



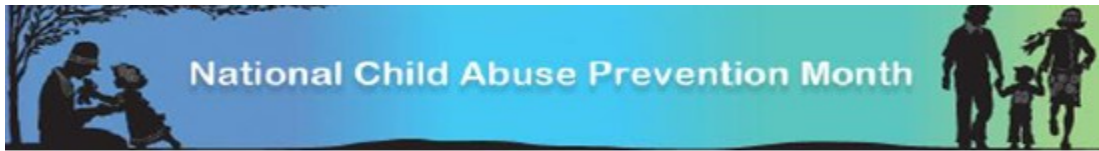
PCI STAFF

FROM: Sharon Small, Ph.D.
DATE: April 9, 2021

RE: CEO MESSAGE



“PCI...Demonstrating Resilience, Commitment and Heart!”



Greetings!

It is difficult to believe it is April! Before we know it, the end of the school year will be here. Much to do yet so little time, but we at PCI are **Resilient, Committed** and have **Heart** in all that we do for our children and families.



Thank you for participating in the Cardboard Kids “Reveal Day” which was Thursday April 1, and all the fun activities further creating awareness about child abuse and neglect and our mission of ending child abuse in San Antonio and Bexar County. Please go to our Facebook page and see all the creative Cardboard Kids from both centers and departments.

Recruitment and Enrollment

PCI Early Learning Centers are excited to welcome new and existing families for the 2021-2022 school year! We will be able to welcome **all** funded enrolled children back to our centers – *there’s space for everyone*. We would like to focus on having **all children** come back **face to face** in the fall. The Centers are safe and there is room for everyone. Please help our Family Service Workers by getting the word out on what PCI and Head Start/Early Head Start has to offer our children and families! We truly are... *“Growing San Antonio’s Tomorrow...Today!”*

Summer School Enrichment

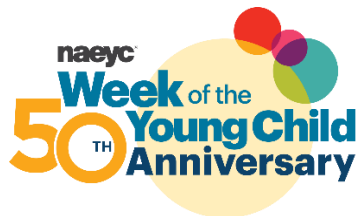
Can you believe school will be over for Head Start in a matter of months! It is time to announce the PCI Summer Enrichment Program! All slots will be face to face for 200 children at nine (9) PCI Early Learning Centers...**Adelina Fritz, Evelyn King, Imperial, Lost Creek, PCI Academy, Pearsall, Place4Life, Terry O’Connor, and W. Hutchins**. Priority will be given to children who are **currently being taught virtual, new enrollees, current enrollees with IEPs/IFSPs, and children transitioning into Head Start, PreK 4 or Kindergarten**.

There will also be a need for Summer School Staff, so information will be coming from HR advertising for the summer employment.

Leadership PCI Class 3



Congratulations to Leadership PCI Class 3 who completed their last in-class session on April 6th! They will now shadow Executive Leadership and complete their project which will be presented to the Executive Panel on May 4th as well as receive their Leadership PCI jacket. The Facilitators and I continue to have high hopes and expectations for each class and look forward to their continued leadership within PCI.



The 2021 Week of the Young Child™ is **April 10-16**. The purpose of the Week of the Young Child™ is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs. Children, especially those from low-income families, need better access to high-quality early childhood programs, such as Early Head Start and Head Start. Here are some facts:

- Research shows that high-**quality** early childhood programs, such as Early Head Start/Head Start and Project Success, help children--especially those from families with low-incomes--develop the skills they need to succeed in school. However, most programs in the United States are rated mediocre, and fewer than 10% meet national accreditation standards. Across the nation childcare fees average \$4,000 to \$10,000 per year, exceeding the cost of public universities in most states. Yet nationally only 1 in 7 children who are financially eligible for childcare subsidies is being served, and only 41% of 3 and 4-year-old children living in poverty are enrolled in preschool, compared to 58% of those whose families have higher incomes.
- Communities are becoming increasingly diverse and for early childhood educators to be effective they must be sensitive and responsive to children's cultural and linguistic backgrounds.

Though we do this daily, let us focus our attention on the needs of young children and their families during the week of 10-16. Plan to invite a virtual special guest to read to children!



S.T.R.E.A.M. Day – The Solar System

In conjunction with the Week of the Young Child, join the STREAM Dream Team on April 13, 2021 for STREAM Day at our Early Learning Centers! Congratulations to West Hutchins Early Learning Center for winning the S.T.R.E.A.M. big Solar System Project competition! Their prize... a live presentation from the S.T.R.E.A.M. Dream Team on April 13, 2021! W. Hutchins had the most parent participation. Way to go to ECC, Mrs. Zella Burns and the W. Hutchins “Caring Bears” Staff, for their hard work and participation!

