



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, April 11, 2022

Re: Overnight Student Trip for Glenbrook North ARML Regional Contest

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook North students to attend the American Regions Math League (ARML) Competition held in Iowa City, Iowa, from Thursday, June 2, 2022, through Saturday, June 4, 2022, as presented.

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.

Earlier this month, we received a request from Chicago Area All-Star Math Team (CAASMT) sponsor, Mr. Steve Goodman, requesting approval for students to attend the American Regions Math League (ARML) competition to be held at the University of Iowa (Iowa City) from Thursday, June 2, 2022, through Saturday, June 4, 2022. Six students at Glenbrook North have qualified for this opportunity.

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	1
Number of Students (estimate)	6
Trip Category	Other Trip: Connected with a regularly scheduled school-sponsored activity and a contest between students representing Glenbrook and at least one other school.
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 Contest: The Board of Education will cover 75% of transportation and lodging expenses, 100% of registration expenses for student expenses, and 100% of all expenses for staff. Students will cover 25% of transportation and lodging expenses and 100% of meals.
Fee Collection Method	All fees will be collected in the bookstore and associated with the student's financial account.
Amount Paid by Each Student	\$126.25
Remaining Trip Costs Paid by District	\$2,192.50

It is recommended that the Board of Education authorize the overnight trip for Glenbrook North students to attend the American Regions Math League (ARML) Competition held in Iowa City, Iowa, from Thursday, June 2, 2022, through Saturday, June 4, 2022, as presented. If there are any questions regarding this trip, please do not hesitate to reach out to Mr. Markey or me.

April 4, 2022

Dear Mr. Markey,

Every year, the ChicagoARML organization forms the Chicago Area All-Star Math Teams (CAASMT) to compete nationally at the American Regions Math League (ARML) competition. Regional teams from across the country compete the first weekend in June for a national championship. Teams from the Midwest will compete at the University of Iowa the weekend of June 3-4, 2022.

This year, six Glenbrook North students have qualified for the Chicago teams. These students will practice with their CAASMT teammates five times before traveling together via bus to Iowa and spending the weekend there competing. We will stay in University of Iowa dormitories, with one student to a bed.

I am one of the coaches of ChicagoARML and will also be traveling to chaperone and to be the moderator/emcee of the Iowa site.

ChicagoARML charges an all-inclusive fee of \$425 for students and \$400 for coaches to cover transportation, lodging, registration, and food. The trip departs on Thursday night, June 2, and returns Saturday night. The \$425 breakdown for students is approximately divided as

Housing \$180
Transportation \$165
Registration \$40
Food \$40

The coach fee of \$400 is similar except no registration for the contest and an extra charge for housing for a single room. Please note the food expense is well within the standard meal allotment for staff on trips.

I am including a field-trip request form, a cost worksheet, and an itinerary with this letter for presentation to the superintendent and board. I would be appreciative of trip approval and district payment from the math team's budget for all of the expenses for me, plus 75% of transportation and lodging and 100% of registration for each student.

Sincerely,
Steve Goodman

Chicago ARML Itinerary

Thursday, June 2, 2022

6:00 PM – depart Glenbrook North via coach bus along with other team members from other schools.

7:00 PM – stop at IMSA in Aurora to pick up team members from city and western suburbs

9:30 PM – arrive in Iowa City. Check-in to dorms.

Friday, June 3, 2022

8:00 AM – team breakfast

9:00 AM – team practice

12:00 PM – lunch on your own

1:00 PM – team practice

4:00 PM – free time

7:00 PM – ARML competitions and lectures

Saturday, June 4, 2022

7:00 AM – breakfast at dorm

8:00 AM – competition

11:30 AM – box lunch at Iowa memorial union

12:30 PM – competition

3:30 PM – awards

4:00 PM – depart Iowa

6:00 PM – team dinner in DeKalb, IL

8:30 PM – return to Northbrook



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

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

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Goodman Extension: 2681

Activity / Class Name: Math Team

Description: American Regions Math League National tournament

Date(s) of Trip: June 2 - 4, 2022

Number of Chaperones: 1 Number of Students: 6

Names of Chaperones: Steve Goodman

Transportation Information

Departing from: Glenbrook North date: 6/2/2022 at: 6:00 AM PM

Traveling to (complete address): University of Iowa, Iowa City, Iowa

Returning from (complete address): Iowa date: 6/4/2022 at: 4:30 AM PM

Returning to: Glenbrook North date: 6/4/2022 at: 9:00 AM PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: arranged by Chicago ARML

Financial Information

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

Begin Collection on: 4/18/2022 End Collection on: 4/22/2022

Cost Per Student

Cost per Student*: \$ 126.25

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4850 0000 00 000000	<input checked="" type="checkbox"/> AN905850
	GBS: <input type="checkbox"/> 10L300 4850 0000 00 000000	<small>Please write account number above.</small>

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: Steve Goodman Date: 4/4/2022
Instructional Supervisor or Assistant Principal*: Mike Tarjan Date: 4/4/2022
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: _____ Date: _____
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org _____

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant

Trip Information

Trip Description: American Regions Math League (ARML) National Championships

Staff Expenses

Number of Staff: 1

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ 40.00	Meals:	\$ 40.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
	\$ _____		
Bus / Car	\$ 145.00	Bus / Car	\$ 145.00
Lodging:	\$ 215.00	Lodging:	\$ 215.00
Total Cost:	\$ 400.00	Total Cost:	\$ 400.00

<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Breakfast	\$ 13.00
Lunch	\$ 14.00
Dinner	\$ 23.00
Incidentals	\$ 5.00
Per Day	\$ 55.00

Student Expenses

Number of Students: 6

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 40.00	Meals:	\$ 240.00
Transportation:		Transportation:	
Air	\$ _____	Air	\$ 0.00
Bus / Car	\$ 165.00	Bus / Car	\$ 990.00
Lodging:	\$ 180.00	Lodging:	\$ 1080.00
Total Cost:	\$ 385.00	Total Cost:	\$ 2310.00

Other Expenses

Registration:	\$ 240.00
Judging:	\$ _____
Officiating:	\$ _____
Total Cost:	\$ 240.00

Total Trip Expenses

Staff Expenses:	\$ 400.00
Student Expenses:	\$ 2310.00
Other Expenses	\$ 240.00
Total Cost:	\$ 2950.00

Payment Responsibility

Paid by Students:	\$ 757.50	Per Student Cost:	\$ 126.25
Paid by District:	\$ 2192.50		

<p align="center"><u>Description of Expenses Paid by Students</u></p> <p>25% of housing and transportation, 100% of food.</p>
