

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: February 14, 2022
RE: CEO MESSAGE



“PCI...BACK...to Basics...with Quality!”

Greetings!

I hope you are having a wonderful week and a loving *Valentine’s Day February 14, 2022!* I hope you know *“On Valentine’s Day and every day, I’m grateful for you.”*

NEXT EARLY RELEASE/DISMISSAL – Wednesday, FEBRUARY 16, 2022

The quality of instruction for our PCI children can improve even greater with teachers having more time to prepare quality lessons, develop assessments, analyze student data, and collaborate with our Education/Training staff as well as our Distance Learning Facilitator/Trainer. The Board of Directors approved our teachers to have additional planning time. Early dismissal will be Wednesday February 16, 2022. All children should be picked up by parents at 11:45 a.m. The Nutrition Department will share with you when children should be fed lunch and their snack. Please remember the purpose of this day. I look forward to hearing the outcome.

Friday, February 11, 2021, the children, and staff of PCI celebrated **Black History** with various presentations at each of our centers. With such creative ECCs and Teachers, I know the children did a great job. Please follow our Facebook page to see our children in action!

The 2022 BLACK HISTORY THEME: **Black Health and Wellness!**



"In the United States, the month of February is observed as Black History Month or National African American History Month, and we use the month to remember the important contributions and achievements of African Americans throughout our nation’s history."

[-Regina Edmondson](#)

Celebrating Black History Month



Practically every state in the United States celebrates Black History Month each February and remembers the contributions of African Americans in the United States with numerous events and cultural programs. The **Martin Luther King, Jr. National Memorial** in Washington, DC honors Dr. King's national and international contributions and vision for all to enjoy a life of freedom, opportunity, and justice. We, as part of the PCI family, should always think of how we can make things better for not just one race, but for all races. There is no one race superior to another. Uniqueness comes in diversity. Let's make the diverse personalities and gifts each of our cultures bring for the betterment of PCI, the children we serve and our families.

THANK YOU, BOARD OF DIRECTORS!



February is designated as PCI **Board Recognition Month** to build awareness and understanding of the vital function board members plays in the existence of the agency. PCI expresses its appreciation of our Board members for caring about the future of every child and family enrolled in our agency. Though January is the official month of recognition, their work takes a year-round commitment. Our Board is a volunteer board, so the time they put in is strictly because of their commitment to the agency – they receive no compensation for their tireless efforts. These are extraordinary people who voluntarily tackle the enormous job of governing this agency. Their actions and decisions affect the present and future lives of all our children, families, and staff. We are blessed to have members that have withstood the test of time and have remained advocates for the agency. Our board will receive special recognition during our virtual **February Annual Board Meeting and Annual Report to the Public**.



Have you stopped to think about the paid time our PCI Board of Directors has approved without using PTO? **1-week paid Thanksgiving Break; 2-weeks paid Christmas**

Break; 1-week paid Spring Break? Not to mention the countless hours of volunteer time on behalf of the agency! Thank you, Board of Directors – PCI APPRECIATES YOU!

2nd Male Initiative Meeting – Wednesday, FEBRUARY 16, 2022

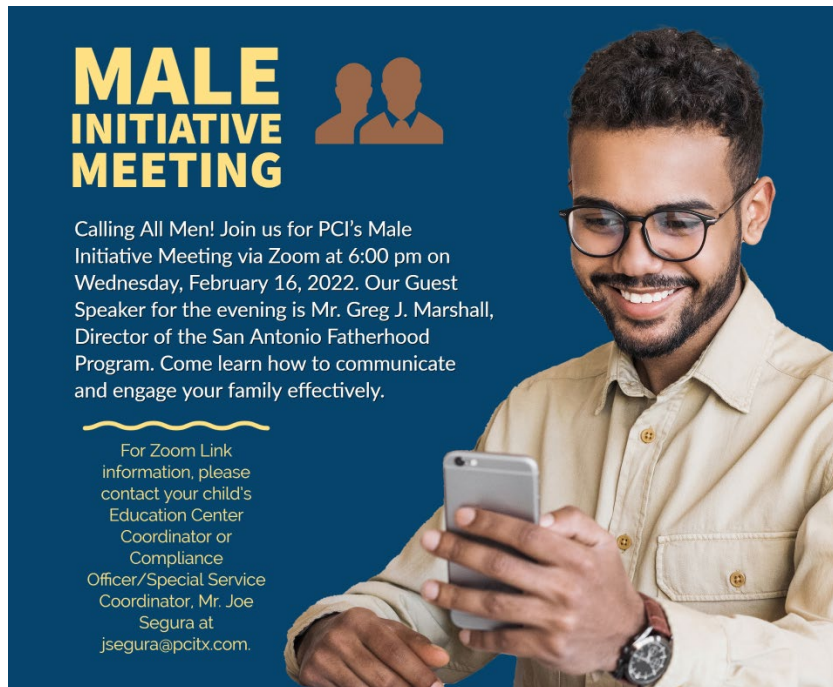
The 2nd PCI Male Initiative Meeting will be held via Zoom Platform on Wednesday, February 16, 2022, at 6:00pm. Our Guest Speaker will be Mr. Greg J. Marshall, Director of the San Antonio Fatherhood Program. The presentation will focus on Communication for Fathers to engage with their children and family members. Please promote and invite your Head Start and Early Head Start Fathers to zoom in and take part in this great presentation. Your assistance is greatly appreciated. Below is the Zoom Link to share with your fathers. For more information, contact Joe Segura at jsegura@pcitx.com.

Link to Join Zoom Meeting

<https://us02web.zoom.us/j/88602034098?pwd=VVkxaUlwVDdoOXJoZi9KRHFuU0VqZz09>

Meeting ID: 886 0203 4098

Passcode: 064112



**MALE
INITIATIVE
MEETING**

Calling All Men! Join us for PCI's Male Initiative Meeting via Zoom at 6:00 pm on Wednesday, February 16, 2022. Our Guest Speaker for the evening is Mr. Greg J. Marshall, Director of the San Antonio Fatherhood Program. Come learn how to communicate and engage your family effectively.

For Zoom Link information, please contact your child's Education Center Coordinator or Compliance Officer/Special Service Coordinator, Mr. