



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, February 13, 2023

**Re:** Overnight Student Trip for Glenbrook South Students to Attend the IHSA Competitive Dance State Tournament in Bloomington, Illinois

**Recommendation**

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to attend the IHSA Competitive Dance State Tournament from Friday, January 27, 2023, through Saturday, January 28, 2023, in Bloomington, Illinois.

**Background**

Board Policy 7230 authorizes student trips that offer valuable experiences for students outside the school district's boundaries. The policy was recently revised in February 2022 to define conditions and parameters based on the type of trip and the consideration process for all requests. The principal first approves all day and overnight trips, and any trip requiring an overnight stay must also be approved by the superintendent and the Board of Education.

Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- Classification of the trip;
- Determination of the approval process;
- Determination of financial responsibility and the process for collecting fees (if applicable);
- Travel insurance coverage (if applicable);
- Collection of a permission slip and verification of accident and health insurance coverage (if applicable);
- Lodging, meals, and transportation arrangements; and
- Registration requirements.

As Ms. Smith shared in her memo, the Glenbrook South Varsity Poms team qualified to participate in the IHSA State Tournament. Due to the timing of this trip, Dr. Johns previously approved this trip under the provision of Board Policy 7230, which states, "The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification. We request that the Board of Education ratify the trip from Friday, January 27, 2023, through Saturday, January 28, 2023, in Bloomington, Illinois.

**Table 1**  
**Summary of Trip Conditions and Parameters**

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	23
Trip Category	Other Trip: Illinois state contest for which students have qualified through competition or audition.
Classification of Trip	Overnight Trip
Approval of Trip	Principal, Superintendent, and Board of Education
Trip Insurance	Not Required
Verification of Accident and Health Insurance Coverage	Required
Source of Trip Funding	Illinois State Contests: The Board of Education will cover 100% of transportation, lodging, and registration expenses.  Students will cover 100% of meal expenses.
Fee Collection Method	N/A
Amount Paid by Each Student	\$0.00
Remaining Trip Costs Paid by District	\$4,758.00



To: Dr. Barbara Georges  
 Re: IHSA State Contest for Poms 2023

Dear Dr. Georges,

I am writing to ask your permission to take the Varsity Titan Poms to the IHSA State Championship. This competition will take place in Bloomington, IL on January 27th – January 28, 2023. The Varsity Titan Poms qualified for the IHSA State contest at IHSA Sectionals on January 21st by placing 2nd overall.

With regard to lodging for staff, the two staff members attending would share a room. For meals, students will bring money and purchase food as the competition progresses.

I very much appreciate your support.

Best regards,

Julie Smith  
 Head Coach, GBS Poms

[Link to Cost Allocation/Field Trip Request](#)

**Quote from Holiday Inn Normal, IL :**

221736	Jones/Thein, Bonnie/Mag	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221730	Miller/Lynch, Jordan?Bird	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221728	Nukk/Brown, Maddie/Ella	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221734	Rundorff/Smolcich, Monic	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221743	Schwallie/Pauletto, Nina/	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221740	Schwarz/Davis, Ava/Mae	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221722	Smith/Sideris, Julie/Zoey	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221738	Traub/DiSano, Jamison/	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221735	Wasikowski/Houk, Ariana	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC

Cont. No.	Name	Arrival	Departure	Frs	Rm Type	Room	Rms	Rate	Status
221724	1Driver/2 Driver, Bus/Bus	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221731	Biedermann/Dickerson, C	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221729	Brady/Brady, Natalie/Meg	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221737	Bux/Haravon, Maleah/Oliv	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221741	Casas/Browe, Carly/Cayl	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221745	Director/Coordinator, GB	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC
221723	Dundavich, Katelyn	01-27-23	01-28-23	1/0	TQNN		1	139.00	GC

**Quote from Bus Company:**

Currently, we have an executive mini-coach to accommodate this trip, the estimated all-in rate for the 2-days of service, excluding the driver's hotel accommodation, and per dot compliance, is \$2900.00.

Looking forward to hearing from you and assisting you with your transportation needs.

*Kind Regards,*

*Lisa Gold*

Special Events Coordinator

K&G Coach Line, Inc.

