

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: March 27, 2007 ☐ Consent ☒ Regular  
☐ Ordinance ☐ Public Hearing

Department

Submitted By: Community Services

Submitted For: Head Start/Early Head Start & Children's Services

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: Travel for Head Start /Early Head Start Policy Council Members, Kenny Higgins and Juliet Murdock for the period of April 14, 2007 through April 20, 2007, at an estimated cost of \$4,204, to attend the National Head Start Association 34<sup>th</sup> Annual Training Conference in San Antonio, Texas.

**Summary:** Travel approval is requested for two (2) Head Start/Early Head Start Policy Council members to attend the National Head Start Association 34<sup>th</sup> Annual Training Conference in San Antonio, Texas. The grantor agency requires that Head Start parents and community representatives receive training in order to take an active role in the program. An alternate (Sharon Watson Grant and/or Lesley Ann Henry), will be selected in the event any of the above named members cannot attend this conference. The estimated cost of \$4204 provides for conference registration, airfare, lodging, ground transportation, and meals for two participants. Funding consists of \$3,363 (80%) in Federal funds and \$841 (20%) in County funds.

**Background and Justification:** The U.S. Department of Health & Human Services, through its Office of Administration for Children and Families (ACF), funds a component of the Head Start program for training. The grantor agency requires that the Head Start parents and community representatives take an active role in the Administration of the Head Start Program. Estimated costs are summarized as follows:

Registration Fee (2 x \$545) = (Includes Legislative Luncheon)	\$1,090
Airline Fee (2 x \$500) =	\$1,000
Meals:	
12 Breakfasts (12 x \$6 = \$72)	
12 Lunches (12 x \$12 = \$144)	
12 Dinners (12 x \$22 = \$264)	\$ 480
Lodging:	
(1 room for 6 nights @ \$219.00 + 16.75% tax, a night)	\$1,534
Transportation:	
(Two people @ \$50.00 ea.)	\$ 100
<b>TOTAL</b>	<b>\$4,204</b>

**Attachments:**

1. Two Travel Request/Reimbursement Forms
2. Two Alternate Travel Request/Reimbursement Forms

Recommended by: 

Department Director

Date

Approved by: 

Assistant County Administrator

Date

3-13-2007

3/21/07

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>4204</u>	_____	_____	_____	_____
External Revenues	<u>3363</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>841</u>	_____	_____	_____	_____

### # ADDITIONAL FTE POSITIONS (CUMULATIVE)

Is Item Included in Current Budget? Yes X No \_\_\_\_\_  
Budget Account No.: Fund 1002 Dept. 147 Unit 1454 Object 4941  
Program Code HD40

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

### C. Departmental Fiscal Review. *YEN H.*

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Administration Comments:

*[Signature]* 3-19-07  
OFMB/Budget  
3/16/07  
7m 03/16/07 CN 03/15/07

*[Signature]* 3/20/07  
Contract Development and Control  
E. Jones 3/20/07

### B. Legal Sufficiency:

*[Signature]* 3/21/07  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

This summary is not to be used as a basis for payment.

TRAVEL REQUEST/REIMBURSEMENT FORM  
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME <u>Sharon Watson Grant</u>	TITLE <u>Parent, Policy Council</u>
PRINT NAME	<input type="checkbox"/> TECH <input type="checkbox"/> PROF <input type="checkbox"/> MNGR <input type="checkbox"/> OTHR
DEPARTMENT <u>Community Services</u>	DIVISION <u>Head Start</u>
PHONE # <u>233-1634</u>	ACCOUNT # <u>1002 147 1454 4941 HD40</u> DATE <u>03/08/07</u>
TRAVEL CONTACT <u>Nicole Muhammad</u>	PHONE # <u>233-1634</u>
DESTINATION (City & State) <u>San Antonio, Texas</u>	
VACATION COMBINED WITH TRIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO WAS TRIP BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
TITLE OF CONFERENCE/SEMINAR <u>NHSA Annual Training Conference</u>	
PURPOSE OF TRIP: <input type="checkbox"/> Business <input checked="" type="checkbox"/> Training <input checked="" type="checkbox"/> Conference/Convention	
<input type="checkbox"/> Certification <input type="checkbox"/> Lobbying	
<input checked="" type="checkbox"/> OUT OF STATE <input type="checkbox"/> IN STATE <input type="checkbox"/> IN PALM BEACH COUNTY	

Alternate	ESTIMATED EXPENSES	ACTUAL EXPENSES
Departure	Date: <u>04/14/07</u>	Date: _____
	Time: <u>9:AM</u>	Time: _____
Return	Date: <u>04/20/07</u>	Date: _____
	Time: <u>7:PM</u>	Time: _____
Registration Fee .....	\$ <u>545.00</u>	\$ _____
Transportation:		
Airline .....	<u>500.00</u>	_____
Private Vehicle	<u>(Subject to change)</u>	_____
(Attach Detail)		
Destination Miles	_____	_____
@ 36¢ /mile .....	_____	_____
Vicinity Miles	_____	_____
@ 36¢ /mile .....	_____	_____
County Vehicle:		
Vehicle # _____	_____	_____
Taxi .....	<u>100.00 50.00</u>	_____
Car Rental	_____	_____
(Attach Justification) .....	_____	_____
Lodging: _____ Days @ _____ \$ _____ / Day	Rooming with staff	_____
Meals:		
# <u>6</u> Breakfasts (\$6.00)	<u>36.00</u>	_____
# <u>6</u> Lunches (\$12.00)	<u>72.00</u>	_____
# <u>6</u> Dinners (\$22.00)	<u>132.00</u>	_____
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr..	_____	_____
Miscellaneous:		
Parking .....	_____	_____
Tolls .....	_____	_____
Other Legislative Luncheon	<u>70.00 (Security)</u>	_____
TOTAL ALL EXPENSES: .....	\$ <u>1455.00 1335.00</u>	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ <u>1355.00 1285.00</u>	\$ _____
Less:		
Travel Advance .....	_____	_____
Payments By County .....	_____	_____
Payments By Other Entities .....	_____	_____
Amount of Reimbursement <REFUND> .....	_____	\$ _____

TRAVEL APPROVALS:

Traveler's: Sharon Watson Grant Date 3/17/07

Approving Authority's: [Signature] Date 3-8-2007

REIMBURSEMENT APPROVALS: \*

Traveler's: \_\_\_\_\_ Date \_\_\_\_\_

Approving Authority's: \_\_\_\_\_ Date \_\_\_\_\_

**\* CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.

# TRAVEL REQUEST/REIMBURSEMENT FORM

## PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME <u>Juliet Murdock</u>		TITLE <u>EHS Delray/Policy Council</u>	
PRINT NAME		<input type="checkbox"/> TECH <input type="checkbox"/> PROF <input type="checkbox"/> MNGR <input type="checkbox"/> OTHR	
DEPARTMENT <u>Community Services</u>		DIVISION <u>Head Start</u>	
PHONE # <u>233-1634</u>	ACCOUNT # <u>1002 147 1457 4941 EH39</u>	DATE <u>03/08/07</u>	
TRAVEL CONTACT <u>Nicole Muhammad</u>		PHONE # <u>233-1634</u>	
DESTINATION (City & State) <u>San Antonio, Texas</u>			
VACATION COMBINED WITH TRIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		WAS TRIP BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
TITLE OF CONFERENCE/SEMINAR <u>NHSA 34th Annual Training Conference</u>			
PURPOSE OF TRIP: <input type="checkbox"/> Business <input checked="" type="checkbox"/> Training <input checked="" type="checkbox"/> Conference/Convention			
<input type="checkbox"/> Certification <input type="checkbox"/> Lobbying			
<input checked="" type="checkbox"/> OUT OF STATE		<input type="checkbox"/> IN STATE <input type="checkbox"/> IN PALM BEACH COUNTY	

Representative	ESTIMATED EXPENSES	ACTUAL EXPENSES
Departure	Date: <u>04/14/07</u>	Date: _____
	Time: <u>9:AM</u>	Time: _____
Return	Date: <u>04/20/07</u>	Date: _____
	Time: <u>7:PM</u>	Time: _____
Registration Fee .....	\$ <u>545.00</u>	\$ _____
Transportation:		
Airline .....	<u>500.00</u>	_____
Private Vehicle	(subject to change)	_____
(Attach Detail)		
Destination Miles		
@ 36¢ /mile .....	_____	_____
Vicinity Miles		
@ 36¢ /mile .....	_____	_____
County Vehicle:		
Vehicle # _____		
Taxi .....	<u>100.00 50.00</u>	_____
Car Rental		
(Attach Justification) .....		
Lodging: _____ Days @ _____ \$ _____ / Day	Rooming with staff	_____
Meals:		
# <u>6</u> Breakfasts (\$6.00)	<u>36.00</u>	_____
# <u>6</u> Lunches (\$12.00)	<u>72.00</u>	_____
# <u>6</u> Dinners (\$22.00)	<u>132.00</u>	_____
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr..	_____	_____
Miscellaneous:		
Parking .....	_____	_____
Tolls .....	_____	_____
Other Legislative Luncheon...	<u>70.00 (See reg)</u>	_____
TOTAL ALL EXPENSES: .....	\$ <u>1405.00</u>	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ <u>1305.00</u>	\$ _____
Less:		
Travel Advance .....	_____	_____
Payments By County .....	_____	_____
Payments By Other Entities .....	_____	_____
Amount of Reimbursement <REFUND> .....		\$ _____

