



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, October 10, 2022

Re: Overnight Student Trip for the Glenbrook South Students to Attend the Pack Expo Challenge Competition

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to attend the Pack Expo Challenge competition from Sunday, October 23, 2022, through Wednesday, October 26, 2022, in Chicago, 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. Zummo shared in his memo, Glenbrook South has a very unique opportunity for a team of engineering students selected to compete in a large-scale engineering design challenge competing against several other high school teams for the first time ever at the International Pack Expo at McCormick Place, which is in Chicago this year. The exposure to this global level expo on packaging and manufacturing will not only significantly increase students' career awareness, but also potentially may lead to internship and employment offers. For this inaugural event there were six highschools that applied and were selected by PMMI to participate in the competition called Pack Challenge. Five schools from Illinois and 1 from Wisconsin.

Additionally, a summary of the trip's conditions and parameters is provided in Table 1.

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	1
Number of Students (estimate)	5
Trip Category	Other Trip: All other overnight trips less 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	Illinois State Contest: The Board of Education will cover 100% of registration expenses, 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	Bookstore
Amount Paid by Each Student	\$0.00
Remaining Trip Costs Paid by District	\$3,497.50 (Belden, an advisor to the competition, will financially support a portion of hotel expenses.)

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

To: Dr. Barbara Georges
From: Justin Zummo, Dawn Hall
Date: September 28, 2022
RE: Engineering Competition



Dear Dr. Georges:

We have a very unique opportunity for a team of engineering students selected to compete in a large-scale engineering design challenge competing against several other high school teams for the first time ever at the International Pack Expo at McCormick Place, which is in Chicago this year. The exposure to this global level expo on packaging and manufacturing will not only significantly increase students' career awareness, but also potentially may lead to internship and employment offers. For this inaugural event there were six highschools that applied and were selected by PMMI to participate in the competition called Pack Challenge. Five schools from Illinois and 1 from Wisconsin.

Four engineering students and teacher Justin Zummo will travel to McCormick Place in Chicago on Sunday, October 23rd until the afternoon on Wednesday, October 26th. The competition will cover all four days of the expo starting with students assembling their equipment and display on Sunday, competing over the next two days, and then demonstrating their assembly packaging solution to the public on the final day. An additional six team members will travel by bus for the competition on day 2 and 3 as they weren't able to commit to the full 4 days. The overall process will challenge students as they work against real world deadlines and constraints to create a functional solution to a design challenge. The team has been hard at work on this project since the beginning of summer break and have put in many hours leading up to this point. They are all very excited for this truly unique experience!

Here is a [link](#) for more information about this challenge from the website: This new competition will debut this fall at PACK EXPO International—PACK Challenge! Six teams of high school students will be selected to participate in assembling a snack filler machine specifically designed for this competition onsite in Chicago. Additional description of the Pack Challenge: "A real-world, end-to-end competition at PACK EXPO International that requires collaboration, creativity, conception, process, design, build, programming, debug, marketing and field installation knowledge – all put to the test in a competition format! At the onsite PACK Challenge competition during PACK EXPO International, students will be required to build their filling machines on-site and conduct multiple presentations as part of the competition."

In terms of payment, a portion of the student lodging costs will be paid by Belden, an advisor to the competition. However, at this time, we do not know how much they are willing to reimburse. The additional cost per student listed on the trip request form is being submitted to PPMI for reimbursement. As a result, we do not anticipate any student payment of funds for this trip.

We are incredibly grateful for the support the district has provided for our competitive clubs over the years, and we continue to seek authentic and innovative experiences for students. Our entire team is appreciative of having opportunities to thrive in a culture that puts students first. Thank you for your consideration, and do not hesitate to reach out if you have any questions.

Sincerely,

Justin Zummo, CTE Engineering Teacher at Glenbrook South
Dawn Hall, Instructional Supervisor for CTE at Glenbrook South

****PMMI has published a more hour to hour detailed agenda for the event.****

Itinerary at a Glance:

The expo will be held over the course of 4 days. The *GBS Pack Challenge Team* will be attending the show for all 4 days. On the 23rd we will be setting up our machine after shipping it to the expo. PMMI will then be hosting a “Friends and Family” reception from 3-5pm. The competition itself will take place on the 24th and the 25th. The awards ceremony will be held on the 25th as well. On the 26th the team will have an opportunity to showcase our machine for attendees to see up close. We will then pack everything up after 2pm on the last day, and return to GBS by bus.

Detailed Itinerary:

DAY 1 – OCT. 23, 2022 (SUNDAY)

- Students will arrive at their designated 10 foot by 20 foot site at PACK EXPO. Their crate with their filler will be waiting for them.
- At the 9 a.m. start time, students may begin to unpack their crate and assemble their marble filling machines and display booth area.
- By the end of the eight hours, teams will no longer be able to work on assembling, troubleshooting, or testing their systems.
- Items such as the engineering notebook, discretionary budget, and presentations are to be submitted to the judges by 5:00 p.m.
- PMMI will host a Friends and Family reception for all teams attending between 3:00-5:00 p.m.

