



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, October 10, 2022

Re: Overnight Student Trip for Glenbrook North Students to Attend the IHSA Girls Golf State Tournament

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 Girls Golf State Tournament from Wednesday, October 5, 2022, through Saturday, October 8, 2022, in Decatur, 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.

As Mr. John Catlano shared in his memo, eight students from Glenbrook North qualified for the girls golf IHSA state tournament this month. Due to the timing of this trip, Dr. Johns previously approved this trip under the provision of Board Policy 7230, which states, "The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification. We request that the Board of Education ratify the trip from Wednesday, October 5, 2022, through Saturday, October 8, 2022, in Decatur, 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	2
Number of Students (estimate)	8
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	All Overnight Trips Over 400 Miles from the School District: 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	\$0.00
Remaining Trip Costs Paid by District	\$2,726.00

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



Glenbrook North High School

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

To: Mr. Jason Markey
From: Mr. John Catalano
Re: IHSA State Tournament - Girls Golf
Date: October 3, 2022

The Glenbrook North Girls Golf team has qualified for the IHSA State Tournament in Decatur, IL. The coaches and teams will depart at approximately 9:00 am on Wednesday, October 5, 2022. The team will stay overnight at the Homewood Suites by Hilton at 333 W. Marion Avenue in Forsyth, IL.

The following student-athletes will be playing in the State Tournament.

Kacie Moon	ID # 254311
Alexis Myers	ID # 254162
Martha Kuwahara	ID # 264776
Laura Hu	ID # 264710
Alina Chie	ID # 244059
Lily Saed	ID # 254798
Alison Chung	ID # 264604
Erin Jeon	ID # 264725

Lodging and golf-related expenses for the coaches and players will be paid through a district account. Meals for the athletes will be paid by the athletic department's activity account. Breakfast is included at the hotel for all participants. All travel policy requirements will be met.

They will return to Glenbrook North at approximately 9:00 pm on Saturday, October 8.

I am requesting your approval for this trip and asking that you forward this for any additional approval.

Thank-you.

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: **GBN Varsity Girls Golf to IHSA State Tournament**

Student Group Eligible for Trip: **Varsity Girls Golf Team**

Departure Date: **Wednesday, October 5, 2022** Return Date: **Saturday, October 8, 2022**

Days/Blocks Missed by Students: **All blocks on 10/6 and 10/7**

Number of Staff: **2** Number of Other Chaperones: **0** Number of Students: **8** Total: **10**

Part 2. Transportation Information

Departing from: **Northbrook, IL** Date: **Wednesday, October 5, 2022** Time: **9:00 AM**

Building: **GBN** Door: **N/A**

Traveling to: **Homewood Suites by Hilton 333 W. Marion Ave. Forsyth, IL**

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: **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: **N/A**
 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: **Decatur, IL** Date: **10/8/2022** Time: **9:00 PM**

Traveling to: **Northbrook, IL**

Building: **GBN** Door: **Z**

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: **N/A** End Collection on: **N/A**

Cost per Student*: _____ Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Account Number for Student Fees Collected:

N/A

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>0</u>	Lunch:	<u>4</u>	Dinner:	<u>4</u>	Total Cost Per Staff Member:	<u>\$164.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Mike Schroeder</u>	Date:	<u>10/3/2022</u>
Instructional Supervisor or Assistant Principal:	<u></u>	Date:	<u>10/3/2022</u>
Associate Principal for Administrative Services:	<u></u>	Date:	<u></u>
Principal:	<u></u>	Date:	<u></u>
Superintendent:	<u></u>	Date:	<u></u>
Board of Education:	<u></u>	Date:	<u></u>

Part 1. Trip Information

Trip Description: GBN Varsity Girls Golf to IHSA State 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:	\$200.00
Officiating:	\$0.00	0%	Officiating:	\$0.00	Total Cost:	\$200.00
Bus/Car Expense:	\$0.00	0%	Bus/Car Expense:	\$0.00		
Other*:	\$0.00	0%	Other*:	\$0.00		
Staff Expenses (Paid by Students):		n/a	Staff Expenses (Paid by Students):			
Total Cost:	\$200.00		Total Cost:	\$200.00		

* Other Description:

Part 3. Staff Expenses

Number of Staff:	2					
<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:	\$138.00	100%	Meals:	\$276.00	The district will pay:	\$1,026.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00	Total Cost:	\$1,026.00
Lodging:	\$375.00	100%	Lodging:	\$750.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$513.00		Total Cost:	\$1,026.00		

Part 4. Student Expenses

Number of Students:	8					
<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:	\$1,500.00
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$1,500.00
Air Fare:	\$0.00	0%	Air Fare:	\$0.00		
Lodging:	\$187.50	100%	Lodging:	\$1,500.00		
Trip Insurance:	\$0.00	0%	Trip Insurance:	\$0.00		
Total Cost:	\$187.50		Total Cost:	\$1,500.00		

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:	\$0.00	Account(s):	AN955100 - student food
Each Student Will Pay:	\$0.00	Method:	
Paid by District:	\$2,726.00	Account(s):	ENATH3340 - lodging for students and staff, coaches food, fuel expenses, golf expenses
Total Cost:	\$2,726.00		