<b>TRAVEL APPROVALS:</b>	
Traveler's: <u>Juliet Murdock</u>	Date <u>3/16/07</u>
Approving Authority's: <u>[Signature]</u>	Date <u>3-8-2007</u>

<b>REIMBURSEMENT APPROVALS: *</b>	
Traveler's: _____	Date _____
Approving Authority's: _____	Date _____

**\* CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.

**TRAVEL REQUEST/REIMBURSEMENT FORM**  
**PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS**

NAME <u>Kenny Higgins</u>		TITLE <u>Parent/Policy Council</u>	
PRINT NAME		<input type="checkbox"/> TECH <input type="checkbox"/> PROF <input type="checkbox"/> MNGR <input type="checkbox"/> OTHR	
DEPARTMENT <u>Community Services</u>		DIVISION <u>Head Start</u>	
PHONE # <u>233-1634</u>	ACCOUNT # <u>1002 147 1454 4941 HD40</u>	DATE <u>03/08/07</u>	
TRAVEL CONTACT <u>Nicole Muhammad</u>		PHONE # <u>233-1634</u>	
DESTINATION (City & State) <u>San Antonio, Texas</u>			
VACATION COMBINED WITH TRIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		WAS TRIP BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
TITLE OF CONFERENCE/SEMINAR <u>NHSA 34th Annual Training Conference</u>			
PURPOSE OF TRIP: <input type="checkbox"/> Business <input checked="" type="checkbox"/> Training <input checked="" type="checkbox"/> Conference/Convention			
<input checked="" type="checkbox"/> OUT OF STATE <input type="checkbox"/> IN STATE <input type="checkbox"/> IN PALM BEACH COUNTY			

Representative	ESTIMATED EXPENSES	ACTUAL EXPENSES
Departure	Date: <u>04/14/07</u>	Date: _____
	Time: <u>9:AM</u>	Time: _____
Return	Date: <u>04/20/07</u>	Date: _____
	Time: <u>7:PM</u>	Time: _____
<b>Registration Fee</b> .....	\$ <u>545.00</u>	\$ _____
<b>Transportation:</b>		
<b>Airline</b> .....	<u>500.00</u>	_____
<b>Private Vehicle</b>	(subject to change)	_____
<b>(Attach Detail)</b>		
<b>Destination Miles</b>		
<u>@ 36¢ /mile</u> .....	_____	_____
<b>Vicinity Miles</b>		
<u>@ 36¢ /mile</u> .....	_____	_____
<b>County Vehicle:</b>		
<b>Vehicle #</b> _____		
<b>Taxi</b> .....	<u>100.00 50.00</u>	_____
<b>Car Rental</b>		
<b>(Attach Justification)</b> .....		
<b>Lodging:</b> <u>6</u> Days @	<u>1534.08</u>	_____
\$ <u>219.00</u> / Day 16.75%		
<b>Meals:</b>		
# <u>6</u> <b>Breakfasts (\$6.00)</b>	<u>36.00</u>	_____
# <u>6</u> <b>Lunches (\$12.00)</b>	<u>72.00</u>	_____
# <u>6</u> <b>Dinners (\$22.00)</b>	<u>132.00</u>	_____
<b>Per Diem:</b>		
# _____ <b>Qtrs @ \$23.75 /Qtr..</b>	_____	_____
<b>Miscellaneous:</b>		
<b>Parking</b> .....	_____	_____
<b>Tolls</b> .....	_____	_____
<b>Other Legislative Luncheon</b> ..	<u>70.00 (See reg)</u>	_____
<b>TOTAL ALL EXPENSES:</b> .....	\$ <u>2989.08 2869.08</u>	\$ _____
<b>TRAVEL ADVANCE REQUESTED:</b>	\$ <u>2889.08 2819.08</u>	\$ _____
<b>Less:</b>		
<b>Travel Advance</b> .....	_____	_____
<b>Payments By County</b> .....	_____	_____
<b>Payments By Other Entities</b> .....	_____	_____
<b>Amount of Reimbursement &lt;REFUND&gt;</b> .....		\$ _____

<b>TRAVEL APPROVALS:</b>	
Traveler's: _____	Date: _____
Approving Authority's: _____	Date: <u>3-8-2007</u>

<b>REIMBURSEMENT APPROVALS: *</b>	
Traveler's: _____	Date: _____
Approving Authority's: _____	Date: _____

**\* CERTIFICATION AND AUTHORIZATION**

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.

TRAVEL REQUEST/REIMBURSEMENT FORM  
PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

NAME <u>Lesley Ann Henry</u>	TITLE <u>Easter Seals Parent</u>
PRINT NAME	<input type="checkbox"/> TECH <input type="checkbox"/> PROF <input type="checkbox"/> MNGR <input type="checkbox"/> OTHR
DEPARTMENT <u>Community Services</u>	DIVISION <u>Head Start</u>
PHONE # <u>233-1634</u>	ACCOUNT # <u>1002 147 1454 4941 HD40</u> DATE <u>03/08/07</u>
TRAVEL CONTACT <u>Nicole Muhammad</u>	PHONE # <u>233-1634</u>
DESTINATION (City & State) <u>San Antonio, Texas</u>	
VACATION COMBINED WITH TRIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO WAS TRIP BUDGETED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
TITLE OF CONFERENCE/SEMINAR <u>NHSA 34th Annual Training Conference</u>	
PURPOSE OF TRIP: <input type="checkbox"/> Business <input checked="" type="checkbox"/> Training <input checked="" type="checkbox"/> Conference/Convention	
<input type="checkbox"/> Certification <input checked="" type="checkbox"/> Lobbying	
<input checked="" type="checkbox"/> OUT OF STATE <input type="checkbox"/> IN STATE <input type="checkbox"/> IN PALM BEACH COUNTY	

Alternate	ESTIMATED EXPENSES	ACTUAL EXPENSES
Departure	Date: <u>04/14/07</u>	Date: _____
	Time: <u>9:AM</u>	Time: _____
Return	Date: <u>04/20/07</u>	Date: _____
	Time: <u>7:PM</u>	Time: _____
Registration Fee .....	\$ <u>545.00</u>	\$ _____
Transportation:		
Airline .....	<u>500.00</u>	_____
Private Vehicle	<u>(subject to change)</u>	_____
(Attach Detail)		
Destination Miles	_____	_____
@ 36¢ /mile .....	_____	_____
Vicinity Miles	_____	_____
@ 36¢ /mile .....	_____	_____
County Vehicle:		
Vehicle # _____	_____	_____
Taxi. ....	<u>100.00 50.00</u>	_____
Car Rental		_____
(Attach Justification) .....		_____
Lodging: _____ Days @	Rooming with staff	_____
\$ _____ / Day		_____
Meals:		
# <u>6</u> Breakfasts (\$6.00)	<u>36.00</u>	_____
# <u>6</u> Lunches (\$12.00)	<u>72.00</u>	_____
# <u>6</u> Dinners (\$22.00)	<u>132.00</u>	_____
Per Diem:		
# _____ Qtrs @ \$23.75 /Qtr..	_____	_____
Miscellaneous:		
Parking .....	_____	_____
Tolls .....	_____	_____
Other Legislative Luncheon.	<u>70.00 (see rec)</u>	_____
TOTAL ALL EXPENSES: .....	\$ <u>1455.00 1335.00</u>	\$ _____
TRAVEL ADVANCE REQUESTED:	\$ <u>1355.00 1285.00</u>	\$ _____
Less:		
Travel Advance .....	_____	_____
Payments By County .....	_____	_____
Payments By Other Entities .....	_____	_____
Amount of Reimbursement <REFUND> .....	_____	\$ _____

TRAVEL APPROVALS:	
Traveler's: <u>Lesley Ann Henry</u>	Date <u>3/7/07</u>
Approving Authority's: <u>Nicole Muhammad</u>	Date <u>3-8-2007</u>

REIMBURSEMENT APPROVALS: *	
Traveler's: _____	Date _____
Approving Authority's: _____	Date _____

**\* CERTIFICATION AND AUTHORIZATION**  
I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the traveler as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of the Palm Beach County travel regulations and Chapter 112.061, Florida Statutes.



# 34th Annual Training Conference

## Registration Form | April 15-19, 2007, in San Antonio, Texas

Everyone receives 10% off with online registrations at [www.nhsa.org](http://www.nhsa.org) (credit card payment only). Special Tracks not included.  
 Call NHSA and become a member to enjoy reduced members-only rates - 703-739-0875  
 When making hotel reservations, be sure to ask for NHSA group rates.

☒ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

Kenny Higgins

Name

Parent/Policy Council Member

28740

Title

Membership # (required for reduced rates)

Palm Beach County Head Start/Early Head Start & Children's Services

Grantee/Organization

3323 Belvedere Road Building 502

☐ Home ☒ Business

Address

West Palm Beach

Florida

33406

City

State

Zip Code

(561) 233-

Fax #

(561) 233-1633

E-mail

nmuhamma@co.palm-beach.fl.us

Group Registration (25 or more)

Nicole Muhammad

233-1634 (561)

nmuhamma@co.palm-beach.fl.us

Contact Name

Contact Phone #

Contact E-mail

Do you require special assistance, meals, or interpretation? ☐ Yes ☒ No

Please provide a brief description of your needs.

Are you a Head Start Alumna/us? (Alumni are graduates, former parents, and former staff) ☐ Yes ☒ No

### Special Tracks Registration Fees (Fees include the Conference Registration Fee unless otherwise noted)

- Appreciative Supervision ..... ☐ \$475  
 Child Health and Nutrition ..... ☐ \$475  
 Family and Community Partnerships ..... ☐ \$475  
 G.E.M.S. XIV ..... ☒ \$475  
 Getting Fit ..... ☐ \$000  
 (Must pay Conference Registration Fee)  
 Male and Father Involvement Track ..... ☐ \$475  
 \*PRISM Preparation ..... ☐ \$605  
 Project MIND - Math Is Not Difficult ..... ☐ \$475  
 Transition ..... ☐ \$475

### Conference Registration Fees

- |                                 | Member                         | Non-Member                     |
|---------------------------------|--------------------------------|--------------------------------|
| *Includes Cultural Extravaganza |                                |                                |
| Super Early Bird Registration   |                                |                                |
| (received by February 16, 2007) | <input type="checkbox"/> \$325 | <input type="checkbox"/> \$425 |
| Early Bird Registration         |                                |                                |
| (received by March 2, 2007)     | <input type="checkbox"/> \$375 | <input type="checkbox"/> \$475 |
| Regular Registration            |                                |                                |
| (received by March 16, 2007)    | <input type="checkbox"/> \$425 | <input type="checkbox"/> \$525 |

\*Please Note: No on-site registration available.

All fees must be paid by deadline date.

10% off online registrations at [www.nhsa.org](http://www.nhsa.org)

- Continuing Education Units ..... ☐ \$20  
 Research Luncheon ..... ☐ \$70  
 Grassroots Research Breakfast ..... ☐ \$40  
 18th Annual Legislative Luncheon ..... ☒ \$70  
 Fashion Show and Dance ..... ☐ \$20  
 Scholarship and Awards Breakfast ..... ☐ \$50  
 13th Annual Gala ..... ☐ \$150

Total Due: \$ 545.00

Select payment type:

☐ AmEx ☐ MC ☐ VISA

☐ Check Check #:

Make checks payable to NHSA.

No personal checks accepted.

Card #

Expiration

Name on Card

Signature

Mail registration form and payment to: National Head Start Association, P.O. Box 890080, Charlotte, NC 28289-0080

Only credit card payments may be faxed along with registration form to NHSA Fiscal Department at: 703-739-0878

Please allow 3 weeks for processing

Please Note: Cancellation/Refund request deadline is February 23, 2007. Full payment for purchase orders must be received according to the conference deadlines in order to receive discounts. No on-site registration available. All payments must be received by the deadline date. No registration materials will be given with a balance due.

**Wilhelmenia Martin - Homewood Suites Reservation #85836546**

**From:** "Homewood Suites Confirmed" <homewoodsuites@hiltonresconfirm.com>  
**To:** "WMARTIN@CO.PALM-BEACH.FL.US" <WMARTIN@CO.PALM-BEACH.FL.US>  
**Date:** 3/6/2007 3:13 PM  
**Subject:** Homewood Suites Reservation #85836546



**Reservation Confirmation for Kenny Higgins**  
**Confirmation Number: 85836546**

**Homewood Suites by Hilton San Antonio-Riverwalk/Downtown**

432 West Market Street  
 San Antonio, TX United States 78205  
 Phone: 1-210-222-1515 Fax: 1-210-222-1575

Check-In date: 14 Apr 2007  
 Check-Out date: 20 Apr 2007  
 Check-In time: 3:00 PM  
 Check-Out time: 12:00 PM

**Rate Information:**

Rate per night: 219.00 USD

**Total for Stay per Room:**

Rate 1,314.00 USD  
 Taxes 220.10 USD  
 Total 1,534.10 USD

**Total for Stay: 1,534.10 USD**  
 Includes estimated taxes and service charges.

**Tax & Service Charges**

•There is a 16.75% Per Room Per Night tax.

**Additional Charges**

•Valet parking: 20.00/night

**Rules & Restrictions:**

•Your reservation is guaranteed for late arrival.  
 •Should you need to cancel please contact us 24 hours prior to 14 Apr 2007 local property time to avoid cancellation penalties.

**Room Information:**

1 Rooms: 1 Adult  
 Room Type: 1 BDRM STE 2 QUEENS NOSMOK

ADV 1 DAY CXL POL, CCH WILHELMENIA MARTIN

**Map & Directions:**

[Click for Interactive Map](#)

281 South; Exit Commerce Street. Turn right off ramp and go 5 blocks. Go left on St. Mary's Street, immediate left on Market Street, then right to hotel drive (marked Entrance).

If you need to MODIFY or CANCEL your reservation, [click here](#).

Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-CALL-HOME (225-5466), visit us at [www.homewoodsuites.com](http://www.homewoodsuites.com), or email us at [CONFIRMATIONHELP@HILTONRES.COM](mailto:CONFIRMATIONHELP@HILTONRES.COM).

For more information, please [click here](#) to see all the rules and restrictions applicable to this reservation.

A listing of all Hilton Reservations and Customer Care phone numbers can be found at:

file://C:\Documents and Settings\wmartin\Local Settings\Temp\GW\00001.HTM

3/6/2007

<http://www.homewood-suites.com/en/hw/feedback/hrwfone.jhtml>

Thank you for choosing Homewood Suites. We look forward to having you as our guest.

Notice of Confidentiality: This message and any attachments may contain confidential information. If it has been sent to you in error, please reply to advise the sender of the error and then immediately delete this message.

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## National Head Start Association

Dear Colleague:

*I am pleased to invite you to the National Head Start Association's 34th Annual Training Conference, the premier professional development opportunity for Head Start and the early care and education community at large.*

This year's conference will take place in San Antonio, Texas, a cosmopolitan city with a strong sense of history and tradition. From the Alamo, the most famous destination in Texas, to the Riverwalk, with its cobblestone walkways, unique retail shops, and wonderful river-level restaurants, San Antonio offers an abundance of activity when your day is done. Visit [www.sanantoniovis-it.com](http://www.sanantoniovis-it.com) for more information.

With more than 400 educational sessions, outstanding special tracks, and nationally renowned keynote speakers, staff at every level will enjoy a wealth of career development opportunities. Network with colleagues from across the country, and share best practices to take back to your program.

**Important Announcement: The National Head Start Association is pleased that the Office of Head Start will have the Hispanic and Other Emerging Populations Institute immediately following our 34th annual conference. There will be a jointly planned transition activity.**

**Because of the adjustments and logistical negotiations with the hotels and convention center, we are delayed with our marketing and we must have earlier cut-off dates for registration. Please read the cut-off dates carefully and respond accordingly.**

**Your support and cooperation are always appreciated.**

This packet includes all the information you need to register for the conference and make your hotel reservations. You may also register online at [www.nhsa.org](http://www.nhsa.org). Register now and take advantage of the Early Bird discounted rate!

I look forward to seeing you in San Antonio where we will gather to train rigorously and enjoy all this great city has to offer.

