



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

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

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

**Re:** Overnight Student Trip for Glenbrook South Yearbook Staff to Attend the Journalism Education Association Spring Convention in San Francisco, California

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South yearbook staff to attend the Journalism Education Association spring convention from Wednesday, April 19, 2023, through Sunday, April 23, 2023, in San Francisco, 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. Field shared in her memo, the Journalism Education Association hosts an annual spring convention in collaboration with the National Scholastic Press Association. Conventions like JEA/NSPA, which we have attended for over 20 years, expose students to hundreds of practical and professional learning sessions, hands-on workshops, and discussion groups. Student participants have opportunities to meet directly with professionals working in the field to understand better how their work now connects to future careers. They participate in on-site contests to test their skills. They also can represent Glenbrook South in person as their publication is honored with national recognition.

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	3
Number of Students (estimate)	30
Trip Category	Other Trip: All other overnight trips over 400 miles from the school district (e.g., fine arts tour, sports tournament that are not IHSA sponsored).
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	All Other Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 0% of expenses.  Students or fundraising will cover 100% of all expenses, including those of staff members attending the trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$800.02 All remaining student costs will be covered by fundraising.
Remaining Trip Costs Paid by District	\$0.00



TO: Dr. Barbara Georges  
FROM: Brenda Field, yearbook adviser

The Journalism Education Association, in collaboration with the National Scholastic Press Association, hosts an annual spring convention. Prior to the pandemic, this event averaged over 4,000 students and advisers from around the country.

As you may be aware, the student journalism programs at Glenbrook South have a long tradition of state and national excellence. In fact, our yearbook is currently the only one in Illinois to be named a finalist for the NSPA Pacemaker often described as the “Pulitzer Prize of high school journalism.”

Without question, these programs have excelled, in part, because students have been afforded opportunities beyond those available to them in the school setting. Conventions like JEA/NSPA, which we have attended for over 20 years, expose students to hundreds of practical and professional learning sessions, hands-on workshops and discussion groups. Student participants have opportunities to meet directly with professionals working in the field to gain a better understanding of how what they’re doing now connects to future careers. They participate in on-site contests to test their skills. They also have the opportunity to represent Glenbrook South and District 225 in person as their publication is honored with national recognition.

Students leave these conventions inspired, and they use their learning to better the educational experience for other students on staff. Given the project-based, student-run nature of our student publication programs, the lessons learned at convention have an immediate and lasting impact on the work done in the classroom.

JEA/NPSA is hosting their spring convention April 20-22, 2023 at the Hilton San Francisco Union Square. Taking my current editors to this event would benefit these students and the program moving forward.

In accordance with the newly approved student travel policy, families would contribute to the trip (\$800), and the remaining funding for student travel would be from yearbook fundraising

(advertising sales). As a member of the JEA board of directors, the organization will pay my travel and hotel expenses.

I am incredibly grateful for the support the district has provided to our program in the two-plus decades I have been the yearbook adviser at Glenbrook South. We would not be where we are without that support, and I continue to appreciate being a part of a district where students and staff can flourish. Thank you for your consideration, and do not hesitate to reach out if you have any questions.

Sincerely,  
Brenda Field, MJE  
Yearbook adviser

## 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: Journalism Education Association/National Scholastic Press Association National High School Journalism Convention (San Francisco Hilton Union Square)

Student Group Eligible for Trip: Yearbook (Journalism Honors Advanced: Yearbook)

Departure Date: Wednesday, April 19, 2023 Return Date: Sunday, April 23, 2023

Days/Blocks Missed by Students: Thursday, April 20 and Friday, April 21 (all blocks)

Number of Staff: 3 Number of Other Chaperones: 0 Number of Students: 30 Total: 33

## Part 2. Transportation Information

Departing from: Glenbrook South Date: Wednesday, April 19 Time: 3:30 PM

Building: Glenbrook South Door: SS

Traveling to: O'Hare Airport

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: ORD

Airline: United Flight Number: 210 Destination Airport: SFO Departure Time: 6:19 PM

### Transportation After Arrival

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles: 3  
 Public Transportation: shuttle service

### Flight from Destination:

Airport: SFO

Airline: United Flight Number: 1092 Destination Airport: ORD Departure Time: 6:40 AM

Returning from: O'Hare Airport Date: Sunday, April 23 Time: 1:30

Traveling to: school

Building: Glenbrook South Door: SS

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: \_\_\_\_\_  
 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: Tuesday, Feb. 14 End Collection on: Friday, April 14

Cost per Student\*: \$800.02 Can the Student Pay in Installments?  Yes  No

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

Account Number for Student Fees Collected:

AS904180

#### 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>4</u>	Lunch:	<u>4</u>	Dinner:	<u>4</u>	Total Cost Per Staff Member:	<u>\$216.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor: Brenda Field Date: Wednesday, Jan. 25, 2023

Instructional Supervisor or Assistant Principal: Mark Maranto Date: 1/25/23

## Part 1. Trip Information

Trip Description: Journalism Education Association/National Scholastic Press Association National High School Journalism Convention (Sar

## Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$125.00	0%	Registration: <u>\$125.00</u>	Proportionally paid by students: <u>\$5,706.95</u>
Judging:	\$0.00	0%	Judging: <u>\$0.00</u>	The district will pay: <u>\$0.00</u>
Officiating:	\$0.00	0%	Officiating: <u>\$0.00</u>	<b>Total Cost: <u>\$5,706.95</u></b>
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense: <u>\$0.00</u>	
Other*:	\$0.00	0%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$5,581.95	n/a	Staff Expenses (Paid by Students): <u>\$5,581.95</u>	
<b>Total Cost:</b>	<b><u>\$5,706.95</u></b>		<b>Total Cost: <u>\$5,706.95</u></b>	

\* Other Description: \_\_\_\_\_

## Part 3. Staff Expenses

Number of Staff:	<u>3</u>			
<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>
Registration:	\$0.00	0%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$5,581.95</u>
Meals:	\$216.00	0%	Meals: <u>\$648.00</u>	The district will pay: <u>\$0.00</u>
Air Fare:	\$453.25	0%	Air Fare: <u>\$1,359.75</u>	<b>Total Cost: <u>\$5,581.95</u></b>
Lodging:	\$1,191.40	0%	Lodging: <u>\$3,574.20</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$1,860.65</u></b>		<b>Total Cost: <u>\$5,581.95</u></b>	

## Part 4. Student Expenses

Number of Students:	<u>30</u>			
<u>Per Student</u>		<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>
General Expenses:	\$190.23	n/a	General Expenses: <u>\$5,706.95</u>	Each student will pay: <u>\$1,364.18</u>
Registration:	\$125.00	0%	Registration: <u>\$3,750.00</u>	The district will pay: <u>\$0.00</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	<b>Total Cost: <u>\$40,925.45</u></b>
Air Fare:	\$453.25	0%	Air Fare: <u>\$13,597.50</u>	
Lodging:	\$595.70	0%	Lodging: <u>\$17,871.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$1,364.18</u></b>		<b>Total Cost: <u>\$40,925.45</u></b>	

## Part 5. Payment Responsibility Summary

Paid by Students:	\$40,925.45			
Paid by Fundraising:	\$16,925.00	Account(s):	AS904180	
Each Student Will Pay:	\$800.02	Method:	Bookstore	
Paid by District:	\$0.00	Account(s):		
<b>Total Cost:</b>	<b><u>\$40,925.45</u></b>			