The objective of STREAM day is to raise awareness and expose our children, at an early age, to the importance of Science, Technology, Reading, Engineering, Arts and Math! Children and Staff are asked to dress like a superhero on the 13th. If you have not seen the Solar System video, click on the link. You will be impressed! <https://youtu.be/RI7bD7AZ9uk>

Remember to Nominate a Teacher and Teacher Assistant!



The Training Department has sent out nomination criteria digitally to help determine who will be nominated from each center for teacher and teacher assistant (if applicable) of the year! The link has been sent to all ECCs, Teachers and Teacher Assistants from the Education/Training Department to nominate. ***You may only nominate from your center only.*** All nominations should have been submitted by **April 1, 2021**. Once again, I would like to recognize the Education/Training Department and in particular our Distance Learning Facilitator, for a job well done. I look forward to hearing who our 2020-2021 nominees are!

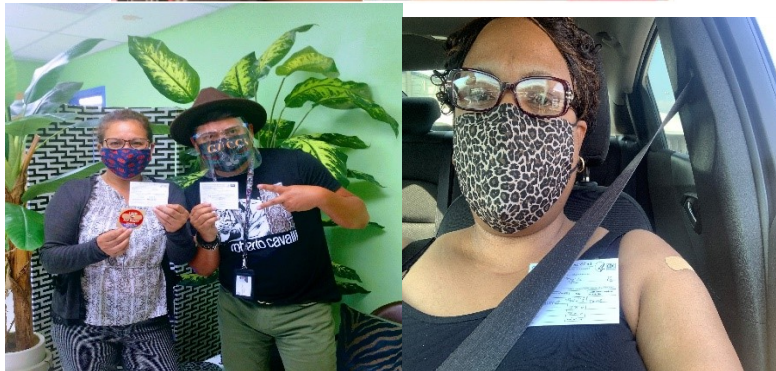
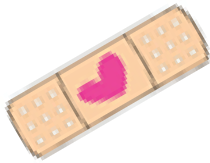
Countdown to Becoming a Top Workplace



PCI is being **nominated** for the **Top Workplace** Award! **The award is proof-positive we really put our people first.** Everyone within the agency will play a vital role in PCI becoming a Top Workplace Winner. Starting the evening of **Thursday, April 15th**, all PCI employees will receive a survey invitation sent to your emails. If you fill out the survey in the first couple of

days, you will only get one email. Those who do not **immediately** fill out the survey could get up to three additional reminder emails during the following weeks. The survey timeframe for the Top Workplace Award is from **April 15, 2021 – April 30, 2021**. Please be sure you check your email daily. It is vital that we get participation from all employees who have an email. Let's make PCI a Top Workplace! If you experience difficulties while taking the survey, please contact Mrs. Debra Bedoy at dbedoy@pcitx.com.

COVID-19 Vaccine – It Doesn't Hurt!



PCI's COVID-19 Vaccine Campaign continues! Please go to our **facebook page** to view and become more informed. Have **you** scheduled your COVID-19 vaccine appointment? Anyone interested in taking the **Johnson & Johnson** vaccine can seek out the Madonna Center for their vaccine activity on **April 13th**. Times are not available as of yet, but you can call the center or contact Mrs. Catherine Padilla-Ortas by emailing her at cpadilla@pcitx.com to get more information. I encourage all staff of PCI to take the vaccine. You're not only saving your life, you're saving the lives of others around you.



Applications Being Accepted for Leadership PCI Class #4

It is time to apply for 2021-2022 Leadership PCI! To apply, please review below.

Admission: Minimum criteria for admission to the Leadership PCI program includes:

- Committed to the Mission and Vision of PCI
- Educational experience (Work experience can be substituted for educational experiences)
- Desire to pursue a career within PCI
- Spring project – must be able to participate after hours and on projects through June 2021 (no overtime pays or stipend)
- Evidence of no disciplinary action within the last 2 years as outlined in the employee handbook
- Excellent written and oral communication skills

Admissions Packet

I. Cover Letter - cover letter addressed to the Leadership PCI Selection Committee in which they request consideration of their candidacy and discuss why they are interested in a leadership role.

II. Resume - resume containing the following information in the order specified:

A. Personal Data – full name, home address & telephone number, site address & telephone number, and any other personal data they wish to include.

B. Formal Education – chronological listing of formal education, including degrees and certificates awarded, dates completed, and name and location of awarding institution.

C. Employment History – complete work history since graduation from high school, in reverse order from pre-sent position held.