Sincerely,

*Sarah M. Greene*

Sarah M. Greene  
President and CEO

1051 Prince Street, Alexandria, Virginia 22314 Phone 703-742-0815 Fax 703-739-0378 [www.nhsa.org](http://www.nhsa.org)

## Conference Schedule at a Glance

### Sunday, April 15

7 a.m.-noon (closed, noon-1:30 p.m.)	Special Tracks Registration (only)
8 a.m.-4 p.m.	Special Grantee Meeting
8 a.m.-5 p.m.	Special Tracks Opening Sessions
9-11 a.m. and 1-3 p.m.	Pre-Conference Educational Sessions
1:30-5:30 p.m.	Conference Registration

### Monday, April 16

7 a.m.-noon and 2-6 p.m.	Conference Registration
8 a.m.-4 p.m.	Super Grantee Meeting
8 a.m.-5 p.m.	Special Tracks
9-11 a.m. and 1-3 p.m.	Pre-Conference Educational Sessions
9 a.m.-noon	Board of Directors Meeting
12:15-2:15 p.m.	Board Luncheon

### Tuesday, April 17

7 a.m.-noon and 2-6 p.m.	Conference Registration
7:30 a.m. and 5:30 p.m.	Research Track
8 a.m.-noon	Super Grantee Meeting
8 a.m.-5 p.m.	Special Tracks
9-11 a.m. and 1-3 p.m.	Pre-Conference Educational Sessions
Noon- 2 p.m.	Research Luncheon 70 <sup>00</sup>
3:30-4:30 p.m.	General Business Meeting
7-8:30 p.m.	Opening General Session
8:45-10 p.m.	Opening Reception

### Wednesday, April 18

7:30 a.m. and 5:30 p.m.	Research Track
8-9:30 a.m.	Grassroots Research Breakfast 40 <sup>60</sup>
8:30 a.m.-noon and 1:30-5:30 p.m.	Conference Registration
9:30-10:30 a.m.	General Session
11 a.m.-12:30 p.m.	Helen Hollingshed Taylor Series
11 a.m.-5 p.m.	Exhibits Grand Opening – Includes the NHSA Professional Development Resource Center and Technology Laboratory
11 a.m.-12:30 p.m., 1-2:30 p.m., and 3-4:30 p.m.	Educational Sessions
12:15-2:15 p.m.	18th Annual Legislative Luncheon 70 <sup>00</sup>
2-4 p.m.	Quality Initiative Awards no cost
2:30-5 p.m.	Visit Exhibits

***This schedule is tentative and subject to change***

## Conference Schedule at a Glance

Wednesday, April 18 continued

4-5:30 p.m.	State and Regional Presidents Meeting
5:30-8 p.m.	Johnson & Johnson Fellows Alumni Reception
7:30-11 p.m.	13th Annual Gala 150 <sup>00</sup>
8-11 p.m.	Fashion Show and Dance 20 <sup>00</sup>

### Thursday, April 19

8-9:30 a.m., 10:30-11:30 a.m.	Educational Sessions
8:30 a.m.-noon	Conference Registration
8:30 a.m.-noon	Evaluation drop off
9-11 a.m.	Scholarship and Awards Breakfast 50 <sup>00</sup>
9 a.m.-3 p.m.	Visit Exhibits – Includes Technology Laboratory and NHSA Professional Development Resource Center
7:30-9 p.m.	Cultural Extravaganza (Included in general registration)

### Friday, April 20

9 a.m.-2 p.m.	Visit Exhibits – Includes Technology Laboratory and NHSA Professional Development Resource Center
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**This schedule is tentative and subject to change**



### PROFESSIONAL DEVELOPMENT Credential Program

**New Orleans, Louisiana  
March 11-14, 2007**

Each year the National Head Start Association's Academy offers two management-focused credentials, the Administrator and Mid Manager Credentials. Each credential includes topics such as public administration, principles of effective leadership, strategic planning, achieving outcomes, and knowledge management.

The Academy is a dynamic and motivating learning experience that encourages the Head Start professional to lead effectively, engage employees, manage change, and better serve children and families. This year we are pleased to announce that the Academy will be held in New Orleans, Louisiana, March 11-14, 2007.

*Please join us to learn and to grow as an early childhood and human services professional. College credits are available.*

**To learn more about Academy credentials and hotel registration, please visit [www.nhsa.org](http://www.nhsa.org).**



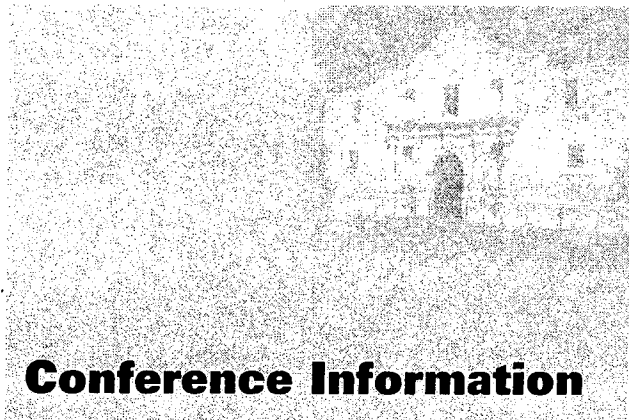
### JOIN NHSA! Receive member's only conference discounts and more!

The National Head Start Association provides training, information, resources, and recognition to the Head Start community and works with lawmakers to ensure the continued success of the Head Start program.

Join now and receive our award-winning Children and Families magazine, three important, timely newsletters, access to key resources in the members-only section of the [www.nhsa.org](http://www.nhsa.org) Web site, and qualify for NHSA awards and discounts on products and trainings.

Program membership materials will mail shortly.

**For additional information and to join, visit our Web site at [www.nhsa.org](http://www.nhsa.org) or call (703) 739-0875**



## Conference Information

### Conference Tips

If you any have questions regarding materials that you have received from NHSA, please ask for clarification from an NHSA representative or from the Information Desk. We are happy to help.

Remember, it's best to travel in pairs when you are in a new city, also, valuables should never be brought to the conference. If you do, however, use the hotel safety deposit box.

Arrive prepared with your pre-conference information, enough money, and your registration confirmation letter in addition to your hotel confirmation letter. We suggest that you use travelers' checks because they offer much greater security than cash. Remember, NHSA cannot replace any lost or stolen items. Your local program director or designee should orient all parents and staff traveling to the conference about what to expect of attendees in terms of conference program dress.

Your Host Regional Committee is looking forward to welcoming you with a number of entertaining hospitality events.

### Conference Code of Conduct

NHSA will resolve any conference-related problems and answer all conference-related questions. Every session will begin and end on time.

You represent your program, as well as the National Head Start Association, when attending our conferences. Your director or your designee will discuss expectations, appropriate conduct, dress, and so on.

It's best to arrive the day before activities begin so that you can become familiar with your surroundings. Plan to arrive at least 1/2 hour before any general session, 15 minutes before an educational session, and 45 minutes prior to a meal function. Please show respect at all times for your speaker.

Badges will be checked at events, and tickets will be collected for ticketed events. Sometimes it may take a little while to resolve problems you encounter; please bear with us. Occasionally, hotels have difficulty maintaining the ideal temperature in their meeting rooms (even though they try hard), so please dress accordingly.

### Registration

Your registration includes all general sessions, educational sessions, exhibits, and the opening reception.

Once NHSA's national office receives your registration form, you will receive a confirmation letter within 4 to 6 weeks.

**\*Please note:** No on-site registration will be available. All registration forms with payment must be received by the deadline date.

If your program has 15 or more attendees, your appointed spokesperson will register your group and collect your bags and other conference material. Your group registration will be alphabetized by your program name. During the first few days, conference lines may be long. The schedule-at-a-glance highlights all conference activities with times, locations, and registration times.

### Special Events

Special events incur an additional cost. We suggest that you register for them prior to the conference. Tickets are also required for children who will be attending. These special event tickets will be collected at the door. Remember, if it is a meal function we suggest you arrive at least 45 minutes prior to the event. It's hard to save seats for friends, so we suggest that you come together.

### Food Functions

If you will attend one of the meal functions, please inform NHSA of any special meal requirements (such as kosher, vegetarian, non-dairy, and so on). Usually our food events include a speaker. After eating your meal, we ask that you please remain seated for the entire program; and remember that our receptions (like most receptions) include finger foods. They can't possibly be a meal replacement. So, please wait until all of your colleagues have received food before going up for seconds.

### Educational Sessions

Review your pre-conference materials carefully. Most of the educational sessions are repeated because

hotel room capacities are limited. We can never predict which sessions will be the most popular. NHSA will attempt to have more than two sessions whenever possible. This will be determined by presenter/room availability. You cannot pre-register for educational sessions. By reviewing your sessions in advance, you can note a couple of alternative choices in case your first choice is full.

### Health Suggestions

Health coverage responsibility is yours. Call your insurer, beforehand, for handling out-of-town emergencies. You may, of course, ask the hotel for local hospital or doctor locations. For your convenience NHSA will have a first-aid room for minor emergencies.

