all tickets must be issued for all passengers traveling pursuant to the Group booking. Ticketing Date can be no later than 30 days (or 45 days for IBERIA only Groups with an original size of 81 or more seats) from the scheduled departure date.

i. Late Bookings

A booking where the Date of Confirmation is within 30 days of scheduled departure date (or 45 days for Groups on IBERIA with an original size of 81 or more seats) will require the Balance Amount paid within 3 days of the Date of Confirmation.

j. Balance

The amount calculated by multiplying the number of passengers making up the Group booking as at the Date of Full Commitment by the Net Fare plus all applicable taxes and fees and less any Deposit Amount which can be transferred pursuant to conditions outlined in Clause 3b of the Group Travel Agreement. Payment can be made by Check, Bank Transfers and other payment methods as advised from time to time. For identification purposes all payments must also refer to the Group booking reference otherwise responsibility will not be accepted for unallocated payments and the potential cancelation of bookings without notice.

2. Deposit Amount

Every time the Agent makes a particular Group booking pursuant to this Agreement, the Agent agrees to be liable and commits to pay the Deposit Amount to secure Group space. For each Group requested in an amount determined in accordance with the provisions set forth herein or otherwise agreed in writing, from time to time. Payment must be made in the form available through BRITISH AIRWAYS and IBERIA Global partner Lime Management Worldwide Ltd (hereinafter "Lime"). The Agent agrees to be liable and commits to pay a Deposit Amount which must be received by Lime within 14 days of Date of Confirmation (or earlier for Late Bookings) or the Group booking may be cancelled without referral.

3. Group Size Adjustments or Cancelations

If the Group fails to maintain minimum Group size or cancels entirely, BRITISH AIRWAYS or IBERIA will retain the Deposit Amount within the following guidelines. Both parties agree that it is difficult to determine the exact amount of lost revenue to BRITISH AIRWAYS or IBERIA in the event of a Group cancelation, and that the lost revenue generally increases the closer the cancelation is to the scheduled departure date. Further both parties agree that the amount of the Deposit Amount that is retained by BRITISH AIRWAYS or IBERIA in the event of a cancelation is not disproportionate to the amount of lost revenue. Outbound departure date determines Group size adjustment, space reduction and cancelation fees.

- a. Prior to Date of Deposit the Agent may reduce Group space without restriction or cancel entire booking without penalty.
- b. Between Date of Deposit and before 90 days before departure (or before 120 days before departure for IBERIA only Groups with an original size of 81 or more seats) the Agent may reduce Group space without restriction or cancel entire booking without penalty.
- c. From 90 days and before date of Full Commitment (or from 120 days before departure for IBERIA only Groups with an original size of 81 or more seats) 20% cancelation is allowed. If take-up falls below 80% the Agent becomes liable for the Deposit Amount for each passenger cancelled below 80% only. For clarity cancelation and reduction calculations will be rounded up to the nearest whole number passenger. Full cancelation of the group incurs 100% loss of all Deposit Amounts.
- d. At **Date of Full Commitment** the Agent will become liable to pay BRITISH AIRWAYS or IBERIA the Balance for all remaining confirmed seats. The Agent agrees to pay BRITISH AIRWAYS or IBERIA the full Net Fare plus all applicable taxes and fees for each seat cancelled post Date of Full Commitment.

- e. At **Naming Date** the Agent agrees to provide all names and required information, as specified by BRITISH AIRWAYS or IBERIA. BRITISH AIRWAYS or IBERIA reserves the right to cancel any seats, for which names and required information have not been provided without further notice to the Agent.
- f. **No Shows** if neither BRITISH AIRWAYS or IBERIA nor the Agent cancel any space held by the Agent and any un-ticketed passengers fail to show for the flight, the Agent will owe BRITISH AIRWAYS or IBERIA the full Net Fare plus all applicable taxes and fees and surcharges for each such no show.
- g. **Group Size** if the number of passengers on any Group booking falls below the required minimum seats for the applicable cabin, as outlined herein, the Net Fare offer will be withdrawn and the full published (gross) fare will apply.
- h. **Collection of Penalties** where penalties are due, BRITISH AIRWAYS or IBERIA can collect this debt using all lawful means including, without limitation, issuing a Lime invoice and / or an ADM for the full amount of the debt that is owed.

