

To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, August 22, 2022

Re: Overnight Student Trip for the Glenbrook South Yearbook Staff to Attend the Jostens Creativity Workshop in Denver, Colorado

Recommendation

It is recommended that the Board of Education approve an overnight trip for the Glenbrook South yearbook staff to attend the Jostens Creativity Workshop from Friday, September 16, 2022 through Sunday, September 18, 2022 in Denver, Colorado.

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. Brenda Field shared in his memo, this event provides an intense learning experience for the development of outstanding yearbooks. Select editors (editors-in-chief and design) will have the ability to prepare the team for the publication development process in ways the classroom experience alone cannot. Students leave this workshop motivated, and they use their training to better the educational experience for other students on staff. Given the project-based, student-run nature of our student publication programs, the workshop experience has an immediate and lasting impact on the work done in the classroom.

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	2
Number of Students (estimate)	10
Trip Category	Other Trip: All other overnight trips over 400 miles from the school district (e.g., fine arts tour, sports tournament that are not IHSA sponsored).
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	All Other Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 0% of expenses. Students or fundraising will cover 100% of all expenses, including those of staff members attending the trip.
Fee Collection Method	Bookstore
Amount Paid by Each Student	\$100.00 All remaining student costs will be covered by fundraising.
Remaining Trip Costs Paid by District	\$0.00

If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Georges or me.



To: Dr. Barbara Georges
From: Brenda Field
Date: July 22, 2022
RE: Jostens Creativity Workshop

Dear Dr. Georges,

Jostens, our yearbook publisher, hosts a fall workshop aimed at getting editorial teams on track for the upcoming year. According to the workshop overview, this three-day event is “geared to the needs of the best scholastic journalism staffs ... [and is] an intense learning experience for yearbook editors that focuses on high-level concepts that differentiate the most successful yearbooks from the rest.” Prior to the pandemic, this workshop (which is only offered in two locations each fall), set our student editorial team on course to produce a high-quality publication by mid-April of each year.

Select editors (editors-in-chief and design) would travel to Denver on Friday, Sept. 16 from O’Hare airport and stay at the Embassy Suites Denver Central Park until mid morning on Sunday, Sept. 18. We would return to O’Hare and arrive at GBS by early Sunday evening.

The student journalism programs at Glenbrook South have a long tradition of state and national excellence. In fact, our yearbook was the only one in Illinois to be named a finalist for either of the national awards (NSPA Pacemaker and CSPA Crown) often described as the “Pulitzer Prizes of high school journalism” in 2022.

Without question, these programs have excelled, in part, because students have been afforded opportunities beyond those available to them in the school setting. Experiences like the Jostens Creativity Workshop prepare students for the year ahead in ways the classroom experience alone cannot. This focused time with outside feedback has helped the editorial team chart a course of productivity and success early.

Students leave this workshop motivated, and they use their training to better the educational experience for other students on staff. Given the project-based, student-run nature of our student

publication programs, the workshop experience has an immediate and lasting impact on the work done in the classroom.

I am incredibly grateful for the support the district has provided to our program in the two-plus decades I have been the yearbook adviser at Glenbrook South. We would not be where we are without that support, and I continue to appreciate being a part of a district where students and staff can flourish. Thank you for your consideration, and do not hesitate to reach out if you have any questions.

Sincerely,
Brenda Field, MJE
Yearbook adviser
Glenbrook South

DENVER CREATIVITY WEEKEND

JOSTENS YEARBOOK
CREATIVITY WORKSHOP

GREATER THAN

SEPTEMBER 16-18, 2022



An intense three days created for and geared to the needs of the best scholastic journalism staffs and photographers. The workshop provides collaboration and personal attention. This intense learning opportunity for yearbook editors and photographers focuses on high-level concepts that differentiate the most successful yearbooks from the rest.

Jostens



“The Creativity Workshop is a great way for your staff to spend time completely devoted to planning, creating and developing your theme and design. Yearbook experts give one-on-one time and candid feedback that will help take your publication to the next level. We always leave with so much more than we anticipated.”

- Pamela Mann, Providence HS

PRESENTATION

There will be instructional presentations, but the focus will be on intensive planning and refining of your concept, coverage, design, writing and photography.

EXPECTATION

Staffs are required to bring laptops. Internet access will be available at no charge. Those not using online programs need to come prepared with InDesign loaded.

PARTICIPATION

The workshop is designed for key decision makers and photographers. The number of participants is limited to facilitate a personal work environment. Extreme yearbookers working with any company are welcome.

INSPIRATION

A collection of current magazines and award-winning yearbooks will be available for your reference and inspiration.

PHOTO INSTRUCTION

The photography track offers personal attention and hands-on practice to help improve yearbook photos and knowledge of equipment use, photo composition, editing and photo management.

