



To: Dr. Charles Johns
Board of Education

From: Dr. R.J. Gravel

Date: Monday, February 13, 2023

Re: Overnight Student Trip for Glenbrook North Students to Attend the IHSA State Cheerleading Tournament in Bloomington, Illinois

Recommendation

It is recommended that the Board of Education ratify the Superintendent's authorization for an overnight trip for Glenbrook North students to attend the IHSA State Cheerleading Tournament from Thursday, February 2, 2023, through Saturday, February 4, 2023, in Bloomington, 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. Catalano shared in his memo, the Glenbrook North Varsity Cheerleading team qualified to participate in the IHSA State Tournament. Due to the timing of this trip, Dr. Johns previously approved this trip under the provision of Board Policy 7230, which states, "The Superintendent has authority to approve certain overnight trips in extenuating circumstances (e.g., IHSA qualifying state series), subject to Board ratification. We request that the Board of Education ratify the trip from Thursday, February 2, 2023, through Saturday, February 4, 2023, in Bloomington, Illinois.

Table 1
Summary of Trip Conditions and Parameters

| Condition or Parameter | Summary |
|--|---|
| Number of Staff | 4 |
| Number of Students (estimate) | 20 |
| 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 | \$8,156.00 |



Glenbrook North High School

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

To: Mr. Jason Markey
From: Mr. John Catalano
Re: IHSA State Tournament - Cheerleading
Date: January 30, 2023

The Glenbrook North Cheerleading team has qualified for the IHSA State Tournament in Bloomington, IL. The coaches and team will depart at approximately 2:00 pm on Thursday, February 2, 2023. The team will stay overnight at the DoubleTree by Hilton, located at 10 Brickyard Drive in Bloomington, IL. Below is the list of student-athletes competing in the State Tournament.

| | | | |
|-----------------------|--------|----------------|--------|
| Arcangeletti, Anthony | 244009 | Kang, Tyler | 234193 |
| Azizi, Dylan | 244014 | Karis, Madelyn | 234481 |
| Contreras, Ava | 254263 | Lazar, Annelee | 244239 |
| Glowacki, Michael | 234145 | LeBoyer, Rayne | 244240 |
| Goldberg, Sarah | 264675 | Nguyen, Ava | 244517 |
| Goldman, Jocelyn | 244144 | Sorial, John | 245208 |
| Graf, Isabella | 265096 | Sorial, Sophia | 234503 |
| Grief, Alexa | 234161 | Tansky, Briana | 244436 |
| Groholski, Kaitlyn | 264688 | Werman, Bella | 24446 |
| Gruzmark, Ava | 254362 | | |

Lodging and cheerleading-related expenses for the coaches and players will be paid through a district account. The athletic department's activity account will pay for the athlete's meals. Breakfast is included at the hotel for all participants. All travel policy requirements will be met.

They will return to Glenbrook North at approximately 8:00 pm on Saturday, February 4, 2023.

I am requesting your approval for this trip and asking you to forward this for additional approval.

Thank you.

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: **GBN Varsity Cheerleading to IHSA State Tournament**

Student Group Eligible for Trip: **Varsity Cheerleading Team**

Departure Date: **Thursday, February 2, 2023** Return Date: **Saturday, February 4, 2023**

Days/Blocks Missed by Students: **Blocks 3 and 4 on 2/2/23 and all blocks on 2/3/23.**

Number of Staff: **4** Number of Other Chaperones: **0** Number of Students: **20** Total: **24**

Part 2. Transportation Information

Departing from: **Northbrook, IL** Date: **Thursday, February 2, 2023** Time: **2:00 PM**

Building: **GBN** Door: **Z**

Traveling to: **DoubleTree by Hilton, 10 Brickyard Drive Bloomington, IL.**

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: **N/A**

Airline: **N/A** Flight Number: **N/A** Destination Airport: **N/A** Departure Time: **N/A**

Transportation After Arrival

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

Flight from Destination:

Airport: **N/A**

Airline: **N/A** Flight Number: **N/A** Destination Airport: **N/A** Departure Time: **N/A**

