

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: June 2, 2021
RE: CEO MESSAGE - End of Head Start School Year



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Greetings!

We are closing in on another unprecedented school year for Parent/Child Incorporated but looking forward to 2021-2022 with high expectations and promise! We have so much to be thankful for so here is a few highlights of the year: We were successful with the **Federal Reviews Focus Area 2** and received exciting comments both verbally and in writing because of the quality of our agency. We completed **Leadership PCI Class #3** with an amazing group and looking forward to the **fourth class** as we continue our mission for PCI. We had the first **ECC Technology Graduation** where our ECCs are becoming more proficient and comfortable with the use of technology. We are excited about our **Summer School Enrichment Program** and opening face to face 100% for school year 2021-2022. We implemented the **Distance Learning Facilitator** position and purchased **Chromebooks** for our children to receive instruction virtually. Going forward, we will continue to utilize technology not as a means for virtual instruction, but to enhance skills at home for both children and their families. We also announced the winners of **Teacher** (HS and EHS) and **Teacher Assistant of the Year** (HS) which we were unable to do last year due to the Pandemic.

The best term that comes to mind about each of you is “flexible!” Our theme of being *Resilient, Committed and doing it all from the Heart* fits each of you well. You have been receptive to changes we have literally been forced to make and have hung in there with us for the betterment of our children and families. I cannot thank you enough. There’s a saying “that that does not kill us, makes us stronger.” Yes, it’s been much, but we are still here, thriving and being successful on many levels. Because of you, PCI continues to be blessed!

Now we have our work cut out for us. We must have **100% enrollment** for 2021-2022. This is not only an expectation from the Office of Head Start, but also an expectation that PCI has had all along. There are children and families in need of our services...we just need to find them. Our Community Assessment play a big role in us knowing where the most need is, which should be our focus. I already know with the recruitment knowledge of our Family Service Workers and the support from Ms. Lydia Almares and Ms. Desiree Perez, we will reach our goal. I have no doubt. We have competition for the children and families we serve but letting parents and the communities know what we have to offer, what Head Start is all about...**COMPREHENSIVE SERVICES**, there really is no competition. Comprehensive Services is a team approach to serving families that are enrolled with the Head Start program. This approach advocated for families and children to have resources and services available so they can improve their lives. It also included empowering parents to be their own advocate and to advocate for their children. The services include **health, nutrition, mental health, social skills, disabilities, and early childhood education service**. **No one can do this better than PCI Head Start**. Please help spread the word that Head Start Works!

Again, I thank each of you for your resilience, commitment and work this year. We can all be proud of the highs we have achieved and most importantly the successful outcomes of our children and families. The important work of the Agency—ensuring quality services for all our

1,232 children in which 120 of the children are partnership, is evident throughout. PCI is highly recognized for its model programs, quality services, committed staff and willingness to go that extra mile to prepare our children and families for tomorrow. This became evident as documented in the Focus Area 2 Federal Monitoring Review.

It is now **transition time** for our children. Our transitions will be the drive through parade ceremonies as you had last school year. I look forward to each center having their Transition ceremonies next school year in an auditorium with families cheering them on. I know parents are appreciative of the work you have done. I know I'm extremely proud of you.

Thoughts

As CEO of PCI, I am tasked with assuring vision and aspirations for PCI. I continue to be excited over our future, no matter how it may look due to COVID-19. I strongly encourage each of you to get the vaccine if you have not done so already. Once we resume in August, I want to be able to let our parents know one way we are keeping our children and each other safe is by having 100% of our staff vaccinated. I know we can do this! We just ended our 5-year study with the **Miranos Program** which focused on the health and nutrition of our children and staff, but the use of the materials and the curriculum should continue. Thank you centers for going the extra mile to make the study a success. And thank you Nutrition program for preparing those different meals that our children were not exposed to until you stepped in. Way to go! **Leadership PCI** continues to build and expose future PCI leaders! The **Brady Resource and Learning Center** for staff and room parents to help make and create items for the classroom and supplies for teachers is flourishing. I can see it being utilized even more due to teachers teaching face to face and preparing during the summer. I believe COVID-19 has made us more **efficient and productive in the area of Technology** and allowing us to be more **organized and intentional about data**. We must continue to be the program of choice for our families and preserve our legacy as one of the state's as well as the nation's strongest early childhood education programs for children and families. We're also headed to become a Top Workplace which speaks volumes about PCI. Who is PCI? It is YOU, our CHILDREN, and our FAMILIES!

