

LYON COUNTY SCHOOL DISTRICT  
TRAVEL REQUEST

**NOTE: See LCSD Board Policy DG: Travel Policy for all requirements.**

Name(s) of Attendees Shawn Romero, Alyssa Hudson, Brianna Wickware, Tiffany Manha

SCHOOL East Valley Elementary School

NAME OF CONFERENCE: 2025 National Elementary and Secondary Education Act (ESEA) Conference  
(Do Not Use Acronyms)  
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Austin, TX

DATE OF DEPARTURE: 2/18/2025 DATE OF RETURN: 2/22/2025

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   
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.

The National ESEA Conference is full of learning and skill building which focuses on support for our disadvantaged students. This conference is a national conference with presenters from all over the United States. This year's theme is Focus on Improvement. This will give us great resources and collaboration opportunities to identify some of the possible strategies that will improve our school. We will be taking a small team so they can focus on the sessions that specifically align with our SPP plan and vision of the district.

TRAVEL APPROVED: Date 10/16/24

Robert R. Jones  
Site administrator or supervisor signature

TRAVEL APPROVED: Date 10/16/24

Sandra Huckaby  
Superintendent or designee signature

*District Office Use Only*

Received by District Office

Date: 10/16/24

Board Approved: Yes ( ) No ( )

Date: \_\_\_\_\_

Please ensure that you read and comply with Lyon County School District Policy DG: Travel Policy when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

**ESTIMATED EXPENSES**

If funded by a grant or other, specify grant/other name here: Title I Grant

	<u>Total</u>	District Office	Grant	School Site	Other
<b>BUDGET#</b> 280.633.0000.000.2213.330.11 <b>Registration Fees:</b> Attendees <u>4</u> x <u>649</u> Reg. fee \$	<b>2596.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET#</b> 280.633.0000.000.2213.580.102 <b>Travel By:</b> <u>Air, Taxi/Uber</u> \$ (Air, district car, private car for personal convenience, etc.)	<b>1823.84</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>BUDGET#</b> 280.633.0000.000.2213.580.102 <b>Lodging:</b> Room rate \$ <u>382</u> x <u>4</u> nights \$	<b>2624.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(Use GSA ratings for lodging and meals <a href="http://www.gsa.gov">www.gsa.gov</a> ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>					
<b>Meals:</b> Breakfast \$ <u>20</u> x <u>4</u> x <u>5</u> days \$	<b>400.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lunch \$ <u>22</u> x <u>4</u> x <u>5</u> days \$	<b>440.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dinner \$ <u>33</u> x <u>4</u> x <u>4</u> days \$	<b>528.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incidental \$ <u>5</u> x <u>4</u> x <u>4</u> days \$	<b>80</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Substitutes:</b> # of Days <u>4</u> x \$ <u>150</u> /day	<b>600.00</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Other transportation fees:</b> (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)	<b>100.00</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Other Miscellaneous expenses:</b> (attach explanation)	<b>9192.68</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL EXPENSES</b>	<b>9192.68</b>				

**\*\*FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

## Conference Information

Conference Dates & Times:	2/19/25 - 2/21/25 8:15 am - 4:15 Daily
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Austin Convention Center

## 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 DG: Travel Policy.**

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

Date & Time you wish to DEPART:	2/18/25 @ 7:45 am
Date & Time you wish to RETURN:	2/22/25 @ 6:15 pm
List any special notes here:	Flight leaves Austin at 10:45 pm

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) : 187.00	All travelers agree to share lodging as appropriate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Shawn Romero,
Name, Address, Phone number of lodging establishment:	Hilton Austin Downtown

DEADLINE DATE : \_\_\_\_\_ Code Information: \_\_\_\_\_

**NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email ORIGINAL travel form with SIGNATURES to Margaret Heim at the district office for approval.**