Returning from: **Grossinger Motor Arena - Bloomington, IL** Date: **2/4/2023** Time: **8:00 PM**

Traveling to: **Northbrook, IL**

Building: **GBN** Door: **"K"**

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: **N/A** End Collection on: **N/A**

Cost per Student*: **\$0.00** Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Part 1. Trip Information

Trip Description: GBN Varsity Cheerleading to IHSA State Tournament

Part 2. General Expenses

| | | | <u>Total General Expenses</u> | <u>Expense Reconciliation</u> |
|------------------------------------|--------------------------|------|--|--|
| Registration: | \$150.00 | 100% | Registration: <u>\$150.00</u> | Proportionally paid by students: <u>\$0.00</u> |
| Judging: | \$0.00 | 0% | Judging: <u>\$0.00</u> | The district will pay: <u>\$4,500.00</u> |
| Officiating: | \$0.00 | 0% | Officiating: <u>\$0.00</u> | Total Cost: <u>\$4,500.00</u> |
| Bus/Car Expense: | \$4,350.00 | 100% | Bus/Car Expense: <u>\$4,350.00</u> | |
| Other*: | \$0.00 | 0% | Other*: <u>\$0.00</u> | |
| Staff Expenses (Paid by Students): | | n/a | Staff Expenses (Paid by Students): <u></u> | |
| Total Cost: | <u>\$4,500.00</u> | | Total Cost: | <u>\$4,500.00</u> |

* Other Description: _____

Part 3. Staff Expenses

Number of Staff: 4

| | | | <u>Total Staff Expenses</u> | <u>Expense Reconciliation</u> |
|-------------------------|------------------------|------|-------------------------------|--|
| <u>Per Staff Member</u> | | | | |
| Registration: | \$0.00 | 0% | Registration: <u>\$0.00</u> | Proportionally paid by students: <u>\$0.00</u> |
| Meals: | \$134.00 | 100% | Meals: <u>\$536.00</u> | The district will pay: <u>\$1,056.00</u> |
| Air Fare: | \$0.00 | 0% | Air Fare: <u>\$0.00</u> | Total Cost: <u>\$1,056.00</u> |
| Lodging: | \$130.00 | 100% | Lodging: <u>\$520.00</u> | |
| Trip Insurance: | \$0.00 | 0% | Trip Insurance: <u>\$0.00</u> | |
| Total Cost: | <u>\$264.00</u> | | Total Cost: | <u>\$1,056.00</u> |

Part 4. Student Expenses

Number of Students: 20

| | | | <u>Total Student Expenses</u> | <u>Expense Reconciliation</u> |
|--------------------|------------------------|------|---------------------------------|--|
| <u>Per Student</u> | | | | |
| General Expenses: | \$0.00 | n/a | General Expenses: <u>\$0.00</u> | Each student will pay: <u>\$0.00</u> |
| Registration: | \$0.00 | 0% | Registration: <u>\$0.00</u> | The district will pay: <u>\$2,600.00</u> |
| Meals: | \$0.00 | 0% | Meals: <u>\$0.00</u> | Total Cost: <u>\$2,600.00</u> |
| Air Fare: | \$0.00 | 0% | Air Fare: <u>\$0.00</u> | |
| Lodging: | \$130.00 | 100% | Lodging: <u>\$2,600.00</u> | |
| Trip Insurance: | \$0.00 | 0% | Trip Insurance: <u>\$0.00</u> | |
| Total Cost: | <u>\$130.00</u> | | Total Cost: | <u>\$2,600.00</u> |

Part 5. Payment Responsibility Summary

| | | |
|------------------------|--------------------------|---|
| Paid by Students: | \$0.00 | |
| Paid by Fundraising: | \$0.00 | Account(s): AN955100 - student food |
| Each Student Will Pay: | \$0.00 | Method: _____ |
| Paid by District: | \$8,156.00 | Account(s): ENATH3340 - lodging for students, lodging for coaches, food, and transportation |
| Total Cost: | <u>\$8,156.00</u> | |