As I think about this being the last weeks of the school year for Head Start, I am excited about the possibilities for 2021-2022. I have seen many of the strengths we possess as an agency and have conceptualized how we can take those strengths to build on our weaknesses. We have been blessed with staff that wants to make our agency better. PCI's commitment to you is to keep you safe and healthy.

We will keep you informed of our **2021-2022 Preservice Week** activities with the **when** and **where**, so please be sure we have your correct address in HR and please review your email throughout. We will also determine if our **CEO Convocation** will be virtual or in person. There will continue to be meaningful staff development that will give you an opportunity to improve professional skills and increase effectiveness this summer to include our own inhouse training – specifically in August 2021. It continues to be my goal to ensure that you have all the tools needed to assure our children are receiving the quality service they deserve, and you have the support as well. Let us enhance our potential! The Education/Training Staff will update you on the trainings. We will continue to focus on being a **Trauma Informed Approach** agency! With the creativity of **Leadership PCI Class #3**, there will also be some new projects coming forth, not only for our PCI staff but for our families as well.

Retirements

It saddens us as a PCI family that two (2) of our family members will be retiring. Who am I speaking of...The Early Learning Academy Cook Supervisor, **Marisela Figueroa**, and the Teacher Assistant at PCI George Gervin Academy **Amelia Wilson**. We thank Ms. Figueroa

for 30-years served with PCI and Head Start and Ms. Amelia Wilson for 17 years served with PCI and Head Start. During Teacher Appreciation Week and Nutrition Appreciation Week we formally provided Ms. Figueroa with a special going away! Since we were recently provided information regarding Ms. Wilson, we will celebrate her during our CEO Convocation in August. Thank you, Ms. Figueroa and Ms. Wilson for a job well done. I leave you both with these words from Dr. Seuss... ***“Don’t cry because it’s over, smile because it happened!” Blessings to you and Way to go!***



PCI will have a **Summer Enrichment Program** for Head Start children who are transitioning and/or have an IEP as well as children who have been taught remotely during the Pandemic. The program will run from June 7, 2021, through July 2, 2021. Children will not only receive direct teaching from the curriculum but will also be provided with special enrichment sessions daily in one of the five disciplines: Art, Music, Technology, PE/Gross Motor Skills, STREAM. What an exciting summer it is going to be for our attendees! Thank you to the staff for taking part in this special 4-week program. I appreciate you.

Dates to Remember

JUNE

JUNE 1	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR
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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
 - ❖ 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 Week
- ❖ 20 – Father’s Day
- ❖ 21 – Summer Begins

- ❖ 24 - Executive Team Meeting
- ❖ 25 – Payday
- ❖ 30 - EHS-CCP Fiscal Year Ends
 - EHS Children Recognition Day

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 - Classrooms may be opened for teachers to begin setting up TBA.

- ❖ 5 - Executive Team Meeting
- ❖ 7 – Enrollment due to OHS
- ❖ 12 – Executive Team Meeting
 - Monthly Budget Review
- ❖ **Trainings (Topics TBA): 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
- ❖ 17 - PIR due to CEO for Review and to Input in HSES
 - Monday August 16 – Thursday August 20 Preservice Week
 - Preservice 8:00 – 11:30 and 1:00 – 5:00
 - CEO Convocation TBA
- ❖ 23 – First Day Back to School

(Dates below are being provided to help you plan your days based on the policies of the agency for 2021-2022)

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
- 6 - Summer School Enrichment Begins (2022)

July

- 2 - Summer School Enrichment Ends
- 4 - Independence Day
- 5 - Independence Day Holiday Observed
- 5 - 8 Early Head Start Vacation Timeframe



WAY TO GO!

Congratulations to all our PCI employees and their families and the 2021 PCI Transition Class for an unprecedented yet SUCCESSFUL year! Way to Go!

