



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: May 7, 2021
RE: CEO WEEKLY MESSAGE

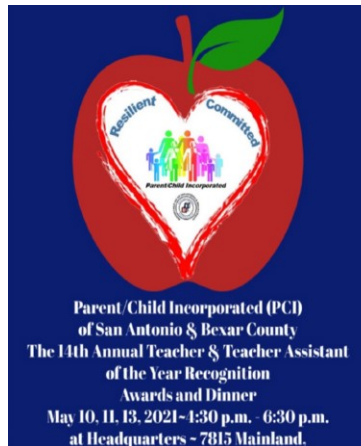
Celebrate Head Start's 56th Birthday and Early Head Start's 26th Birthday!

Greetings and **HAPPY MOTHER'S DAY** Sunday, May 9, 2021!

What a busy yet fruitful time we have had in April and the beginning of May! *Teacher Appreciation, Nutrition Appreciation, Nurse/Health Care Team Appreciation!* **We will also experience the 14th Annual Teacher of the Year and Teacher Assistant of the Year Celebration!** Way to go, PCI!



Teacher Assistant of the Year Recognition Awards and Dinner



Beginning Monday, **May 10th** and on **Tuesday May 11th** and **Thursday May 13th**, we will celebrate our **14th Annual Early Head Start and Head Start Teachers of the Year** as well as **Teacher Assistant of the Year** at our **Mainland Headquarters!!** What an exciting event for Parent/Child Incorporated! There will be a guest speaker for each event and most importantly the announcement of the **Teacher and Teacher Assistant of the Year!**

Monday, May 10, 2021	Early Head Teacher Start Nominees – 4:30 p.m. – 6:30 p.m.
Tuesday, May 11, 2021	Head Start Teacher Nominees – 4:30 p.m. – 6:30 p.m.
Thursday, May 13, 2021	Head Start Teacher Assistant Nominees – 4:30 p.m. – 6:30 p.m.

Congratulations to our nominees! To be nominated to represent your center is an honor and to be chosen to represent the agency is incredible! I hope to see all ECCs and their nominees at each event when applicable.

PCI's Nurse's Day



A heartfelt "Thank You" is extended to our **Wonderful Nurse, Ms. Virginia Ledesma, RN** and our **dedicated Health Care Specialists, Ms. Angie Rodriguez and Mr. Ryan Garza** who celebrated *PCI's Nurse's Day* on the 6th! We appreciate you! It takes special people to be a nurse.

Top Workplace

Thank you, PCI staff, for participating in the Top Workplace Award! We have not received the official notification, but based on the meeting held earlier this week, PCI will be awarded the Top Workplace Award! Some of the highlights of the award included scoring higher than those in our work category and even scoring higher than some of the fortune 500 organizations nationally! Thank you, PCI. This award, if we receive it, will only make us work even harder to maintain that status. Also, thank you, Mrs. Debra Bedoy for providing the Top Workplace information needed.

Leadership PCI Class 3



Congratulations to Leadership PCI Class 3 who completed their projects and presentations Tuesday May 4, 2021! What an awesome job they did in presenting! Each project enhances a significant part of the agency. Please note their projects:

- **EUNICE VELAZQUEZ** – DUAL LANGUAGE LEARNERS/ CLASSROOM TEACHERS
- **SYLVIA LEIJA** – PTO SHARING
- **LISA SIFUENTES** – ELECTRONIC COVID-19 QUESTIONNAIRE
- **MONICA RODRIGUEZ** – VIRTUAL TOUR OF CENTERS
- **CARLA MANDUJANO** – DIGITAL MONITORING
- **JENNIFER CORONADO** - PCI INTERNSHIP ACADEMY
- **GREGORY FLORES-JOHN**– EXPRESSING TRAUMA THROUGH EXPRESSIVE ART
- **MICHELLE ZAMORA** – PCI POSITIVE STORY SHARE

Class #3 will officially receive their Leadership PCI jackets on June 1, 2021 at the class dinner. Also, much appreciation goes out to the Facilitators and Executives for sharing their expertise with the class at each session. The Facilitators and I continue to have high hopes and expectations for each class and look forward to their continued leadership within PCI.

