

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: May 24, 2021
RE: CEO WEEKLY MESSAGE



Memorial Day is May 31, 2021

Greetings All,

I hope your weekend was a great one. We have rain on the way, so stay safe. Remember... "Turn Around, Don't Drown..." it's true!




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The Centers for Disease Control and Prevention (CDC) announced that fully vaccinated Americans no longer need to wear masks or social distance in most indoor and outdoor settings, regardless of gathering size. This followed the CDC's approval for children between the ages of 12 and 15 to receive the Pfizer vaccine. It is up to businesses at this point as to if they want to follow the mandate. Governor Abbott has also put out an Executive Order announcing basically the same. We are currently working on some things to continue to keep PCI children and staff safe. Until further notice, **PCI will require all staff and children, of the appropriate age, to continue wearing masks.** The main reason we must continue to be vigilant is for the safety of our children and each other. I continue to strongly encourage all PCI employees to get the vaccine. It's for everyone's safety that you come in contact.


IT DOESN'T HURT!



Congratulations to our Head Start, Early Head Start Teacher, and Teacher Assistant of the year as we celebrated the **14th Annual Teacher of the Year and Teacher Assistant of the Year Awards and Recognitions!** Way to go! If you have not seen the video of the PCI version of the *Academy Awards* via *YouTube*, please click on the link below.

 **PARENT / CHILD INCORPORATED**
(PCI) OF SAN ANTONIO & BEXAR COUNTY

Presents
The 14th Annual

 **TEACHER OF THE YEAR**

Teacher Assistant of the Year
2020-2021

Recipients

<https://www.pciinc.com/pci-early-head-start/>
EHS Teacher – Rebecca Melendez – W. Hutchins ELC

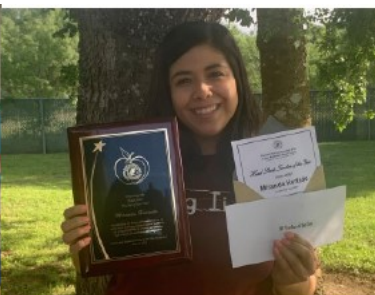
HS Teacher – Miranda Hurtado – Evelyn L. King ELC

Teacher Assistant – Anna Flores – Evelyn L. King ELC

Retirees

<https://www.pciinc.com/pci-headstart/>
Marisela Figueroa – Cook Supervisor

PCI - Growing San Antonio's Tomorrow... Today!



<https://www.youtube.com/watch?v=VKwWphR-ccQ>

There are so many people we need to thank for making this a success for our Teaching Staff, so I'll just say thank you to all who made this a success. You know who you are! *Though they were not able to join our Teacher and Teacher Assistant Celebration, a heartfelt appreciation is extended to the **Guest Speakers** who shared a video message to all nominees: Guest for EHS Nominees – Mrs. Claudia Castillo-Magallanez; for HS Nominees- Ms. Nicole M. Cathey; for HS Teacher Assistant Nominees – Ms. Terri Galloway. We thank you for accepting the invitation. Way to go!*



PCI also celebrated and honored a very special person, Mrs. Marisela Figueroa, on her Retirement from PCI after 30 years of service! Please click on the link below to view the celebration! Thank you, Mrs. Figueroa, for your service and dedication to PCI!

<https://youtu.be/rVTY1hoqrdM>

Our Health Care Team is Awesome!



Shown with their Supervisor in the middle, Mrs. May Doxie, a special thank you to Ms. Virginia Ledesma, RN (far right) and Mrs. Angie Rodriguez (far left) as well as Mr. Ryan Garza (not shown) for sharing their expertise by caring for our children. Thank you for being an awesome team!

Happy Birthday, Head Start!



Now it's time to celebrate with NHSA as **Head Start turns 56 years old and Early Head Start turns 26 years old**. A few years ago, we had an exciting celebration at Aggie Park. This year we will leave it up to each of you to determine how you would like to celebrate this awesome creation that has given so many children and families an

opportunity since 1965. Happy Birthday Head Start and Early Head Start and may you continue for many decades to come!

Leadership PCI Class 4 Informational Zoom Meeting

The May 20th Leadership PCI Informational meeting for interested candidates for Class 4 was a success! Thank you to all attendees and to Class 3 participants Sylvia Leija, Jennifer Coronado, Carla Mandujano and Lisa Sifuentes for sharing their leadership experiences with potential candidates. The deadline for all applications has been extended, once again, to Friday, May 28, 2021 by 12:00 p.m. noon. We want to give everyone a chance to get their paperwork in. We look forward to having another exciting group as we kickoff the 2021-2022 school year! Please send application information to Debra Bedoy at dbedoy@pcitx.com. *Please see application information at the end of this CEO Message.*

Fatherhood (Male) Initiative Virtual Meeting a Success

The PCI Male Initiative Meeting was held May 19, 2021 virtually. There were 21 men in attendance! The Guest Speaker was **Mr. Rey Saldana**, President and CEO of Communities in Schools and former City Council member. He shared great information to the attendees regarding “How fathers can be positive role models in their child’s education.” Way to go to our ECCs and Family Service Workers for promoting the meeting. Also, special thanks to Mr. Joe Segura and Mr. Jesse Diaz for spearheading this meeting. Great job all!