- ❖ Hailey Nicole Diaz, daughter of Tanya Flores, ECC at Kinder ELC, will be graduating from John Marshall High School on June 6, 2021.
- ❖ Kaley Marie Garza, daughter of April Barrera EHS Teacher at W. Hutchins ELC, will be graduating from McCollum High School on Tuesday, May 27th. Ms. Garza will be graduating with a certificate as a certified Nurse and will be starting College in August.

- ❖ Roy Guerrero III, son of Monica Rodriguez ECC at Meadowood ELC, will be graduating from South San High School and daughter Bryanna R. Guerrero will be graduating from Southwest High School.
- ❖ Kayson Stephens, grandson of Connie Murphy, Communications Coordinator and nephew of Candace Collins, Operations/Resource Coordinator, graduated May 27, 2021, from San Antonio Christian School fifth grade now going to Middle School.
- ❖ Noah Manuel Bedoy, Grandson of Debra Bedoy, Executive Assistant to the CEO, will be graduating from Holmes High School on Wednesday, June 9, 2021.
- ❖ Isaiah Grady, Grandson of Mary Doxie, HS/EHS Operations Coordinator, will be graduating from 5th grade to Middle School, Katy ISD.
- ❖ Eric Herrera Jr., Nephew of Leticia Leyva, Family Service Worker, at PCI Academy EHS, will be graduating from Burbank High School.
- ❖ Jerod Segura, Grandson of Olga Segura, Family Service Worker, at PCI Academy HS, is graduating from Southwest High School. Jerod is a former 2008 PCI Head Start graduate from Whitman CDC.
- ❖ Jenessa Raven Rivera, Daughter of Jessica Rivera, BA Teacher, at Pearsall ELC, will be graduating from Texas Tech University with a Bachelor's in Science-Major in Biology/Minors in Chemistry, Psychology and Health Profession on May 14, 2021. Son, Alfredo Rivera III, will be graduating from Southwest Preparatory High School on June 11, 2021. Both of Janessa and Alfredo are former PCI Head Start graduates from Jose Cardenas II.
- ❖ Karla Denise Hernandez Padron, daughter of Sophia Perez, Custodian, at Place for Life EHS has graduated from Richmond Early College High School in Dallas, TX. Karla is a former Head Start graduate from Zarzamora CDC. Way to Go! Head Start Works!
- ❖ Adrian Oviedo, Nephew of Rebecca Melendez, EHS Teacher, at W. Hutchins ELC, will be graduating from Churchill High School and Nephew, Joseph Trevino will be graduating from John Jay High School.
- ❖ Abrhum King Bailey, Great Grandson of Virginia Ledesma, RN EHS/HS Nurse, recently graduated to the 3rd grade and Great Granddaughter Alayah Kerrin Bailey graduated to the Kinder.
- ❖ Angelica Guevara, daughter of Lorie Trejo, Teacher at PCI Academy HS, will be graduating from Southwest Legacy High School on June 4, 2021.
- ❖ Analise Angelena Walker, daughter of Lisa Walker, STEAM/CLASS/Curriculum/Educ. & Training Coordinator at Mainland HQ, is graduating from Communications Arts High School on June 7th.

- ❖ Ashley V. Gonzalez, daughter of Sylvia Leija, Reimbursement Specialist at Crestway, is graduating from Holmes High School on June 9, 2021. Ashley is #7 out of the top ten in her class.
- ❖ Chasity Banda, niece of Elizabeth Rodriguez, Administrative Assistant at Mainland, graduated from McCollum High School on June 1, 2021.
- ❖ Isabella Magallanez, niece of Debra Bedoy, Executive Assistant to the CEO, will be graduating from Thomas Jefferson High School.



Congratulations to Mrs. Sylvia Leija, CACFP Reimbursement Specialist who graduated with an AA Degree in Business Administration from San Antonio College!



I'M PROUD OF YOU ALL!

DON'T FORGET

I'M A SUCCESS
by
DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY
Soy un éxito y sé por qué

MY MOTTO IS TO TRY, TRY, TRY
Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST
Para hacer y ser mi mejor esfuerzo

THAT IS WHY, I'M A SUCCESS!
Por eso, ¡Soy un éxito!

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

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ENJOY A SAFE AND RESTFUL SUMMER!