### Cancellations/Refunds

Registration fee refunds will be made only upon receipt of written request received by **February 23, 2007**. No telephone or faxed cancellations will be accepted. **A \$75 processing charge will be deducted from all refunds.** No refunds will be available at the conference. Refunds will be processed after the conference.

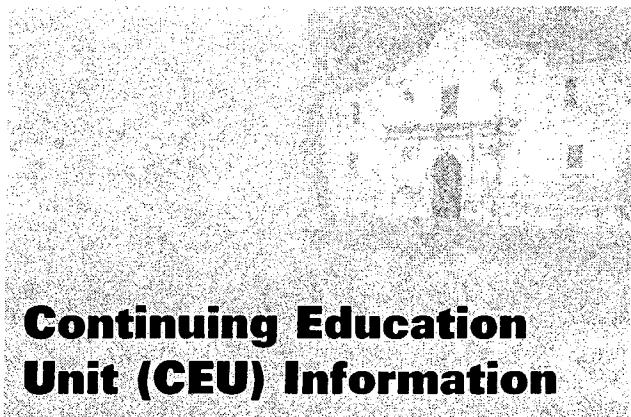
### Conference Certificate

Please return your completed conference evaluation to the registration desk on Wednesday, April 18 and Thursday, April 19 to receive your conference certificate.

### Post Conference Information

Since you will meet many new associates during this conference, we suggest the following:

- ★ Exchange Business Cards.
- ★ Share your notes with your colleagues when you return.
- ★ Put all the great things you learned into practice!



## Continuing Education Unit (CEU) Information

### A Special Note About CEUs

NHSA strives to offer quality training sessions and offers continuing education units with completion of educational sessions. The CEU is provided through the International Association for Continuing Education and Training (IACET). Although most organizations accept the CEU, you are responsible for determining the criteria for acceptance. CEU instructors must assess each individual's attainment of the knowledge of information presented at each course. You must have all educational session instructor signatures to obtain CEUs. Units will not be awarded for General Sessions. The CEU quantitative unit of measure is used based on 10 contact hours of participation in an organized continuing education experience under the direction of qualified instruction per IACET guidelines. The association will use the IACET approved guidelines in calculating the CEU. Using the CEU Attendance Form, the number of contact hours will be determined. The total number of contact hours will be divided by 10. The result will be the number of continuing education units attained by the attendee.

If you have registered for CEUs, be sure to pick up a CEU Attendance Assessment and Evaluation Form at the registration desk. Each session attended must have a signature from the session presenter. Please use the Special Track form for all Special Tracks. Please review the information on the CEU Attendance Form carefully. After the completion of all sessions, turn your Attendance Assessment and Evaluation form in at the CEU booth in the conference registration area. The form will be processed after the conference and a certificate will be mailed within 4-6 weeks. The certificate will list the amount of credit earned.

## Special Tracks Information

*As you plan your schedule, please consider these valuable professional development opportunities.*

Special Tracks are designed to offer more in-depth training in areas that are critical to the success of your Head Start program and to foster your professional growth and that of your staff. Sessions run from one to two full days in length. Each is led by highly qualified presenters ready to provide detailed information, insight, and strategy. Training materials are provided for session study and reference once you return to your local program. And all Special Track participants are eligible for Continuing Education Unit (CEU) credits!

You will find a description of each Special Track on the following pages. To register, simply check the appropriate box on the conference registration form. **Please register early. Space is limited.** Special Track fees include conference registration unless otherwise noted.



### Child Health and Nutrition Services Management 2007

#### *Practices That Ensure Quality Services for Children*

**Sunday, April 15, 2007**

8:30 a.m. - 4 p.m.

**Monday, April 16, 2007**

8:30 a.m. - 4 p.m.

Fee: \$475

**Regular Conference  
Registration Is Included in  
the Cost.**

Presented by Health Connections Inc. and the National Head Start Association, this session provides updated, research-based information on trends, strategies, and prevention and treatment practices in Child and Family Nutrition and Health Services Management.

#### **Topics include:**

- ★ **Child Health Updates: Focus on Diabetes, Seizures, and Sickle Cell Disease.**
- ★ **Individualized Health and Nutrition Case Management.**
- ★ **Childhood Obesity: Assessment, Treatment, and Prevention Strategies.**
- ★ **Oral Health Care Crisis Management.**
- ★ **Triple A Care: Asthma, Anemia, and Allergies.**
- ★ **Special Nutrition Planning for Tracheotomy and Feeding Tubes.**
- ★ **Health and Safety Systems Planning.**

**For more information:** call Health Connections at (314) 477-4665

## Special Tracks

### Family and Community Partnerships

#### *A Southern Research Associates Professional Development Program*

**Sunday, April 15, 2007**

9 a.m.-5 p.m.

**Monday, April 16, 2007**

9 a.m.-5 p.m.

**Fee: \$475**

**Regular Conference**

**Registration Is Included in  
the Cost.**

If you work with parents, this track is for you. Working with families can be the most rewarding and challenging experience ever. Head Start and Early Head Start families are our partners and customers, therefore we must develop approaches, strategies, and techniques that promote and encourage self-sufficiency, creativity, ownership, and skill-building.

This track will feature two dynamic, nationally known presenters with extensive experience and knowledge in Head Start and Early Head Start Family and Community Partnerships. The training will help you develop the skills needed to build sound, successful, family and community partnerships.

For more information: contact Willie J. Epps, Ph.D., at (314) 741-5123 or (314) 429-0059



### **GEMS XIV —**

### **Goals, Empowerment, Motivation, and Self-Sufficiency**

*Helping Parents Enhance Their Family's  
Quality of Life and Provide an Environment  
Where Every Family Member Can Develop  
To His or Her Full Potential*

**Sunday, April 15, 2007**

9 a.m.-5 p.m. (Session)

**Monday, April 16, 2007**

9 a.m.-3 p.m. (Session)

3:30-5 p.m. (Commencement  
Ceremony)

**Fee: \$475**

**Regular Conference**

**Registration Is Included in  
the Cost.**

GEMS supports Head Start and Early Head Start parents in their personal development and offers ideas and strategies to enhance family development. Sessions and activities include:

- ★ Leadership and Motivation.
- ★ Family and Personal Goals.
- ★ Preparing You and Your Child for School.
- ★ A Special Parent-Networking Group Offered in Spanish.

Each participant will receive a copy of the GEMS XIV Handbook.



For more information: contact Colleen B. Mendel at (270) 745-4041

## Special Tracks



### Getting Fit in 2007

#### 1-Day Track:

**Tuesday, April 17, 2007**

**8:30 a.m. - 12:30 p.m.**

**Fee: \$0**

**Must Pay Conference  
Registration Fee.**

#### A Personal Wellness Special Track Seminar

Being there for others begins by taking care of you. Presented by the National Head Start Association and Health Connections Inc., this "feel-good" presentation will help you to review your health and then take charge of it!

#### Topics include:

- ★ Eating for the "Health of It."
- ★ Positive Thinking on the Inside = Looking Good on the Outside.
- ★ Get Physical and Get Fit.

For more information: contact Health Connections at (314) 477-4665



### Male and Father Involvement Track

#### 2-Day Track:

**Sunday, April 15, 2007**

**1-5 p.m.**

**Monday, April 16, 2007**

**8:30 a.m. - 5:30 p.m.**

**Fee: \$475**

**Regular Conference  
Registration is included in  
the cost.**

**SPACE IS LIMITED!**

**No on-site registration  
available.**

#### A Unique Curriculum for Head Start Staff

The National Head Start Association's one-of-a-kind Fatherhood Training Curriculum will enhance and invigorate your father involvement efforts, teach methods for more effective administration of your services, and help you to:

- ★ Select and develop the best lead staff.
- ★ Train staff to be highly effective.
- ★ Identify funding sources and community partners.
- ★ Evaluate your services.

This interactive, hands-on training will include:

- ★ Role playing.
- ★ Analysis of dilemmas and case studies.
- ★ Fact or Fiction competition and debates.
- ★ Facilitation practice.

For more information: contact JoAnn Nelson-Hooks at (703) 739-7560

## Special Tracks

### Parents Building Readers Special Track



**Sunday, April 15, 2007**

9 a.m.-5 p.m.

**Monday, April 16, 2007**

9 a.m.-5 p.m.

Fee: \$475

**Regular Conference  
Registration Is Included in  
the Cost.**

Young children grow and thrive in the context of their family and culture. As a result, parents are important partners in the achievement of outcomes for children. Based on the Head Start Positive Child Outcomes Framework, the Parents Building Readers session will help parents extend their children's learning to the home and community and put them on a path to becoming strong readers and eager learners.