Computer Training Graduation



Congratulations to the *2021 and our first Computer Training Graduation Class* for PCI! I commend the ECCs for their voice of encouragement, their leadership of being flexible and never quitting, and their quest to move forward for the next computer training adventure. They are setting strong examples for their staff, parents, families and the community. Most importantly, they have set high standards of success for themselves. The Most Improved Student Award was awarded to **Mrs. Zella Burns**, ECC at West Hutchins Early Learning Center! A special thanks goes out to the Computer Training Founder, Ms. Connie Murphy, and her extremely capable and computer literate Assistant, Mrs. Stacy Almendarez, ECC at the Leadership Academy! Thank you FIOSTA CEO, Mr. Dave Cruz, for helping with the graduation ceremony!

100% Face to Face Teaching and Learning for 2021-2022

The Office of Head Start is expecting **all** Head Start and Early Head Start programs to fully return to and provide in-person comprehensive services for all enrolled children. We must also be fully enrolled. More information will be coming to assure we are ready to go. Believe it or not, before this announcement came out from the Office of Head Start, PCI had already begun plans to have services face to face beginning this summer. Research shows

children learn best when provided in person teaching. We're in the business of providing high quality education and services, so being in person fares well with our mission. We can do this!

Transition/Graduation 2021



It's graduation time all over the United States! There will be degrees, certificates, diplomas, and GEDs being handed out to the graduates of 2021. Our Transition Ceremonies will all take place on the 3rd of June.

Congratulations to our PCI **High School Graduates of 2034!**



Are you or someone in your family graduating? If you answered yes, information will be forthcoming so you can share the excitement with PCI. Just as you are proud of yourself or your family members, PCI is proud of you as well. We're a family! Please email Elizabeth Rodriguez at erodriguez@pcitx.com to share your excitement. You will see it in the next CEO Message!



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:

- Welcome to our new Receptionist – Ms. Danae Guzman
- Computer Training Graduates and Ms. Connie Murphy
- Male Initiative Meeting (ECCs, FSWs, Joe Segura, Jesse Diaz)
- Continue to use the Brady Environmental Resource Center – It's for you!
- Leadership PCI Class 4 Information Session
- CACFP Review
- Happy 56th Birthday Head Start and 26th Birthday Early Head Start!
- Happy Memorial Day!

Applications Being Accepted for Leadership PCI Class #4 – Deadline May 28th 12:00 noon.

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 17, 2021** by 5:00PM via email to dbedoy@pcitx.com or mail in a sealed envelope to:

Debra Bedoy c/o Leadership PCI

7815 Mainland Dr.

San Antonio, TX 78250

A Day of Remembrance



Monday, May 31st is Memorial Day. It commemorates U.S. soldiers who died while in the military service. First enacted to honor Union soldiers of the American Civil War, it was extended after World War I to honor Americans who have died in all wars.

Begun as a ritual of remembrance and reconciliation after the Civil War, by the early 20th century, Memorial Day was an occasion for more general expressions of memory, as people visited the graves of their deceased relatives, whether they had served in the military or not.

Today Memorial Day is celebrated across the United States. Regardless of where it originated, it is an important holiday that remembers those that died for the country and serves to remind people of the costly price of war.

If you own a flag, join San Antonio and the nation in flying your flags at half-staff on Monday, May 31, 2021 in honor of Memorial Day, which is a day on which those who died in active military service are remembered. I have also attached information on how to correctly display the American Flag.

Have a safe Memorial Day weekend and thank you for what you **all** do each day for the children, families, and the communities in which you serve.

Regards,
Dr. Sharon Small

How to Properly Display the Flag

There can be confusion and questions about how to properly wear and display the American flag, especially around the summer holidays of Memorial Day and July 4th when many people want to display a flag.

Here is what the law says about using the American flag properly (PDF):

- The flag should never touch anything beneath it, such as the ground, the floor, water or merchandise.*
- The flag should never be used as wearing apparel, bedding or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free.*
- No part of the flag should ever be used as a costume or athletic uniform.*
- The flag should never be used as a receptacle for receiving, holding, carrying or delivering anything.*
- The flag should never be carried flat or horizontally, but always aloft and free.*
- The flag should not be draped over the hood, top, sides or back of a vehicle or of a railroad train or a boat.*



