

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>2,695</u>	_____	_____	_____	_____
External Revenues	<u>(2,156)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>539</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

Budget Account No.: Fund 1002 Dept. 147 Unit 1454 Object 4001
 Program Code HD40

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

C. Departmental Fiscal Review. *RED*

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

<p><i>Chirehite</i> 11-26-08 _____ OFMB/Budget</p> <p><i>MM</i> 11/24 <i>CW</i> 11/24/08</p> <p><i>10</i> 11/25</p>	<p><i>[Signature]</i> 11/25/08 _____ Contract Development and Control</p>
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B. Legal Sufficiency:

[Signature] 12/1/08

 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Rep

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

NAME Tawania Nubin TITLE Policy Council Chair/Parent
DEPARTMENT Community Services DIVISION Head Start/EHS
PHONE # 233-1634 ACCOUNT # DATE 10/23/2008
TRAVEL CONTACT Nicole Muhammad PHONE # 233-1634
DESTINATION (City & State) Atlanta, Georgia
VACATION COMBINED WITH TRIP? No WAS TRIP BUDGETED? Yes
TITLE OF CONFERENCE/SEMINAR 25th Annual Parent Conference
PURPOSE OF TRIP: Training
Out of State In State In Palm Beach County

Table with columns: ESTIMATED EXPENSES, ACTUAL EXPENSES. Rows include: Departure/Return dates, Registration Fee, Transportation (Airline, Private Vehicle, County Vehicle, Taxi, Car Rental), Lodging, Meals, Per Diem, Miscellaneous, TOTAL ALL EXPENSES, TRAVEL ADVANCE REQUESTED, Less: Travel Advance, Pymts By County, Pymts By Other Entities, Amount of Reimbursement.

TRAVEL APPROVALS:
Traveler's: [Signature] Date 10-24-08
Approving Authority's: [Signature] Date 11-18-2008

REIMBURSEMENT APPROVALS:
Traveler's: [Signature] 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.



Mr. Ms. Mrs. Dr. Name: Tawania Nubin Title: Policy Council Chairperson/Parent
 NHSA 2008/2009 Membership ID No.: 16330 Grantee/Business Name: Palm Beach County Head Start/
 Street Address: Home Business 3323 Belvedere Road
 City: West Palm Beach State: FL Zip Code: 33406
 Phone: 561-233-1634 Fax: 561-233-1633 E-mail: _____

Do you require special assistance, meals, or interpretation? yes no

Please provide brief description of your needs: _____

FOR GROUP REGISTRATIONS (10 OR MORE)
Must complete a separate registration form for each attendee in the group.

Designee's name: _____ Designee's contact phone: _____
 Designee's e-mail address: _____

CONFERENCE REGISTRATION FEES

	Member	Non-member
Early Bird Registration postmarked by 11/01/2008	<input type="checkbox"/> \$125	<input type="checkbox"/> \$175
Regular Registration after 11/01/2008	<input checked="" type="checkbox"/> \$200	<input type="checkbox"/> \$225
Continuing Education Units	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
Dress for Success and Celebrate	<input type="checkbox"/> \$15	<input type="checkbox"/> \$15
Parent Awards Banquet	<input checked="" type="checkbox"/> \$75	<input type="checkbox"/> \$75

SPECIAL TRACKS REGISTRATION FEES

Note: You must register for the conference in order to participate in a special track.

	Member	Non-member
Reauthorization	<input type="checkbox"/> \$300	<input type="checkbox"/> \$350
Program Governance: Parent Policy Council	<input checked="" type="checkbox"/> \$175	<input type="checkbox"/> \$225
Early Literacy Development	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Parent Involvement	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Exploring Science and Math Development: Zula	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Strengthening Father Involvement	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150
Get Fit (Fatherhood Institute Training)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150

Total Registration Fees: \$ 450

TRAINING SEMINARS

Note: Free with conference registration. Space is limited, and registration is required.

