LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

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

Name(s) of
Attendees   Rachel Leach, Meghann Hackstaff

SCHOOL   Silver Stage Middle School

NAME OF CONFERENCE:
(Do Not Use Acronyms)   The Boomerang Project, W.E.B. Where Everybody Belongs
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Santa Cruz, N. California

DATE OF DEPARTURE: March 24th 2025   DATE OF RETURN: March 26th, 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.

The transition to middle school from elementary is a significant event in the life of a young person, and yet very few substantial strategies for support exist in most middle schools. Because the move to middle school can be challenging and frightening, 5th graders (in this case transitioning from 4th to 5th) often experience lowered academic achievement and difficult social adjustments. And, because 5th graders are often scared in the new environment of middle school, they can easily become the subject of bullying. We have put together a team of responsible 8th graders to help with the transition from elementary to middle. Our 8th graders adopt a student to mentor for the entire year!

WEB's main goal is to successfully transition 4th graders by addressing the three fundamental transition needs that every student has: Safety, Information and Connection.

With this WEB training for our WEB teachers, they will be able to successfully teach our WEB leaders the newest most up to date techniques for helping transition our young leaders.

TRAVEL APPROVED: Date

_____
Site administrator or supervisor signature

TRAVEL APPROVED: Date 2/6/25

_____
Superintendent or designee signature

District Office Use Only

Received by District Office   Date: 2/6/25

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 1 Grant Funding_____

	Total	District Office	Grant	School Site	Other
BUDGET# 280.633.0000.000.2213.330.10304.20.000					
Registration Fees: Attendees 2 x 3850 Reg. fee	$ 7700	☐	✓	☐	☐
BUDGET# 280.633.0000.000.2213.580.10304.20.000					
Travel By: Air = 2@ $217.50 ea round trip	$ 435	☐	✓	☐	☐
(Air, district car, private car for personal convenience, etc.)					
BUDGET# Included in Registration					
Lodging: Room rate $ 0 X 0 nights	$ 0	☐	☐	☐	☐

(Use GSA ratings for lodging and meals **www.gsa.gov** ATTENDEE WILL OWE DIFFERENCE if applicable) *lodging receipts must be obtained and sent to District Office upon return.*

		Total	District Office	Grant	School Site	Other
Meals:	Breakfast $ 22 x 2x1 days	$ 44	☐	✓	☐	☐
	Lunch $ 0 x 0 days	$ 0	☐	☐	☐	☐
	Dinner $ 0 x 0 days	$ 0	☐	☐	☐	☐
	Incidental $ 5 x 3x2 days	$ 30	☐	✓	☐	☐
Substitutes:	# of Days 2x3 X $ 145 /day	870	☐	✓	☐	☐
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)		$ 110	☐	☐	✓	☐
		$ 0	☐	☐	☐	☐
Other Miscellaneous expenses: (attach explanation)						
TOTAL EXPENSES		$ 9189				

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

Conference Information

Conference Dates & Times:	March 24th to March 26th 2025
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Chaminade Resort, Santa Cruz, Ca.

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:**	March 24th, leave Reno @ 5:30 am
Date & Time you wish to **RETURN:**	March 26th, return @ 11:05 am
List any special notes here:	n/a

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?	☑ **Yes** ☐ **No**
Register under what name(s)?	Rachel Leach and Meghann Hackstaff	
Name, Address, Phone number of lodging establishment:	Chaminade Resort and Spa, 1 Chaminade Lane, Santa Cruz, Ca 95065 PH: 831.475.5600	

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.**

Link Crew (HS transition)

December, 2024

- 9*-11, Temecula, So. CA (Closed)

January, 2025

- 27*-29, Colorado Springs, CO

February, 2025

- 3*-5, Minneapolis, MN
- 3*-5, Orange, So. CA
- 24*-26, Stevenson, WA

March, 2025

- 3*-5, Cincinnati, OH
- 10*-12, Santa Cruz, No. CA
- 17*-19, Itasca, IL
- 24*-26, Orange, So. CA

April, 2025

- 7*-9, Skytop, PA
- 28*-30, Orange, So. CA

May, 2025

- 5*-7, Orange, So. CA

WEB (MS transition)

January, 2025

- 27-29, Colorado Springs, CO

February, 2025

- 3*-5, Minneapolis, MN
- 10*-12, Temecula, So. CA
- 24*-26, Cincinnati, OH

March, 2025

- 3*-5, Stevenson, WA
- 17*-19, Itasca, IL
- 24*-26, Santa Cruz, No. CA

April, 2025

- 7*-9, Skytop, PA

May, 2025

- 5*-7, Temecula, CA

*We ask all participants to check in to the hotel the evening before the first day of the conference (indicated with an asterisk above) for a brief evening meeting. This night's lodging as well as dinner that evening are included in the entire cost of the conference

WEB Training Cost Breakdown

The following is a breakdown of costs to attend the 3-day WEB Basic Training

WEB Three-Day Training Fee: **$1425.00***

Hotel Accommodations (single occupancy), Meals, Service Charges: **$1045.00**

On Site Materials: **$215.00**

Take Away Materials for Participants: **$365.00**

Long Term Support after Training (via phone, via email and supplemental materials mailed upon request): **$800****

Total Cost per Participant = $3850.00

Please feel free to call if you need anything else or if I can help you in any other way.

