



Interoffice Memo

DATE: August 6, 2025

PHONE: (909) 383-2064

FROM: Arlene Molina,
Director of Preschool Services

TO: Renee Linares
Preschool Services Contracts

SUBJECT	PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE 2025 NATIONAL HEAD START ASSOCIATION FALL LEADERSHIP INSTITUTE CONFERENCE
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Attendee Names Cataline Aguilar & Brianna Montezuma-Contreras
Alternate: Janet Navidad, Diana Banderas, and Eva Soto

Cost Center: 5911022220

Dates(s) of Travel: September 14, 2025 – September 18, 2025

Purpose of Travel: Attend the 2025 National Head Start Association Fall Leadership Institute Conference in Washinton, D.C.

Expenses:

Conference Registration (\$745 x two members)	2	EA	\$1,490
Day Child Care \$40 per day X 5 Days (9/14, 9/15, 9/16, 9/17, 9/18)	2	EA	\$400
Night Child Care \$20 per night X 4 Nights (9/14, 9/15, 9/16, 9/17)	2	EA	\$160
Airfare Flight Roundtrip (\$638 x two members)	2	EA	\$1,276
Lodging (\$249 x four nights plus \$175 taxes/fees x two members)	2	EA	\$2,342
Breakfast \$22 X 4 Days (9/14, 9/15, 9/16, 9/17)	2	EA	\$184
Lunch \$23 X 5 Days (9/14, 9/15, 9/16, 9/17, 9/18)	2	EA	\$260
Dinner \$38 X 4 Days (9/14, 9/15, 9/16, 9/17)	2	EA	\$304
Airport Parking \$20 per day X 5 Days (9/14, 9/15, 9/16, 9/17, 9/18)	2	EA	\$500
Taxi Round Trip from airport to hotel	1	EA	\$58
Mileage (Roundtrip to/from airport 99 miles x 70 cents)	2	EA	\$70
Subtotal			\$6,744
Contingencies			\$1,026

Grand Total	\$7,770
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Contact Name:

Renee Linares

Phone:

909-383-2064

Justification:

At the 2025 National Head Start Association Fall Leadership Institute Conference, attendees will have the opportunity to engage with national policymakers, early childhood experts, and thought leaders on critical HS policies and advocacy issues. The PC members will share the knowledge gained at the conference with fellow parents at their assigned school site and with other Policy Council members.

Fall Leadership Institute

September 15 - 18, 2025 | Washington, D.C.

The 2025 Fall Leadership Institute comes at a pivotal moment — just two weeks before the current funding for Head Start and the entire federal government is set to expire. With the future of Head Start hanging in the balance, your voice and presence matter more than ever. As fiscal year 2026 budget decisions take shape amid growing uncertainty, this is your chance to directly engage with stakeholders, including national political figures, thought leaders, and early childhood experts.

Register Now (<https://cvent.me/LyaNz1>)

Why Attend?



Meet members of Congress to advocate for Head Start two weeks before the government's funding expires.



Protect and strengthen Head Start by bringing your story to a face-to-face meeting with lawmakers in D.C.



Rally with the national network of passionate Head Start leaders united for the children and families we serve.



Learn the latest updates on nutrition, eligibility, communications, and local flexibility.



March proudly in the Rally for Head Start on Capitol Hill alongside colleagues from across the country.



Network with your peers who understand the daily joys and challenges of working in Head Start.



Your Voice Made a Difference

(<https://nhsa.org/>)



In Washington, D.C., they say, “If you’re not at the table, you’re on the menu.” During January’s Winter Leadership Institute, our community was at the table — right as the Payment Management System abruptly shut down. We spoke up in one voice. We were heard. And we won.

This September, the stakes are just as high — and the table is set once again. Let’s show up and speak out again!

Register Now (<https://cvent.me/lyaNz1>)



Interested in advertising, exhibiting, and sponsorship opportunities at the Institute? Learn more.
(<https://nhsa.org/sponsor-exhibit-advertise/>)

Registration Rates

Super Early Bird Member Rate:*

\$505

Available until June 27

Early Bird Member Rate:*

\$625

Available June 28 - August 1

Regular Member Rate:*

\$745

Available August 2 - September 14

On-Site Member Rate:*

\$865

Available September 15 - 18

Regular Rate:



(<https://nhsa.org/>)

\$915



**Special rates are reserved for NHSA member organizations, including Head Start and Early Head Start programs with active membership. Sign up to save.*
(<https://nhsa.org/membership/>)

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

- To be announced

Explore the Nation's Capital

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

To make the most of your time in the nation's capital, you're invited to a Moonlight Monuments Tour on Wednesday evening. Climb aboard a comfortable, all-weather stadium trolley for a guided nighttime ride through the city. Certified tour guides will bring D.C.'s rich history to life with expert narration that's engaging and interactive.

Register Now (<https://cvent.me/lyaNz1>)

Attendees must register for the Fall Leadership Institute to sign up for the tour.



Why Attendees Love the Institute

(<https://nhsa.org/>)

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

- Fall Leadership Institute attendee

Register Now (<https://cvent.me/lyaNz1>)

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?	+

MyNHSA Login ([https://mynhsa.nhsa.org/?](https://mynhsa.nhsa.org/?__hstc=235129950.4ecb021f2c370b04b932224387d7e81e.1727711561329.1750103114562.1750176965)

[__hstc=235129950.4ecb021f2c370b04b932224387d7e81e.1727711561329.1750103114562.1750176965](https://mynhsa.nhsa.org/?__hstc=235129950.4ecb021f2c370b04b932224387d7e81e.1727711561329.1750103114562.1750176965)

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

(<https://nhsa.org/>)



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/>)