This session will:

- ★ Provide the latest research about what parents can do to support their children's language and literacy development.
- ★ Demonstrate how parents can use everyday experiences – at the supermarket, in the Laundromat, while cooking meals, or during bedtime – to help their Head Start children begin school ready to learn.
- ★ Provide parents an opportunity to practice fun activities with their children while using everyday materials and experiences.

**For more information:** contact Cindy Nelson, Senior Training Specialist, National Center for Family Literacy, (502) 584-1133



### Project MIND — Math Is Not Difficult

**2-Day Track:**

**Monday, April 16, 2007**

8:30 a.m.-3 p.m.

**Tuesday, April 17, 2007**

8:30 a.m.-3 p.m.

Fee: \$475

**Regular Conference  
Registration Is Included in  
the Cost.**

*Award Winning  
Math Program Developed by  
Dr. Hui Fang Huang "Angie" Su*

Project Mind is a research-based math program with proven results. In this special track, you will learn innovative strategies to help your students ease math anxiety and improve their math skills.

In Project MIND, students learn the "why" behind mathematical concepts. Children, as young as 2 years old, learn to think and use a variety of methods to solve mathematical problems. Math games and contests are used to inspire creativity, build interest in math, promote enthusiasm for problem solving, improve test scores, enhance thinking, and increase parental and community involvement in math education.

**For more information:** call Project MIND Inc. at (561) 866-7430, or [projectmind@aol.com](mailto:projectmind@aol.com); [www.projectMINDmathisnotdifficult.com](http://www.projectMINDmathisnotdifficult.com)

## Special Tracks



### Appreciative Supervision

#### 2-Day Track:

**Sunday, April 15, 2007**

9 a.m. - 5 p.m.

**Monday, April 16, 2007**

8 a.m. - 4 p.m.

Fee: \$475

**Regular Conference  
Registration Is Included in  
the Cost.**

#### *Inspiring Others to Reach the Summit*

Supervision is more about appreciation than monitoring. It is more about celebrating excellence than identifying and correcting mistakes. Appreciative Supervision is a combination of appreciative inquiry, reflective supervision, and coaching skills.

This skill-building training, which is for Early Head Start and Head Start supervisors and collaboration partners, includes:

- ★ "Appreciative Supervision" booklet.
- ★ Viewing of "Celebrate What's Right with the World."
- ★ Illustrated coaching session and practice coaching sessions.
- ★ Follow-up, if desired, with the trainer.

For more information: contact David Nelson at (816) 453-3835 or david@humanagenda.com; [www.humanagenda.com](http://www.humanagenda.com)



**Howard Gesbeck Jr.,  
CPA, JD, Partner**

#### Wipfli LLP

Nationally recognized for his comprehensive work with Head Start and grant-funded programs, particularly his expertise with Head Start federal regulations and OMB Circulars.

### Howard Gesbeck's 2007 Head Start Issues

#### 2-Day Track:

**Sunday, April 15, 2007**

8:30 a.m. - 5 p.m.

**Monday, April 16, 2007**

8:30 a.m. - 5 p.m.

Register directly with Wipfli to receive the best "Early Bird" rates:

\$495 by February 16, 2007

\$545 Feb. 16 - March 15, 2007

\$595 March 16, 2007 and after

**Cost DOES NOT Include  
Regular Conference  
Registration.**

#### *Fiscal Checklist, Program Design and Management Checklist, HHS Grant Policy Statement Manual, and Head Start Q&A*

Discussion includes:

- ★ 2007 PRISM Fiscal Checklist.
- ★ 2007 PRISM Program Design and Management Checklist.
- ★ HHS Grants Policy Statement Manual (1/1/06) as it applies to Head Start programs.
- ★ Head Start Questions and Answers.

Training includes:

- ★ Comprehensive training manual including outlines and regulations.
- ★ Daily morning refreshments and afternoon breaks.

For more information: contact Wipfli LLP Grant-Funded Programs at (888) 876-4992; [www.gfp.wipfli.com](http://www.gfp.wipfli.com)

## Special Tracks



**Edward Waters'** legal practice focuses on government grants and contracts. Waters advises clients on a wide variety of issues including compliance with state and federal law, funding terminations, cost disallowances, and various transactional matters. Co-presenter: J. Zoe Beckerman

### **PRISM Preparation: Roadmap to a Successful Review**

#### **2-Day Track:**

**Sunday, April 15, 2007**

**2-5 p.m.**

**Monday, April 16, 2007**

**9 a.m.-5 p.m.**

**Fee: \$605**

**Regular Conference  
Registration Is Included in  
the Cost.**

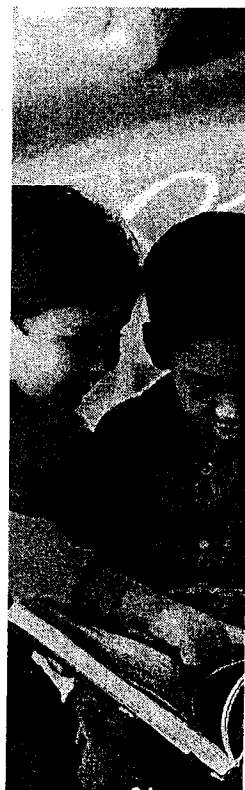
#### **PRISM Preparation Training for Senior Staff and Directors**

The changing requirements of the PRISM make preparation essential. Practical, real-world examples of successful techniques and information on the areas most problematic for grantees and delegates. Presenters will discuss strategies for developing a Quality Improvement Plan, explain how the appeal process works, and the consequences of an unsuccessful appeal, including termination of Head Start funds.

#### **Topics will include:**

- ★ **The Preparation Process: Tips and Techniques for Successful Preparation.**
- ★ **Focusing on What's Important: Identifying High Risk Areas.**
- ★ **What's Next? Navigating the Post-PRISM Process.**

**For more information:** contact Pam Higdon at (202) 466-8960 or (800) 266-1938



### **Transition**

#### **1-Day Track:**

**Monday, April 16, 2007**

**9 a.m.-5 p.m.**

**Fee: \$475**

**Regular Conference  
Registration Is Included in  
the Cost.**

Effective transition practices lead to Head Start children's success in kindergarten and beyond. It is imperative that Head Start children's developmental and educational gains be sustained and enhanced throughout K-12 school years.

This session will help you promote Head Start children's school readiness through a better understanding of effective transition strategies and practices.

#### **You will learn how to:**

- ★ **Develop strategies to help Head Start children make successful transitions to kindergarten.**
- ★ **Build effective two-way communication systems between Head Start and schools.**
- ★ **Develop techniques to coordinate services between Head Start staff and kindergarten.**

**For more information:** call JoAnn Nelson-Hooks at 703-739-7560.



# 34th Annual Training Conference

## Registration Form April 1-11, 2007 in San Antonio, Texas

Everyone receives 10% off with online registrations at [www.nhsa.org](http://www.nhsa.org) (credit card payment only). Special Tracks not included.

Call NHSA and become a member to enjoy reduced members-only rates - 703-739-0875

When making hotel reservations, be sure to ask for NHSA group rates.

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr.

Name

Title

Membership # (required for reduced rates)

Grantee/Organization

Address

☐ Home ☐ Business

City

State

Zip Code

Phone #

Fax #

E-mail

Group Registration (25 or more)

Contact Name

Contact Phone #

Contact E-mail

Do you require special assistance, meals, or interpretation? ☐ Yes ☐ No

Please provide a brief description of your needs.

Are you a Head Start Alumna/us? (Alumni are graduates, former parents, and former staff) ☐ Yes ☐ No

**Please Note:**  
Cancellation/Refund request deadline is February 23, 2007.  
Full payment for purchase orders must be received according to the conference deadlines in order to receive discounts.  
No on-site registration available. All payments must be received by the deadline date. No registration materials will be given with a balance due.

### Special Tracks Registration Fees (Fees include the Conference Registration Fee unless otherwise noted)

- Appreciative Supervision ..... ☐ \$475
- Child Health and Nutrition ..... ☐ \$475
- Family and Community Partnerships ..... ☐ \$475
- G.E.M.S. XIV ..... ☐ \$475
- Getting Fit ..... ☐ \$000
- (Must pay Conference Registration Fee)
- Male and Father Involvement Track ..... ☐ \$475
- \*PRISM Preparation ..... ☐ \$605
- Project MIND - Math Is Not Difficult ..... ☐ \$475
- Transition ..... ☐ \$475

### Conference Registration Fees

\*Includes Cultural Extravaganza

Member Non-Member

Super Early Bird Registration

(received by February 16, 2007)

☐ \$325 ☐ \$425

Early Bird Registration

(received by March 2, 2007)

☐ \$375 ☐ \$475

Regular Registration

(received by March 16, 2007)

☐ \$425 ☐ \$525

**\*Please Note:** No on-site registration available.

**All fees must be paid by deadline date.**

Continuing Education Units

☐ \$20

Research Luncheon

☐ \$70

Grassroots Research Breakfast

☐ \$40

18th Annual Legislative Luncheon

☐ \$70

Fashion Show and Dance

☐ \$20

Scholarship and Awards Breakfast

☐ \$50

13th Annual Gala

☐ \$150

**Total Due: \$**

### Select payment type:

☐ AmEx ☐ MC ☐ VISA

☐ Check

Check #:

Make checks payable to NHSA.

No personal checks accepted.

Card #

Expiration

Name on Card

Signature

**Mail registration form and payment to:** National Head Start Association, P.O. Box 890080, Charlotte, NC 28289-0080

Only credit card payments may be faxed along with registration form to NHSA Fiscal Department at: 703-739-0878

Please allow 3 weeks for processing

Welcome, toniett [Sign in](#)/[Sign out](#)[My Itineraries](#) [My Account](#) [Customer Support](#)[Start search over](#)

## West Palm Beach, FL (PBI) to San Antonio, TX (SAT)

Change your search

Departure airport:

Destination airport:

Departing: (mm/dd/yy)

Returning: (mm/dd/yy)

Airline: [More Info](#)

Class

☐ Nonstop flights only  
☐ Refundable flights only

Change Travelers

1 Adult  
[Change travelers](#)

↗ - Indicates flight is operated by another airline. Move your mouse over the icon for details.

	All Results	Delta	Continental	American Airlines	Northwest
Nonstop	---	---	---	---	---
1 stop	from <b>\$353</b> see below	from <b>\$357</b>	from <b>\$369</b>	from <b>\$397</b>	---
2+ stops	from <b>\$390</b> see below	---	from <b>\$390</b>	from <b>\$415</b>	from <b>\$574</b>

[Show more](#)

**Note:** The prices shown below are for the **flight only**; they are e-ticket prices and include all flight taxes and fees. If your itinerary requires paper tickets there will be an additional charge. These results cover a metro area with several airports. Review your choices carefully.

1 Choose a departing flight or [view complete roundtrips](#)Sort by: ☒ Price ☐ Duration ☐ Departure time ☐ Arrival time from **\$353 Roundtrip**4:05 pm Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) 8:15 pmSat 14-Apr  
Duration: 5hr 10mnDelta 903 / 832  
Connect in Atlanta (Hart)[Choose this flight](#)[Preview seat availability](#) from **\$353 Roundtrip**5:25 pm Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) 10:02 pmSat 14-Apr  
Duration: 5hr 37mnDelta 980 / 558  
Connect in Atlanta (Hart)[Choose this flight](#)[Preview seat availability](#) from **\$353 Roundtrip**6:00 am Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) 11:37 amSat 14-Apr  
Duration: 6hr 37mnDelta 1424 / ↗6449  
Connect in Atlanta (Hart)[Choose this flight](#)[Preview seat availability](#) from **\$369 Roundtrip**6:05 am Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) 10:10 amSat 14-Apr  
Duration: 5hr 5mnContinental 1831 /  
Connect in Houston (IAH)[Choose this flight](#)[Preview seat availability](#) from **\$369 Roundtrip**

6:05 am Depart West Palm Beach (PBI) Sat 14-Apr

Arrive San Antonio (SAT) **11:18 am**

Duration: 6hr 13mn

**Continental 1831** /  
Connect in Houston (IAH)[→ Choose this](#)[Preview seat availability](#) from **\$373 Roundtrip****11:25 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **3:30 pm****Sat 14-Apr**  
Duration: 5hr 5mn**American Airlines 1**  
Connect in Dallas (Dallas Intl.)[→ Choose this](#)[Preview seat availability](#) from **\$373 Roundtrip****5:45 pm** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **10:10 pm****Sat 14-Apr**  
Duration: 5hr 25mn**American Airlines 5**  
Connect in Dallas (Dallas Intl.)[→ Choose this](#)[Preview seat availability](#) from **\$373 Roundtrip****11:25 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **4:20 pm****Sat 14-Apr**  
Duration: 5hr 55mn**American Airlines 1**  
Connect in Dallas (Dallas Intl.)[→ Choose this](#)[Preview seat availability](#) from **\$373 Roundtrip****5:45 pm** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **11:15 pm****Sat 14-Apr**  
Duration: 6hr 30mn**American Airlines 5**  
Connect in Dallas (Dallas Intl.)[→ Choose this](#)[Preview seat availability](#) from **\$383 Roundtrip****7:00 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **11:37 am****Sat 14-Apr**  
Duration: 5hr 37mn**Delta 507** / ~~6449~~  
Connect in Atlanta (Hart)[→ Choose this](#)[Preview seat availability](#) from **\$383 Roundtrip****10:40 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **3:40 pm****Sat 14-Apr**  
Duration: 6hr 0mn**Delta 918** / 1169  
Connect in Atlanta (Hart)[→ Choose this](#)[Preview seat availability](#)**PRICE NOTE**

For your convenience, we've added estimated price hints to some of these flights. Prices may vary and will be verified prior to purchase.

 from **\$383 Roundtrip****8:15 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **1:39 pm****Sat 14-Apr**  
Duration: 6hr 24mn**Delta 575** / 1159  
Connect in Atlanta (Hart)[→ Choose this](#)[Preview seat availability](#)**QUESTIONS?**

Can I use a credit card with a billing address outside the U.S.?

 from **\$389 Roundtrip****2:37 pm** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **7:26 pm****Sat 14-Apr**  
Duration: 5hr 49mn**Continental 1538** /  
Connect in Houston (IAH)[Preview seat availability](#)

[Is it safe to buy online?](#)

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from **\$389 Roundtrip**

**11:15 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **4:05 pm**

**Sat 14-Apr**  
Duration: 5hr 50mn



**Continental** ✈️ 3310  
Connect in Houston (IAH)

[Preview seat availability](#)

[Choose this](#)

from **\$389 Roundtrip**

**11:15 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **4:56 pm**

**Sat 14-Apr**  
Duration: 6hr 41mn



**Continental** ✈️ 3310  
Connect in Houston (IAH)

[Preview seat availability](#)

[Choose this](#)

from **\$390 Roundtrip**

**11:25 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **7:26 pm**

**Sat 14-Apr**  
Duration: 9hr 1mn



**American Airlines** 1  
**Continental** 1779  
Connect in Dallas (Dalla Intl.), Houston (IAH)

[Preview seat availability](#)

[Choose this](#)

from **\$403 Roundtrip**

**8:50 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **1:15 pm**

↑ 2 tickets left at this price! [See details](#)

**Sat 14-Apr**  
Duration: 5hr 25mn



**American Airlines** 1  
Connect in Dallas (Dalla Intl.)

[Preview seat availability](#)

[Choose this](#)

from **\$403 Roundtrip**

**8:50 am** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **2:25 pm**

↑ 1 ticket left at this price! [See details](#)

**Sat 14-Apr**  
Duration: 6hr 35mn



**American Airlines** 1  
Connect in Dallas (Dalla Intl.)

[Preview seat availability](#)

[Choose this](#)

from **\$574 Roundtrip**

**2:14 pm** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **9:17 pm**

**Sat 14-Apr**  
Duration: 8hr 3mn



**Northwest** ✈️ 8950  
1567  
Connect in Atlanta (Hart Memphis (MEM))

[Preview seat availability](#)

[Choose this](#)

from **\$591 Roundtrip**

**12:31 pm** Depart West Palm Beach (PBI)  
Arrive San Antonio (SAT) **10:29 pm**

**Sat 14-Apr**  
Duration: 10hr 58mn



**US Airways** 1066 /  
✈️ 207  
Connect in Pittsburgh (P Sky Harbor Intl.)

[Preview seat availability](#)

[Choose this](#)

from **\$960 Roundtrip**

↑ 2 tickets left at this price! [See details](#)

## Hotel Reservation Instructions

### Tips to Ensure a Smooth and Efficient Process

- Hotel reservations **MUST** be made directly to the hotel of your choice.
- **Take advantage of the special National Head Start Association Conference rate and book your room early.** When you call the hotel's reservation department, be sure to ask for the National Head Start Association Annual Conference Block. Reservations made under any other code will not guarantee the special NHSA rate and NHSA will not receive credit, therefore creating additional expenses to the association. Please do not book multiple hotels and cancel at the last minute. Cancellations incur costs for NHSA.
- Your reservation **MUST** be guaranteed by a credit card, check, or money order 21 days prior to your arrival, or your reservation **WILL BE CANCELLED**.
- **CANCELLATION POLICY:** You may cancel your reservation with no penalty if you do so by 3 p.m. at least seven days prior to your arrival. On the day of your arrival, you will be charged a fee. Please confirm the cancellation policy directly with the hotel as changes may occur.
- Room rates do not include local and state tax. Please confirm the tax rate directly with your hotel, as changes may occur. Inquire if the hotel accepts your 501c status. If so, state tax may not apply.
- The hotel will send an acknowledgment of your reservation. Check the confirmation letter immediately to ensure all information is correct. If information is incorrect, please call the hotel as soon as possible. If you do not receive a confirmation letter, call the hotel.
- Normally, check-in time is 3 p.m. and check-out time is noon. Check your hotel's policy.
- If you need a refrigerator or a rollaway bed, please make that request with the hotel directly. Be sure to verify if there is an additional fee.