- | | |
|---|---|
| <input type="checkbox"/> ACF Responsible Fatherhood and Healthy Marriage Training Seminar | <input type="checkbox"/> Building Partnerships Training Seminar |
| <input type="checkbox"/> Teacher Training Seminar | <input checked="" type="checkbox"/> Parent Policy Council and Parent Committee Training Seminar |
| <input type="checkbox"/> Conscious Discipline Training Seminar | <input type="checkbox"/> Understanding Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder Training Seminar |
| <input type="checkbox"/> Head Start Child Outcomes Framework Training Seminar | |
| <input type="checkbox"/> Developing Effective Board of Directors Training Seminar | |

SELECT PAYMENT TYPE

Check No. : _____
 Am Ex MC VISA Card No.: _____ Expiration Date: _____
 Name on Card: _____ Signature: _____

Please note: No refunds. See cancellation and refund policy.

Registrations and payment can be mailed to: National Head Start Association | P.O. BOX 890080 | Charlotte, NC 28289-0080
or faxed to: Attention: Fiscal Department | FAX: (703) 548-8305
or register online: www.nhsa.org

25th Annual Parent Training Conference

CONFERENCE SCHEDULE AT A GLANCE

Saturday, December 13

1-6 p.m. Conference Registration

Sunday, December 14

7 a.m. - 6 p.m. Conference Registration

8-9:30 a.m. Educational Sessions

9 a.m. - 5 p.m. Special Tracks

- Get F.I.T. (Fatherhood Institute Training)
- Program Governance: Parent Policy Council
- Science and Math Literacy: Zula
- Strengthening Father Involvement

9 a.m. - 5 p.m.

Training Seminars

- Conscious Discipline
- Understanding ADD/ADHD
- Teacher Training
- Board of Directors' Training (9 a.m. - 4 p.m.)

9 a.m. - 5 p.m.

Grassroots Action Room

10-11:30 a.m.

Educational Sessions

11:30 a.m. - 1 p.m.

Lunch on Your Own

1-2:30 p.m.