Happy 56th Birthday Head Start and 26th Birthday Early Head Start!

May is Head Start and Early Head Start's birthday! This year, Head Start turns 56 and Early Head Start turns 26. "It's almost like Early Head Start is Head Start's child that's all grown up and ready to be independent and stand on its own two feet." Now, that's a thought! Head Start has been a way for children to find access to quality care, and families to find the support they need. Early Head Start came along 26 years ago and opened that up to pregnant women and infants through age three. Early Head Start has the ability to intervene early, to really influence moms while they're pregnant, and support that whole process to see a real streamlined support system for children and their families until children go to school. The Office of Head Start is now bringing Early Head Start to the forefront. They want to make sure those who are serving Early Head Start

programs get the support it needs. Because in the rise of Early Head Start there may be a need to convert Head Start slots to Early Head Start slots. OHS is willing to support if we choose to do so. So Happy Birthday Head Start and Early Head Start! We love what you do for children and families!

The Following are Reminders:

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

PCI's Summer Enrichment Program will begin June 7, 2021! 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**.

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 17, 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 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.*



Get the COVID-19 Vaccine...It Doesn't Hurt!

If you have had the Vaccine, there are activities that you can enjoy without worrying about catching COVID. The chart below shows how much more those who have had the shot can enjoy than those who have not. Please see below. Remember... taking the shot "doesn't hurt." It saves lives.

NEW COVID-19 GUIDELINES

Choosing Safer Activities

	Unvaccinated People	Your Activity	Fully Vaccinated People
		Outdoor	
Safest		Walk, run, or bike outdoors with members of your household	
		Attend a small, outdoor gathering with fully vaccinated family and friends	
		Attend a small, outdoor gathering with fully vaccinated and unvaccinated people	
Less Safe		Dine at an outdoor restaurant with friends from multiple households	
		Attend a crowded, outdoor event, like a live performance, parade, or sports event	
Least Safe			
		Indoor	
Less Safe		Visit a barber or hair salon	
		Go to an uncrowded, indoor shopping center or museum	
		Ride public transport with limited occupancy	
Least Safe		Attend a small, indoor gathering of fully vaccinated and unvaccinated people from multiple households	
		Go to an indoor movie theater	
		Attend a full-capacity worship service	
		Sing in an indoor chorus	
		Eat at an indoor restaurant or bar	
		Participate in an indoor, high intensity exercise class	

Get a COVID-19 vaccine



Prevention measures not needed



Take prevention measures

Fully vaccinated people: wear a mask
 Unvaccinated people: wear a mask, stay 6 feet apart, and wash your hands.

- Safety levels assume the recommended prevention measures are followed, both by the individual and the venue (if applicable).
- CDC cannot provide the specific risk level for every activity in every community. It is important to consider your own personal situation and the risk to you, your family, and your community before venturing out.

July Plans

If you are an Early Head Start staff and will be working this summer, we will be closed for what is being called the **EHS Vacation Timeframe from July 5 – July 9**. It is highly recommended that EHS staff save at least 32 hours of PTO since July 5th is the Independence Day Holiday. This will allow you to have the week off **with pay!** Please see your supervisor or contact the HR department if you have questions. This pertains to EHS staff only since EHS is a year-round program.

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.



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!



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:

- Leadership PCI Class #3
- Nurse and Health Specialist Staff
- All Teaching Staff
- Facilities and Custodial Staff
- CACFP and Day Homes Staff assisting with meal runs!
- Nutrition Staff
- Family Service Workers continuing recruitment/enrollment activities!
- Staff preparing for the Teacher of the Year Awards and Dinner
- Happy 56th Birthday Head Start and 26th Birthday Early Head Start!
- Happy Mother's Day!



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



Please make note of

* May *June 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

- ❖ 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 3:45 p.m.
- ❖ 5 – Cinco De Mayo
- ❖ 6 – National Day of Prayer
 - National Nurses Day
 - Executive Team Meeting
- ❖ 7 - Teacher of the Year Recognition (rescheduled)
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 9 – Mother’s Day
- ❖ 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)

- ❖ 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 9:00 a.m. -1:00 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
- ❖ 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
 - 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

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!”