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



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

MAY

PERFORMANCE EVALUATION CYCLE TIMELINE

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

- ❖ 10 - Teacher of the Year Recognition (Early Head Start Teacher Nominees)
- ❖ 11 - Teacher of the Year Recognition (Head Start Teacher Assistants Nominee)
 - CEO/Fiscal Budget Meeting
- ❖ 12 – Policy Council Meeting
 - New Staff Orientation – Zoom
 - Head Start Consortium Meeting Zoom 8:30 – 10:30
- ❖ 13 - Teacher of the Year Recognition (Head Start Teacher Nominees)
 - Executive Team Meeting
- ❖ 14 - Payday
 - Human Resources Newsletter
- ❖ 15 – Armed Forces Day
- ❖ 17 - Distribute Layoff Letters (Head Start Staff)
 - New Leadership PCI application deadline date
- ❖ 18 - Board of Directors Meeting
- ❖ 19 – Early Release 11:45
 - Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
- ❖ 20 - Executive Team Meeting
 - Computer Training Graduation and Luncheon Mainland 10:00 a.m. -11:00 a.m. - Lunch
 - Leadership PCI Class 4 Informational Zoom Meeting 4:30 p.m.
- ❖ 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

JUNE 1	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR
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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 – Mainland 4:30 p.m.
- ❖ 2 – Miranos 9:00 a.m.
- ❖ 3 - Last day for Head Start
 - Transition Ceremonies
- ❖ Last reporting day for PIR – HS/EHS/EHS-CCP
- ❖ 4 – Bad weather make-up day/Staff Workday
- ❖ 7 - First Day of Summer Dress Code
 - CACFP Review begins
 - First day of Head Start Summer Enrichment - *7:30 a.m. – 2:45 p.m.
- ❖ 8 - CEO/Fiscal Budget Meeting
- ❖ 10 - 11– CEO Virtual Planning Retreat
- ❖ 11 - Payday
- ❖ 14 – Flag Day
- ❖ 17 - Executive Team Meeting
- ❖ 19 – Juneteenth/Fiesta
- ❖ 20 – Father's Day
- ❖ 21 – Summer Begins
- ❖ 24 - Executive Team Meeting
- ❖ 25 – Payday
- ❖ 30 - EHS-CCP Fiscal Year Ends
 - EHS Children Recognition Day

JULY

JULY *Family Service Workers return *Health Insurance bid *Food bid process *Planning Materials to GB/Shared Governance Meeting *Strategic Planning (Staff) *Region VI Board Meeting **Monthly Events:** * Daily/Weekly Compliance Debriefing, * Important Information
JULY

- ❖ 2 – Last day of Summer Enrichment Program
- ❖ 4 – Independence Day
- ❖ 5 – Independence Day (observed)-Holiday/ Centers & Offices Closed
- ❖ 5 - 9 – Early Head Start Vacation Timeframe
- ❖ 12 – EHS Services Resume
- ❖ 13 - CEO/Fiscal Budget Meeting
- ❖ 20 – Shared Program Governance and Planning Session
- ❖ 25 – Parents’ Day
- ❖ 29 - SF-425 Semi-Annual Report Due EHS-CC
 - PMS Federal Cash Transaction Report Due
 - SF-429 with Attachment A
- ❖ 30 - Paycom IRS 941/TWC Reports Due
 - EHS Children Recognition Day

2021-2022

AUGUST

*Quarterly Strategic Plan Update *Day Home Provider Recruitment
*Quarterly Parent Gazette * Weekly Message
Monthly In-kind Enrichment Event
August

- ❖ 5 - Executive Team Meeting
- ❖ 7 - Enrollment due to OHS
- ❖ 12 - Executive Team Meeting
 - Monthly Budget Review
- ❖ **Trainings: 8:00 – 11:30 and 1:00 – 3:30**
 - Monday, August 2
 - Wednesday, August 4

- Monday August 9
 - Tuesday August 10
- *****

- ❖ 13 - *Last Day for Summer Dress
- ❖ Preservice 8:00 – 11:30 and 1:00 – 5:00
 - Monday August 16 – Thursday August 20

❖ 23 – First Day Back to School

❖ 10 - Executive Team Meeting

❖ 17 - Executive Team Meeting

❖ 18 - *Last day for summer dress

❖ 17 - PIR due to CEO for Review and to Input in HSES

(Dates below are being provided to help you plan your days based on the policies of the agency)

September

- 6 - Labor Day

October

- 11 – Student Holiday/Staff Development

November

- 22 - 26 Thanksgiving Break

December

- 20 – 31 – Winter Break

January

- 17 – Martin Luther King, Jr. Day

February

- 21 - Student Holiday/Staff Development/Bad Weather Makeup Day

March

- 14 – 18 Spring Break

April

- 8 – Battle of Flowers
- 15 – Student Holiday/Good Friday

May

- 30 – Memorial Day

June

- 2 – Last Day of School for Head Start
- 7 – Summer School Enrichment Begins (2022)

July

- 2 – Summer School Enrichment Ends
- 4 – Independence Day
- 5 – Independence Day Holiday Observed
- 5 – 9 Early Head Start Vacation Timeframe

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.”

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