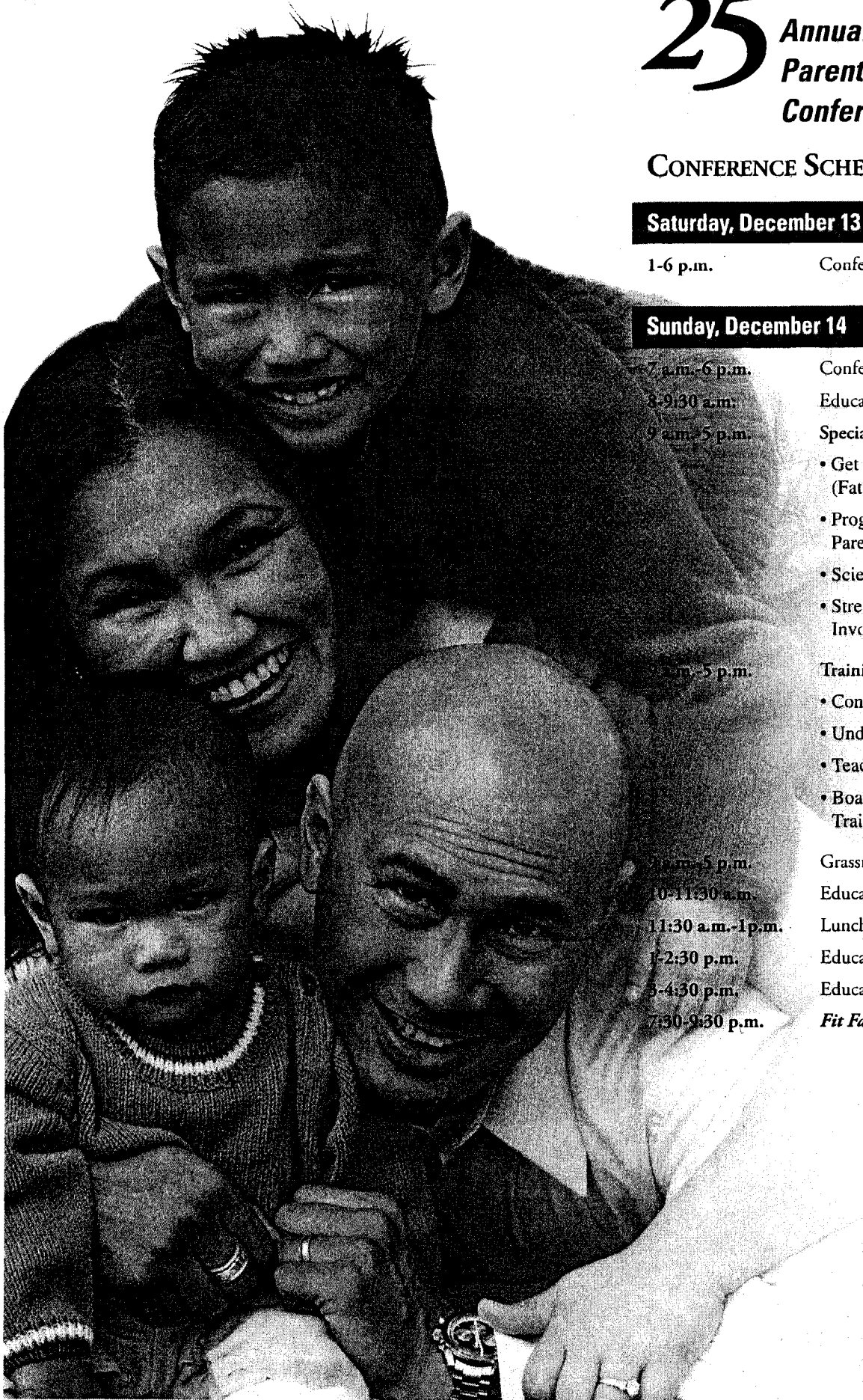
Educational Sessions

3-4:30 p.m.

Educational Sessions

7:30-9:30 p.m.

Fit Fathers in the 21st Century



Monday, December 15

- 7 a.m.-6 p.m. Conference Registration
- 8-9:30 a.m. Educational Sessions
- 9 a.m.-5 p.m. Special Tracks
 - Reauthorization
 - Program Governance: Parent Policy Council
 - Parent Involvement
 - Early Literacy
- 9 a.m.-5 p.m. Training Seminars
 - Head Start Outcomes Framework
 - ACF Responsible Fatherhood and Healthy Marriage
 - Building Partnerships (9 a.m.-4 p.m.)
- 9 a.m.-5 p.m. Grassroots Action Room
- 10-11:30 a.m. Educational Sessions
- 11:30 a.m.-1p.m. Lunch on Your Own
- 10 a.m.-2:30 p.m. Exhibit Hall Grand Opening
- 1-2:30 p.m. Educational Sessions
- 4-5:30 p.m. NHSA Opening General Session

Keynote Speaker: Parent Teacher Association (PTA) National President, Jan Harp Domene
- 5:30-7 p.m. NHSA Opening Reception (Exhibit Hall)
- 8-10 p.m. *Fit Fathers in the 21st Century*

Tuesday, December 16

- 7 a.m.-4 p.m. Conference Registration
- 8 a.m.-9:30 a.m. Educational Sessions
- 9 a.m.-noon Special Tracks
 - Reauthorization
- 9 a.m.-5 p.m. Training Seminars
 - Parent Policy Council and Parent Committee
 - ACF Responsible Fatherhood and Healthy Marriage (9 a.m.-1 p.m.)

