



Interoffice Memo

DATE: August 20, 2024

PHONE: (909) 383-2015

FROM: Arlene Molina,
Assistant Director of Preschool Services

TO: Brittany Cabral
Preschool Services Contracts

SUBJECT	PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE NATIONAL HEAD START ASSOCIATION 2024 FALL LEADERSHIP INSTITUTE CONFERENCE
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Attendee Names: Michelle Ramos & Eva Guterrez
 Alternates: Kari Turner

Cost Center: 5911022220

Dates(s) of Travel: September 22, 2024 – September 26, 2024

Purpose of Travel: Attend the National Head Start Association 2024 Fall Leadership Institute Conference

Expenses:

Conference Registration	2	EA	745.00	\$1,490.00
Day Child Care \$40 per day X 5 Days (9/22, 9/23, 9/24, 9/25, 9/26)	2	EA	200.00	\$400.00
Night Child Care \$20 per night X 5 Nights (9/22, 9/23, 9/24, 9/25, 9/26)	2	EA	100.00	\$200.00
Air Travel Flight to and from Conference	2	EA	587.96	\$1,175.92
Breakfast \$11 X 4 Days (9/23, 9/24, 9/25, 9/26)	2	EA	44.00	\$88.00
Lunch \$15 X 5 Days (9/22, 9/23, 9/24, 9/25, 9/26)	2	EA	75.00	\$150.00
Dinner \$24 X 5 Days (9/22, 9/23, 9/24, 9/25, 9/26)	2	EA	120.00	\$240.00
Lodging \$289 per night X 4 Nights; plus \$164.73 taxes & fees	2	EA	1,320.73	\$2,641.46
Airport Parking \$18 per day X 5 Days (9/22, 9/23, 9/24, 9/25, 9/26)	2	EA	90.00	\$180.00
Michelle Ramos mileage (roundtrip to & from airport) 44 miles X 0.670 cents	1	EA	29.35	\$29.35
Eva Gutierrez mileage (roundtrip to & from airport) 40 miles X 0.670 cents	1	EA	27.34	\$27.34
Taxi (Roundtrip from airport to hotel)	2	EA	51.70	\$103.40
Contingencies				\$776
Grand Total				\$7,500

Contact Name: Brittany Cabral
Phone: 909-383-2015
Justification: Attending the 2024 National Head Start Association Fall Leadership Institute Conference will provide the Policy Council (PC) members with information and resources needed to prepare children for kindergarten and to build lifelong learning skills. The PC member will share the information learned with fellow parents at assigned school sites, as well as with other PC members.



NATIONAL HEAD START ASSOCIATION
(<https://nhsa.org/>)



Fall Leadership Institute

September 23 - 26, 2024 | Washington, D.C.

Early childhood education—including Head Start and Early Head Start—needs to be a part of the national conversation leading up to the election in November, and you can help facilitate that conversation by attending NHSA's Fall Leadership Institute. This is your opportunity to hear from national political figures, thought leaders, and early childhood experts on critical issues impacting Head Start and what potential changes in the election mean for you and the children and families in your program. And, with a final Head Start rule expected this summer, we will hear from Office of Head Start leaders and have additional sessions related to upcoming changes from the new rule.

Right now, Congress and the Biden Administration are engaged in the difficult process of determining the budget for Fiscal Year 2025—made even more difficult by the spending caps put in place by the Fiscal Responsibility Act signed into law in June 2023. As a result, Head Start is one of the many federal programs with competing priorities facing a limited pool of money. That's why it's critical for members of Congress and their staff to hear firsthand—from you!—how important Head Start is to the communities they serve.

Highlights of this year's Institute include:

- Meetings with members of Congress
Advocacy training
- Engaging discussions on how Head Start programs are leading in their communities
- Professional development opportunities include media training, leadership development, and family advocacy efforts
- Rally for Head Start on Capitol Hill

Register Now (<https://cvent.me/LBYQKv>)

Participate in the Event



Explore advertising, exhibiting, and sponsorship opportunities. (<https://nhsa.org/sponsor-exhibit-advertise/>)

Registration Rates

Super Early Bird Member Rate:*

\$505

Available until June 14

Early Bird Member Rate:*

\$625

Available June 15 - August 2

NHSA Member:*

\$745

Available August 3 - September 22

On-Site Member Rate:*

\$865

Available after September 23

Regular Rate:

\$915

**All discounts are available to those who are a staff or parent in a Head Start/Early Head Start program which has an active NHSA program membership. Sign up to save. (<https://nhsa.org/membership/>)*

An Unforgettable Experience

Network and Share

By convening leaders from across the country, our Leadership Institutes drive the Head Start community forward. Meet with your colleagues from across the country, share in conversations about niche Head Start happenings, and make connections that last.





