



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 in Oak Brook, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South students to attend the Business Professionals of America State Leadership Conference from Thursday, February 23, 2023, through Saturday, February 25, 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, 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.

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)	23
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	\$6,608.00 (Costs for officers will be reimbursed by Illinois BPA)

TO: Dr. Barbara Georges
FROM: Rosie McManamon
DATE: January 30, 2023
SUBJECT: BPA STATE LEADERSHIP CONFERENCE 2023

On February 23-25, 2023, Business Professionals of America, Illinois Association will be holding their State Leadership Conference. 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.

Twenty-three GBS students have qualified for State and are continuing to work hard to master their event with hopes of qualifying for Nationals. In addition, the GBS BPA chapter hopes to win the coveted Professional Cup, given to the Outstanding BPA Chapter in the state. (GBS has won the past 6 years!)

The costs associated with this trip are as follows:

- \$65/person registration fee
- \$150/night for hotel accommodations

Two students (Patrick Moran and Ashi Chikani) are finishing their term as State Officer at this conference and I serve as the Executive Director. For the time and commitment we dedicate to BPA, the state organization covers our (Patrick, Ashi, and my) registration and hotel costs. The total amount that Illinois BPA is covering is \$795.00.

Because we have an odd number of students (21), one student will have a room to herself. Otherwise, students will be sharing a room with one other GBS student. In addition, both Caitie Korienek and Seong Ha will have their own rooms. This brings our hotel needs to 13 rooms (11 student rooms and 2 advisor/chaperone rooms) that District 225 is paying for. The additional 3 rooms for myself, Patrick, and Ashi are not included in this total.

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: Students have qualified for State competition and hope to qualify for Nationals at this State Leadership Conference.

Student Group Eligible for Trip: Business Professionals of America

Departure Date: Thursday, February 23, 2023 Return Date: Saturday, February 25, 2023

Days/Blocks Missed by Students: All blocks on 2/23 and 2/24

Number of Staff: 2 Number of Other Chaperones: 1 Number of Students: 23 Total: 26

Part 2. Transportation Information

Departing from: GBS -- Outside doors SS Date: 02/23/23 Time: 8:15 AM

Building: Glenbrook South Door: SS

Traveling to: DoubleTree Oakbrook 1909 Spring Road Oakbrook 60523

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: _____
 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: _____ Date: _____ Time: _____

Traveling to: _____

Building: _____ Door: _____

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: _____ 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>3</u>	Dinner:	<u>1</u>	Total Cost Per Staff Member:	<u>\$97.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Rosanna McManamon Date: 01/30/23

Instructional Supervisor or Assistant Principal: _____ Date: _____

Part 1. Trip Information

Trip Description: Students have qualified for State competition and hope to qualify for Nationals at this State Leadership Conference.

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>\$0.00</u>
Judging:	\$0.00	100%	Judging: <u>\$0.00</u>	The district will pay: <u>\$277.00</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u><u>\$277.00</u></u>
Bus/Car Expense:	\$277.00	100%	Bus/Car Expense: <u>\$277.00</u>	
Other*:	\$0.00	100%	Other*: <u>\$0.00</u>	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): <u>\$0.00</u>	
Total Cost:	<u>\$277.00</u>		Total Cost:	<u>\$277.00</u>

* 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:	\$65.00	100%	Registration: <u>\$195.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$97.00	100%	Meals: <u>\$291.00</u>	The district will pay: <u>\$1,386.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u><u>\$1,386.00</u></u>
Lodging:	\$300.00	100%	Lodging: <u>\$900.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$462.00</u>		Total Cost:	<u>\$1,386.00</u>

Part 4. Student Expenses

Number of Students:	<u>23</u>			
<u>Per Student</u>		<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>
General Expenses:	\$0.00	n/a	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$0.00</u>
Registration:	\$65.00	100%	Registration: <u>\$1,495.00</u>	The district will pay: <u>\$4,945.00</u>
Meals:	\$0.00	100%	Meals: <u>\$0.00</u>	Total Cost: <u><u>\$4,945.00</u></u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$150.00	100%	Lodging: <u>\$3,450.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$215.00</u>		Total Cost:	<u>\$4,945.00</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:	\$0.00	Account(s):	ESEC3340
Each Student Will Pay:	\$0.00	Method:	
Paid by District:	\$6,608.00	Account(s):	ESEC3340
Total Cost:	<u>\$6,608.00</u>		