Tuesday, December 16 - Continued

- 9 a.m.-5 p.m. Grassroots Action Room
- 9 a.m.-5 p.m. Exhibit Hall
- 10-11:30 a.m. Educational Sessions
- 11:30 a.m.-1 p.m. Lunch on Your Own
- 1-2:30 p.m. Educational Sessions
- 3-4:30 p.m. Educational Sessions
- 7-9 p.m. *14th Annual Parent Awards Banquet - "A Celebration of Parents... The Cornerstone of Head Start"* with special guest speaker, author of *The Modern Dads Handbook*, John Badalament

Wednesday, December 17

- 7 a.m.-noon Conference Registration
- 8-9:30 a.m. Educational Sessions
- 9 a.m.-1 p.m. Grassroots Action Room
- 9:30 a.m.-2 p.m. Exhibit Hall
- 10-11:30 a.m. Educational Sessions
- 10-11:30 a.m. *"Parent Power" Focus Forum Building Bright Futures for Head Start Children: All Hands on Deck!*
- 11:30 a.m.-1 p.m. Lunch on Your Own
- 1-2:30 p.m. Educational Sessions
- 1-3 p.m. *Parent Networking Event*
- 3-4:30 p.m. Educational Sessions
- 4-6 p.m. *Parent Networking Event*
- 8-11p.m. *Dress for Success and Celebrate*

Thursday, December 18

- 7 a.m.-noon Evaluation and Certificate Pickup
- 9-10:30 a.m. NHSA Closing General Session

Special Address: Head Start champion Congressman John Lewis - confirmed



National Head Start Association



SEARCH

TRAINING

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 Webinars | Legal Advisory Service | HeadsUp! Network
 HeadsUp! Reading | Training Partners | Director Training | Payment and Refund Policy |

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December 14-18, 2008 | Atlanta, Georgia | Hyatt Regency Atlanta



**HEAD START REAUTHORIZATION:
A New Day For Head Start...**



Building Bright Futures for our Head Start Children and Families

**25th Annual Parent Conference - December 14-18, 2008
Atlanta, Georgia**

If you are responsible for helping children learn and succeed, coordinating services, or tackling the everyday challenges that arise when working with young children, you're sure to come away from this conference with practical information and skills, a better understanding of research-based practices, and a sense of empowerment. We've designed a training event that is unmatched in terms of providing a "complete learning experience."

The theme for this year's conference is *Building Bright Futures for our Head Start Children and Families*, and we've worked hard to ensure that this conference...

- Provides parents and other caregivers with important information about best practices in child development and personal development.
- Enables staff to return to their programs with practical and effective information and resources that will enhance their ability to meet the needs of children and their families.
- Helps administrators better understand and address the day-to-day challenges they face and the new requirements for which they are responsible.
- Gives all attendees the invaluable opportunity to share information and exchange ideas with parents, practitioners, researchers, and leading experts from around the country.

We are particularly excited about the eight new training seminars being offered at this year's conference — each of which will provide one full day of concentrated training in a key area. Participation in these seminars is *free* with your conference registration!

Be sure to register as soon as possible to take advantage of early registration discounts.

Who Should Attend?

- *Parents*
This conference will offer parents a chance to learn about best practices in child development, gain research-based parenting skills, and explore a wide variety of issues and opportunities related to their own personal and professional development. Topics of interest will include program governance, parental involvement, father involvement, early literacy development, challenging behaviors and discipline, child health, kindergarten transitions, child outcomes, Head Start 101, and so much more!

INFORMATION CENTER

- Registration Form
- Register Online
- Schedule at a Glance
- Conference Program Book

HOTEL INFORMATION

Hyatt Regency Atlanta

265 Peachtree Street, NE
Atlanta, GA 30303
(404) 577-1234

\$79 (Single, Double, Triple, Quad)

Cut-off date: 5 p.m.,
November 21, 2008

EXHIBITOR INFORMATION

Exhibitor package

- **Practitioners**
This conference will offer unique learning opportunities for staff who are seeking ways to increase parental involvement, improve their work with parents, address the comprehensive needs of children, and learn about tools and resources that will help improve their overall job performance and satisfaction.
- **Directors/Administrators/Managers**
This conference gives administrators an excellent opportunity to brush up on Head Start requirements and procedures. Topics of interest will include Head Start reauthorization, issues involving the board of directors, child outcomes framework, state Pre-K, trends in early education and care, and responsive approaches to meeting the needs of Head Start children and their families.

