

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 Debate Tournament of Champions in Lexington, Kentucky

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to attend the debate Tournament of Champions from Friday, April 14, 2023, through Monday, April 17, 2023, in Lexington, Kentucky.

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.

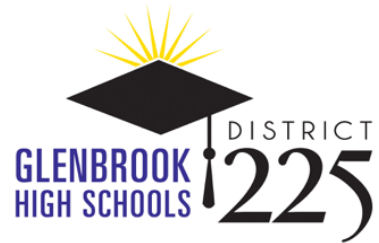
Debate is an interscholastic activity that the IHSA recognizes and affords students the ability to sharpen communication, research, and critical thinking skills. The debate programs at Glenbrook North and South have a long and rich history of accomplishments at the state and national level. Out-of-state 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)	4
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	\$0.00
Remaining Trip Costs Paid by District	\$5,149.53

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: **Tournament of Champions - Lexington, KY**

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

Departure Date: **Thursday, April 13, 2023** Return Date: **Tuesday, April 18, 2023**

Days/Blocks Missed by Students: **Friday 4/14, Monday 4/17, Tuesday TBD**

Number of Staff: **2** Number of Other Chaperones: **0** Number of Students: **4** Total: **6**

Part 2. Transportation Information

Departing from: **4000 West Lake Ave, Glenview, 60025** Date: **4/13** Time: **3:30 PM**

Building: **Glenbrook South** Door: **TT**

Traveling to: **University of Kentucky - Lexington, KY**

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: **University of Kentucky - Lexington, KY** Date: **4/18/2023** Time: **6:00 AM**

Traveling to: **4000 West Lake Ave, Glenview, 60025**

Building: **Glenbrook South** Door: **TT**

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*: **\$270.00** 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>5</u>	Lunch:	<u>5</u>	Dinner:	<u>5</u>	Total Cost Per Staff Member:	<u>\$270.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor: Alyssa Corrigan Date: 10/27/2022

Instructional Supervisor or Assistant Principal: _____ Date: _____

Part 1. Trip Information

Trip Description: Tournament of Champions - Lexington, KY

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$500.00	100%	Registration: <u>\$500.00</u>	Proportionally paid by students: <u>\$230.27</u>
Judging:	\$900.00	100%	Judging: <u>\$900.00</u>	The district will pay: <u>\$2,090.81</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$2,321.08</u>
Bus/Car Expense:	\$921.08	75%	Bus/Car Expense: <u>\$921.08</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>	
Total Cost:	<u>\$2,321.08</u>		Total Cost:	<u>\$2,321.08</u>

* 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:	\$270.00	100%	Meals: <u>\$540.00</u>	The district will pay: <u>\$1,979.26</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$1,979.26</u>
Lodging:	\$719.63	100%	Lodging: <u>\$1,439.26</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$989.63</u>		Total Cost:	<u>\$1,979.26</u>

Part 4. Student Expenses

Number of Students: 4

			<u>Total Student Expenses</u>	<u>Expense Reconciliation</u>
<u>Per Student</u>				
General Expenses:	\$57.57	n/a	General Expenses: <u>\$230.27</u>	Each student will pay: <u>\$417.52</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	The district will pay: <u>\$1,079.46</u>
Meals:	\$270.00	0%	Meals: <u>\$1,080.00</u>	Total Cost: <u>\$2,749.55</u>
Air Fare:	\$0.00	75%	Air Fare: <u>\$0.00</u>	
Lodging:	\$359.82	75%	Lodging: <u>\$1,439.28</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$687.39</u>		Total Cost:	<u>\$2,749.55</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$1,670.09		
Paid by Fundraising:	\$729.83	Account(s):	AS905820
Each Student Will Pay:	\$270.00	Method:	Student Meal Allowance (not collected)
Paid by District:	\$5,149.53	Account(s):	ESDB3340 (State/National Tournaments)
Total Cost:	<u>\$7,549.45</u>		