



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, May 23, 2022

Re: Overnight Student Trip for Glenbrook South Wrestling Team to Attend the Malecek Team Wrestling Camp

Recommendation

It is recommended that the Board of Education authorize the overnight trip for Glenbrook South students to participate in the Malecek Team Wrestling Camp, June 27, 2022 through June 30, 2022 in the Wisconsin Dells.

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. Pat Castillo shared in her memo, this trip provides an opportunity for Glenbrook South wrestlers to engage in the sport of wrestling, while working toward continued improvement, outside of the regular winter schedule. In three days, athletes compete in an equivalent number of matches that they will in during a regular competitive season. Approximately 27 students will be able to attend the camp, on a first come, first serve basis, and the trip will be primarily funded by students.

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 | 3 |
| Number of Students (estimate) | 27 |
| Trip Category | Other Trip: All other overnight trips less than 400 miles from the school district (e.g., sports tournament that is not IHSA sponsored). |
| 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 Other Overnight Trips Over 400 Miles from the School District: The Board of Education will cover 100% of transportation expenses. Students will cover 100% of all remaining expenses, including those of staff members attending the trip. |
| Fee Collection Method | Bookstore |
| Amount Paid by Each Student | \$319.44 |
| Remaining Trip Costs Paid by District | \$150.00 |

It is recommended that the Board of Education authorize the overnight trip for Glenbrook South students to participate in the Malecek Team Wrestling Camp, June 27, 2022 through June 30, 2022 in the Wisconsin Dells. If there are any questions regarding this trip, please do not hesitate to reach out to Dr. Williamson or me.



To: Dr. Rosanne Williamson

From: Pat Castillo

Overnight Student Trip for Glenbrook South Wrestling Team Camp, June 27-30, 2022

Recommendation It is recommended that the Board of Education authorize the overnight trip for Glenbrook South students to attend Malecek Team Wrestling Camp in Wisconsin Dells, Wisconsin, from Monday, June 27, 2022, through Thursday, June 30th, 2022, as presented.

Background:

Glenbrook South students who are wrestlers will be attending the trip. This trip is open to anyone on the wrestling team. It's a first come first serve basis for signing up for the camp. We are taking 2 District 225 buses and the maximum number of kids we can take is 28 students. We estimate that the gas for the trip will total \$150.00, though that may change based on market rates for fuel. Accommodation costs are included in the registration fee; the Board requirement of one student per bed will be followed.

This trip serves many roles for the students involved. It allows them to continue engaging in the sport of wrestling, while working toward continued improvement, outside of the regular winter schedule. In three days, athletes compete in enough matches that equal the amount they would have in 2 months of a regular competitive season. Also, the nature of this trip allows for greater team camaraderie as they spend more time with one another beyond a practice and competitive environment.

The trip involves a team departure from Glenbrook South destined for Wisconsin Dells. All meals are provided. A strict schedule revolving around competition is kept for the duration of the camp. The camp organizers have structured the events so athletes get maximum exposure to a competition setting with three wrestling sessions daily. Team building activities are also run once per day, which are facilitated by the camp counselors. Last year's Itinerary is included with this proposal.

A detailed overview of the trip is provided in the attached materials. I appreciate the Board of Education reviewing this request to authorize the overnight trip for Glenbrook South students to attend the Malecek Team Wrestling Camp, held in Wisconsin Dells, WI, from Monday, June 27, 2022, through Sunday, June 30th, 2022, as presented. If there are any questions regarding this trip, please do not hesitate to reach Tom Mietus or myself.