Conference Highlights

- **Parent Awards Banquet**
The Parent Awards Banquet is designed to highlight outstanding achievements and contributions made by Head Start parents. NHSA started this banquet as a way to acknowledge those who've made positive contributions as parents and role models and also to let all parents know that there is a winner within each of them. While this banquet celebrates the winners of key awards, it is also a celebration of all parents. This event is a good opportunity to honor one of the cornerstones of Head Start — parents. Tickets for the banquet are \$75 and can be purchased on the registration form or on site at the registration. *Please be sure to let us know in advance if you have a special meal requirement (e.g., kosher, vegetarian, non-dairy, etc.)* To do so, please contact Lori Burke at (703) 739-0875 or lburke@nhsa.org.

Educational Sessions

This conference will offer more than 100 educational sessions. Careful attention has been given to ensure that popular topics are offered more than once during the conference. Please review the list of sessions carefully. This will help maximize your learning experience. *All sessions will be posted on our Web site, www.nhsa.org, at least 30 days before the conference.*

Special Tracks*

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 professional growth. Special tracks are 1 day, 1.5 days, or 2 days in duration. Each special track is led by a highly qualified presenter and will provide an intensive exploration into targeted areas. This year's special tracks include...

- Reauthorization
- Program Governance: Parent Policy Council
- Early Literacy Development – *New this year!*
- Parent Involvement – *New this year!*
- Exploring Science and Math Development: Zula – *New this year!*

**An additional registration fee is required for most special tracks.*

Training Seminars

Eight training seminars will be offered during the conference. The training will involve a comprehensive approach to exploring specific topics. **There is no additional registration fee required to participate in a seminar. However, due to space limitations, advance registration is required.** The following seminars will be offered:

- Responsible Fatherhood and Healthy Marriage Training Seminar
- Teacher Training Seminar
- Conscious Discipline Training Seminar
- Head Start Child Outcomes Framework Training Seminar
- Developing Effective Board of Directors Training Seminar

- Building Partnerships Training Seminar
- Parent Policy Council and Parent Committee Training Seminar
- Understanding Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD) Training Seminar

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National Head Start Association • 1651 Prince St. • Alexandria, VA 22314
Tel: 703-739-0875 • Fax: 703-739-0878 • Contact Us



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Trip summary - Sat Dec-13 to Thu Dec-18

Flight: 1 roundtrip ticket - West Palm Beach to Atlanta \$268.00
Traveler: Germana Greenberg [Change traveler information](#)
Taxes and fees \$28.00
Total \$296.00



\$296.00 = \$ 396.00

Flight details

1 roundtrip ticket - West Palm Beach to Atlanta
Traveler: Germana Greenberg [Change traveler information](#)

[Change flight](#)

1 Adult (incl taxes & fees)	\$296.00
Airfare total:	\$296.00

Depart: Sat Dec-13-2008
West Palm Beach (PBI) to Atlanta (ATL)
Depart 4:41 pm Arrive 6:25 pm
Terminal NORTH
Terminal TERMINAL
1hr 44mn AirTran Airways 233
Economy/Coach Class, Boeing 717
Total distance: 546 mi (879 km) Total duration: 1hr 44mn

Return: Thu Dec-18-2008
Atlanta (ATL) to West Palm Beach (PBI)
Depart 1:02 pm Arrive 2:39 pm
Terminal NORTH
Terminal TERMINAL
1hr 37mn AirTran Airways 662
Economy/Coach Class, Boeing 717
Total distance: 546 mi (879 km) Total duration: 1hr 37mn

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Last name:

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Please supply the cardholder's billing address as listed on the credit card statement.