Advocate and Educate

NHSA's government affairs team will make sure that you have all the resources you need to schedule meetings with your members of Congress. These meetings connect your work to Congress' agenda, so you can have a hand in shaping a strong future for Head Start. Together, we can make sure that this dialogue leads to results.

Learn and Grow

Leadership Institutes offer deep-dive insights into the policies that affect Head Start nationally and explore how these can be implemented locally. What's the latest, and what can we expect in the months ahead?



Schedule at a Glance

Monday and Tuesday

- Dive deep into the policy and advocacy issues that will affect Head Start for years to come
- Engage in practical trainings on some of the hardest challenges facing our workforce
- Prepare for meaningful conversations with lawmakers

Wednesday

- Take your passion to Capitol Hill! We will start the day with a star-studded Head Start rally
- Then, meet with members of Congress to share firsthand about Head Start's impact and the support we need to fully serve our nation's most vulnerable children and their families

Thursday

- Join us to hear updates from the Administration and the Office of Head Start

Explore the Nation's Capital

The Institute will be held in downtown Washington, D.C.—near Capitol Hill, close to the White House, and walking distance to the National Mall, Washington Monument, and other nearby D.C. attractions.

Attendees will have the opportunity to join colleagues for a Moonlight Monuments Tour on Wednesday evening in a comfortable state-of-the-art, all-weather, stadium trolley. Fully-trained, certified tour guides provide expert narration and, frankly, really know their stuff! It is a fun, interactive, and informative experience that is anything but boring.



A Word from NHSA

"The Leadership Institutes are essential, not only because they offer informative sessions and invaluable networking events, but because they provide the opportunity to meet with members of Congress and their staff to build strong, impactful relationships."

- Tommy Sheridan, Deputy Director

You won't want to miss this!

But don't just take our word for it. Read the words from the Head Start community:

"Out of all the conferences we attend, the NHSA Fall Leadership Conference is my favorite. We have quality professional development, have time to interact with your peers, and have dedicated time with the support of the NHSA team. I have made so many meaningful connections at the NHSA. If you are a Head Start leader that has never attended the event you are truly missing out!"

- 2020 Fall Leadership Institute (virtual) attendee

Frequently Asked Questions

What airport is closest to the conference location?	+
Who can attend?	+
I have never gone to a meeting with an elected official. Can I still come?	+
Does any of this really make a difference?	+
Do I have to go to the meetings on Capitol Hill alone?	+
I am not allowed to lobby. What can I do?	+
How can I learn more about advertising, exhibiting, and sponsorship opportunities?	+

(https://www.linkedin.com/company/nhsa) (https://www.facebook.com/nhsa) (https://www.youtube.com/channel/UC8B...)

MyNHTSA Login

(https://mynhtsa.force.com/nhtsacommunity/s/login/?startURL=%2Fnhtsacommunity%2Fs%2F)

- About NHTSA (https://nhtsa.org/about-nhtsa/)
- FAQ (https://nhtsa.org/faq/)
- Newsroom (https://nhtsa.org/newsroom/)
- Association Network (https://nhtsa.org/advocacy/state-network/)
- Contact Us (https://nhtsa.org/contact-us/)
- Support Us (https://nhtsa.org/dollar-per-child/)
- Partner with Us (https://nhtsa.org/partners/)

Work with Us (<https://nhsa.org/work-with-us/>)

+ More NHSA Sites

The Academy Portal
(<https://nhsa.litmos.com/account/login/>)

The Career Center (<https://careercenter.nhsa.org/>)

The HeadStarter Network
(<https://www.headstarternetwork.org/>)

The Junction (<https://thejunction.nhsa.org/>)

Parent Gauge (<https://nhsa.org/parent-gauge/>)

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