GREATER THAN

The Embassy Suites Denver Central Park room options include double beds with a pull-out sofa (each room sleeps six) or a king suite with a pull-out sofa (sleeps four). The rate for double is \$139/night; king rooms are \$129/night (+taxes and fees; tax-exempt status for room and tax: pending approval upon completion of tax-exempt paperwork by each individual school). All rooms include complimentary breakfast.

Room reservation deadline is August 25, 2022. Reserve by clicking below:

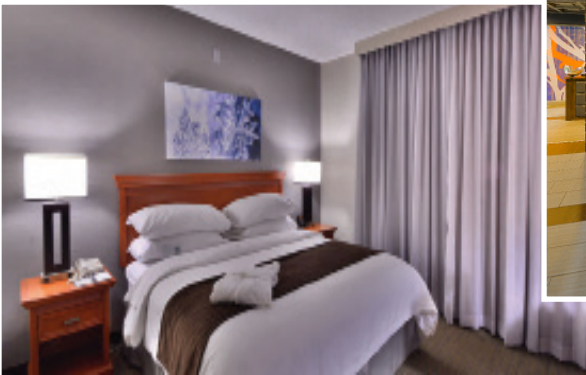
[CLICK HERE](#)

LOCATION

Embassy Suites Denver Central Park
4444 Havana St.
Denver, CO 80239
303-375-0400



EMBASSY SUITES
HOTELS®



REGISTRATION

The registration fee is \$195 per student. Lodging is not included. Adviser registration is complementary.

Register at www.jostens.com/yearbookevents by August 25, 2022.

Jostens™

TEACHING STAFF

TINA CLEAVELIN CJE, a creative accounts manager for Jostens, works with advisers and staffs to produce and market their publications. She advised award-winning newspaper, yearbook and photojournalism staffs for 14 years in Arizona and Oklahoma. She received the JEA Friend of Scholastic Journalism, the Friends of Journalism award from the New Mexico Scholastic Press Association and the Jostens Leadership Award.

BOBBY HAWTHORNE is author of *The Radical Write*, *Longhorn Football: An Illustrated History*, *Home Field: Texas High School Football Stadium from Alice to Zephyr* and *University Interscholastic League: An Illustrated History of 100 Years of Service*. A popular workshop and convention speaker, Hawthorne is a former director of Texas Interscholastic League Press Conference. He has won numerous accolades, including the TAJE Trailblazer Award, ILPC Edith Fox King Award, CSPA Charles O'Malley Excellence in Teaching Award and JEA Carl Towley Award.

MIKE MCLEAN is a Dallas-based freelance photojournalist. McLean's foundation of storytelling skills comes from his strong news background as a staff photographer for the Dallas Times Herald. He is a frequent speaker and workshop instructor throughout the country. He is a co-author of "Grow Your Know in Photography," and for the past four years he has worked as a visual content lead and instructor in photography at the West Point US Military Academy and the US Naval Academy.

MARCI PIEPER retired after spending 20 years as a publications adviser and 10 years as an assistant principal. And then unretired and returned to Clayton High School to advise the CLAMO yearbook, her first love, to really finish her teaching career. Her students have earned multiple NSPA Pacemakers and CSPA Gold Crowns as well national recognition for their photography and design skills. They are an All-Missouri publication as well. Marci has been awarded the CSPA Gold Key, NSPA Pioneer, Missouri Journalism Teacher of the Year, and was named a YTOY Special Recognition Adviser from JEA.

MARGARET SORROWS retired in June 2015 after 36 years of advising and teaching photography. She is currently a Jostens ambassador, serving as an educational and creative consultant. She was the 2014 JEA H.L. Hall Yearbook Adviser of the Year. Her yearbooks won Gold and Silver CSPA Crowns and NSPA Pacemakers, including selection to the NSPA Hall of Fame in 2008. She received a JEA Lifetime Achievement Award, a CSPA Gold Key, the TAJE Texas Trailblazer Award and was runner-up to Arkansas Teacher of the Year. Her photo students were consistent winners in national contests.

**Itinerary and instructors subject to change.*

ITINERARY

FRI. 09.17.21

The workshop begins at 2 p.m. with group presentations from yearbook staffs and instruction from instructors. There will be a dinner break (taco bar included). The day wraps up at 9 p.m.

SAT 09.18.21

A day of planning, designing and consultations with instructors begins at 9:00 a.m. Breakfast included for hotel guests. There will be a lunch break (not included). The day finishes at 5 p.m.

SUN 09.19.21

The last day is very busy. At 9:00 a.m. staffs will continue refining their work before presenting to the group. The workshop concludes at noon.

The Jostens logo is written in a white, elegant, cursive script font against the black background of the right side of the page.



