



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

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

**Date:** Monday, February 27, 2023

**Re:** Overnight Trip for Glenbrook South Students to Participate in the IHSA State Speech Tournament in Peoria, 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 State Speech Tournament from Thursday, February 16, 2023, through Sunday, February 19, 2023, in Peoria, 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.

The Glenbrook South Individual Events Speech Team is attending the IHSA State Speech Tournament at the Peoria Civic Center this month. Students qualify for the State Competition by placing in the top four of their events from the Regional tournament and the top three in their events from the Sectional tournament. This is a huge accomplishment because only the top three in every event qualify to the State level in one of the most competitive Sectionals in the state of Illinois.

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)	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
Remaining Trip Costs Paid by District	\$3,065.00



February 14, 2023

To: Dr. Barbara Georges  
From: Nancy Stickels

The Glenbrook South Individual Events Speech Team is attending the IHSA State Speech Tournament in Peoria, IL from Thursday, February 16 - Sunday, February 19. The tournament will take place at the Peoria Civic Center. Students qualify for the State Competition by placing in the top four of their events from the Regional tournament and the top three in their events from the Sectional tournament. This is a huge accomplishment because only the top three in every event qualify to the State level in one of the most competitive Sectionals in the state of Illinois.

The purpose of the trip is for students to compete in their events against other students from the state of Illinois, possibly qualify for final rounds and become a runner up or State Champion in their event.

Students will be excused on Thursday, February 16th to make the trip down to Peoria and register. We will be competing on February 17-18 and return home on February 19.

GBS has attended the IHSA State tournament in the past and it is a very educational experience for the competitors. Being a State qualifier impacts students with college admission and future employment hiring. Students always look back fondly on their experience of State Speech.

The last time we qualified students for State, the tournament was virtual so we are very excited to be back in person in Peoria.

Sincerely,

Nancy Stickels  
Head Coach, GBS Speech Team

## 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 Speech Tournament

Student Group Eligible for Trip: Anya Azara, Gianna Barash

Departure Date: Thursday, February 16, 2023 Return Date: Sunday, February 19, 2023

Days/Blocks Missed by Students: Friday, February 17 (Blocks 1, 2, 3 4)

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

## Part 2. Transportation Information

Departing from: 400 W. Lake St., Glenview Date: 2/16/23 Time: 3:30 PM

Building: GBS Door: TT

Traveling to: Peoria Civic Center, Peoria, IL (Marriott Pere Marquette - 501 Main St, Peoria, IL 61602)

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: Peoria, IL Date: 2/19/2023 Time: \_\_\_\_\_

Traveling to: Glenbrook South High School

Building: GBS Door: TT

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>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: Nancy Stickels Date: 2/13/23

Instructional Supervisor or Assistant Principal: Mark Maranto Date: 2/13/2023

## Part 1. Trip Information

Trip Description: IHSA State Speech Tournament

## 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>\$500.00</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	<b>Total Cost: <u>\$500.00</u></b>
Bus/Car Expense:	\$500.00	100%	Bus/Car Expense: <u>\$500.00</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>	
<b>Total Cost:</b>	<b><u>\$500.00</u></b>		<b>Total Cost:</b>	<b><u>\$500.00</u></b>

\* Other Description: \_\_\_\_\_

## Part 3. Staff Expenses

Number of Staff: 3

			<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Staff Member</u>				
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$162.00	100%	Meals: <u>\$486.00</u>	The district will pay: <u>\$1,851.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	<b>Total Cost: <u>\$1,851.00</u></b>
Lodging:	\$455.00	100%	Lodging: <u>\$1,365.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$617.00</u></b>		<b>Total Cost:</b>	<b><u>\$1,851.00</u></b>

## Part 4. Student Expenses

Number of Students: 2

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$0.00	n/a	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$0.00</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	The district will pay: <u>\$714.00</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	<b>Total Cost: <u>\$714.00</u></b>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$357.00	100%	Lodging: <u>\$714.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$357.00</u></b>		<b>Total Cost:</b>	<b><u>\$714.00</u></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: _____
Paid by District:	\$3,065.00	Account(s): <u>ESEC3340</u>
<b>Total Cost:</b>	<b><u>\$3,065.00</u></b>	