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Street: Suite or Apt:

City:

State: Zip Code:

Country: USA

Phone number associated with this billing address

Area: Phone #: Ext:

International number?

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E-mail me travel deals, special offers, and exclusive early access to sales.

Choose primary purpose of your trip (optional)

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This total includes selected items, taxes, and service fees. Unless specified otherwise, rates are quoted in USD. The total cost of your trip may be listed as separate charges on your credit card statement. All Expedia fees are nonrefundable.

Flight	\$268.00
Taxes and fees	\$28.00

BEST PRICE Guarantee  **\$ Total: \$296.00**

Complete this booking

Top hotel destinations

- | | | | | |
|-------------------------|-----------------------|------------------------|------------------------------|-----------------------|
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| Benidorm Hotels | Deauville Hotels | La Quinta Hotels | Phuket Hotels | Trondheim Hotels |
| Burlingame Hotels | Denver Hotels | Miami Beach Hotels | Pittsburgh Hotels | Val d'Isere Hotels |
| Charleston Hotels | Dijon Hotels | Montevideo Hotels | Playa de las Americas Hotels | Venice Hotels |
| Chester Hotels | Dunkerque Hotels | New Haven Hotels | Redmond Hotels | Wiamoura Hotels |
| Cheyenne Hotels | Fort Worth Hotels | New York City Hotels | Salt Lake City Hotels | Virginia Beach Hotels |
| Chiang Mai Hotels | Gallinburg Hotels | Nusa Dua Hotels | San Jose Hotels | Wenatchee Hotels |
| Colorado Springs Hotels | Hauppauge Hotels | Oahu Hotels | Shenzhen Hotels | Wilkes-Barre Hotels |
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Plus sign (+) means taxes and fees are additional.

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Germana Greenberg

From: Hyatt Reservations [HYATT_HOTELS_&_RESORTS@xmr3.com]
Sent: Monday, October 27, 2008 12:49 PM
To: Germana Greenberg
Subject: HYATT PLACE ATLANTA DOWNTOWN Confirmation



**Hyatt Hotels & Resorts
Confirmation**

HYATT PLACE ATLANTA DOWNTOWN
330 PEACHTREE STREET
ATLANTA, GA 30308 UNITED STATES
Hotel Phone Number: 404-577-1980
Hotel Fax Number: 404-688-3706

TO: TESS CLEMONES
SUBJECT: HYATT PLACE ATLANTA DOWNTOWN Confirmation
ATTN: TESS CELMONES

Thank you for choosing Hyatt. Please review the reservation details for accuracy.

Your HYATT PLACE ATLANTA DOWNTOWN confirmation number is 19388495

Guest Profile:

Name: TESS CLEMONES (Nabin)
Address: 2333 BELVEDERE ROAD
WEST PALM BEACH, FL 33406
Phone Number: 5612331600
Email Address: TGREENBE@PBCGOV.ORG
Gold Passport Number:

1 Day

Stay Profile:

Hotel/Resort Name: HYATT PLACE ATLANTA DOWNTOWN
Arrival Date: Saturday, December 13 2008
Arrival Time: 07:30 P
Departure Date: Sunday, December 14 2008
Adults Per Room: 2 adults
Children Per Room: 0 children
Number of Rooms: 1
Rate Per Room:

*159.00
23.85

182.85*

MON	TUE	WED	THR	FRI	SAT	SUN
					159.00	

Currency Confirmed: US DOLLARS
Tax: 7.00%
Occupancy Tax: 3.00%
Other Charges:

Room Description: 2 DOUBLE BEDS
Hyatt Grand Bed:Cozy Corner Sofa:Free WIFI:
42 inch Flat Panel TV:Contl Breakfast

Rate Description: RACK RATE
Regularly published room rates.

