



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

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

**Date:** Monday, March 20, 2023

**Re:** Overnight Trip for Glenbrook North Students to Participate in the American Regions Math League Competition in Iowa City, Iowa

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for Glenbrook North students to participate in the American Regions Math League national competition from Thursday, June 1, 2023, through Saturday, June 3, 2023, in Iowa City, Iowa.

**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.

This year, five students from Glenbrook North qualified to participate in the Chicago Area All-Star Math Team. These students will join with other students from the area to prepare for competition at the national American Regions Math League (ARML) competition at the University of Iowa. A detailed summary of the trip from Mr. Goodman is attached. 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)                          | 5  |
| Trip Category  | National Contest:<br>Trip for which students have qualified through competition or audition or are required for eligibility for a national contest.  |
| 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:<br>The Board will cover 100% of registration, and 75% of transportation and lodging expenses for students and 100% of expenses for chaperones.<br><br>Students will cover 100% of meal expenses. |
| Fee Collection Method                                  | N/A  |
| Amount Paid by Each Student                            | \$126.25   |
| Remaining Trip Costs Paid by District                  | \$1,893.75   |



# Glenbrook North High School

2300 Shermer Road  
Northbrook, Illinois 60062  
847-272-6400

**Date:** March 8, 2023  
**To:** Mr. Jason Markey, Principal  
**From:** Steve Goodman, Math Team sponsor  
**Subject:** ARML Math Contest

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 for a national championship on the first weekend in June. Teams from the Midwest will compete at the University of Iowa June 2-3, 2023.

This year, five 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 competing for the weekend. We will stay in the University of Iowa dormitories, with one student to a bed.

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

ChicagoARML charges an all-inclusive fee of \$425 for students (housing \$180, transportation \$165, registration \$40, food \$40) and \$400 for coaches (housing \$195, transportation \$165, food \$40) The trip departs on Thursday night, June 1, and returns Saturday night, June 3.

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. We will follow all Board policies as they relate to travel.

Sincerely,

Steve Goodman

## Chicago ARML Itinerary

Thursday, June 1, 2023

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 2, 2023

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 3, 2023

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

## 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: American Regions Math League (ARML) National Championships

Student Group Eligible for Trip: Math Team

Departure Date: Thursday, June 1, 2023 Return Date: Saturday, June 3, 2023

Days/Blocks Missed by Students: No school days. Staff will miss Glenbrook Day - June 2.

Number of Staff: 1 Number of Other Chaperones: 0 Number of Students: 5 Total: 6

## Part 2. Transportation Information

Departing from: Glenbrook North HS Date: June 1, 2023 Time: 6:00 PM

Building: GBN Door: A

Traveling to: University of Iowa

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 1  
 Personal Vehicle (Waiver Required)  Public Transportation: Transportation provided by Chicago ARML

*If flying, complete the details below:*

### Flight to Destination:

Airport: NA

Airline: NA Flight Number: NA Destination Airport: NA Departure Time: NA

### Transportation After Arrival

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles: NA  
 Public Transportation: NA

### Flight from Destination:

Airport: NA

Airline: NA Flight Number: NA Destination Airport: NA Departure Time: NA

Returning from: University of Iowa Date: June 3, 2023 Time: 8:30 PM

Traveling to: Glenbrook North

Building: GBN Door: A

Transportation:  Coach Bus  School Bus  Activity Bus  Rental Car Number of Vehicles: 1  
 Personal Vehicle (Waiver Required)  Public Transportation: NA

## Part 3. Bookstore Collection Information

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

Begin Collection on: March 13, 2023 End Collection on: April 5, 2023

Cost per Student\*: \$126.25 Can the Student Pay in Installments?  Yes  No

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

Account Number for Student Fees Collected:

AN905850

#### 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>0</u> | Lunch: | <u>0</u> | Dinner: | <u>0</u> | Total Cost Per Staff Member: | <u>\$0.00</u> |
|            | \$13.00  |        | \$15.00  |         | \$26.00  |                              |               |

#### Part 5. Approval

Requestor:

Steve Goodman

Date:

March 8, 2023

Instructional Supervisor or  
Assistant Principal:

*Paula Bonner*

Date:

3/10/2023

## Part 1. Trip Information

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

## Part 2. General Expenses

|                                    |                        |      | <u>Total General Expenses</u>                    | <u>Expense Reconciliation</u>                    |
|------------------------------------|------------------------|------|--|--|
| Registration:                      | \$0.00                 | 100% | Registration: <u>\$0.00</u>                      | Proportionally paid by students: <u>\$206.25</u> |
| Judging:                           | \$0.00                 | 100% | Judging: <u>\$0.00</u>                           | The district will pay: <u>\$783.75</u>           |
| Officiating:                       | \$0.00                 | 100% | Officiating: <u>\$0.00</u>                       | <b>Total Cost: <u>\$990.00</u></b>               |
| Bus/Car Expense:                   | \$825.00               | 75%  | Bus/Car Expense: <u>\$825.00</u>                 |  |
| Other*:                            | \$165.00               | 100% | Other*: <u>\$165.00</u>                          |  |
| Staff Expenses (Paid by Students): | \$0.00                 | n/a  | Staff Expenses (Paid by Students): <u>\$0.00</u> |  |
| <b>Total Cost:</b>                 | <b><u>\$990.00</u></b> |      | <b>Total Cost:</b>                               | <b><u>\$990.00</u></b>                           |

\* Other Description: Transportation for 1 chaperone

## Part 3. Staff Expenses

| Number of Staff:        | <u>1</u>               |                             |                               |  |
|-------------------------|------------------------|-----------------------------|-------------------------------|--|
| <u>Per Staff Member</u> |                        | <u>Total Staff Expenses</u> |                               | <u>Expense Reconciliation</u>                  |
| Registration:           | \$0.00                 | 100%                        | Registration: <u>\$0.00</u>   | Proportionally paid by students: <u>\$0.00</u> |
| Meals:                  | \$40.00                | 100%                        | Meals: <u>\$40.00</u>         | The district will pay: <u>\$235.00</u>         |
| Air Fare:               | \$0.00                 | 100%                        | Air Fare: <u>\$0.00</u>       | <b>Total Cost: <u>\$235.00</u></b>             |
| Lodging:                | \$195.00               | 100%                        | Lodging: <u>\$195.00</u>      |  |
| Trip Insurance:         | \$0.00                 | 100%                        | Trip Insurance: <u>\$0.00</u> |  |
| <b>Total Cost:</b>      | <b><u>\$235.00</u></b> |                             | <b>Total Cost:</b>            | <b><u>\$235.00</u></b>                         |

## Part 4. Student Expenses

| Number of Students: | <u>5</u>               |                               |                                   |  |
|---------------------|------------------------|-------------------------------|-----------------------------------|--|
| <u>Per Student</u>  |                        | <u>Total Student Expenses</u> |                                   | <u>Expense Reconciliation</u>          |
| General Expenses:   | \$41.25                | n/a                           | General Expenses: <u>\$206.25</u> | Each student will pay: <u>\$126.25</u> |
| Registration:       | \$40.00                | 100%                          | Registration: <u>\$200.00</u>     | The district will pay: <u>\$875.00</u> |
| Meals:              | \$40.00                | 0%                            | Meals: <u>\$200.00</u>            | <b>Total Cost: <u>\$1,506.25</u></b>   |
| Air Fare:           | \$0.00                 | 75%                           | Air Fare: <u>\$0.00</u>           |  |
| Lodging:            | \$180.00               | 75%                           | Lodging: <u>\$900.00</u>          |  |
| Trip Insurance:     | \$0.00                 | 100%                          | Trip Insurance: <u>\$0.00</u>     |  |
| <b>Total Cost:</b>  | <b><u>\$301.25</u></b> |                               | <b>Total Cost:</b>                | <b><u>\$1,506.25</u></b>               |

## Part 5. Payment Responsibility Summary

|                        |                          |             |   |  |
|------------------------|--------------------------|-------------|---|--|
| Paid by Students:      | \$631.25                 |             |   |  |
| Paid by Fundraising:   | \$0.00                   | Account(s): |   |  |
| Each Student Will Pay: | \$126.25                 | Method:     | Bookstore deposit to account AN905850                                     |  |
| Paid by District:      | \$1,893.75               | Account(s): | ENML3330 - \$910 TNML3310 - \$783.75 AN905850 - \$631.25 ENML6500 - \$200 |  |
| <b>Total Cost:</b>     | <b><u>\$2,525.00</u></b> |             |   |  |