# Trip & Price Details

+ Price Payment Confirmation

## ✈ Flight [Modify](#)

✈ Tue 2/18	# 5031 / 358	<b>RNO</b> → <b>AUS</b>	5 hr 10 min	1 stop ✈	<u>Wanna Get Away Plus</u>	Price per Passenger	<b>\$378.38</b>
	7:45 AM	2:55 PM				Taxes and fees per Passenger	<b>\$77.58</b>
						Total per Passenger	<b>\$455.96</b>
✈ Sat 2/22	# 716 / 1407	<b>AUS</b> → <b>RNO</b>	9 hr 30 min	1 stop ✈	<u>Wanna Get Away Plus</u>	Passenger(s)	<b>x4</b>
	10:45 AM	6:15 PM				Flight total	<b>\$1,823.84</b>
							or from \$179/mo* with <a href="#">uplift</a> <a href="#">Learn more</a>

### Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away® or Wanna Get Away Plus™ reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select® reward travel reservations the points used for booking will be redeposited to the purchaser's Rapid Rewards® account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit™ for future use.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.

## ✈ Flight Extras

### Upgrade to Anytime

Prices shown per passenger, per one-way.

- ✓ Refundable fare\*
- ✓ Priority and Express Lanes<sup>8</sup>
- ✓ 10 Rapid Rewards points per dollar per qualifying flight\*

\*Please read the [fare rules](#) associated with this purchase

Upgrade departing trip for \$60

Upgrade returning trip for \$60

Upgrade both for \$120

[Apply upgrade](#)



# FY 2025 Per Diem Rates for Austin, Texas

Daily lodging rates (excluding taxes) | October 2024 - September 2025

Primary Destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$173	\$173	\$173	\$187	\$187	\$187	\$173	\$173	\$173	\$173	\$173	\$173



# FY 2025 Per Diem Rates for Austin, Texas

## Meals & Incidental Expenses (M&IE) rates and breakdown

Primary Destination	County	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Austin	Travis	\$80	\$20	\$22	\$33	\$5	\$60.00



# Attendee Guide

Hosted by, NAESPA - the National Association of ESEA State Program Administrators

This year's theme:

## FOCUS ON IMPROVEMENT



**February 19-21, 2025**  
**Austin, Texas**  
**at the Austin Convention Center**  
**& Online**

This conference serves as a valuable reminder to prioritize the continual progress towards improvement. It urges us to make a conscious effort to exchange effective strategies and best practices that empower us as educators to reshape the educational opportunities for children.

This year's theme implores us to be deliberate in identifying our constant areas of focus, whether refining instruction to elevate student achievement or self-improvement. Having a clear focus on our student's academic growth and an unyielding belief in the possibility of improvement, we approach this Conference as an invaluable opportunity to enhance our collective capacity to make today better than yesterday and build improved tomorrows for our students and those dedicated to their service.

- Beth Wooster, 2025 Conference Planning Committee Chair

**Federal programs practitioners from around the country will convene in Austin and online for meaningful and timely professional development - you've got to be there!**

**"The keynotes were absolutely incredible.  
This conference was well organized and I can't wait to return!"**

- 2024 National ESEA Conference Attendee

# What is the ESEA Conference?

The National ESEA Conference is an annual project of the National Association of ESEA State Program Administrators (NAESPA) and the only conference focused entirely on federal education programs for disadvantaged students. The Conference emphasizes the critical nature of doing what's right and what's needed today - to help every child succeed and achieve at high levels.

The Elementary and Secondary Education Act (ESEA) was signed into law in 1965 by President Lyndon B. Johnson as a legislative priority of the "War on Poverty." ESEA has undergone several forms of reauthorization, which initiated and augmented educational programs designed to improve the quality of elementary and secondary education in the United States. Title I, Part A is the largest federally funded ESEA program designed to address the educational needs of underprivileged children. The following Elementary and Secondary Education Act (ESEA) and related programs serve as the cornerstone for all sessions and programming of the National ESEA Conference:

