

**LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST**

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

Name(s) of Attendees Pre-K Coach, Pre-K Teachers & ECE Teachers (Total of 15 Attendess)

SCHOOL Lyon County School District

NAME OF CONFERENCE: Nevada Association for the Education of Young Children 2025 State Conference
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)

CITY/STATE OF CONFERENCE: Las Vegas, NV 89109

DATE OF DEPARTURE: Thursday, April 24, 2025 DATE OF RETURN: Saturday, April 26, 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 ☐
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 Nevada Association for the Education of Young Children Conference in Las Vegas, Nevada, is a premier annual gathering for early childhood education professionals, educators, administrators, and researchers. This comprehensive event offers an immersive environment designed to foster professional growth, share innovative practices, and encourage collaborative learning among practitioners from across the nation.

The conference features a robust schedule of keynote presentations, interactive workshops, breakout sessions, and panel discussions. These sessions are led by renowned experts and thought leaders in early childhood education, who share insights on the latest research, policy updates, and emerging trends in the field. Attendees are provided with valuable strategies to enhance curriculum development, classroom management, and inclusive practices, ensuring that every educator leaves with actionable tools to improve learning outcomes for young children.

Attending this conference will provide effective ideas for building skills as everyday literacy instruction, sharing a wealth of ideas and inspiration

TRAVEL APPROVED: Date 3/14/2025

Rachel Stewart
Site administrator or supervisor signature

TRAVEL APPROVED: Date 3/14/25

Sauri Huchak
Superintendent or designee signature

District Office Use Only

Received by District Office

Date: 3/14/25

Board Approved: Yes () No ()

Date: _____

Please ensure that you read and comply with Lyon County School District Policy GBCF: Work-Related Travel 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: ECILP #1

BUDGET# 240.289.0000.000.2213.330.10000.00.000 Total
 Registration Fees: Attendees 15 x \$300.00 Reg. fee \$ \$4,500.00

District Office	Grant	School Site	Other
	✓		

BUDGET# 240.289.0000.000.2213.580.10000.00.000
 Travel By: Air- Southwest \$ \$4,604.40
 (Air, district car, private car for personal convenience, etc.)

	✓		
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BUDGET# 240.289.0000.000.2213.580.10000.00.000
 Lodging: Room rate \$ \$159*8 x 2 nights \$ \$2,544.00

	✓		
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(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.

Meals: Breakfast \$ 0.00 x 3 days \$ 0.00
 Lunch \$ 0.00 x 3 days \$ 0.00
 Dinner \$ \$36 x 15 x 3 days \$ 1,620.00
 Incidental \$ \$5 x 15 x 3 days \$ 225.00

	✓		
	✓		
	✓		
	✓		
	✓		

Substitutes: # of Days 14 x 1 x \$ 180 /day \$ \$2,520.00

Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.) \$ _____

Other Miscellaneous expenses: (attach explanation) \$ 16,013.40
TOTAL EXPENSES

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

Conference Information

Conference Dates & Times:	Thursday, April 24, 2025- Saturday, April 26, 2025
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	Tuscany Suites & Casino 255 East Flamingo Road Las Vegas, NV 89169

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:	Thursday, April 24, 2025 @ 6:05 AM
Date & Time you wish to RETURN:	Saturday, April 26, 2025 @ 7:50 PM
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) : \$126.00	All travelers agree to share lodging as appropriate?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Register under what name(s)?	Will be determined @ Booking	
Name, Address, Phone number of lodging establishment:	Tuscany Suites & Casino 255 East Flamingo Road Las Vegas, NV 89169	

DEADLINE DATE: March 22, 2025

Code Information: NevAEYC Conference Group Rate

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.