Thanks again for your interest in WEB.

800.688.7578

*Please note that the three-day conference is just one piece of the training; there is a fourth day of the conference that is included in the price. It is called the Follow Up Conference and it is a one-day event (not overnight) that will be held in various areas in September. It is the portion of the training that includes helping WEB Coordinators troubleshoot and improve their program after the first orientation day as well as what to do next and how to continue the program throughout the remainder of the year. Again, this day is not an additional cost, it is included in the comprehensive WEB Basic Training price.

**Long Term Support is discounted if registration is completed during the month of October, 2024. If registration is completed during the month of October, 2024, the cost per person is $3550.

WEB Basic Training

What is the WEB Basic Training?

This is a three-day intensive training that will certify you as a Coordinator in the WEB program. Whether you are the trailblazer bringing WEB for the first time to your school, or you are the newest member of a team at a school with an existing WEB program, this is the training you want. At this training you will receive step-by-step instructions on how to implement the WEB program at your school. Throughout the three days you will have fun, be challenged, increase your knowledge around transition and return to your school with the tools, strategies, and energy to make WEB happen with excellence.

Package Includes

- 3 full days training*
- 3 nights' lodging in your own single room
- All meals and snacks
- Training manual
- Online training materials & videos
- Database access
- On-going phone support
- Additional "Follow Up" training day in the fall
- Follow Up Handbook with 10 lessons and supporting materials

Conference Cost**:

- $3850.00 per person

We ask all participants to check in to the hotel the evening before the first day of the conference (indicated with an asterisk above) for a brief evening meeting. This night's lodging as well as dinner that evening are included in the entire cost of the conference.

← **Google**

Skip to main content   Accessibility feedback

⊏ Share

Reno ⇄ San Jose

$435

Round trip · Economy · 👤 2 passengers ▼

Lowest total price

↗ Unfortunately, the price you saw on the previous page has changed

Selected flights

🛬 **Departing flight · Mon, Mar 24**   ✕

❤️ **5:30 AM**   ∧
Reno-Tahoe International Airport (RNO)

Travel time: 1 hr 40 min

7:10 AM
San Diego International Airport (SAN)

Southwest WN 1337 · Economy · Boeing 737

🪑 Average legroom (31 in)
📶 Wi-Fi for a fee
📱 Stream media to your device
🌐 Emissions estimate: 234 kg CO_2e ⓘ

5 hr 50 min layover · San Diego (SAN)

❤️ **1:00 PM**
San Diego International Airport (SAN)

Travel time: 1 hr 35 min

2:35 PM
San Jose Mineta International Airport (SJC)

Southwest WN 2566 · Economy · Boeing 737

🪑 Average legroom (31 in)
📶 Wi-Fi for a fee
📱 Stream media to your device
🌐 Emissions estimate: 192 kg CO_2e ⓘ

426 kg CO_2e

✈ **Returning flight · Wed, Mar 26**   ✕

7:20 AM
San Jose Mineta International Airport (SJC)

Travel time: 1 hr 20 min

8:40 AM
Long Beach Airport (LGB)

Southwest WN 3544 · Economy · Boeing 737MAX 8 Passenger

🪑 Above average legroom (32 in)
📶 Wi-Fi for a fee
ψ In-seat USB outlet
🔲 Stream media to your device
🌐 Emissions estimate: 169 kg CO2e ⓘ

1 hr layover · Long Beach (LGB)

9:40 AM
Long Beach Airport (LGB)

Travel time: 1 hr 25 min

11:05 AM
Reno-Tahoe International Airport (RNO)

Southwest WN 1251 · Economy · Boeing 737MAX 8 Passenger

🪑 Above average legroom (32 in)
📶 Wi-Fi for a fee
ψ In-seat USB outlet
🔲 Stream media to your device
🌐 Emissions estimate: 154 kg CO2e ⓘ

323 kg CO2e

+93% emissions ⓘ

🧳 1 free carry-on per passenger   🧳 2 free checked bags per passenger

Baggage conditions apply to your entire trip. Southwest bag policy For non-refundable fare options, taxes may be refundable.

