

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

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

**Date:** Monday, November 14, 2022

**Re:** Overnight Student Trip for the Glenbrook South Students to Attend the Barkley Forum at Emory University

**Recommendation**

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to attend the Barkley Forum from Thursday, January 26, 2023, through Sunday, January 29, 2023, in Atlanta, Georgia.

**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.

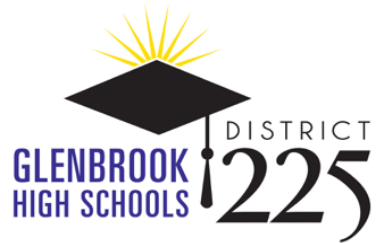
Debate is an interscholastic activity that the IHSA recognizes and affords students the ability to sharpen communication, research, and critical thinking skills. The debate programs at Glenbrook North and South have a long and rich history of accomplishments at the state and national level. Out-of-state travel to regional and national competitions has been an integral part of fostering student growth and achieving state and national success because it exposes students to the best competition. The student activities department has reviewed this trip and it is in alignment with our historical competition schedule.

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)	6
Trip Category	Other Trip: All other overnight trips more than 400 miles from the school district.
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: The Board of Education will cover 100% of registration expenses and 75% of lodging and transportation expenses. The Board of Education will also cover all expenses of chaperones traveling with students.  Students will cover 100% of all their meals.
Fee Collection Method	Not Applicable
Amount Paid by Each Student	\$188.00
Remaining Trip Costs Paid by District	\$5,869.92

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



To: Barbara Georges and Jason Markey  
From: Alyssa Corrigan and Dr. Michael Greenstein  
Date: Academic Year 2022-2023  
Re: GBS and GBN Debate Travel

Dear Dr. Georges and Mr. Markey,

Debate is an interscholastic activity that the IHSA recognizes and affords students the ability to sharpen communication, research, and critical thinking skills. The debate programs at Glenbrook North and South have a long and rich history of accomplishments at the state and national level. Out-of-state travel to regional and national competitions has been an integral part of fostering student growth and achieving state and national success because it exposes students to the best competition.

We are requesting Board approval of overnight competitions to allow proper planning and to maximize cost savings. Since the length of the debate season spans the school year and not every student in the program attends every tournament, knowing which tournaments the team can travel to helps us maximize the number of high-quality debates for our students and allows us to get the best prices for airfare and hotel rooms.

Attached are the overnight tournaments we are requesting approval for. Please note that all our paperwork is in compliance with Board policies and procedures.

Sincerely,

Alyssa Corrigan - Director of Debate at Glenbrook South

Dr. Michael Greenstein - Director of Debate at Glenbrook North

## 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: **Barkley Forum at Emory University - Debate**

Student Group Eligible for Trip: **Policy Debate Honors Class**

Departure Date: **Thursday, January 26, 2023** Return Date: **Sunday, January 29, 2023**

Days/Blocks Missed by Students: **Thur 1/26 block 3C and 4 (debate class), Fri 1/27 all day**

Number of Staff: **2** Number of Other Chaperones: \_\_\_\_\_ Number of Students: **6** Total: **8**

## Part 2. Transportation Information

Departing from: **Glenbrook South** Date: **1/26** Time: **12:55 PM**

Building: \_\_\_\_\_ Door: \_\_\_\_\_

Traveling to: **O'Hare**

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: **ORD**

Airline: **Delta** Flight Number: **DL1477** Destination Airport: **ATL** Departure Time: **3:05 PM**

### Transportation After Arrival

Transportation:  Coach Bus  School Bus  Rental Car Number of Vehicles: \_\_\_\_\_  
 Public Transportation: \_\_\_\_\_

### Flight from Destination:

Airport: **ATL**

Airline: **Delta** Flight Number: **1423** Destination Airport: **ORD** Departure Time: **10:55 PM**

Returning from: **O'Hare** Date: **1/29** Time: **11:30 PM**

Traveling to: **Personal homes**

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\*: **\$188.00** 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>4</u>	Total Cost Per Staff Member:	<u>\$188.00</u>
	\$13.00		\$15.00		\$26.00		

#### Part 5. Approval

Requestor: Alyssa Corrigan Date: 10/26/2022

Instructional Supervisor or Assistant Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## Part 1. Trip Information

Trip Description: Barkley Forum at Emory University - Debate

## Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$330.00	100%	Registration: <u>\$330.00</u>	Proportionally paid by students: <u>\$199.12</u>
Judging:	\$900.00	100%	Judging: <u>\$900.00</u>	The district will pay: <u>\$1,827.36</u>
Officiating:	\$0.00	0%	Officiating: <u>\$0.00</u>	<b>Total Cost: <u>\$2,026.48</u></b>
Bus/Car Expense:	\$796.48	75%	Bus/Car Expense: <u>\$796.48</u>	
Other*:	\$0.00	0%	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>\$2,026.48</u></b>		<b>Total Cost:</b>	<b><u>\$2,026.48</u></b>

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

## Part 3. Staff Expenses

Number of Staff: 2

			<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:	\$188.00	100%	Meals: <u>\$376.00</u>	The district will pay: <u>\$1,849.44</u>
Air Fare:	\$238.00	100%	Air Fare: <u>\$476.00</u>	<b>Total Cost: <u>\$1,849.44</u></b>
Lodging:	\$498.72	100%	Lodging: <u>\$997.44</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$924.72</u></b>		<b>Total Cost:</b>	<b><u>\$1,849.44</u></b>

## Part 4. Student Expenses

Number of Students: 6

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$33.19	n/a	General Expenses: <u>\$199.12</u>	Each student will pay: <u>\$343.03</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	The district will pay: <u>\$2,193.12</u>
Meals:	\$188.00	0%	Meals: <u>\$1,128.00</u>	<b>Total Cost: <u>\$4,251.28</u></b>
Air Fare:	\$238.00	75%	Air Fare: <u>\$1,428.00</u>	
Lodging:	\$249.36	75%	Lodging: <u>\$1,496.16</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
<b>Total Cost:</b>	<b><u>\$708.55</u></b>		<b>Total Cost:</b>	<b><u>\$4,251.28</u></b>

## Part 5. Payment Responsibility Summary

Paid by Students:	\$2,058.16	
Paid by Fundraising:	\$930.16	Account(s): <u>AS905820</u>
Each Student Will Pay:	\$188.00	Method: <u>Student Personal Lunch Budget (Not Collected)</u>
Paid by District:	\$5,869.92	Account(s): <u>TSDB3100 for flights, ESDB3330 for lodging, ESDB6500 for entry fees</u>
<b>Total Cost:</b>	<b><u>\$8,858.24</u></b>	