



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

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

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

**Re:** Overnight Student Trip for Glenbrook South Students to Attend the Business Professionals of America State Leadership Conference Planning Meeting in Oak Brook, Illinois

### **Recommendation**

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to attend the Business Professionals of America State Leadership Conference Planning Meeting from Friday, February 3, 2023, through Saturday, February 4, 2023, in Oak Brook, 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.

As Ms. McManamon shared in her memo, the Business Professionals of America State Officer Team are meeting to finalize the plans for the state conference held February 23-25, 2023. Two students are part of the State Officer Team and will attend this meeting as part of their responsibilities. The entire cost of this event will be paid by the Illinois BPA. Due to the timing of this trip, Dr. Johns previously approved this trip under the provision of Board Policy 7230, which states, "The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification. We request that the Board of Education ratify the trip from Friday, February 3, 2023, through Saturday, February 4, 2023, in Oak Brook, Illinois.

**Table 1**  
**Summary of Trip Conditions and Parameters**

Condition or Parameter	Summary
Number of Staff	1
Number of Students (estimate)	2
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	\$0.00 (All costs paid by the Illinois BPA)

**TO:** Dr. Barbara Georges

**FROM:** Rosie McManamon

**DATE:** January 30, 2023

**SUBJECT:** BPA STATE LEADERSHIP CONFERENCE PLANNING 2023

On February 3-4, 2023, the State Officer Team and their advisors are meeting to finalize the plans for the Business Professionals of America, Illinois Association State Leadership Conference.

The conference will be held on February 23-25, 2023. Students from across the state have qualified to compete at this conference which will determine who will represent the state at the National Leadership Conference in Anaheim, California in April 2023.

Two students (Patrick Moran and Ashi Chikani) are part of the State Officer Team and have the added responsibility of planning the conference. This meeting is needed to solidify plans and practice layouts and order of events. Illinois BPA pays the entire bill for the State Officers and their advisors. (Hotel and food) Students will be driving themselves to and from and appropriate signed waiver forms will be collected.

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

## 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: State Leadership Conference Planning 2023. Two GBS students are serving as State Officers and are a major part of the planning.

Student Group Eligible for Trip: \_\_\_\_\_

Departure Date: Friday, February 3, 2023 Return Date: Saturday, February 4, 2023

Days/Blocks Missed by Students: Block 4 will be missed

Number of Staff: 1 Number of Other Chaperones: 0 Number of Students: 2 Total: 3

## Part 2. Transportation Information

Departing from: GBS Date: 2/3/23 Time: 2:00 PM

Building: Glenbrook South Door: SS

Traveling to: DoubleTree Oakbrook 1909 Spring Road Oakbrook, IL 60523

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: \_\_\_\_\_  
 Personal Vehicle (Waiver Required)  Public Transportation: Students will drive themselves

*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: DoubleTree Oakbrook Date: 2/4/23 Time: 1:00 PM

Traveling to: Their respective homes

Building: N/A Door: N/A

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: \_\_\_\_\_  
 Personal Vehicle (Waiver Required)  Public Transportation: Students will drive themselves

## 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:	<input type="text" value="0"/>	Lunch:	<input type="text" value="0"/>	Dinner:	<input type="text" value="0"/>	Total Cost Per Staff Member:	<input type="text" value="\$0.00"/>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor:	<input type="text" value="Rosanna McManamon"/>	Date:	<input type="text" value="1/23/23"/>
Instructional Supervisor or Assistant Principal:	<input type="text" value="Mark Maranto"/>	Date:	<input type="text" value="1/23/23"/>

## Part 1. Trip Information

Trip Description: State Leadership Conference Planning 2023. Two GBS students are serving as State Officers and are a major part of the planning.

## Part 2. General Expenses

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

\* Other Description:

## Part 3. Staff Expenses

Number of Staff: 1						
<u>Per Staff Member</u>			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
Registration:	\$0.00	% Covered by District 0%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	The district will pay:	\$0.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	<b>Total Cost:</b>	<b>\$0.00</b>
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

## Part 4. Student Expenses

Number of Students: 2						
<u>Per Student</u>			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
General Expenses:	\$0.00	% Covered by District n/a	General Expenses:	\$0.00	Each student will pay:	\$0.00
Registration:	\$0.00	0%	Registration:	\$0.00	The district will pay:	\$0.00
Meals:	\$0.00	0%	Meals:	\$0.00	<b>Total Cost:</b>	<b>\$0.00</b>
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$0.00	0%	Lodging:	\$0.00		
Trip Insurance:	\$0.00	0	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$0.00</b>		<b>Total Cost:</b>	<b>\$0.00</b>		

## Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:	\$0.00	Account(s):	
Each Student Will Pay:	\$0.00	Method:	State Association pays for the entire conference
Paid by District:	\$0.00	Account(s):	
<b>Total Cost:</b>	<b>\$0.00</b>		

