



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 13, 2023

Re: Overnight Trip for Glenbrook North Students to Participate in the ICTM State Math Competition in Normal, Illinois

Recommendation

It is recommended that the Board of Education approve an overnight trip for Glenbrook South students to participate in the ICTM state competition from Friday, April 21, 2023, through Saturday, April 22, 2023, in Normal, 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.

The Glenbrook North Math Team has again qualified the entire team for the state championship sponsored by the Illinois Council of Teachers of Mathematics (ICTM). The team qualified based on their performance at the ICTM regional math competition held on February 25, 2023 at Niles West High School. This year, the state finals are being held on the weekend of April 21-22, 2023 at Illinois State University. 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	5
Number of Students (estimate)	26
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	\$5,831.72



Glenbrook North High School

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

Date: March 3, 2023
To: Mr. Jason Markey, Principal
From: Steve Goodman, Math Team sponsor
Subject: ICTM State Math Contest

Dear Mr. Markey,

The GBN Math Team has again qualified the entire team for the state championships. The team qualified based on our performance at the ICTM Regional Math Competition held on February 25, 2023, at Niles West High School. This year, the state finals are on the weekend of April 21-22, 2023, at the campus of Illinois State University.

Twenty-six students will represent GBN at the state competition. We will be competing against teams from around the state. Our travel itinerary is attached to this packet and has us departing on Friday morning, April 21, 2023. Students will miss one day of school as we will return to GBN on Saturday, April 22, at around 9:00 PM. Because we need to hire transportation, we will also have an extra room for the driver.

All district travel policy requirements will be met. Please don't hesitate to contact me with further questions.

Thank you!

Steve Goodman

**Glenbrook North High School Math Team
2023 State Championships
Itinerary**

Friday, April 21, 2023

8:15 AM - Load bus by door K
8:30 AM - Depart GBN
11:15 AM - Arrive at Illinois State University Bone Student Center
Lunch
1:00 PM Practice - classroom and building TBD
4:00 PM Board bus. Drive to hotel
4:15 PM Check-in at Hampton Inn, 320 S Towanda, Normal IL
5:00 PM Dinner and recreation

9:00 PM Everyone in hotel
11:00 PM Everyone in rooms

Saturday, April 22, 2023

7:00 AM Wake up. Breakfast in hotel
7:30 AM Load bus. Check out of rooms
7:35 AM Drive to ISU Campus

8:00 AM Competition at ISU
4:30 PM Board Bus. Head for home

5:30 PM Stop for dinner - TBA

9:00 PM (estimated) - return to GBN. Main Entrance Door A.

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: ICTM State Math Contest

Student Group Eligible for Trip: GBN Math Team

Departure Date: Friday, April 21, 2023 Return Date: Saturday, April 22, 2023

Days/Blocks Missed by Students: April 21, 2023

Number of Staff: 5 Number of Other Chaperones: _____ Number of Students: 26 Total: 31

Part 2. Transportation Information

Departing from: Glenbrook North HS Date: April 21, 2023 Time: 8:15 AM

Building: GBN Door: K

Traveling to: Hampton Inn, 320 S Towanda, Normal IL

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 Personal Vehicle (Waiver Required) Public Transportation: NA

If flying, complete the details below:

Flight to Destination:

Airport: NA

Airline: NA Flight Number: NA Destination Airport: NA Departure Time: NA

Transportation After Arrival

Transportation: Coach Bus School Bus Rental Car Number of Vehicles: NA
 Public Transportation: NA

Flight from Destination:

Airport: NA

Airline: NA Flight Number: NA Destination Airport: NA Departure Time: NA

Returning from: Illinois State University Date: April 22, 2023 Time: 5:00 PM

Traveling to: Glenbrook North

Building: GBN Door: A

Transportation: Coach Bus School Bus Activity Bus Rental Car Number of Vehicles: 1
 Personal Vehicle (Waiver Required) Public Transportation: NA

Part 3. Bookstore Collection Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: NA End Collection on: NA

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:

NA

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>2</u>	Dinner:	<u>2</u>	Total Cost Per Staff Member:	<u>\$95.00</u>
	\$13.00		\$15.00		\$26.00		

Part 5. Approval

Requestor:

Steve Goodman

Date:

March 2, 2023

Instructional Supervisor or
Assistant Principal:

Laura Forner

Date:

3/7/2023

Part 1. Trip Information

Trip Description: ICTM State Math Contest

Part 2. General Expenses

			<u>Total General Expenses</u>		<u>Expense Reconciliation</u>	
		% Covered by District				
Registration:	\$0.00	100%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Judging:	\$0.00	100%	Judging:	\$0.00	The district will pay:	\$3,044.48
Officiating:	\$0.00	100%	Officiating:	\$0.00	Total Cost:	\$3,044.48
Bus/Car Expense:	\$2,900.00	100%	Bus/Car Expense:	\$2,900.00		
Other*:	\$144.48	100%	Other*:	\$144.48		
Staff Expenses (Paid by Students):	\$0.00	n/a	Staff Expenses (Paid by Students):	\$0.00		
Total Cost:	\$3,044.48		Total Cost:	\$3,044.48		

* Other Description: Hotel room for bus driver.

Part 3. Staff Expenses

Number of Staff: 5

			<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Staff Member</u>		% Covered by District				
Registration:	\$0.00	100%	Registration:	\$0.00	Proportionally paid by students:	\$0.00
Meals:	\$95.00	100%	Meals:	\$475.00	The district will pay:	\$909.00
Air Fare:	\$0.00	100%	Air Fare:	\$0.00	Total Cost:	\$909.00
Lodging:	\$86.80	100%	Lodging:	\$434.00		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Total Cost:	\$181.80		Total Cost:	\$909.00		

Part 4. Student Expenses

Number of Students: 26

			<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
<u>Per Student</u>		% Covered by District				
General Expenses:	\$0.00	N/A	General Expenses:	\$0.00	Each student will pay:	\$0.00
Registration:	\$0.00	100%	Registration:	\$0.00	The district will pay:	\$1,878.24
Meals:	\$0.00	0%	Meals:	\$0.00	Total Cost:	\$1,878.24
Air Fare:	\$0.00	100%	Air Fare:	\$0.00		
Lodging:	\$72.24	100%	Lodging:	\$1,878.24		
Trip Insurance:	\$0.00	100%	Trip Insurance:	\$0.00		
Total Cost:	\$72.24		Total Cost:	\$1,878.24		

Part 5. Payment Responsibility Summary

Paid by Students:	\$0.00		
Paid by Fundraising:	\$0.00	Account(s):	NA
Each Student Will Pay:	\$0.00	Method:	NA
Paid by District:	\$5,831.72	Account(s):	ENML3330
Total Cost:	\$5,831.72		