D. Professional & Civic/Community Service - significant service to the agency and civic/community organizations. A listing of civic/community service projects [volunteer organizations, i.e., SAAEYC, Texas Head Start Association, church, child's school, college organizations and agency wide professional development activities; half-day or longer] during the last 3-5 years, indicating topic, date, length, and role [i.e., participant, presenter, facilitator].

III. Professional References – names and addresses of three (3) persons familiar with their work from whom an evaluation of their leadership skill and potential may be obtained. If they are a teacher, their list must include:

(1) their ECC and (2) their department/education specialist or Assistant or Division Coordinator. Applicants from departments must include their department director. Other references must have

firsthand knowledge of their Recent leadership activities [e.g., specialists, college supervisors, colleagues from their site or department].

VI. Employee Evaluation - copy of your last two (2) evaluations.

Deadline: Due before/on **Monday, May 10, 2021** by 5:00PM via email or mail in a sealed envelope to:

Debra Bedoy c/o Leadership PCI
7815 Mainland Dr.
San Antonio, TX 78250

If you have any questions, feel free to contact Debra Bedoy at dbedoy@pcitx.com.

**An informational meeting hosted by former members of Leadership PCI will be held at a date to be determined.*



Don't forget there are two very important Advisory Meetings coming up:

22- Transition Education Advisory Meeting

28 – Health/Nutrition Advisory Meeting



It is important that I acknowledge the fine work staff are doing each day on behalf of Parent/Child Incorporated. In one way or another, all PCI staff should feel good each day when they leave knowing that they have accomplished at least one thing that has affected positively the lives of our children and families to satisfy our Mission. *Way to go* to each of you **and** the following:

- Mrs. Zella Burns and the W. Hutchins staff on being the prize winner for the Solar System Contest!
- Connie Murphy and the STREAM Dream Team Cast Video on *The Solar System!*
- Leadership PCI Class #3 completing all class sessions!
- Excellent ideas from PCI Executives, Cabinet and Leadership PCI members on COVID-19 and Beyond!
- Facilities and Custodial Staff assisting with Imperial and W. Hutchins renovations!

- CACFP and Day Homes Staff assisting with meal runs!
- All Leadership PCI Class 3 Presenters!
- Reopening of Imperial and W. Hutchins and receiving 100% Compliance!
- Family Service Workers continuing recruitment/enrollment activities!
- Ms. Janie Pulliam becomes a bride on April 10, 2021!

“PCI...Demonstrating Resilience, Commitment and Heart!”



Please make note of
***April * May* *June Events**
 (Note: Event date and times are subject to change)

APRIL

COMMUNITY ASSESSMENT MONTH



PERFORMANCE EVALUATION CYCLE TIMELINE

| | | | |
|----------------|---------------------------------------|---------------------------|-------------------------|
| JAN 18– APR 16 | 5. Continue Observing Job Performance | COACH FOR SUCCESS | SUPERVISOR |
| APRIL 1 - 16 | 6. Self-Evaluation | EMPLOYEE SELF-EVALUATION | SUPERVISOR AND EMPLOYEE |
| APRIL 23 | 7. Portfolios | EMPLOYEE SUBMIT PORTFOLIO | EMPLOYEE |

APRIL * ECC Nomination Committee Site Visit* Partnership/Volunteer Awards and Recognitions* Kids Day at the Park* Child Abuse Awareness *Community Assessment *Week of the Young Child * Daily/Weekly Compliance Debriefing, Center Visits – Class * Health & Wellness Fair*

April

- ❖ 1 – April Fools’ Day
 - Cardboard Kids Reveal Day!
 - Executive Team Meeting
 - Champions *fore* Charity Ends
 - **EHS-CCP & Expansion Application due**
 - Community Assessment Timeframe

- Teacher and Teacher Assistant Nominee Information Due
- ❖ 2 – Good Friday Holiday/ Centers & Offices Closed
 - Payday
- ❖ 4 – Easter
 - Passover ends
- ❖ 5 – 9 TDA Review (CACFP) Guidance Letter
- ❖ 6 - Leadership PCI Session VIII – Human Resources/Fiscal 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 7 – Miranos – 9:00
- ❖ 8 - Executive Team Meeting
- ❖ 9 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 12 - New Staff Orientation
- ❖ 12 -16 -Week of the Young Child
- ❖ 13 – S.T.R.E.A.M. DAY – dress like a superhero
 - CEO/Fiscal Budget Meeting
- ❖ 14 – Policy Council Meeting
- ❖ 15 – Tax Day
 - Executive Team Meeting
 - Top Workplace Launch (survey sent to staff)
- ❖ 16 – Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 20 – 22 National Head Start Conference - Virtual
- ❖ 20 – Board of Directors Meeting
- ❖ 21 – Administrative Professionals’ Day
- ❖ 22 -Transition/ Education Advisory Board Meeting
 - Earth Day
 - Executive Team Meeting
- ❖ 23 - Student /Staff Holiday /Centers & Offices Closed
- ❖ 28 – Health/Nutrition Advisory (Virtual)
 - Early Release 11:45
- ❖ 29 – Executive Team Meeting
 - SF-425 Semi-Annual Report Due HS/HSII/EHS/EHSII
 - SF-425 Final Annual Report Due HS/HSII/EHS/EHSII
 - Federal Cash Transaction Report Due
- ❖ 30 – Arbor Day
 - Payday
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
 - Teacher/Teacher Assistant Nominees Announced
 - Top Workplace Ends (last day to submit survey)