Guarantee Type: VISA GUARANTEE
Cancellation Policy: CANCEL BY 3PM EST 24 HOURS PRIOR TO ARRIVAL

Remarks: CANCEL BY 3PM EST 24 HOURS PRIOR TO ARRIVAL
Preferences/Notes: LATE ARRIVAL, NON-SMOKING REQUESTED

Total: 546.25

Customer preferences are forwarded to the hotel with the reservation, but are not guaranteed until check-in. Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

COMPLIMENTARY HIGH-SPEED WI-FI INTERNET ACCESS THROUGHOUT THE HOTEL. FREE CONTINENTAL BREAKFAST EACH MORNING OR FRESHLY PREPARED MENU ITEMS, PREMIUM ESPRESSO DRINKS, ARE AVAILABLE FOR PURCHASE 24 HOURS A DAY. MUST HAVE A VALID CREDIT CARD TO CHECK IN. GATED PARKING \$20/DAY.

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You will receive one additional e-mail message confirming your removal.

As a valuable Hyatt guest, you will also receive a 7 day arrival reminder notice. If you wish to unsubscribe from receiving reminder e-mails for confirmed reservations, please [click here](#). If you have opted-out on a previous confirmation, please disregard this message.

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RESERVATION DETAILS

Confirmation Number: 19388816
Guest Name: GERMANA GREENBURG

Hyatt Regency Atlanta
 265 Peachtree Street Northeast
 Atlanta, GA 30303 US
 Hotel Phone Number: 404-577-1234
 Hotel FAX Number: 404-588-4137
 Hotel E-Mail: Atlantaregency@HyattE-Concierge.com

Check In Date:
 Sunday, December 14, 2008
 Expected arrival time: 06:30 A
Check Out Date:
 Thursday, December 18, 2008

Number of Adults: 2
Number of Children: 0
Number of Rooms: 1

Hotel Check-In Time:
 15:00
Hotel Check-Out Time:
 12:00

Room(s) Booked: 2 DOUBLE BEDS
Room Description: 2double Grand Beds:Mobile work station City/pool view:

Rate Information
 Type of Rate NATL HEAD START
 Prevailing Rate

Additional Tax & Service Charges
 8.00% tax + 7.00% Occ Tax

Changes to the dates of stay, number of guests per room or number of rooms confirmed will be subject to current pricing which may be different than previously confirmed rates.

Nightly Rate per Room
79.00 US DOLLARS December 14,15,16,17

Guaranteed by: VISA GUARANTEE
Cancellation Policy: CANCEL BY 3PM EST 24 HOURS PRIOR TO ARRIVAL

Preferences:
 EARLY CHECK-IN REQUESTED,CONFIRMED NON-SMOKING RM
 Your preferences have been submitted with your reservation and are subject to hotel availability.

1 NT ROOM AND TAX FEE FOR EARLY DEPARTURE THANK YOU FOR CHOOSING HYATT. WE APPRECIATE YOUR BUSINESS.

4 days

~~\$~~ 363.40.

Germana Greenberg

From: Hyatt E-Concierge [Concierge@HyattE-Concierge.com]
Sent: Monday, October 27, 2008 12:51 PM
To: Germana Greenberg
Subject: Hyatt Regency Atlanta Reservation Update Confirmation - GERMANA GREENBURG - 19388816

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Greetings from Hyatt Regency Atlanta,

Your reservation at Hyatt Regency Atlanta has been changed. The details of your reservation are shown below.

Remember, you can still use the new [Hyatt E-Concierge](#) to create a memorable vacation experience. Request spa treatments, golf tee times, make restaurant reservations, and more. Within 24 hours, we'll send back a complete itinerary confirming your requests. Click [here](#) to use the new Hyatt E-Concierge.

We look forward to your Sunday, December 14, 2008 arrival. See you soon at Hyatt Regency Atlanta.