- Title I, Part A - Education for the Disadvantaged
- Title I, Part C - Education of Migratory Children
- Title I, Part D - Neglected & Delinquent
- Title II, Part A - Supporting Effective Instruction
- Title III, Part A - English Learners & Immigrant Education
- Title IV, Part A - Student Support & Academic Enrichment
- Title IV, Part B - 21st Century Community Learning Centers
- Title V, Part B - Rural Education Initiative
- Title VI, Part A - Indian, Native Hawaiian, and Alaska Native Education
- Title VII, Part B - McKinney-Vento Homeless Assistance Act, Education for Homeless Children and Youth
- IDEA - Individuals with Disabilities Act (Special Education)





# Welcome!

## A Dual Approach

We hope you will join us in Austin. If travel restrictions, cost, or other factors prevent you from attending the Conference in person, don't worry – you can still be a part of the action! We offer a virtual registration option allowing you to participate in live sessions, access the same great content, and interact with your colleagues from a remote location.

**"The virtual experience was amazing! The sessions were easy to attend and locate on the online platform."**

-2024 National ESEA Conference attendee

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## Session Formats

We're pleased to offer four types of sessions, which allow both the in-person and virtual audience access to each and every session on the schedule.

**Hybrid Lecture** sessions are presented in-person in Austin, while simultaneously live-streamed to the virtual audience. Lecture sessions are recorded for later viewing by all audiences. (60 minutes)

**In-Person Workshop** sessions involve an interactive component, with the presenter(s) in-person in Austin. In-person workshop sessions are recorded for later viewing by all audiences. (60 minutes)

**Virtual Workshop** sessions involve an interactive component, with both the presenter(s) and audience participating virtually. Virtual workshop sessions are recorded for later viewing by all audiences. (60 minutes)

**Sponsored** sessions take place in-person in Austin. Presented by our commercial partners, these sessions may include references to products and services of interest to the ESEA community. Sponsored sessions follow the same formats referenced above. (60 minutes)

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## Health and Safety

The health and safety of our attendees, presenters, and exhibitors is our highest priority. All in-person conference participants must be willing and available to adhere to any and all health and safety requirements in place at the time of the Conference as specified by the Association, Show Management, the host venue, or any governmental authority. We look forward to seeing you in Austin!

# Conference Schedule

Times shown are listed in Central Time  
(local time Austin, TX)

## Tuesday, February 18

12:00 PM – 9:00 PM - Badge Pick Up

## Wednesday, February 19

7:00 AM – 5:00 PM - Badge Pick Up

8:00 AM – 9:30 AM - Opening Keynote

9:15 AM – 4:30 PM - Exhibit Hall Open

9:30 AM – 10:00 AM - Morning Break

10:00 AM – 12:45 PM - Concurrent Sessions

1:00 PM – 2:15 PM - Dedicated Exhibit Hall & Sponsored Sessions

2:15 PM – 2:45 PM - Midday Break

2:45 AM – 5:30 PM - Concurrent Sessions

## Thursday, February 20

7:00 AM – 4:30 PM - Badge Pick Up

8:00 AM – 9:15 AM - Keynote

9:00 AM – 3:00 PM - Exhibit Hall Open

9:15 AM – 9:45 AM - Morning Break

9:45 AM – 12:30 PM - Concurrent Sessions

12:45 PM – 2:00 PM - Dedicated Exhibit Hall & Sponsored Sessions

2:00 PM – 2:30 PM - Midday Break

2:30 AM – 5:15 PM - Concurrent Sessions

## Friday, February 21

8:00 AM – 3:30 PM - Badge Pick Up

9:00 AM – 10:15 AM - Keynote

10:30 AM – 4:15 PM - Concurrent Sessions

Schedule subject to change.

Complete schedule with session details will be available in fall 2024.

"I left the ESEA conference this year inspired and filled with a renewed hope in our education system across the country. There is profound hope when networks of caring individuals come together to address best practice and how to support our young people."

— 2024 National ESEA Conference Attendee

# Registration Options

## Purchase early for the best price!

Virtual and In-Person Registrations are priced the same.