Thank you for your consideration,
Pat Castillo



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

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

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Patrick Castillo Extension: 4466

Activity / Class Name: Wrestling Team

Description: Team Wrestling Camp in Wisconsin Dells: Malecek Team Wrestling Camp

Date(s) of Trip: 6/27-6/30

Number of Chaperones: 3 Number of Students: 27

Names of Chaperones: Patrick Castillo/Chris Albandia/Jack Downing

Transportation Information

Departing from: Glenbrook South High School date: June 27th, 2022 at: 12:00 AM PM

Traveling to (complete address): 2501 River Rd, Wisconsin Dells, WI 53965

Returning from (complete address): 2501 River Rd, Wisconsin Dells, WI 53965 date: June 30th, 2022 at: 11:00 AM PM

Returning to: Glenbrook South High School date: June 30th, 2022 at: 2:30 AM PM

Students released from class (indicate time or blocks): N/A

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

Car(s): _____ Bus(es): _____ D225 Van(s): 2 Other: _____

Financial Information

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

Begin Collection on: "Paid directly to camp" End Collection on: _____

Cost Per Student

Cost per Student*: \$ 300.00

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Account Number: Instructional / Course Field Trip GBN: 10L200 4850 0000 00 000000 Student Activity / Co-Curricular Field Trip AS955295

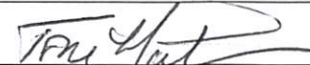
GBS: 10L300 4850 0000 00 000000 Please write account number above.

For Business Services Department Use

Bank Cash Account: Cash Receipts Agency Fund

Approval

Requestor: Pat Castillo Date: 5/16/2022

Instructional Supervisor or Assistant Principal*: Tom Meitus  Date: 5/16/2022

Associate Principal:  Date: 5/17/22

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal:  Date: 5/17, 2022

Superintendent: _____ Date: _____

Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____

Date Trip Approved: _____

Date Bus Ordered: _____

Date D225 Van Reserved: _____

Cost of Transportation: _____

Request Sent to Business Services Department: GBN: gbnfeessetup@glenbrook225.org Date: _____
GBS: gbsfeessetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e-Funds for Schools
 Notice to Bookstore Notice to Faculty Sponsor and Department Assistant

Trip Information

Trip Description: Malecek Team Wrestling Camp

General Expenses

| | | | <u>Total General Expenses</u> | <u>Expense Reconciliation</u> | | |
|--------------------|-----------------|-----------------------|-------------------------------|-------------------------------|----------------------------------|-----------------|
| | Amount | % Covered by District | | Amount | | |
| Registration: | \$0.00 | 0% | Registration: | \$0.00 | Proportionally paid by students: | \$525.00 |
| Judging: | \$0.00 | 0% | Judging: | \$0.00 | The district will pay: | \$150.00 |
| Officiating: | \$0.00 | 0% | Officiating: | \$0.00 | Total Cost: | \$675.00 |
| Bus/Car Expense: | \$150.00 | 100% | Bus/Car Rental: | \$150.00 | | |
| Other*: | \$525.00 | 0% | Other*: | \$525.00 | | |
| Total Cost: | \$675.00 | | Total Cost: | \$675.00 | | |

* Other Description: Staff expenses paid by students (Registration - \$175.00 per staff member).

Staff Expenses

Number of Staff: 3

| | | | <u>Total Staff Expenses</u> | <u>Expense Reconciliation</u> | | |
|-------------------------|---------------|-----------------------|-----------------------------|-------------------------------|-----------------------------|---------------|
| <u>Per Staff Member</u> | Amount | % Covered by District | | Amount | | |
| Registration: | \$0.00 | 0% | Registration: | \$0.00 | Each staff member will pay: | \$0.00 |
| Meals: | \$0.00 | 0% | Meals: | \$0.00 | The district will pay: | \$0.00 |
| Air Fare: | \$0.00 | 0% | Air Fare: | \$0.00 | Total Cost: | \$0.00 |
| Lodging: | \$0.00 | 0% | Lodging: | \$0.00 | | |
| Trip Insurance: | \$0.00 | 0% | Trip Insurance: | \$0.00 | | |
| Total Cost: | \$0.00 | | Total Cost: | \$0.00 | | |