DAY 2 – OCT. 24, 2022 (MONDAY)

- Competitions held:
 - Operator Training Presentation, Small Run, Marketing Presentation, Design Presentation
 - Teams will be designated a time to conduct their Operator Training and Small Run. These two competitions will be held on the morning of Oct. 24.
 - After lunch, teams will be designated a time slot to give their marketing and design presentation.
- Timetable
 - 9am Marketing and Design Introduction
 - 10:35am GBS Marketing Presentation
 - 11:35am GBS Design Presentation
 - 12pm Lunch Break
 - 1:30pm Small Run and Operator Training Introduction
 - 2:55pm GBS Small Run and Operator Training Presentation
 - 4pm Day 1 of Competition Concludes

DAY 3 – OCT. 25, 2022 (TUESDAY)

- Competitions held:
 - Changeover Demonstration and Large Run
 - Teams will be designated a time to conduct their Changeover Demonstration and Large Run in the morning.

- After lunch the Awards Ceremony will be held.
- Teams will then be offered a tour of the show floor to get an in-depth look at the packing industry.
- Timetable
 - 9am Changeover and Large Run Competition Introduction
 - 9:30am Glenbrook South Changeover and Large Run
 - 12:30pm Lunch Break
 - 2pm Awards Ceremony
 - 3pm Guided Tour of the Show Floor

DAY 4 – OCT. 26, 2022 (WEDNESDAY)

- 9am teams must come in and conduct additional runs on their machine to showcase their machine to the public
- 10am teams will have another chance to take a tour of the show floor.
- Disassembly of machines can begin after 2:00 p.m. Machines must be disassembled, crated, and ready for shipment by 5:00 p.m.

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: Pack Expo Challenge 2022 - New packaging and manufacturing competition sponsored by PMMI at Pack Expo 2022

Student Group Eligible for Trip: Engineering Students

Departure Date: 10/23/22 Return Date: 10/26/22

Days/Blocks Missed by Students: Monday 10/24 Blocks 1-4, Tuesday 10/25 Blocks 1-4, Wednesday 10/26 Blocks 1-4

Number of Staff: 1 Number of Other Chaperones: _____ Number of Students: 5 Total: 6

Part 2. Transportation Information

Departing from: GBS Date: 10/23 Time: 7:00 AM

Building: Autos Courtyard Door: RR

Traveling to: McCormick Place - 2301 S King Dr, Chicago, IL 60616

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: _____
 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: McCormick Place Date: 10/26 Time: 4:00 PM

Traveling to: GBS

Building: Autos Courtyard Door: RR

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: _____ 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:

AS903300

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>4</u>	Lunch:	<u>4</u>	Dinner:	<u>3</u>	Total Cost Per Staff Member:	<u>\$190.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Justin Zummo</u>	Date:	<u>9/23/22</u>
Instructional Supervisor or Assistant Principal:	_____	Date:	_____
Associate Principal for Administrative Services:	_____	Date:	_____
Principal:	_____	Date:	_____
Superintendent:	_____	Date:	_____
Board of Education:	_____	Date:	_____

Part 1. Trip Information

Trip Description: Pack Expo Challenge 2022 - New packaging and manufacturing competition sponsored by PMMI at Pack Expo 2022

Part 2. General Expenses

			<u>Total General Expenses</u>	<u>Expense Reconciliation</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Judging:	\$0.00	100%	Judging: <u>\$0.00</u>	The district will pay: <u>\$276.90</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$276.90</u>
Bus/Car Expense:	\$276.90	100%	Bus/Car Expense: <u>\$276.90</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>\$276.90</u>		Total Cost:	<u>\$276.90</u>

* Other Description: Belden (Advisor company for comp.) has offered to pay for a portion of the hotel, waiting to hear back on how much.

Part 3. Staff Expenses

Number of Staff:	<u>1</u>			
<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	Proportionally paid by students: <u>\$0.00</u>
Meals:	\$190.00	100%	Meals: <u>\$190.00</u>	The district will pay: <u>\$1,135.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$1,135.00</u>
Lodging:	\$945.00	100%	Lodging: <u>\$945.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$1,135.00</u>		Total Cost:	<u>\$1,135.00</u>

Part 4. Student Expenses

Number of Students:	<u>5</u>			
<u>Per Student</u>		<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>
General Expenses:	\$0.00	n/a	General Expenses: <u>\$0.00</u>	Each student will pay: <u>\$0.00</u>
Registration:	\$0.00	100%	Registration: <u>\$0.00</u>	The district will pay: <u>\$1,890.00</u>
Meals:	\$0.00	0%	Meals: <u>\$0.00</u>	Total Cost: <u>\$1,890.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$378.00	100%	Lodging: <u>\$1,890.00</u>	
Trip Insurance:	\$0.00	0%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$378.00</u>		Total Cost:	<u>\$1,890.00</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00			
Paid by Fundraising:	\$0.00	Account(s):		
Each Student Will Pay:	\$0.00	Method:		
Paid by District:	\$3,497.50	Account(s):	AS903300	
Total Cost:	<u>\$3,497.50</u>			