



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 13, 2023

Re: Overnight Student Trip for Glenbrook South Students to Attend the Business Professionals of America National Leadership Conference in Long Beach, California

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South students to attend the Business Professionals of America National Leadership Conference from Wednesday, April 26, 2023, through Sunday, April 30, 2023, in Long Beach, California.

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. McManamon shared in her memo, twelve students from Glenbrook South qualified for national competition, however, only eight are able to attend due to other obligations. A detailed overview of the trip is provided in the attached materials. Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	2
Number of Students (estimate)	8
Trip Category	Other Trip: National 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	National Contests: The Board of Education will cover 100% of registration expenses and 75% of lodging and transportation expenses. The Board of Education will also cover all expenses of chaperones traveling with students. Students will cover 100% of meal expenses.
Fee Collection Method	N/A
Amount Paid by Each Student	\$286.81
Remaining Trip Costs Paid by District	\$12,007.10



TO: Dr. Barbara Georges
FROM: Rosie McManamon
DATE: March 1, 2023
SUBJECT: BPA NATIONAL LEADERSHIP CONFERENCE 2023

Dear Dr. Georges,

On April 26-30, 2023, Business Professionals of America will be holding their National Leadership Conference. Students from across the country have qualified to compete at this conference which will determine who the top performers are in their respective events at the National Leadership Conference in Anaheim, California. We had 2 State Champions and 14 additional students who got recognized on stage for their performance.

Twelve Glenbrook South students have qualified for National competition, but only 8 are able to attend Nationals due to other obligations.

The costs associated with this trip are as follows:

- \$125/person registration fee
- \$311.45/night for hotel accommodations
- \$441.53/person for airline ticket

Students will be sharing a room with one other GBS student. We are in need of 6 hotel rooms (4 student rooms and 2 advisor rooms). District 225 is paying the costs for 100% for the advisor's rooms and 75% of the costs for the students' rooms. In addition, District 225 is paying 100% of the Advisor's airfare and shuttle and 75% of student's airfare and shuttle. Students are responsible for their own meals and 25% of their airfare/shuttle/hotel costs. The amount to be collected per student is \$286.81.

We appreciate your continued support as we work to bring more success to Glenbrook South High School.

Sincerely,
Rosie McManamon

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: **Business Professionals of America National Leadership Conference**

Student Group Eligible for Trip: **Business Professionals of America**

Departure Date: **Wednesday, April 26, 2023** Return Date: **Sunday, April 30, 2023**

Days/Blocks Missed by Students: **All blocks from 4/26/23 - 4/28/23**

Number of Staff: **2** Number of Other Chaperones: **0** Number of Students: **8** Total: **10**

Part 2. Transportation Information

Departing from: **Students will meet at Midway Airport** Date: **04/26/23** Time: **6:00 AM**

Building: _____ Door: _____

Traveling to: _____

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

If flying, complete the details below:

Flight to Destination:

Airport: **Midway (MDW)**

Airline: **Southwest** Flight Number: _____ Destination Airport: **Long Beach (LGB)** Departure Time: **8:10 AM**

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: _____
 Public Transportation: **Super Shuttle to/from airport/hotel**

Flight from Destination:

Airport: **Long Beach (LGB)**

Airline: **Southwest** Flight Number: _____ Destination Airport: **MDW** Departure Time: **12:50 PM**

Returning from: **Long Beach** Date: **04/30/23** Time: **6:40 PM**

Traveling to: **Midway Airport**

Building: _____ Door: _____

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: _____
 Personal Vehicle (Waiver Required) Public Transportation: **Parents must drop off and pick up at Midway Airport**

Part 3. Bookstore Collection Information

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

Begin Collection on: **3/14/23** End Collection on: **3/24/23**

Cost per Student*: **\$286.81** Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

AS903110

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>5</u>	Lunch:	<u>5</u>	Dinner:	<u>4</u>	Total Cost Per Staff Member:	<u>\$244.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Rosanna McManamon Date: March 2, 2023

Instructional Supervisor or Assistant Principal: Mark Maranto Date: 3/3/23

Part 1. Trip Information

Trip Description: Business Professionals of America National Leadership Conference

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
	Amount	% Covered by District		
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$162.50</u>
Judging:	\$0.00	75%	Judging: <u>\$0.00</u>	The district will pay: <u>\$487.50</u>
Officiating:	\$0.00	75%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$650.00</u>
Bus/Car Expense:	\$650.00	75%	Bus/Car Expense: <u>\$650.00</u>	
Other*:	\$0.00	75%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): <u>\$0.00</u>	
Total Cost:	<u>\$650.00</u>		Total Cost:	<u>\$650.00</u>

* Other Description: _____

Part 3. Staff Expenses

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Staff Member</u>				
	Amount	% Covered by District		
Number of Staff:	2			
Registration:	\$125.00	100%	Registration: <u>\$250.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$249.00	100%	Meals: <u>\$498.00</u>	The district will pay: <u>\$4,123.60</u>
Air Fare:	\$442.00	100%	Air Fare: <u>\$884.00</u>	Total Cost: <u>\$4,123.60</u>
Lodging:	\$1,245.80	100%	Lodging: <u>\$2,491.60</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$2,061.80</u>		Total Cost:	<u>\$4,123.60</u>

Part 4. Student Expenses

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
	Amount	% Covered by District		
Number of Students:	8			
General Expenses:	\$20.31	n/a	General Expenses: <u>\$162.50</u>	Each student will pay: <u>\$286.81</u>
Registration:	\$125.00	100%	Registration: <u>\$1,000.00</u>	The district will pay: <u>\$7,396.00</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	Total Cost: <u>\$9,690.50</u>
Air Fare:	\$442.00	75%	Air Fare: <u>\$3,536.00</u>	
Lodging:	\$624.00	75%	Lodging: <u>\$4,992.00</u>	
Trip Insurance:	\$0.00	75%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$1,211.31</u>		Total Cost:	<u>\$9,690.50</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$2,294.50		
Paid by Fundraising:	_____	Account(s):	_____
Each Student Will Pay:	\$286.81	Method:	_____
Paid by District:	\$12,007.10	Account(s):	AS903110
Total Cost:	<u>\$14,301.60</u>		