Attendees:

Pre-K Coach: Terra Blackorby

The PreK teachers would be: ECE Teacher:

Alicia DeYoung CES Lucella Glazier

Erin Baerwaldt FES Lindsay Parsons

Amanda Fellows EVES Alejandra Ortiz

Natascha Haugen DES Lori Rittenhouse

J'Nae Payne-Castro RES Sue Berrington

Elizabeth Jones SES

Jennifer Turner SSES

Brhianna Wass SSES

Daylene Foli YES

evAEYC State Conference

Planting **SEEDS**

for Tomorrow's Educators
Annual NevAEYC 2025 State Conference



April 24 - 26, 2025
Tuscany Suites & Casino, Las Vegas, Nevada

Have Conference Questions? Send an email to: nevaeycconference@gmail.com (<mailto:nevaeycconference@gmail.com>)

[Registration](#) – [Schedule](#) – [Fees](#) – [CEU Information](#) –

[accommodations \(https://res.windsurfercrs.com/ibe/index.aspx?propertyID=16539&_ga=2.22sXAg.AA.AA.AA.7lqqBt9MQCOB6CK4S-dsQw..0\)](https://res.windsurfercrs.com/ibe/index.aspx?propertyID=16539&_ga=2.22sXAg.AA.AA.AA.7lqqBt9MQCOB6CK4S-dsQw..0) – [Exhibitor Information](#)

CONFERENCE REGISTRATION

To register for the Annual NevAEYC 2025 State Conference, please visit <https://app.asforms.net/api/as/0vzddq5> (<https://app.asforms.net/api/as/0vzddq5>) or scan the QR code below:



CONFERENCE SCHEDULE

Thursday (DEC Day), April 24
8 AM to 8 AM – Check-in, Registration, Continental Breakfast
8 AM to 10:30 AM – Doak and Sandi Wachtel, Keynote Speakers
10:45 AM to 12:00 PM – Crafty Dance with Ms. Jenny™
12:00 PM to 1:00 PM – Lunch (Tex Mex Buffet)
1:30 PM to 3:30 PM – Afternoon Session 1: Jenna Weglarz-Ward, Ph.D.
3:45 PM to 4:30 PM – Afternoon Session 2: Ruxandra Draia, B.S. Shela Hubbard, M.Ed., Soleil Perez, B.S.

Friday, April 25
8 AM to 8 AM – registration, continental breakfast, vendors
8 AM to 8:10 AM – Welcome
9:10 AM to 9:40 AM – Teresa Byington Ph.D. Keynote Speaker
9:40 AM to 11:30 – Session 1
11:30 AM to 1:00 PM – Lunch (buffet)
1:30 PM to 2:30 PM – Session 2
2:30 PM to 4:20 PM – Session 3

Saturday, April 26
8 AM to 8:30 AM – buffet breakfast
8:30 AM to 10 AM – Session 5
10:20 AM to 11:50 – Session 6
11:50 AM to 1 PM – Lunch (plated)
1 PM to 2:30 PM – Session 7
2:30 PM to 4:20 PM – Michael Maxwell Ed.D. and Carl Esteban Closing Keynote

CONFERENCE COST AND PAYMENT INFORMATION

NAEYC (Division of Early Childhood) on Thursday, April 24

Member Registration: \$150.00
Non-member Registration: \$190.00

Friday, April 25 and Saturday, April 26

Member – One Day (Early Bird): \$150.00
Member – Both Days (Early Bird): \$225.00
Non-member – One Day (Early Bird): \$225.00
Non-member – Both Days (Early Bird) \$300.00

Early Bird Rates are available until 3/21/2025, at which point ticket prices for Friday and Saturday will increase by \$75.00. The deadline for registration is 4/18/2025.

If you are not an active member of NAEYC, visit [naeyc.org/get-involved/membership/join](https://www.naeyc.org/get-involved/membership/join) (<https://www.naeyc.org/get-involved/membership/join>) to register so that you can purchase tickets at our member rate!

CONFERENCE SCHOLARSHIP

The Nevada Department of Education Office of Early Learning and Development has provided funding for scholarships to attend the conference through the Preschool Development Grant. Click the link to apply: [Scholarship Application \(https://docs.google.com/forms/d/e/1FAIpQLSdt48Lh-WEYjPaAQI-2wQInJQBB9fPTmeW53zB9BFc6FSw/viewform?usp=dialog\)](https://docs.google.com/forms/d/e/1FAIpQLSdt48Lh-WEYjPaAQI-2wQInJQBB9fPTmeW53zB9BFc6FSw/viewform?usp=dialog)

PROFESSIONAL DEVELOPMENT HOURS & CONTINUING EDUCATION UNITS

Nevada Registry Approved Training Hours: Up to 19.5 training hours

Nevada Department of Education Credits: Participants will receive certificates of attendance. For participants needing credits through the Nevada Department of Education, you must submit a copy of your Nevada Registry transcript identifying the professional development completed towards fulfilling required training credits.

