



Interoffice Memo

DATE: November 13, 2024

PHONE: (909) 383-2067

FROM: Arlene Molina,
Assistant Director of Preschool Services

TO: Helen Valencia
Preschool Services Contracts

SUBJECT	PRESCHOOL SERVICES POLICY COUNCIL MEMBER TO ATTEND THE NATIONAL HEAD START ASSOCIATION WINTER LEADERSHIP INSTITUTE CONFERENCE
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Attendee Names: Eva Soto & Lydia Tongaofa
 Alternates: Efren Ortiz & Carolina Martinez

Cost Center: 5911022220

Dates(s) of Travel: January 26, 2025 – January 30, 2025

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

Expenses:

Conference Registration	2	EA	969.00	\$1,938.00
Day Child Care \$40 per day X 5 Days (1/26,1/27,1/28,1/29,1/30)	2	EA	200.00	\$400.00
Night Child Care \$20 per night X 5 Nights (1/26,1/27,1/28,1/29,1/30)	2	EA	100.00	\$200.00
Airfare Flight Roundtrip (1/26/25-1/30/25)	2	EA	546.00	\$1,092.00
Lodging \$219.84 per night X 4 Nights plus (tax included)	2	EA	879.00	\$1,759.00
Breakfast \$11 X 4 Days (1/27,1/28,1/29,1/30)	2	EA	44.00	\$88.00
Lunch \$15 X 5 Days (1/26,1/27,1/28,1/29,1/30)	2	EA	75.00	\$150.00
Dinner \$24 X 5 Days (1/26,1/27,1/28,1/29,1/30)	2	EA	120.00	\$240.00
Airport Parking \$18 per day X 5 Days (1/26,1/27,1/28,1/29,1/30)	2	EA	90.00	\$180.00
Taxi Round Trip from airport to hotel \$24.87 per trip (1/26 and 1/30)	2	EA	49.74	\$99.00
PC mileage for Eva (home to airport roundtrip) 24.8 miles X 0.670 cents	1	EA	17.00	\$17.00
PC mileage for Lydia (home to airport roundtrip) 31.4 miles X 0.670 cents	1	EA	21.00	\$21.00
Subtotal				\$6,184
Contingencies				\$916

Grand Total		\$7,100
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Contact Name:

Helen Valencia

Phone:

909-383-2067

Justification:

Attending the 2025 National Head Start Association Winter Leadership Institute Conference will provide the Policy Council (PC) members with information and resources to help prepare children for kindergarten and promote lifelong learning skills. In addition to learning about these topics, PC members will have the opportunity to hear from national political figures, convening leaders, and early childhood experts. The event also offers a range of workshops on key topics, including the role of Head Start, and provides a platform for networking, building relationships, and gaining insight into how federal policies impacting Head Start can be implemented locally. PC members will share the knowledge they gain at the conference with fellow parents at their assigned school sites and with other Policy Council members.



Winter Leadership Institute

January 27 - 30, 2025 | Washington, D.C.

Join us in helping ensure this Congress is one that understands, values, and empowers the important role Head Start serves for our nation's most vulnerable children and families.

Right now, key decision-makers in our nation's capital are in the process of making difficult spending decisions, with differing priorities competing for a limited pool of money. These decisions will have a profound impact on Head Start's work. It is critical that members of Congress and their staff hear firsthand how important Head Start is to the communities they serve.

Highlights Include:

- Meetings with members of Congress
- Advocacy trainings
- Engaging discussions on how Head Start programs are leading in their communities
- Professional development opportunities
- Educational sessions on policy issues of critical importance to Head Start
- Breakfast for Head Start on Capitol Hill

Register Now (<https://cvent.me/aELyyE?RefId=WLI-Overview>)

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

Registration Rates

Early Bird NHSA Member Rate*:

\$625

Available until October 19 - December 6.

NHTA Member Rate*:

\$799

Available December 7 - January 26.

On-Site Member Rate*:

\$865

Available January 27 - 30.

Non-Member Rate:

\$969

Available to non-members

**All discounts are available to those who are a staff or parent in a Head Start/Early Head Start program which has an active NHTA program membership. Sign up to save. Sign up to save. (<https://nhta.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 breakfast
- 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 children who might not have the same opportunities as others

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 within walking distance to the National Mall, Washington Monument, and other nearby attractions.

Attendees will have the opportunity to join colleagues for a Moonlight Monuments Tour on Wednesday evening in a comfortable, state-of-the-art, and 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 throughout the year to meet with members of Congress and their staff to build strong, impactful relationships."

- Tommy Sheridan, Deputy Director

Frequently Asked Questions

How can I register?	+
Where is the 2024 Winter Leadership Institute being held?	+
What airport is closest to the conference location?	+
Are the conference sessions being held at the same location?	+
How do I get a discount?	+
When should I arrive and depart for the conference?	+
How do I book my hotel room?	+