4. Booking Changes

- a. **Re-routing** is not permitted at any time.
- b. **Flight / Date Changes** may be permitted provided the conditions set forth in this section are met and subject to availability and recalculation of fare.
 - i. Permitted prior to Date of Deposit.
 - ii. Permitted post Date of Deposit and before Date of Full Commitment (or before 120 days for IBERIA only Groups with an original size of 81 or more seats) an additional fee of USD/CAD \$120 including any applicable Lime admin fee before date of departure.
 - iii. On or after Date of Full Commitment (or on or after 120 days for IBERIA only Groups with an original size of 81 or more seats) an additional fee of USD/CAD \$170 including any applicable Lime admin fee.
- c. **Upgrades** may be permitted provided the conditions set forth in this section are met and subject to availability and recalculation of fare and taxes.
- d. **Downgrades** are permitted prior to ticketing subject to availability and recalculation of fare and taxes. Maximum 50% of the group.
- e. **Name Corrections and Name Changes** may be permitted provided the conditions set forth in this section are met. **May only be made for bookings that are exclusively for BRITISH AIRWAYS OR IBERIA operated flights.**
 - i. Pre-ticketing. Unlimited and without penalty.
 - ii. Post ticketing and prior to 3 days before departure one free per passenger. Further changes at an additional fee of USD/CAD \$170 including any applicable Lime admin fee.
 - iii. No change permitted on or after 3 days before departure.
- f. **Schedule changes** flight timings may change from the point at which the Group is booked and the date of travel. The Airlines do not guarantee the flight times and reserves the right to amend schedules or, on very rare occasions, cancel services. All confirmed bookings will be notified accordingly. If a schedule change is significant then the Agent may choose to cancel the Group booking without penalty and all payments received will be refunded in full. If a service is cancelled, the Airlines will use their reasonable endeavours and at its sole discretion to assist the Agent and book on other services subject to availability and the payment of any difference in fare. Or the Agent may choose to accept the cancelation and all payments received will be refunded in full.

5. Details of Booking / Ticketing

- a. **Baggage:** Normal baggage provisions apply.
- b. **Group Seating:** BRITISH AIRWAYS and IBERIA will endeavor to assign seats, upon request,

together in a block but there is no guarantee that there will be block seating for the Group. In the event block seating is not available, seat assignment may only be made at airport check-in.

- c. **Passenger Names, Advance Passenger Information and Secure Flight Information:** The legal name of each passenger (as appears on passenger's valid passport) and emergency contact names and phone numbers of all US citizens and non-US citizens are due by Naming Date, as well as any Advance Passenger Information and Secure Flight information as necessitated by regulation or otherwise. The emergency contact phone numbers for US citizens are governed by the DOT regulations found at 14 CFR Part 243.
- d. **Refunds:** No refunds will be permitted for unused tickets on both BRITISH AIRWAYS and IBERIA, except in the case of illness requiring hospitalization, or death of the passenger or immediate family member pre travel only. Proper documentation to certify hospitalization or death will be required in order to authorize any such refund according to the Airlines normal policies and procedures. An immediate family member is defined as: spouse (including Common Law and Civil Partner), children, adopted children, parents, siblings (including step or half siblings), grandparents, grandchildren, parents-in-law, siblings-in-law or children-in-law. In the case of hospitalization pre-travel (and death or illness mid-travel) the Airline will allow to rebook and extend the travel. Otherwise the passenger should contact their travel insurance.
- e. **Immigration Documents:** The Agent shall ensure all passengers are in possession of the necessary visa, health requirements, insurance and other required documents. The Agent will indemnify BRITISH AIRWAYS or IBERIA against all claims, costs, expenses, demands and proceedings of whatever nature by virtue or as a result of BRITISH AIRWAYS or IBERIA's refusal to carry all passengers travelling on tickets sold under this Agreement who do not hold the appropriate or required visa, permit, authorization or other documentation required for entry into the countries to be visited.
- f. **Taxes, Fees and Surcharges:** All applicable taxes and fees and surcharges that may be imposed by BRITISH AIRWAYS or IBERIA in response to market conditions and when notified, Lime's services fees. The Agent shall be liable to collect all taxes, fees and surcharges valid at the Date of Full Commitment, applicable to the route referred to in the GBC and shall reimburse BRITISH AIRWAYS or IBERIA for any shortfalls in collection.

We accept the Terms and Conditions as set forth above, in the Group Booking Confirmation and in the Group Travel Agreement and authorize you to execute any industry procedure or legal process to recover fees and/or penalties due to BRITISH AIRWAYS or IBERIA.

