



**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, May 23, 2022

**Re:** Overnight Student Trip for Glenbrook South IHSA Bass Fishing State Tournament

**Recommendation**

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to participate in the IHSA Bass Fishing State Tournament, May 19, 2022 through May 21, 2022 in Carlyle, 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. Justin Zummo and Mr. Brian Schmalzer shared in their memo, two students from Glenbrook South qualified for the bass fishing 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 that states, "The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification. At this time, we are requesting that the Board of Education ratify the trip that took place on Thursday, May 19, 2022 through Saturday, May 21, 2022 in Carlyle, 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)	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	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	\$2,831.76

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook South students to participate in the IHSA Bass Fishing State Tournament, May 19, 2022 through May 21, 2022 in Carlyle, Illinois. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Williamson or me.



**Date:** May 13, 2022

**To:** Mark Maranto, Rosanne Williamson, Charles Johns, District 225 Board of Education

**From:** Justin Zummo, Brian Schmalzer

**RE:** IHSA Bass Fishing State Tournament, May 19th-21st, 2022

Dear Board of Education,

Below is a proposal for the IHSA Bass Fishing State Conference in Carlyle, IL. This year's tournament takes place on May 19th-21st, 2022. As the trip requires overnight travel, I am requesting approval for our state qualifying students and chaperones to attend the competition.

The State Tournament takes place on Carlyle Lake in Carlyle, IL. Students are allowed to pre-fish on Thursday (19th) and then the tournament happens over the next 2 days, Friday (20th) and Saturday (21st). They will be tasked with putting together a limit of 5 fish on both days of the tournament for a 2-day total weight in order to decide who will be the winner. We will need to leave on Thursday morning to travel down to Carlyle so that we can pre-fish the afternoon to get our bearings. When the tournament is over on Saturday afternoon we will load up and head home.

The cost allocation worksheet is attached to this proposal.

**COVID Mitigation:** Per the District 225 travel policy, one student per bed. It is also recommended that participants Covid test prior to travel, and not attend the tournament if the test is positive.

Thank you for your time and consideration of this valuable experience for our Bass Fishing team.

Sincerely,

Justin Zummo and Brian Schmalzer

**Materials Enclosed:**

Field Trip Request for Overnight Trips, Cost Allocation Worksheet



# Field Trip Request for Overnight Trips

Revised: January 2022

## Trip Description

Type of Field Trip:  Instructional  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Sponsor(s): Justin Zummo/Brian Schmalzer Extension: 4551/4697

Activity / Class Name: Bass Fishing

Description: State Tournament

Date(s) of Trip: May 19-21, 2022

Number of Chaperones: 1 Number of Students: 2

Names of Chaperones: Schmalzer

## Transportation Information

Departing from: GBS Autos Courtyard date: May 19 at: 5:30  AM  PM

Traveling to (complete address): Carlyle Lake, Carlyle IL

Returning from (complete address): Carlyle Lake, Carlyle IL date: May 21 at: 3:30  AM  PM

Returning to: GBS Autos Courtyard date: \_\_\_\_\_ at: 11  AM  PM

Students released from class (indicate time or blocks): May 19 and 20, 2022 - all blocks

Permission Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Car(s): 1 Bus(es): \_\_\_\_\_ D225 Van(s): \_\_\_\_\_ Other: \_\_\_\_\_

## Financial Information

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

Begin Collection on: \_\_\_\_\_ End Collection on: \_\_\_\_\_

**Cost Per Student**

Cost per Student\*: \$ \_\_\_\_\_ Can the Student Pay in Installments?  Yes  No

\* See attached cost allocation worksheet for additional expense detail.

### Accounting Details

Instructional / Course Field Trip Student Activity / Co-Curricular Field Trip

Account Number: GBN:  10L200 4922 0000 20 000000  \_\_\_\_\_  
 GBS:  10L300 4922 0000 30 000000  \_\_\_\_\_  
Please write account number above.

### Trip Information

Trip Description: IHSA Bass Fishing State Competition

### General Expenses

		<u>Total General Expenses</u>	<u>Expense Reconciliation</u>	
Registration:	100%	Registration:	Proportionally paid by students:	\$0.00
Judging:	100%	Judging:	The district will pay:	\$866.75
Officiating:	100%	Officiating:	<b>Total Cost:</b>	<b>\$866.75</b>
Bus/Car Expense:	\$0.00	Bus/Car Rental:		\$0.00
Other*:	\$866.75	Other*:		\$866.75
<b>Total Cost:</b>	<b>\$866.75</b>	<b>Total Cost:</b>		<b>\$866.75</b>

\* Other Description: Truck rental for chaperone/student transportation and boat towing

### Staff Expenses

Number of Staff: 2

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Expense Reconciliation</u>	
Registration:	100%	Registration:	\$0.00	Each staff member will pay:	\$0.00
Meals:	\$110.00	Meals:	\$220.00	The district will pay:	\$786.10
Air Fare:	\$0.00	Air Fare:	\$0.00	<b>Total Cost:</b>	<b>\$786.10</b>
Lodging:	\$283.05	Lodging:	\$566.10		
Trip Insurance:	100%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$393.05</b>	<b>Total Cost:</b>	<b>\$786.10</b>		

### Student Expenses

Number of Students: 2

<u>Per Student</u>		<u>Total Student Expenses</u>		<u>Expense Reconciliation</u>	
General Expenses:	\$433.38	General Expenses:	\$866.75	Each student will pay:	\$0.00
Registration:		Registration:	\$0.00	The district will pay:	\$1,160.91
Meals:		Meals:	\$0.00	<b>Total Cost:</b>	<b>\$1,160.91</b>
Air Fare:		Air Fare:	\$0.00		
Lodging:	\$147.08	Lodging:	\$294.16		
Trip Insurance:	0%	Trip Insurance:	\$0.00		
<b>Total Cost:</b>	<b>\$580.46</b>	<b>Total Cost:</b>	<b>\$1,160.91</b>		

### Total Trip Expenses

General Expenses:	\$866.75
Staff Expenses	\$786.10
Student Expenses	\$1,160.91
<b>Total Cost:</b>	<b>\$2,813.76</b>

### Payment Responsibility Summary

Paid by Staff:	\$0.00
Paid by Students:	\$0.00
Paid by District:	\$2,813.76
<b>Total Cost:</b>	<b>\$2,813.76</b>

Account Number(s):

ESEC3340

The account number(s) listed above will be charged for all "Paid by District" expenses.