



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 27, 2023

Re: Overnight Trip for Glenbrook North 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 North 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 North 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	4
Number of Students (estimate)	10
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	\$10,198.00



Glenbrook North High School

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

Date: February 16-19, 2023

RE: IHSA State Tournament

To: Mr. Jason Markey

From: Sarah Ilie (Speech Team Head Coach)

Glenbrook North has qualified through Regionals and Sectionals a total of nine competitors to the 2022-23 IHSA State Tournament for Speech at the Peoria Convention Center in Peoria, Illinois. A tenth student must travel with the team as an official room chair/timer for the state competition. We will travel to Peoria, Illinois, from Thursday, February 16, through Sunday, February 19, 2023. Two coach chaperones, myself, and another assistant coach will be attending. Due to the number of students, the potential for inclement weather, and the drive duration, hiring professional/trained bus drivers to drive the District minivans would be best. Extra rooms will be reserved for the bus drivers, requiring four total rooms for staff/drivers and four total rooms for competitors, which is reflected in the cost allocation spreadsheet.

Additionally, we plan to reserve a small meeting room for group and individual practices on Thursday and Friday evenings. Having dedicated space for students to rehearse, receive feedback from coaches, and perform for their teammates will be extraordinarily helpful to their success during the competition on Friday and Saturday. The total cost should be about \$600 for a 6-hour reservation; this is also reflected in the cost allocation spreadsheet.

Lastly, we will eat meals together as a team. Students will be responsible for the cost of their meals. We have estimated those costs in the spreadsheet. We will follow all rules and regulations of the District 225 travel policy while representing Glenbrook North.

Sincerely,

Sarah H. Ilie
Social Studies teacher
Speech Team head coach
silie@glenbrook225.org
(847) 509-2640

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 Speech State Tournament

Student Group Eligible for Trip: Speech Team - individual competitors

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

Days/Blocks Missed by Students: Blocks 3 & 4 on Thursday, February 16, and all blocks on Friday, February 17

Number of Staff: 2 Number of Other Chaperones: 2 Number of Students: 10 Total: 14

Part 2. Transportation Information

Departing from: 2300 Shermer Rd Northbrook, IL 60062 Date: 2/16/23 Time: 12:15 PM

Building: Glenbrook North Door: A

Traveling to: Peoria Marriott Pere Marquette, 501 Main St, Peoria, IL 61602

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 2
 Personal Vehicle (Waiver Required) Public Transportation: _____

If flying, complete the details below:

Flight to Destination:

Airport: N/A

Airline: N/A Flight Number: N/A Destination Airport: N/A Departure Time: N/A

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: _____
 Public Transportation: N/A

Flight from Destination:

Airport: N/A

Airline: N/A Flight Number: N/A Destination Airport: N/A Departure Time: N/A

Returning from: 501 Main St, Peoria, IL 61602 Date: 2/19/23 Time: 9:00 AM

Traveling to: Glenbrook North High School; 2300 Shermer Rd Northbrook, IL 60062

Building: Glenbrook North Door: A

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 2
 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: Lauren Emmert Date: 2/14/23

Instructional Supervisor or Assistant Principal: *Lauren Emmert* Date: 2/21/2023

Part 1. Trip Information

Trip Description: IHSA State Speech Tournament

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$200.00	% Covered by District 100%	Registration: \$200.00	Proportionally paid by students: \$0.00
Judging:	\$0.00	0%	Judging: \$0.00	The district will pay: \$2,740.00
Officiating:	\$0.00	0%	Officiating: \$0.00	Total Cost: \$2,740.00
Bus/Car Expense:	\$1,940.00	100%	Bus/Car Expense: \$1,940.00	
Other*:	\$600.00	100%	Other*: \$600.00	
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students): \$0.00	
Total Cost:	\$2,740.00		Total Cost:	\$2,740.00

* Other Description: Meeting room for group practices at the hotel

Part 3. Staff Expenses

Number of Staff:	<u>4</u>			
	<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:	\$162.00	100%	Meals: \$648.00	The district will pay: \$3,428.00
Air Fare:	\$0.00	0%	Air Fare: \$0.00	Total Cost: \$3,428.00
Lodging:	\$695.00	100%	Lodging: \$2,780.00	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
Total Cost:	\$857.00		Total Cost:	\$3,428.00

Part 4. Student Expenses

Number of Students:	<u>10</u>			
	<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: \$4,030.00
Meals:	\$0.00	0%	Meals: \$0.00	Total Cost: \$4,030.00
Air Fare:	\$0.00	0%	Air Fare: \$0.00	
Lodging:	\$403.00	100%	Lodging: \$4,030.00	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
Total Cost:	\$403.00		Total Cost:	\$4,030.00

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:	\$0.00	Account(s):	TNEC3310 (travel); ENPN3340 (Staff); ENGI6500 (Student)
Each Student Will Pay:	\$0.00	Method:	
Paid by District:	\$10,198.00	Account(s):	
Total Cost:	\$10,198.00		