- Inform the reservation agent if there are any special services needed such as wheelchair accessibility or assistance devices.
- Check with your hotel to review its incidentals policy. If you have a credit card, you will leave an imprint of your card to cover such charges as phone calls, room service, honor bar purchases, and so on. If you pay the hotel by check, please call the hotel directly prior to arrival to confirm applicable taxes and the policy and procedure for a non-credit card incidental deposit. When paying the hotel by cash, it is strongly recommended that you pay costs when checking in.

### PLEASE RESERVE YOUR ROOM IN AN NHSA-CONTRACTED HOTEL!

Each NHSA conference requires negotiations with area hotels for a room block. This allows us to ensure a sufficient number of safe and affordable rooms within walking distance of the convention center for attendees. If conference goers stay elsewhere and NHSA fails to meet our contractual obligation, the association must pay significant financial penalties. Please support NHSA and help us contain our conference fees by staying in a contracted hotel. When making reservations, just mention NHSA. **Thank You.**

### National Head Start Association



**HighReach**  
LEARNING<sup>®</sup>

## NHSA and HighReach Learning Present

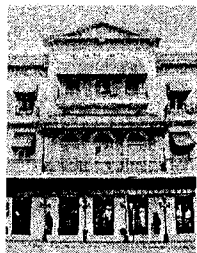
### "Food, Fitness & Fun"

Concerned with the alarming trends in childhood obesity, diabetes, and other nutrition-related diseases that are often caused by poor eating habits or inappropriate diets, NHSA, with our partner HighReach Learning, has developed a full six-week nutrition curriculum called "Food, Fitness & Fun."

For more information and to order, please visit [www.nhsa.org](http://www.nhsa.org) or call Jenny Nicholson at 800-237-4332.

and ironing boards, high speed internet access, and telephones with voice mail.

The Sheraton Gunter Hotel also has a year-round heated swimming pool and a complete fitness center.



### *The Menger Hotel*

204 Alamo Plaza  
San Antonio, TX 78205  
800-345-9285  
210-223-4361  
Fax: 210-228-0022

#### Rate

\$119 Single/Double

**Cut-off date: March 27, 2007**

A genuine historical treasure of San Antonio, Texas, the Menger Hotel was originally built in 1859 and provides guests an oasis of Old World elegance in the fast-paced, high energy streets of downtown. Less than 10 miles from San Antonio International Airport and adjacent to The Alamo, the hotel is within easy walking distance of San Antonio's famous River Walk and the eclectic artists' community, La Villita, and is ideal for couples on romantic getaways and discerning business travelers.

The neo-classical, atrium-style lobby of the Menger Hotel envelops guests in richness with polished marble floors, exquisite antique furnishings, spectacular artwork and a guest registry that dates back more than a century. Guests are invited to enjoy the outdoor pool nestled in a beautifully landscaped courtyard. In addition, the hotel offers European-style spa treatments including massages, scrubs, facials, and a Finnish sauna.

The Menger Hotel has housed such famous individuals as Robert E. Lee, Mae West, Ulysses S. Grant, Babe Ruth, and Theodore Roosevelt. The Menger is located next to the Alamo. It is adjacent to River Walk Mall, the IMAX Theater, River Walk, and just two blocks from the Henry B. Gonzales Convention Center.

The Menger Hotel is the oldest continually operated hotel west of the Mississippi. Cuisine from the Colonial Restaurant has been recognized since before the turn of the century as among the best in Texas.

You can also stay in shape at The Menger with their pool-side fitness center.

Standard guest amenities include free high-speed internet access in all guest rooms. Wireless access is available in the lobby.

## National Head Start Association

### 2 NEW NHSA Videos!

#### How to Advocate for Head Start

***Bring NHSA's signature advocacy training to your program without airline tickets and hotel stays.***

Built around a real NHSA training, this video shows you how to contact your congressperson, host community events, involve the media, and navigate legal requirements. Guests include Representative Rob Simmons (R-Conn.); Roberto Rodriguez, Senior Education Advisor to Senator Ted Kennedy (D-Mass.); and attorney Edward T. Waters. *Running Time: 25 minutes. Member \$50 / Non-Member \$55*

#### Head Start: Fulfilling the Promise

***Need a quick, easy-to-understand overview of Head Start and NHSA? Then look no further!***

This introduction to Head Start and NHSA brings together Head Start's history, nationally known supporters, and the program's day-to-day work. Guests include Senators Ted Kennedy (D-Mass.) and George Voinovich (R-Ohio), Representative George Miller (D-Calif.), U.S. Surgeon General Richard Carmona, and gold-winning soccer star Mia Hamm. *Running Time: 12 minutes. Member: \$20 / Non-Member: \$25*

**To order, call (800) 687-5044**

## National Head Start Association

### Transition Resources for Parents

Easy to Read, Simple to follow ... Great Transition Resources for Parents. All are available in both English and Spanish!

#### Parents' Guide After Head Start: Success in Public School

This best-selling publication provides checklists to guide parents through the multiple steps of transition. *NHSA Member \$2/ Non-member \$4*

#### Connecting Head Start Parents to the Public School Setting

Perfect for parents new to public schools, this activity booklet offers worksheets to help parents make the transition from Head Start to kindergarten. *NHSA Member \$2.50/ Non-member \$5*

#### Going to School: How to Help Your Child Succeed ... A Handbook for Parents of Children Ages 3-8

A landmark resource for parents filled with advice and proven strategies to prepare children to start school. *NHSA Member \$15.95/ Non-member \$19.95*

**To order, call (800) 687-5044**



## Registration Information and Instructions

*Pre-Conference April 15-16, 2007*

*General Conference April 17-19, 2007*

### Deadline Date

All registration forms and payments must be received by **Friday, March 16, 2007**. After that date, registrations will be returned. **No exceptions.**

**\*Please Note:** There will not be on-site registration.

### Conference Registration Fees

Please be sure to note the registration deadline since no on-site registration will be available.

**All fees must be paid in full. No registration materials will be given if there is a balance due.**

### Payment

Full payment must accompany all registration forms. Purchase orders must be received by February 23, 2007. Full payment of the purchase order must be received according to the registration fee schedule. No telephone registrations will be accepted. Only credit card registrations may be faxed. Registrations received without full payment or incorrect payment will be returned. All registrations received after March 16, 2007, will be returned.

**No registration materials will be given if there is a balance due.**

### Confirmations

After processing your registration, a letter of confirmation will be forwarded to you within 4-6 weeks. You must bring this letter of confirmation with you to obtain your registration packets.

### Deadlines

All registrations must be received by March 16, 2007, or they will be returned. **All fees must be paid in full. No registration materials will be given if there is a balance due.**

**\*Please Note:** No on-site registration will be available.

*Please advise your finance office of the pre-registration deadline and policy.*

### Cancellation/Refunds

Registration fee refunds will be made only upon receipt of written request received by **February 23, 2007**. No telephone or faxed cancellations will be accepted. **A \$75 processing charge will be deducted from all refunds.** No refunds will be available at the conference. Refunds will be processed after the conference.

### Group Registrations

If you are planning to register for groups of 25 or more, please send all forms together with payment and a cover letter naming a designee who will represent the group. Registrations will be picked-up by the designee only. All registration materials will be under this person's name. Only the designee can pick up materials for those included on the list. Please inform all members of your delegation who is designated to pick up the registrations and where they can be located.

### Registration Packets

You may pick up your registration packets for the 34th Annual Training Conference at the San Antonio Convention Center.

### Conference Registration Schedule

<b>Sunday, April 15</b>	7 a.m.-noon (Special Track Registration only) 1:30-5:30 p.m. (General Conference Registration)
<b>Monday, April 16</b>	7 a.m.-noon and 2-6 p.m.
<b>Tuesday, April 17</b>	7 a.m.-noon and 2-6 p.m.
<b>Wednesday, April 18</b>	8:30 a.m.-noon and 1:30-5:30 p.m.
<b>Thursday, April 19</b>	8:30 a.m.-noon