Booking options

ESTIMATE

Boomerang Project
PO Box 600
Santa Cruz, CA 95061

Date	Estimate #
02-05-2025	dfe7-4033-bdf1

Name / Address	Ship To
Jed Marciniak Silver Stage Middle School 3800 W. Spruce Ave Silver Springs, NV 89429 US	Jed Marciniak Silver Stage Middle School 3800 W. Spruce Ave Silver Springs, NV 89429 US

Description	Qty	Cost	Total
Course: WEB Basic Training | 03/24 - 03/26 2025 | Chaminade Resort | Santa Cruz, CA **attendee:** Rachel Leach | rleach@lyoncsd.org | Silver Stage Middle School	1	$3,850.00	$3,850.00
Course: WEB Basic Training | 03/24 - 03/26 2025 | Chaminade Resort | Santa Cruz, CA **attendee:** Meghann Hackstaff | mhackstaff@lyoncsd.org | Silver Stage Middle School	1	$3,850.00	$3,850.00

INFORMATIONAL PURPOSES ONLY

THIS IS NOT AN ACTUAL ORDER

Pricing is subject to change. Expiration dates apply.

subtotal	$7,700.00
shipping	$0.00
sales tax	$0.00
Total	$7,700.00

GSA **U.S. General Services Administration**

FY 2025 per diem rates for Santa Cruz, California

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
Santa Cruz	Santa Cruz	$86	$22	$23	$36	$5	$64.50

Why Does Middle School Transition Matter?

Because the quality of a student's transition to middle school sets the course for their educational future.

Middle School students who consistently miss school have lower grades or fall a grade level behind, are statistically more likely to drop out of high school or, even worse, not make it to high school at all.

What would happen if older students at your school were given the resources, the skill and the permission to help change this … AND the structure to do it?

Providing a transition structure that connects 8th graders to your incoming 6th graders and includes effective training and the necessary support to make the relationship meaningful, allows your 6th graders to focus on school, rather than avoiding bullies and wondering how or if they're going to fit in.

In other words, to help 6th graders succeed, we need to help them transition.

WEB's main goal is to successfully transition 6th graders by addressing the three fundamental transition needs that every student has: Safety, Information and Connection.

Safety

Most schools interpret student safety as the need to keep negative influences/people/events from entering the school environment. As a result, a significant amount of money and resources are invested in security to seal off the campus from the outside world and make it harder for those things to get in. While this is obviously important and does need to be addressed, it is not the only safety issue students face at school.

Those inside schools know there's a far greater safety issue that students face on a daily basis: keeping them safe from the negative forces within the school walls and halls. Bullying, rumors, isolation, and harassment are far more likely to pose safety risks on the average campus than external violence.

WEB allows students to have a trusted source of safety from their first moments on their school campus, the 8th grade WEB Leaders. This group of students become advocates, protectors and guardians for the 6th graders, making sure they are not being bullied and, if they are, taking appropriate action to stop it. WEB Leaders help stop the bullying by being positive examples to their own peer groups as well as by being a safe place for a bullied 6th grader to turn to for help.

Information

To make a successful transition, we need the what, where, how, and when to aid us on our journey. In schools, this translates to, among other things, students wanting to know what classes they have to take, where those classes are, what rules are important, what opportunities are available, and where they have to be when.

The challenge comes in getting this information to the students in an accurate and timely manner and in a format that will resonate to them. Many schools gather large groups of new students and parents together and talk at them. They might also post the information everywhere they think parents or students will look: newsletters, websites, and bulletin boards.

WEB address the need for information by creating a dissemination process that uses the student-to-student relationship; this includes both one on one interactions and connection in small groups. This makes it far more likely that critical information is received and remembered. Additionally, 6th graders now have a trusted source of information they can turn to should they have other questions or need to know more about something.

Connection

Even when students feel safe and informed, their transition into a new school may not be successful if they do not develop a genuine sense of connection to it. In every transition in our lives we need to feel a sense of connection to the new situation, whatever it may be. Whether it's a new job, a new child, or a new reality in our own lives, part of our success in that transition depends on our connection to it.

This is true for students as well; the more connected they are to their school, the better they will do in all the measures that are important in tracking their success: grades, test scores, attendance, and discipline. When students are connected to school, they want to be there, and this makes all the difference. Students who are connected to school and to each other perform better.

Unlike the two other components to a successful transition, safety and information, the connection part of transition is left to chance. Schools' efforts to address this crucial component of transition is to offer co-curricular activities, athletics, and special events in the hopes that kids will join and connect. But, unfortunately, only a few numbers of students take advantage of these offerings. Confident students, those who have older siblings or a lot of friends can easily navigate the world of extra-curricular activities. But what about those are timid, lack confidence or simply don't know what to do or how to join? Sadly, even the most robust co-curricular programs only involve a percentage of the students.

With WEB, 6th graders can ask their older WEB Leader about activities and get encouragement to join. WEB Leaders can recommend and help the 6th grader with the process of deciding to become involved in school activities, thus fostering a deeper connection to both the school and to their peers.

The transition to middle school is crucial, and yet there are limited resources and little focus given to this significant event. With WEB, you implement a structure that connects every incoming 6th grader with a caring 8th grader from their first day of school through the end of the year. This structure is the foundation for helping your 6th graders feel safe, informed and connected to their new school, thus ensuring a successful middle school transition.

MIDDLE SCHOOL TRANSITION

Why WEB? (/transition-programs/web)

What is WEB? (/web/what-is)

Why Transition Matters

Testimonials (/web/testimonials)

Success (/web/success)

How Does My School Get WEB? (/web/how)

(/lounge/virtual)