COMMODATIONS

Host Hotel:
Tuscany Suites & Casino
2595 East Flamingo Road
Las Vegas, NV 89169

Tuscany Suites & Casino is our host hotel for the Annual NevAEYC 2025 State Conference. To secure a room at the group rate, please call 877-887-2261 and ask for the NevAEYC Conference Group Rate. The following group rates are valid through March 22, 2025:

- 3/2025: \$79.00
- 4/2025: \$79.00
- 5/2025: \$239.00
- 6/2025: \$239.00

Partner Hotel:
Horseshoe Las Vegas Hotel & Casino
3655 S Las Vegas Blvd
Las Vegas, NV 89109

Horseshoe Hotel & Casino is our partner hotel for the Annual NevAEYC 2025 State Conference. To secure a room at the group rate, please visit <https://book.passkey.com/go/SBNEV5> (<https://book.passkey.com/go/SBNEV5>) or call 1-800-CAESARS (223-7277) and ask for SBNEV5 or NevAEYC State Conference. The following group rates are valid through April 3, 2025:

- 4/2025: \$89.00
- 5/2025: \$209.00

SPONSOR & EXHIBITOR INFORMATION

If you are interested in becoming a sponsor and/or exhibitor for the Annual NevAEYC 2025 State Conference, please email Justice Forest at justice@nevaeyc.org or call 772-406-0680. To register as a vendor, please visit <https://app.asforms.net/api/as/d96w4k> (<https://app.asforms.net/api/as/d96w4k>) or scan the QR code below:



[BLOG AT WORDPRESS.COM](https://www.wordpress.com)



APR 24 - 26
✈️ RNO → LAS

Trip & Price Details

Price Passengers Payment Confirmation

✈️ Flight [Modify](#)

✈️ Thu 4/24	# 813 RNO 6:05 AM	→ LAS 7:25 AM	1 hr 20 min	Nonstop	Wanna Get Away
✈️ Sat 4/26	# 3145 LAS 7:50 PM	→ RNO 9:15 PM	1 hr 25 min	Nonstop	Wanna Get Away

Base fare
1 Passenger(s) **\$257.08**

Taxes and fees **\$49.88**

Flight total **\$306.96**

or from \$31/mo*
with Flexpay [Learn more](#)

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.
- For more information regarding Cash + Points, visit [Southwest.com/rterms](https://southwest.com/rterms)

✈️ Flight Extras

Upgrade to Anytime

Prices shown per passenger, per one-way.

- ✓ Refundable fare*
- ✓ Priority and Express Lanes⁸
- ✓ 10 Rapid Rewards points per dollar per qualifying flight*

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

☐ Upgrade departing trip for \$50

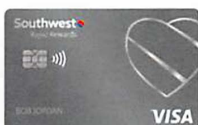
☐ Upgrade returning trip for \$50

☐ Upgrade both for \$100

[Apply upgrade](#)

BAG FEE*	\$0.00
SUBTOTAL	\$257.08
TAXES & FEES	\$49.88
TRIP TOTAL	\$306.96

[Show price breakdown](#)



Get a \$200.00 statement credit¹
and 10,000 Rapid Rewards® points.²

1. After first purchase. 2. After you spend \$500 in first three months.

[Apply now >](#)

YOU PAY TODAY	\$306.96
CREDIT ON YOUR STATEMENT	-\$200.00
TOTAL AFTER STATEMENT CREDIT	\$106.96

Y 2025 per diem rates for Nevada

aily 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
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Primm / Primm Village / Reno / Sparks	Washoe	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$184	\$184	\$138
Las Vegas	Clark	\$126	\$126	\$126	\$159	\$159	\$159	\$126	\$126	\$126	\$126	\$126	\$126

Y 2025 per diem rates for Nevada

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

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
McLone Village / Reno / Sparks	Washoe	\$80	\$20	\$22	\$33	\$5	\$60.00
Las Vegas	Clark	\$86	\$22	\$23	\$36	\$5	\$64.50