

LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

NOTE: See LCSD Board Policy GBCF: Work-Related Travel for all requirements.

Name(s) of Attendees Harman Bains & Kirk McCallum

SCHOOL District Office

NAME OF CONFERENCE: RTM 2025 Fall School Facilities & Safety Congress
(Do Not Use Acronyms)

(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Orlando, FL

DATE OF DEPARTURE: 10/4/2025

DATE OF RETURN: 10/7/2025

Training/Travel/Conference is (check all that apply): Mandated by the state ☐ Mandated by the district ☐
Needed for certification/licensing ☐ Related to the District Performance Plan ☐ Related to our School ☐
Performance Plan ☐ Related to a specific program/course ☐ Other ☒

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

This invitation-only PD and networking event gathers leaders in School Facilities and Safety from across the nation. With a focus on tackling shared challenges and exchanging innovative solutions in K-12 schools, the event is capped at 70 attendees, ensuring a unique opportunity for networking and collaboration in a focused setting.

TRAVEL APPROVED: Date 6/25/25

TRAVEL APPROVED: Date 6/25/25



Site administrator or supervisor signature



Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 6/25/25

Board Approved: Yes () No ()

Date: _____

Conference Information

Conference Dates & Times:	Sunday, October 5, 2025 @ 10:00 A.M. through Tuesday, October 7, 2025 @ 12:00 P.M.
Name of where conference/ training is being held (i.e. Hotel, School, College, Convention Center):	Omni Orlando Resort at ChampionsGate

Airline Information

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy GBCF: Work-Related Travel.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART :	Saturday, 10/4/25 @ 5:35 A.M.
Date & Time you wish to RETURN :	Tuesday, 10/7/25 @ 10:35 P.M.
List any special notes here:	

Are you renting a car? ☒ Yes ☐ No How many days?

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Lodging Information

Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging GSA (Per Diem Rate) : _____	All travelers agree to share lodging as appropriate? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Register under what name(s)?	Harman Bains & Kirk McCallum
Name, Address, Phone number of lodging establishment:	Omni Orlando Resort at ChampionsGate 1500 Masters Blvd, Champions Gate, FL 33896

DEADLINE DATE : _____ **Code Information:** _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.

GRAND TOTAL

\$575.44 USD

Oct 4 - Oct 5

2 rooms, 2 guests

MODIFY

Arrival Date

Sat, Oct 4th 2025

Nights

1 night

Guests

2 adults

Rooms

2 rooms

Check-In

After 4:00 PM EDT

Check-Out

Before 11:00 AM EDT

DELUXE ROOM - 1 KING BED

\$287.72 USD

Non Flexible Prepaid Rate (1 Adult)

Daily Rate Sat, Oct 4th

\$208.28 USD

Taxes

\$36.44 USD

Resort Charge

\$43.00 USD

Subtotal

\$287.72 USD

Additional Taxes

\$0.00 USD

NON CANCELLABLE RESERVATION

Deposit of 287.72 is due by 06/18/25

DELUXE ROOM - 1 KING BED

\$287.72 USD

Non Flexible Prepaid Rate (1 Adult)

Daily Rate Sat, Oct 4th

\$208.28 USD

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Manage Cookie Preferences

Decline

Accept All

Deposit of 287.72 is due by 06/18/25

GRAND TOTAL	\$575.44 USD
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DUE TODAY	\$575.44 USD
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DUE AT HOTEL	\$0.00 USD
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1500 Masters Boulevard, Champions Gate, Florida, 33896

Phone: 407-390-6664

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) SELECT GUEST LOYALTY PROGRAM

Earn free nights and enjoy a complimentary welcome drink and Wi-Fi starting on your first stay. Join for Free

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Trip & Price Details

Price Passengers Payment Confirmation

✈ Flight Modify

✈ Sat 10/4	# 1490 / 411 RNO 5:35 AM	→ MCO 3:20 PM	6 hr 45 min	1 stop	Business Select
✈ Tue 10/7	# 3700 / 2852 MCO 4:40 PM	→ RNO 10:45 PM	9 hr 5 min	1 stop	Business Select