Student Expenses

Number of Students: 27

| | | | <u>Total Student Expenses</u> | <u>Expense Reconciliation</u> | | |
|--------------------|-----------------|-----------------------|-------------------------------|-------------------------------|------------------------|-----------------|
| <u>Per Student</u> | Amount | % Covered by District | | Amount | | |
| General Expenses: | \$19.44 | n/a | General Expenses: | \$525.00 | Each student will pay: | \$319.44 |
| Registration: | \$300.00 | 0% | Registration: | \$8,100.00 | The district will pay: | \$0.00 |
| Meals: | \$0.00 | 0% | Meals: | \$0.00 | Total Cost: | \$319.44 |
| Air Fare: | \$0.00 | 0% | Air Fare: | \$0.00 | | |
| Lodging: | \$0.00 | 0% | Lodging: | \$0.00 | | |
| Trip Insurance: | \$0.00 | 0% | Trip Insurance: | \$0.00 | | |
| Total Cost: | \$319.44 | | Total Cost: | \$8,625.00 | | |

Total Trip Expenses

| | |
|--------------------|-------------------|
| General Expenses: | \$675.00 |
| Staff Expenses | \$0.00 |
| Student Expenses | \$8,625.00 |
| Total Cost: | \$9,300.00 |

Payment Responsibility Summary

| | |
|--------------------|-------------------|
| Paid by Staff: | \$0.00 |
| Paid by Students: | \$8,625.00 |
| Paid by District: | \$150.00 |
| Total Cost: | \$8,775.00 |

Account Number(s):

AS955295

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



Malecek Team Wrestling Camp LLC

CAMP SCHEDULE - JULY 2021

19
MON

2:00 - 5:30 PM WRESTLING FACILITY OPEN - Woodside Center
Teams arrive for weigh-ins & skin checks.
3:00 - 5:30 PM CAMP CHECK-IN - Woodside Center
Head coaches only, full payment due
5:30 - 6:15 PM COACH'S MEETING - Woodside Center
6:30 - 9:00 PM DUALS (2) - Woodside Center
9:00 - 10:00 PM MEAL - Riverview Ballroom
11:00 PM LIGHTS OUT

20
TUE

7:30 - 8:30 AM MEAL - Riverview Ballroom
7:00 AM WRESTLING FACILITY OPEN - Woodside Center
9:00 - 10:00 AM TECHNIQUE (all athletes & assistant coaches) - Woodside Center
9:00 - 10:00 AM HEAD COACH SESSION w/Dave Malecek - Woodside Center Foyer
10:00 - 11:15 AM TEAM BUILDING/TECHNIQUE - Woodside Center
1/2 teams with Team Building
1/2 teams with Guest Clinicians
12:00 - 1:00 PM MEAL - Riverview Ballroom
2:30 - 5:30 PM DUALS (2) - Woodside Center
5:15 - 6:15 PM MEAL - Riverview Ballroom
5:30 - 8:30 PM COACH'S GOLF OUTING - Riverview Golf Course
7:00 - 9:00 PM COACH'S SOCIAL - Golf Course Club House Tent
7:00 - 10:00 PM FREE TIME (indoor waterpark open until 9PM)
11:00 PM LIGHTS OUT

21
WED

7:30 - 8:30 AM MEAL - Riverview Ballroom
7:00 AM WRESTLING FACILITY OPEN - Woodside Center
9:00 - 11:00 AM DUALS (2) - Woodside Center
12:00 - 1:00 PM MEAL - Riverview Ballroom
2:30 - 3:30 PM TECHNIQUE (all athletes & coaches) - Woodside Center
3:30 - 4:45 PM TEAM BUILDING/TECHNIQUE - Woodside Center
1/2 teams with Team Building
1/2 teams with Guest Clinicians
5:00 - 6:00 PM MEAL - Riverview Ballroom
6:00 - 10:00 PM INDIVIDUAL TOURNAMENT - Woodside Center
11:00 PM LIGHTS OUT

22
THU

7:30 - 8:30 AM MEAL - Riverview Ballroom
7:00 AM WRESTLING FACILITY OPEN - Woodside Center
7:30 - 8:15 AM TEAM PICTURES - Woodside Center
9:00 - 11:30 AM DUALS (2) - Woodside Center
11:30 - 12:00 PM CHECKOUT