		Individual	Group Package Mix & Match In-person and virtual registrations
2024	June		
	July		
	August	<b>\$649</b> Early Bird	<b>\$609</b> each Group Rate
	September	June 3 - November 30	(10 or more people) June 3 - November 30
	October		
	November		
2025	December		
	January	<b>\$719</b> Standard	No Group Packages available after November 30
	February	Starting December 1	

### Every Registration Includes:

- 120+ sessions over three days
- Keynote presentations
- 3-month subscription to all session recordings
- Conference Guide - PDF
- Downloadable session materials
- Individual attendance record
- Option to earn graduate-level extension credits
- Virtual Exhibitor Directory

### Each In-Person Registration Includes All the above PLUS:

- Attendee-to-attendee networking in-person
- Printed Conference Guide
- Conference App
- Exhibit Hall access for two days
- Lodging at special attendee rates

### Group Registration

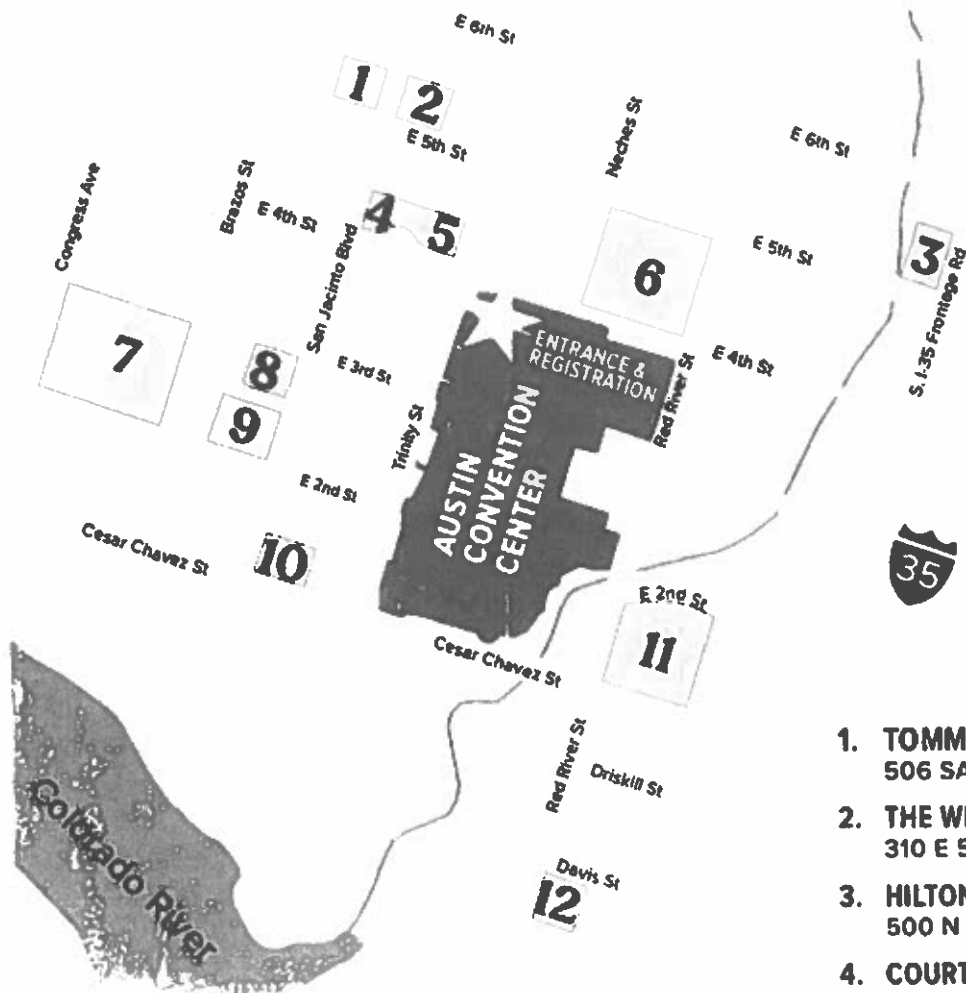
We're excited to offer a special group discount for ten or more attendee registrations purchased together. Both in-person and virtual registrations may be included in the group of at least ten. This enables schools, districts, or other groups to save on registration costs, pay for multiple attendees in one easy step, and have the flexibility to assign individual attendee names and choose the types of registration, closer to the event.

