



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 27, 2023

Re: Overnight Trip for Glenbrook South Students to Participate in the Illinois State Bar Association's High School Mock Trial Invitational in Springfield, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to participate in the Illinois State Bar Association's High School Mock Trial Invitational from Saturday, March 18, 2023, through Sunday, March 19, 2023, in Springfield, 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.

The Glenbrook South Mock Trial Team is planning to attend the Illinois State Bar Association's High School Mock Trial Invitational at the University of Illinois Springfield Public Affairs Center. This event is the culmination of the competitive season for Mock trial, bringing together high school teams from throughout the state. The purpose of this trip is to allow students from GBS to argue a mock criminal case against some of the best teams in Illinois, gain valuable feedback from current and retired judges and lawyers, and have the opportunity to compete for the state title for high school Mock Trial.

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)	10
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
Remaining Trip Costs Paid by District	\$3,923,40



4000 West Lake Ave
Glenview, IL 60026- 1239
gbs.glenbrook225.org
Telephone: 847-729-2000
Fax: 847-486-4462

To: Dr. Barbara Georges
From: Jeannie Logan, Gwen Quigley

The Glenbrook South Mock Trial Team is planning to attend the Illinois State Bar Association's High School Mock Trial Invitational at the University of Illinois Springfield Public Affairs Center from March 18-19, 2023. This event is the culmination of the competitive season for Mock trial, bringing together high school teams from throughout the state. The purpose of this trip is to allow students from GBS to argue a mock criminal case against some of the best teams in Illinois, gain valuable feedback from current and retired judges and lawyers, and have the opportunity to compete for the state title for high school Mock Trial.

Students will meet at GBS at 6am on Saturday, March 18 to board the bus. We will head directly to the Springfield Public Affairs Center to begin the rounds of competition. We will have a break for lunch, with competition continuing in the afternoon. We will then check into our hotel for a brief rest before having dinner together and retiring for the evening. Trials continue at the Public Affairs Center the next day. Depending on when trials conclude and awards are announced, we should be able to depart Springfield by approximately 4pm on Sunday, arriving back at GBS around 7:30pm. Students will need to bring their own money for lunch and dinner on Saturday, and breakfast and lunch on Sunday.

The GBS Mock Trial team launched in the 2019-2020 school year. We were planning to attend the state tournament in March of 2020, but it was cancelled due to Covid. The past two years the tournament has been virtual, and this is the first year that students from GBS can compete in person at the state level competition. The current seniors on the team have been participating in Mock Trial since its beginning when they were freshmen, and they are, as you can imagine, very excited to cap their four years on Mock Trial by attending the first in-person state tournament. The students and sponsors appreciate your consideration of this request.

Sincerely,

Jeannie Logan and Gwen Quigley
Coaches, GBS Mock Trial

Part 1. Trip Information

Trip Description: 2023 ISBA High School Mock Trial State Tournament

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$165.00	100%	\$165.00	Proportionally paid by students: \$0.00
Judging:	\$0.00	100%	\$0.00	The district will pay: \$2,801.80
Officiating:	\$0.00	100%	\$0.00	Total Cost: \$2,801.80
Bus/Car Expense:	\$2,500.00	100%	\$2,500.00	
Other*:	\$136.80	100%	\$136.80	
Staff Expenses (Paid by Students):	\$0.00	n/a	\$0.00	
Total Cost:	\$2,801.80		Total Cost: \$2,801.80	

* Other Description: Hotel room for bus driver

Part 3. Staff Expenses

Number of Staff:	<u>2</u>			
<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>
Registration:	\$0.00	100%	\$0.00	Proportionally paid by students: \$0.00
Meals:	\$82.00	100%	\$164.00	The district will pay: \$437.60
Air Fare:	\$0.00	100%	\$0.00	Total Cost: \$437.60
Lodging:	\$136.80	100%	\$273.60	
Trip Insurance:	\$0.00	100%	\$0.00	
Total Cost:	\$218.80		Total Cost: \$437.60	

Part 4. Student Expenses

Number of Students:	<u>10</u>			
<u>Per Student</u>		<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>
General Expenses:	\$0.00	n/a	\$0.00	Each student will pay: \$0.00
Registration:	\$0.00	100%	\$0.00	The district will pay: \$684.00
Meals:	\$0.00	0%	\$0.00	Total Cost: \$684.00
Air Fare:	\$0.00	100%	\$0.00	
Lodging:	\$68.40	100%	\$684.00	
Trip Insurance:	\$0.00	100%	\$0.00	
Total Cost:	\$68.40		Total Cost: \$684.00	

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:	\$3,923.40	Account(s):	ESEC3340
Total Cost:	\$3,923.40		