Warm regards,

Joe Hindlsey
General Manager
Hyatt Regency Atlanta

Rep

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

NAME Karen Simpson TITLE Policy Council Parent
DEPARTMENT Community Services DIVISION Head Start/EHS
PHONE # 655-2958 ACCOUNT # DATE 10/23/2008
TRAVEL CONTACT Nicole Muhammad PHONE # 233-1634
DESTINATION (City & State) Atlanta, Georgia
VACATION COMBINED WITH TRIP? YES NO WAS TRIP BUDGETED? YES NO
TITLE OF CONFERENCE/SEMINAR 25th Annual Parent Conference
PURPOSE OF TRIP Business Training Conference/Convention
OUT OF STATE IN STATE IN PALM BEACH COUNTY

Table with 3 columns: Description, ESTIMATED EXPENSES, ACTUAL EXPENSES. Rows include Registration Fee, Transportation (Airline, Private Vehicle, etc.), Lodging, Meals, Per Diem, Miscellaneous, and TOTAL ALL EXPENSES.

TRAVEL APPROVALS:
Traveler's: [Signature] Date 10/24/08
Approving Authority's: [Signature] Date 11-18-2008

REIMBURSEMENT APPROVALS:
Traveler's: [Signature] Date 10/24/08
Approving Authority's: [Signature] 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.

ALT.

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

NAME Cynthia Smith TITLE Policy Council Rep
DEPARTMENT Community Services DIVISION Head Start/EHS
PHONE # 233-1634 ACCOUNT # DATE 10/23/2008
TRAVEL CONTACT Nicole Muhammad PHONE # 233-1634
DESTINATION (City & State) Atlanta, Georgia
VACATION COMBINED WITH TRIP? No WAS TRIP BUDGETED? Yes
TITLE OF CONFERENCE/SEMINAR 25th Annual Parent Conference
PURPOSE OF TRIP: Training
Out of State In State In Palm Beach County

Table with columns: ESTIMATED EXPENSES, ACTUAL EXPENSES. Rows include: Departure/Return dates, Registration Fee, Transportation (Airline, Private Vehicle, County Vehicle, Taxi, Car Rental), Lodging, Meals, Per Diem, Miscellaneous, TOTAL ALL EXPENSES, TRAVEL ADVANCE REQUESTED, Less: Travel Advance, Pymts By County, Pymts By Other Entities, Amount of Reimbursement.

TRAVEL APPROVALS:
Traveler's: Cynthia Smith Date 10/24/08
Approving Authority's: [Signature] Date 11-18-2008

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

* 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.

ALT.

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

NAME Patricia Jacques (262-47-1708) TITLE Policy Council Members/Parent
DEPARTMENT Community Services DIVISION Head Start/EHS
PHONE # 233-1634 ACCOUNT # DATE Oct. 23, 2008
TRAVEL CONTACT Nicole Muhammad PHONE # 233-1634
DESTINATION (City & State) Atlanta, Georgia
VACATION COMBINED WITH TRIP? YES WAS TRIP BUDGETED? YES
TITLE OF CONFERENCE/SEMINAR 25th Annual Parent Conference
PURPOSE OF TRIP OUT OF STATE TRAINING CONFERENCE/CONVENTION

Table with columns: ESTIMATED EXPENSES, ACTUAL EXPENSES. Rows include: Departure/Return dates, Registration Fee (\$450.00), Transportation (Airline \$396.00), Lodging (Sharing room with C. Smith), Meals (Breakfasts \$30.00, Lunches \$60.00, Dinners \$88.00), Per Diem, Miscellaneous (Other \$50.00), TOTAL ALL EXPENSES (\$1,074.00), TRAVEL ADVANCE REQUESTED (\$1,074.00), Less: Travel Advance, Payments By County, Payments By Other Entities, Amount of Reimbursement <REFUND>

TRAVEL APPROVALS:
Traveler's: Patricia Jacques Date
Approving Authority's: Date 11-18-2008

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.