For group packages of 10 or more attendees, a coupon code will be emailed to the purchaser's account as soon as payment is processed. When they're ready to register, each attendee in your group will enter the coupon code in their account Dashboard at checkout to activate their registration.

### Continuing Education

Attendees may earn up to two graduate-level extension credits (GLECs) for attending a majority of Conference sessions. First, register for the Conference, then enroll here through the University of San Diego. (Extra \$79 fee applies, enrollment open June 3, 2024 through March 31, 2025.)

# Hotels



1. **TOMMIE AUSTIN - JDV BY HYATT (\$352\*)**  
506 SAN JACINTO BLVD
2. **THE WESTIN (\$412\*)**  
310 E 5TH ST
3. **HILTON GARDEN INN (363\*)**  
500 N INTERSTATE HWY 35
4. **COURTYARD BY MARRIOTT (\$352\*)**  
300 E 4TH ST
5. **RESIDENCE INN BY MARRIOTT (\$352\*)**  
300 E 4TH ST
6. **HILTON AUSTIN (\$382\*)**  
500 E 4TH ST
7. **JW MARRIOTT AUSTIN (\$481\*)**  
110 E 2ND ST
8. **HYATT PLACE AUSTIN DOWNTOWN (\$352\*)**  
211 E 3RD ST
9. **HAMPTON INN & SUITES (\$352\*)**  
200 SAN JACINTO BLVD
10. **AUSTIN MARRIOTT DOWNTOWN (\$469\*)**  
304 E CESAR CHAVEZ ST
11. **FAIRMONT AUSTIN (\$469\*)**  
101 RED RIVER ST
12. **HOTEL VAN ZANDT (\$369\*)**  
605 DAVIS ST

*\*All prices include tax*

## Hotel Pricing

The National ESEA Conference contracts with several local hotels to ensure the best possible rates. Hotel prices are subject to change.

Hotel rooms are charged at a flat rate. All locally mandated taxes and fees have been paid in advance by the Conference and are itemized on invoices for transparency. Attendees are offered the same flat rates on hotel reservations, regardless of tax-exempt status.

## Policies

All reservations are made via the event section of your account Dashboard and require payment in full, in advance. In-person registration is required prior to securing a hotel reservation. Hotels will not sell rooms directly to attendees within the conference block nor at the conference rates. Refunds are available on cancelled hotel reservations in accordance with the same sliding-scale refund policy as registration items. A reduction in the number of nights of a hotel reservation is considered a cancellation, and the same refund scale is applied to the cost of each reduced night of the stay.

**NATIONAL ESEA  
CONFERENCE**

**EXHIBIT  
PRESENT  
ATTEND**

**SCHEDULE  
HOTELS &  
TRAVEL  
REGISTER  
NOW**

**HOTEL**

**February 19-21, 2025  
Austin, TX & Online**

**Hilton Austin Downtown**

512-482-8000

Pricing:

**\$382** (including all taxes and fees)

\$402 - triple occupancy

\$422 - quad occupancy

**Make a Reservation**

Located in the heart of downtown and connected via skywalk to the Convention Center, Hilton Austin is steps away from the entertainment and dining the city has to offer. Guests are welcomed with first-class customer service, two restaurants, a Starbucks and spacious rooms. Other amenities include a business center, fitness center, complimentary WiFi and a heated rooftop pool with skyline views.

**Address:**

500 E 4th St  
Austin, TX 78701

.2 miles from the Austin Convention Center;  
connected via skywalk

**Amenities:**

- Free WiFi
- Plush bedding
- Mini fridge
- Starbucks
- Austin Taco Project
- CANNON & Belle - Fresh Tex
- Room Service
- 24-hour StayFit Gym
- Business services

**Parking:**