Base fare 2 Passenger(s)	\$1,169.04
Taxes and fees	\$187.68
Flight total	\$1,356.72
or from \$133/mo* with Rewards. Learn more	

Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel
- For more information regarding Cash + Points visit [Southwest.com/rewards](https://www.southwest.com/rewards)

SUBTOTAL	\$1,169.04
TAXES & FEES	\$187.68
TRIP TOTAL	\$1,356.72

[Show pricing breakdown](#)Not ready to buy yet? [Save this flight for later](#)

Continue to passengers

By clicking Continue, you agree to accept the [fare rules](#)
and want to continue with this purchase

🚗 Add a Car Products not confirmed until purchase

No worries, your flight will remain in your cart while you search for a car.

FY 2025 per diem rates for Orlando, Florida

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Orlando	Orange	\$80	\$20	\$22	\$33	\$5	\$60.00

2025 Fall School Facilities & Safety Congress

Omni Orlando Resort at Champions Gate, Florida

OCTOBER 5TH - 7TH 2025

[Request To Join](#)

[See Speakers](#)

[Request to Join](#)

Connect with peers and industry experts in an environment conducive to collaboration. Forge meaningful connections, share best practices, and engage in discussions that go beyond the surface, fostering a network of leaders committed to the safety and excellence of educational facilities.

Explore a diverse array of topics designed to provide actionable solutions for the unique challenges faced by leaders in operations, facilities, and safety departments. From recruitment strategies to security measures, each session is crafted to equip you with practical tools.

Participate in engaging workshops offering practical guidance for implementation. From crisis communication to sustainable schools, these workshops aim to provide tangible takeaways for enhancing the safety and functionality of educational spaces.

Request To Join

Topics Of Discussion

Attracting and Retaining Operations Staff in Today's Competitive Environment



Classrooms, Not Courtrooms: Mental Health Interventions to Redirect the School-to-Prison Pipeline



Navigating the Backlog: Addressing Challenges in Deferred Facility Maintenance



The Schedule

**DAY
01**

Sunday

DAY 02

Monday

DAY 03

Tuesday



10:00 am -
6:00 pm

Event Registration



12:20 pm -
1:20 pm

Opening Keynote



1:30 pm -
3:30 pm

Strategy Sessions/Business Meetings



3:15 pm -
3:35 pm

Afternoon Refreshments & Networking



3:35 pm -
5:45 pm

**Strategy Session/Business Meetings/Roundtable
Discussions/Workshops**

5:45 pm -
6:45 pm

Free Time

7:00 pm -
8:30 pm

Welcome Reception & Dinner

The Schedule

**DAY
01**

Sunday

DAY 02

Monday

DAY 03

Tuesday

7:00 am -
8:00 am

Networking Breakfast

8:00 am -
9:00 am

Morning Keynote/Panel Session

9:00 am -
10:30 am

Strategy Sessions/Business Meetings

10:30 am -
11:00 am

Morning Refreshments & Networking

11:00 am -
11:45 am



Strategy Sessions/Business Meetings

11:45 am -
12:30 pm

Workshop/Roundtable Discussions

12:30 pm -
1:30 pm

Networking Luncheon

1:30 pm -
3:30 pm

Roundtables/Business Meetings/Workshops

3:30 pm -
4:00 pm

Afternoon Refreshments & Networking

4:00 pm -
5:00 pm

Strategy Sessions/Business Meetings

5:00 pm -
5:45 pm

Closing Day Keynote

5:45 pm -

6:45 pm

Free Time



6:45 pm -
8:30 pm

Networking Reception & Dinner

The Schedule

**DAY
01**

Sunday

DAY 02

Monday

DAY 03

Tuesday

8:00 am -
8:15 am

Morning Refreshments & Networking

8:20 am -
9:05 am

Workshops/Roundtable Discussions

9:10 am -
9:55 am

Brunch

10:05 am -
11:05 am

Strategy Sessions/Business Meetings

11:15 am -
12:00 pm

Closing Keynote