



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 20, 2023

Re: Overnight Trip for Glenbrook South Students to Participate in the Illinois Junior Academy of Science State Competition in Carbondale, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to participate in the Illinois Junior Academy of Science state competition from Friday, April 28, 2023, through Saturday, April 29, 2023, in Carbondale, 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.

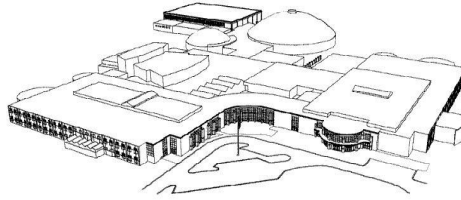
Before being presented to the Board for consideration, the Associate Principal for Administrative Services works with the Business Services department to ensure that each trip proposal adheres to all conditions and parameters defined in Board Policy. This includes, but is not limited to:

- 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.

After competing in the regional competition, three Glenbrook South students have been invited to attend the state competition at Southern Illinois University in April. 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)	3
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	\$983.52



Dear Dr. Georges,

I am very happy to share that the below three students performed with excellence at the Illinois Junior Academy of Science paper and poster session regional competitions and have been invited to attend the state competition at Southern Illinois University on April 28-29, 2023.

Tori Appel (236015)
Sakura Honda (236198)
Caleb Tsai (236508)

As this would require an overnight stay, I have attached necessary paperwork for your consideration. Please note that one meal will be provided to the students. They will be directed to bring money to pay for all other meals during the trip.

Please reach out with any questions.

Sincerely,
Jeff Rylander

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: Science Independent Research Study at Illinois Junior Academy of Science (IJAS) state competition

Student Group Eligible for Trip: Students who participated in IJAS regional competition

Departure Date: Friday, April 28, 2023 Return Date: Saturday, April 29, 2023

Days/Blocks Missed by Students: all blocks on 4/28/23

Number of Staff: 1 Number of Other Chaperones: 0 Number of Students: 3 Total: 4

Part 2. Transportation Information

Departing from: 4000 W. Lake Ave., Glenview Date: 4/28/23 Time: 6:00 AM

Building: GBS Door: H

Traveling to: Southern Illinois University Carbondale, Carbondale, IL 62901

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: Southern Illinois University Carbondale Date: 4/29/23 Time: 4:00 PM

Traveling to: 4000 W. Lake Ave, Glenview, IL 60026

Building: GBS Door: H

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>2</u>	Lunch:	<u>2</u>	Dinner:	<u>2</u>	Total Cost Per Staff Member:	<u>\$108.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Jeff Rylander Date: 3/8/23

Instructional Supervisor or Assistant Principal:  Date: 3/9/2023

Part 1. Trip Information

Trip Description: Science Independent Research Study at Illinois Junior Academy of Science (IJAS) state competition

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	100%	\$0.00	Proportionally paid by students: \$0.00
Judging:	\$0.00	100%	\$0.00	The district will pay: \$320.52
Officiating:	\$0.00	100%	\$0.00	Total Cost: \$320.52
Bus/Car Expense:	\$320.52	100%	\$320.52	
Other*:	\$0.00	100%	\$0.00	
Staff Expenses (Paid by Students):	\$0.00	n/a	\$0.00	
Total Cost:	\$320.52		Total Cost: \$320.52	

* Other Description: _____

Part 3. Staff Expenses

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
Number of Staff:	1			
<u>Per Staff Member</u>				
Registration:	\$0.00	100%	\$0.00	Proportionally paid by students: \$0.00
Meals:	\$108.00	100%	\$108.00	The district will pay: \$330.00
Air Fare:	\$0.00	100%	\$0.00	Total Cost: \$330.00
Lodging:	\$222.00	100%	\$222.00	
Trip Insurance:	\$0.00	100%	\$0.00	
Total Cost:	\$330.00		Total Cost: \$330.00	

Part 4. Student Expenses

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
Number of Students:	3			
<u>Per Student</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: \$333.00
Meals:	\$0.00	0%	\$0.00	Total Cost: \$333.00
Air Fare:	\$0.00	100%	\$0.00	
Lodging:	\$111.00	100%	\$333.00	
Trip Insurance:	\$0.00	100%	\$0.00	
Total Cost:	\$111.00		Total Cost: \$333.00	

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:	\$983.52	Account(s):	ESSC3330
Total Cost:	\$983.52		