

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

November 18, 2025

FROM

ARLENE MOLINA, Director, Preschool Services Department

SUBJECT

Travel by Policy Council Members to Attend the 2026 National Head Start Association Winter Leadership Institute Conference

RECOMMENDATION(S)

Approve travel and related expenses for two Preschool Services Department Policy Council members to attend the 2026 National Head Start Association Winter Leadership Institute Conference in Washington, D.C., at a cost not to exceed \$7,925, from January 25, 2026, through January 29, 2026.

(Presenter: Arlene Molina, Director, 383-2078)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item will not result in the use of Discretionary General Funding (Net County Cost). The cost for two Preschool Services Department (PSD) Policy Council (PC) members to attend the four-day National Head Start Association Winter Leadership Institute Conference (Conference) will not exceed \$7,925, which includes an additional day for travel, one day prior to the event. These travel costs will be funded by the United States Department of Health and Human Services, Administration for Children and Families. Adequate appropriation and revenue are included in the PSD 2025-26 budget.

Expense	Total
Registration (\$745 x two members)	\$1,490
Child Care (\$40 x five days x two members and \$20 x four nights x two members)	\$560
Air Travel (\$549 x two members)	\$1,098
Airline bag fees (\$80 Roundtrip x two members)	\$160
Meals: Breakfast (\$23 x four days x two members) Lunch (\$26 x five days x two members) Dinner (\$38 x five days x two members)	\$824
Lodging (\$259 x four nights plus \$165 taxes/fees x two members)	\$2,402
Airport Parking (\$20 x five days x two members)	\$200
Mileage: Traveler 1 (Roundtrip to/from airport 66 miles x 70 cents) Traveler 2 (Roundtrip to/from airport 23 miles 70 cents)	\$62
Taxi (Roundtrip to/from airport and hotel \$48 x two members)	\$96
Contingencies (for increases in airfare, hotel costs, etc.) 15%	\$1,033

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Expense	Total
Total	\$7,925

BACKGROUND INFORMATION

PSD operates the Federally and State funded Head Start Preschool (HS), Early Head Start, and Early Head Start-Child Care Partnership programs serving more than 2,000 children in locations throughout the county. HS and State Preschool programs have been operating in the county since 1965. Since 1999, PSD has provided these programs through a combination of direct and contracted services.

The Federal HS Program Regulations mandate the Board of Supervisors (Board), as a grant recipient, to establish two governing bodies that will share responsibility with the grant recipient for overseeing the delivery of high-quality services to enrolled children and their families. The governing bodies are composed of parents of enrolled children and community members known as the PC; and the PSD Shared Governance Board, which is composed of a member from the Board and members from other County departments with expertise in Early Childhood Education and Development, health, and mental health.

Two PSD PC members were selected to attend the Conference at the October 9, 2025, PSD PC meeting. The PSD PC members are parents with children enrolled in HS Programs selected to attend HS conferences as required by PSD PC Bylaws. Under the PSD PC Bylaws, Article VIII – Meetings, reimbursement of childcare costs is allowed when a PSD PC member participates in a PSD PC related activity, such as conferences and meetings.

The PC members will take part in sessions focused on the latest developments, innovations, and obstacles for children ages zero to five years and their families. They will engage in practical training, such as addressing key workforce issues and dive into policy and advocacy efforts that will shape the future of HS. Highlights include an HS rally, meetings with members of Congress, and preparation for meaningful conversations with lawmakers. Attendees will have the opportunity to engage with national policymakers, early childhood experts, and thought leaders on critical HS policies and advocacy issues. PC members will report back to the PSD PC to share insights with parents at their school sites. Travel is scheduled for Sunday, January 25, 2026, as the conference begins early Monday morning, January 26, and continues through Thursday, January 29, 2026.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie A. Curtis, Deputy County Counsel, 387-5455) on October 15, 2025; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on October 16, 2025.

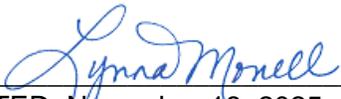
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: November 18, 2025



cc: File - Travel Requests/Out-of-State w/attach
CCM 11/26/2025