Bus Charter and Group Transportation

1460 Renaissance Dr., Suite 101

Park Ridge, IL 60068

Toll-Free Number: 888-998-3411

Office Number: 312-967-2076

Email: [lisa@kgcoachline.com](mailto:lisa@kgcoachline.com)

**Part 1. Trip Description**

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Type of Trip:  Instructional / Co-Curricular  Athletics  Student Activity

Trip Category:  Illinois State Contest  National Contest  All Other Overnight Trips Less Than 400 Miles from the School District  
 All Other Overnight Trips More Than 400 Miles from the School District  Study Abroad / Student Exchange Experience

Description: Trip to 2023 IHSA State Championship in Bloomington/Normal

Student Group Eligible for Trip: Varsity Titan Poms (23 students)

Departure Date: Friday, January 27, 2023 Return Date: Saturday, January 28, 2023

Days/Blocks Missed by Students: Blocks 1-4 on 1/27/23

Number of Staff: 2 Number of Other Chaperones: 0 Number of Students: 23 Total: 25

**Part 2. Transportation Information**

Departing from: Glenbrook South Main Entrance Date: 1/27/2023 Time: 8:15 AM

Building: Glenbrook South Main Entrance Door: A

Traveling to: Holiday Inn-Bloomington Normal (8 Traders Cir, Normal, IL 61761), Grossinger Motors Arena (445 West Front St. Bloomington, IL)

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 1  
 Personal Vehicle (Waiver Required)  Public Transportation: \_\_\_\_\_

*If flying, complete the details below:*

**Flight to Destination:**

Airport: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Destination Airport: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Transportation After Arrival**

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles: \_\_\_\_\_  
 Public Transportation: \_\_\_\_\_

**Flight from Destination:**

Airport: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Destination Airport: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Returning from: Holiday Inn Normal, IL Date: 1/28/2023 Time: TBD

Traveling to: Glenbrook South High School

Building: Main Entrance Door: Main Entrance

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 1  
 Personal Vehicle (Waiver Required)  Public Transportation: \_\_\_\_\_

**Part 3. Bookstore Collection Information**

Does this trip require money to be collected from students?  Yes  No

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

Cost per Student\*: \$0.00 Can the Student Pay in Installments?  Yes  No

\* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

#### Part 4. Staff Meals Information

Does this trip require staff members to purchase their own meals?  Yes  No

*If "Yes", complete the details below:*

Insert the number of meals for one staff member using the fields provided:

Breakfast:	<u>1</u>	Lunch:	<u>1</u>	Dinner:	<u>1</u>	Total Cost Per Staff Member:	<u>\$54.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor:	<u>Julie Smith</u>	Date:	<u>1/23/2023</u>
Instructional Supervisor or Assistant Principal:	<u>Tom Mietus</u>	Date:	<u>1/23/2023</u>

## Part 1. Trip Information

Trip Description: Trip to 2023 IHSA State Championship in Bloomington/Normal

## Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Judging:	\$0.00	0%	Judging:	\$0.00	The district will pay:	\$2,900.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	<b>Total Cost:</b>	<b>\$2,900.00</b>
Bus/Car Expense:	\$2,900.00	100%	Bus/Car Expense:	\$2,900.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
<b>Total Cost:</b>	<b>\$2,900.00</b>		<b>Total Cost:</b>	<b>\$2,900.00</b>		

\* Other Description:

## Part 3. Staff Expenses

Number of Staff: 2

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$0.00	0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$54.00	100%	Meals:	\$108.00	The district will pay:	\$248.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	<b>Total Cost:</b>	<b>\$248.00</b>
Lodging:	\$70.00	100%	Lodging:	\$140.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$124.00</b>		<b>Total Cost:</b>	<b>\$248.00</b>		

## Part 4. Student Expenses

Number of Students: 23

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$0.00	n/a	General Expenses:	\$0.00	Each student will pay:	\$0.00
Registration:	\$0.00	0%	Registration:	\$0.00	The district will pay:	\$1,610.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$1,610.00</b>
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$70.00	100%	Lodging:	\$1,610.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$70.00</b>		<b>Total Cost:</b>	<b>\$1,610.00</b>		

## Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:	\$0.00	Account(s):	
Each Student Will Pay:	\$0.00	Method:	
Paid by District:	\$4,758.00	Account(s):	ESATH3340
<b>Total Cost:</b>	<b>\$4,758.00</b>		