



Interoffice Memo

DATE: March 28, 2023

PHONE: (909) 383-2005

FROM: Jacquelyn Greene,
Director of Preschool Services

TO: Jacqueline Campos,
Preschool Services Contracts, Staff Analyst

SUBJECT	OUT OF STATE TRAVEL FOR PRESCHOOL SERVICES POLICY COUNCIL REPS. – KARI TURNER & VIRGINIA OLALDE. ALTERNATE – KATHLEEN VELAZQUEZ
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Attendee Names Kari Turner & Virginia Olalde
Alternate Kathleen Velazquez

Cost Center: 5911022220

Dates(s) of Travel: May 7, 2023 – May 11, 2023

Purpose of Travel: Attend NHSA 2023 National Head Start Conference

Expenses:

Air Travel	Flight to and from conference 2 attendees	\$282.00	\$564.00
Meals	Breakfast \$11 x 4 days Lunch \$15 x 4 days Dinner \$24 x 4 days 2 attendees	\$44.00 \$60.00 \$96.00	\$400.00
Lodging	\$224.01 (tax included) per night x 4 nights 2 attendees	\$896.04	\$1,792.08
Registration Fee	\$679.00 2 attendees	\$679.00	\$1,358.00
Child Care	\$40 per day + \$20 per night x 4 days/4 nights 2 attendees	\$240.00	\$480.00
Parking	\$15 per day x 5 days 2 attendees	\$75.00	\$150.00
Mileage	65.5 cents x 210 miles Member 1 65.5 cents x 35.2 miles Member 2	\$137.55 \$23.06	\$160.61
Taxi	\$24.50 x 2 (round trip)	\$24.50	\$49.00
Policy council Luncheon	\$85.00 x 2 2 attendees	\$85.00	\$170.00
Contingencies			\$174
	Cost for Member 1 Cost for Member 2	\$2,619.09 \$2,504.60	Grand Total \$5,297.69

Contact Name: Jacqueline Campos

Phone: 909-383-2023

Justification: Attending the NHSA 2023 National Head Start Conference will provide the PC Representatives with the opportunity to participate in over 100 sessions. Sessions will provide insights and strategies to effectively engage parents. Conference topics

include Health and Wellness, Education and Child Development, and Family and Community Engagement.



NATIONAL HEAD START ASSOCIATION

Overview
Speakers ✓

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National Head Start Conference

May 8 - 11, 2023 | Phoenix, Arizona

As the largest national conference devoted to all things Head Start, the annual [National Head Start Conference](#) brings the Head Start community together for a week of sharing knowledge, networking with peers, and celebrating achievements.

**National
Conference
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Registration

Admission Items

Member Event Registration

Member Rates

\$559.00Changes to **\$679.00** after Friday, Feb. 10, 2023

Hide later price changes ^

Changes to **\$799.00** after Friday, Mar. 24, 2023Changes to **\$919.00** after Sunday, May 7, 2023Changes to **\$919.00** after Thursday, May 11, 2023

NonMember Event Registration

NonMember Rates

\$969.00

Additional Items

Policy Luncheon

Policy Luncheon

\$85.00

Data and Research Luncheon

Data Luncheon

\$85.00

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Countdown to the Event

108

DAYS

14

HOURS

33

MINUTES

48

SECONDS

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