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Brenda Field Extension: 4509

Activity / Class Name: Etruscan yearbook

Description: Jostens Creativity workshop: Focused planning and creative coordination for the 2023 yearbook
with yearbook experts from around the country (Embassy Suites Denver Central Park)

Date(s) of Trip: Friday, Sept. 16-Sunday, Sept 18

Number of Chaperones: 1 Number of Students: 10

Names of Chaperones: Brenda Field

Transportation Information

Departing from: GBS (Door SS) date: 9/16/22 at: TBD AM PM

Traveling to (complete address): Denver (Embassy Suites--4444 Havana St.; Denver, CO 80239)

Returning from (complete address): Embassy Suites Denver date: 9/18/22 at: TBD AM PM

Returning to: GBS (Door SS) date: 9/18/22 at: TBD AM PM

Students released from class (indicate time or blocks): leaving before school on 9/16/22

Permission Slip Needed? Yes No Waiver Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): 1 D225 Van(s): _____ Other: _____

Financial Information

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

Begin Collection on: 08/17/2022 End Collection on: 09/14/2022

Cost Per Student

Cost per Student*: \$ 100.00

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4850 0000 00 000000	<input checked="" type="checkbox"/> AS904180
	GBS: <input type="checkbox"/> 10L300 4850 0000 00 000000	<small>Please write account number above.</small>

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor:

Brenda Field

Date: 7/15/2022

Instructional Supervisor
or Assistant Principal*:

[Signature]

Date: 8/4/22

Associate Principal:

[Signature]

Date: 8/9/22

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal:

[Signature]

Date: 8/5/22

Superintendent:

Date: _____

Board of Education:

Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____

Date Trip Approved: _____

Date Bus Ordered: _____

Date D225 Van Reserved: _____

Cost of Transportation: _____

Request Sent to Business
Services Department:

GBN: gbnfeesetup@glenbrook225.org

GBS: gbsfeesetup@glenbrook225.org

Date: _____

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools

Notice to Bookstore Notice to Faculty Sponsor and Department Assistant

Trip Information

Trip Description: Jostens Creativity Workshop - Denver (Sept 16-18, 2022)

General Expenses

		% Covered by District	<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	0%	Registration: \$0.00	Proportionally paid by students: \$2,050.30
Judging:	\$0.00	0%	Judging: \$0.00	The district will pay: \$0.00
Officiating:	\$0.00	0%	Officiating: \$0.00	Total Cost: <u><u>\$2,050.30</u></u>
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense: \$0.00	
Other*:	\$2,050.30	0%	Other*: \$2,050.30	
Total Cost:	<u><u>\$2,050.30</u></u>		Total Cost: <u><u>\$2,050.30</u></u>	

* Other Description: Cost of staff members to be proportionally paid by students.

Staff Expenses

Number of Staff:	2			
<u>Per Staff Member</u>		% Covered by District	<u>Total Staff Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	0%	Registration: \$0.00	Each staff member will pay: \$0.00
Meals:	\$0.00	0%	Meals: \$0.00	The district will pay: \$0.00
Air Fare:	\$0.00	0%	Air Fare: \$0.00	Total Cost: <u><u>\$0.00</u></u>
Lodging:	\$0.00	0%	Lodging: \$0.00	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
Total Cost:	<u><u>\$0.00</u></u>		Total Cost: <u><u>\$0.00</u></u>	

Student Expenses

Number of Students:	10			
<u>Per Student</u>		% Covered by District	<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
General Expenses:	\$205.03	n/a	General Expenses: \$2,050.30	Each student will pay: \$1,177.38
Registration:	\$195.00	0%	Registration: \$1,950.00	The district will pay: \$0.00
Meals:	\$76.00	0%	Meals: \$760.00	Total Cost: <u><u>\$11,773.80</u></u>
Air Fare:	\$590.15	0%	Air Fare: \$5,901.50	
Lodging:	\$111.20	0%	Lodging: \$1,112.00	
Trip Insurance:	\$0.00	0%	Trip Insurance: \$0.00	
Total Cost:	<u><u>\$1,177.38</u></u>		Total Cost: <u><u>\$11,773.80</u></u>	

Total Trip Expenses

General Expenses:	\$0.00
Staff Expenses	\$0.00
Student Expenses	\$11,773.80
Total Cost:	<u><u>\$11,773.80</u></u>

Payment Responsibility Summary

Paid by Staff:	\$0.00	Other Notes:	Students attending the trip will pay \$100. The remaining expenses will be paid through fundraising dollars.
Paid by Students:	\$11,773.80		
Paid by District:	\$0.00		
Total Cost:	<u><u>\$11,773.80</u></u>	Account Number(s):	AS904180
			The account number(s) listed above will be charged for all "Paid by District" expenses.