



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 27, 2023

Re: Overnight Student Trip for Glenbrook South Students to Attend the IHSA Boys Wrestling State Tournament in Urbana-Champaign, 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 IHSA Boys Wrestling State Tournament from Thursday, February 16, 2023, through Saturday, February 18, 2023, in Urbana-Champaign, 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 Mr. Castillo shared in his memo, two varsity wrestlers qualified to participate in the IHSA State Tournament. 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 approval of this trip.

Table 1
Summary of Trip Conditions and Parameters

Condition or Parameter	Summary
Number of Staff	3
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	\$2,286.00



To: Dr. Barbara Georges
Re: IHSA State Contest for wrestling 2023

Dear Dr. Georges,

I am writing to ask your permission to take 2 Varsity wrestlers to the IHSA State Championship. This competition will take place in Champaign, IL on February 16th – February 18th, 2023. The 2 varsity wrestlers qualified for the IHSA State contest at IHSA Sectionals on February 11th by placing top 4 in their weight class.

With regard to lodging for staff, the two staff members attending would share a room. For meals, students will bring money and purchase food as the competition progresses.

I very much appreciate your support.

Best regards,

Pat Castillo
Head Coach, GBS Wrestling

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: IHSA State Wrestling Tournament

Student Group Eligible for Trip: Wrestling State Qualifiers

Departure Date: Thursday, February 16, 2023 Return Date: Saturday, February 18, 2023

Days/Blocks Missed by Students: February 16 & 17th

Number of Staff: 3 Number of Other Chaperones: 0 Number of Students: 2 Total: 5

Part 2. Transportation Information

Departing from: Glenbrook South High School Date: February 15th Time: 7:00 PM

Building: GBS Door: _____

Traveling to: State Farm Center. 1800 S. First st Champaign, IL 61820

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: Champaign, IL Date: 2/18/23 Time: _____

Traveling to: Glenbrook South High School, Glenview, IL

Building: _____ Door: _____

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*: _____ 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>3</u>	Lunch:	<u>3</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$162.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Pat Castillo</u>	Date:	<u>2/13/23</u>
Instructional Supervisor or Assistant Principal:	<u>Tom Mietus</u>	Date:	<u>2/14/23</u>

Part 1. Trip Information

Trip Description: IHSA State Wrestling Tournament

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$0.00	100%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Judging:	\$0.00	100%	Judging:	\$0.00	The district will pay:	\$150.00
Officiating:	\$0.00	100%	Officiating:	\$0.00	Total Cost:	\$150.00
Bus/Car Expense:	\$150.00	100%	Bus/Car Expense:	\$150.00		
Other*:	\$0.00	100%	Other*:	\$0.00		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
Total Cost:	\$150.00		Total Cost:	\$150.00		

* Other Description: _____

Part 3. Staff Expenses

Number of Staff: 3

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$0.00	100%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$162.00	100%	Meals:	\$486.00	The district will pay:	\$1,386.00
Air Fare:	\$0.00	100%	Air Fare:	\$0.00	Total Cost:	\$1,386.00
Lodging:	\$300.00	100%	Lodging:	\$900.00		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Total Cost:	\$462.00		Total Cost:	\$1,386.00		

Part 4. Student Expenses

Number of Students: 2

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$0.00	n/a	General Expenses:	\$0.00	Each student will pay:	\$0.00
Registration:	\$0.00	100%	Registration:	\$0.00	The district will pay:	\$750.00
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$750.00
Air Fare:	\$0.00	100%	Air Fare:	\$0.00		
Lodging:	\$375.00	100%	Lodging:	\$750.00		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Total Cost:	\$375.00		Total Cost:	\$750.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:		Account(s):	
Each Student Will Pay:	\$0.00	Method:	
Paid by District:	\$2,286.00	Account(s):	ESATH3340
Total Cost:	\$2,286.00		