**National Union Fire Insurance
Company of Pittsburgh, Pa.**
175 Water Street, 15th Floor
New York, NY 10038



Travel Guard®

Below is important information regarding your travel insurance plan for your upcoming trip. Please click the Policy of Insurance link above for the complete policy wording for the plan you purchased. If you have any questions, please contact our World Service Center at **1-800-826-5248**. A Travel Guard service representative is available 24 hours a day, 7 days a week to assist you.

Thank you for your trust in Travel Guard. Have a safe and enjoyable trip!

Policy Status: Quote

According to our records, this is only a quote and not a purchased policy. If you have received this message in error, please contact your travel agent or our World Service Center at 1.800.826.1300

TRAVEL GUARD QUOTE ID 99500966

Deluxe

943403 PM 7/2019

Quote Expiration Date 11/11/2021

Total cost \$197.15

TRIP DETAILS

Departure date 03/24/2023

Return date 04/02/2023

Trip deposit date 10/28/2021

CONTACT INFORMATION

MARK BAUMAN

1521 KIRK ST
EVANSTON, IL 60202

Phone: (773) 3431982

Email: mbauman@glenbrook225.org

Insured on Policy

MARK BAUMAN

Trip Cost

\$2,000.00

Coverages & Benefit Limits

Standard Packages

ACCIDENTAL DEATH/DISEMBEUREMENT	\$30000.00	Per Insured
ANCILLARY EVACUATION BENEFITS	\$5000.00	Per Insured
BAGGAGE COVERAGE	\$2500.00	Per Insured
BAGGAGE DELAY	\$500.00	Per Insured
BAGGAGE RETURN	Included	Per Insured
BEDSIDE TRAVELING COMPANION	Included	Per Insured
BEDSIDE VISIT	Included	Per Insured
CONCIERGE SERVICES	Included	Per Insured
EMERGENCY EVACUATION AND REPATRIATION OF REMAINS	\$1000000.00	Per Insured
EMERGENCY TRAVEL ASSISTANCE	Included	Per Insured
FLIGHT GUARD	\$100000.00	Per Insured
IDENTITY THEFT ASSISTANCE SERVICES	Included	Per Insured
MISSED CONNECTION	\$1000.00	Per Insured
PERSONAL SECURITY ASSISTANCE	Included	Per Insured
RETURN OF CHILDREN	Included	Per Insured
RETURN TRANSPORTATION	Included	Per Insured
ROADSIDE ASSISTANCE	\$50.00	Per Car
SECURITY EVACUATION	\$100000.00	Per Insured
SINGLE OCCUPANCY	100% Trip Cost	Per Insured
TRAVEL INCONVENIENCE BENEFITS	\$750.00	Per Insured

Aggregate Limit

YOUR TRAVEL AGENCY

TRAVEL GUARD
Phone: (800)8265248

TRAVEL MEDICAL ASSISTANCE	Included	Per Insured
TRAVEL MEDICAL EXPENSE	\$100000.00	Per Insured
TRIP CANCELLATION	100% Trip Cost	Per Insured
TRIP DELAY	\$1000.00	Per Insured
	\$200.00 Payout Limit	Per Day
TRIP EXCHANGE	50% Trip Cost	Per Insured
TRIP INTERRUPTION	150% Trip Cost	Per Insured
TRIP INTERRUPTION-RETURN TRANSPORTATION ONLY	\$1000.00	Per Insured
TRIP SAVER	\$2500.00	Per Insured
WORLDWIDE TRAVEL ASSISTANCE	Included	Per Insured
15 Day Benefits		
PRE-EXISTING CONDITION WAIVER	Included	Per Insured

Until 48 hrs. before departure



Optional Packages

Cancel for Any Reason		
CANCEL FOR ANY REASON	50% Trip Cost	Per Insured
Lodging Expense Bundle		
TRAVEL INCONVENIENCE - BED REST ACCOMMODATION	\$500.00	Per Insured

"Coverage varies by state. Please refer to Policy of Insurance or Policy for complete details. If Name Your Family Coverage was purchased, please email name to FamilyCoverage@aig.com."

	Destination Spain	Transport Airplane	Dates Mar 17 - 26	Home State Illinois	Trip Cost \$1,500.00	Travelers 1	Deposit Date Oct 28
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Due to the World Health Organization (WHO) announcement declaring Coronavirus (COVID-19) a pandemic, please note that as of, at the latest, March 11, 2020, COVID-19 is a foreseen event and certain coverages will not apply. Please read the details here.

Deluxe
\$138.44

BUY

Preferred
\$104.23

BUY

Essential
\$79.81

BUY

Coverage for Financial Default



Coverage for Terrorism



Coverage for Unannounced Strike



Coverage for Inclement Weather



How to save my Screenshot

