



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 13, 2023

Re: Overnight Student Trip for Glenbrook South Students to Attend the Business Professionals of America State Officer Training in Oak Brook, Illinois

Recommendation

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to attend the Business Professionals of America State Officer Training from Thursday, March 9, 2023, through Friday, March 10, 2023, in Oak Brook, 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 Ms. McManamon shared in her memo, two students from Glenbrook South ran and won state officer positions. Their term runs from March 2023 through February 2024. Maya Penaru will serve as the State Treasurer, and Aleksandra Stanojevic will serve as the State Secretary of the organization. This is the first meeting of the new term, and expenses are primarily covered by the association.

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)	2
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	Illinois State Contests: 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	\$59.00 (Costs for officers will be reimbursed by Illinois BPA)



TO: Dr. Barbara Georges
FROM: Rosie McManamon, BPA Chapter Advisor
DATE: March 1, 2023
SUBJECT: BPA STATE OFFICER TRAINING OVERNIGHT MEETING

Dear Dr. Georges,

At the Business Professionals of America State Leadership Conference, two GBS students ran and won State Officer positions. Their term starts immediately and runs from March 2023–February 2024. Maya Penaru will serve as the State Treasurer; Aleksandra Stanojevic will serve as the State Secretary of Business Professionals of America, Illinois Association. Both girls are GBS Juniors.

Their first meeting will be on March 9–10, 2023, and will be held at the DoubleTree Hotel in Oakbrook, IL. The state organization will pay for all officer costs associated with this meeting. This includes hotel accommodations and food. The Illinois Association will also pay the advisor’s hotel accommodations, but advisors will pay for their own meals.

We appreciate your continued support as we work to bring more success to Glenbrook South High School.

Sincerely,
Rosie McManamon

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: State Officer Training -- 2 GBS students won Officer positions at the State Leadership Conference election

Student Group Eligible for Trip: Business Professionals of America

Departure Date: Thursday, March 9, 2023 Return Date: Friday, March 10, 2023

Days/Blocks Missed by Students: Block 4 on Thursday, March 9, 2023 and all classes on Friday, March 10, 2023

Number of Staff: 1 Number of Other Chaperones: 0 Number of Students: 2 Total: 3

Part 2. Transportation Information

Departing from: Glenbrook South High School Date: 3/9/23 Time: 2:00 PM

Building: Glenbrook South High School Door: SS

Traveling to: DoubleTree Hotel 1909 Spring Road Oakbrook, IL

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: _____ Date: _____ Time: _____

Traveling to: _____

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*: \$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:

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>1</u>	Lunch:	<u>1</u>	Dinner:	<u>1</u>	Total Cost Per Staff Member:	<u>\$54.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:	<u>Rosanna McManamon</u>	Date:	<u>3/2/23</u>
Instructional Supervisor or Assistant Principal:	<u>Mark Maranto</u>	Date:	<u>3/3/23</u>

Part 1. Trip Information

Trip Description: State Officer Training -- 2 GBS students won Officer positions at the State Leadership Conference election

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>\$0.00</u>
Officiating:	\$0.00	100%	Officiating: <u>\$0.00</u>	Total Cost: <u>\$0.00</u>
Bus/Car Expense:	\$0.00	100%	Bus/Car Expense: <u>\$0.00</u>	
Other*:	\$0.00	100%	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>\$0.00</u>		Total Cost:	<u>\$0.00</u>

* Other Description: _____

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:	\$59.00	100%	Meals: <u>\$59.00</u>	The district will pay: <u>\$59.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	Total Cost: <u>\$59.00</u>
Lodging:	\$0.00	100%	Lodging: <u>\$0.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$59.00</u>		Total Cost:	<u>\$59.00</u>

Part 4. Student Expenses

Number of Students:	<u>2</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>\$0.00</u>
Meals:	\$0.00	100%	Meals: <u>\$0.00</u>	Total Cost: <u>\$0.00</u>
Air Fare:	\$0.00	100%	Air Fare: <u>\$0.00</u>	
Lodging:	\$0.00	100%	Lodging: <u>\$0.00</u>	
Trip Insurance:	\$0.00	100%	Trip Insurance: <u>\$0.00</u>	
Total Cost:	<u>\$0.00</u>		Total Cost:	<u>\$0.00</u>

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:		Account(s):	
Each Student Will Pay:	\$0.00	Method:	
Paid by District:	\$59.00	Account(s):	ESEC3340
Total Cost:	<u>\$59.00</u>		