MAY

PERFORMANCE EVALUATION CYCLE TIMELINE

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| MAY 3 – MAY 14 | 8. Annual Written Performance Evaluation | PREPARE WRITTEN PERFORMANCE EVALUATION | SUPERVISOR |
| MAY 17 – MAY 28 | 9. Formal Performance Evaluation | CONDUCT ANNUAL PERFORMANCE CONFERENCE | SUPERVISOR |

MAY *National Physical Fitness & Sports Month *Teacher Appreciation Week *Nurse Appreciation Week * ECC Nomination Committee Site Visit Quarterly Parent Gazette *EHS / HS Transition Ceremony*Quarterly Strategic Plan Update*Single-wide Audit Month **Monthly Events:** * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – CLASS

May

- ❖ 3 - 7 – Teacher Appreciation Week
- ❖ 3 - 7 -Child Nutrition Appreciation Week
- ❖ 4 – National Teacher Day
 - Leadership PCI Session IX – Leadership Panel Q & A 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
 - Meeting with Top Workplace
- ❖ 5 – Cinco De Mayo
- ❖ 6 – National Day of Prayer
 - National Nurses Day
 - Executive Team Meeting
- ❖ 7 - Teacher of the Year Recognition
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 9 – Mother’s Day
- ❖ 11 - CEO/Fiscal Budget Meeting
- ❖ 12 – Policy Council Meeting
 - New Staff Orientation – Zoom
 - Head Start Consortium Meeting Zoom 8:30 – 10:30
- ❖ 13 - Executive Team Meeting
- ❖ 14 - Payday
 - Human Resources Newsletter
 - Computer Training Graduation and Luncheon Mainland 9:00 a.m. -1:00 p.m.
- ❖ 15 – Armed Forces Day
- ❖ 17 - Distribute Layoff Letters (Head Start Staff)
- ❖ 18 - Board of Directors Meeting
- ❖ 19 – Early Release 11:45
 - Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
- ❖ 20 - Executive Team Meeting
- ❖ 21 - Data Assessment & Accountability Initiative Meeting
 - CPR/First-Aid Class-3:00-Fenfield

- ❖ 27 - Executive Team Meeting
- ❖ 28 – Payday
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
- ❖ 31 – Memorial Day Holiday/ Centers & Offices Closed

JUNE

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|--------|---|---|------------|
| JUNE 1 | 10. Performance Evaluation completed on all employees | SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES | SUPERVISOR |
|--------|---|---|------------|

JUNE *Center Transition Day*No Board or Policy Council Meeting this month*input Male Recognition Event *Fire & Property Insurance bid* Executive Planning Retreat*Day Home Provider Recruitment **Monthly Events:** * Daily/Weekly Compliance Debriefing, *Important Information

June

- ❖ 1- 4 EHS/CCP Directors ZOOM calls
- ❖ 1 - PERFORMANCE EVALUATIONS DUE TO HR
 - Leadership PCI Class Dinner
- ❖ 2 – Miranos 9:00 a.m.
- ❖ 3 - Last day for Head Start
 - Transition Ceremonies
- ❖ 4 – Bad weather make-up day/Staff Workday
- ❖ 7 - First Day of Summer Dress Code
- ❖ 8 - CEO/Fiscal Budget Meeting
- ❖ 10 - 11– CEO Virtual Planning Retreat
- ❖ 11 - Payday
- ❖ 14 – Flag Day
- ❖ 17 - Executive Team Meeting
- ❖ 19 – Juneteenth
- ❖ 20 – Father’s Day
- ❖ 21 – Summer Begins
- ❖ 24 - Executive Team Meeting
- ❖ 25 – Payday
- ❖ 30 - EHS-CCP Fiscal Year Ends
 - EHS Children Recognition Day

Steve Jobs said it best when he said...

“Great things in business are never done by one person, they’re done by a team of people.”

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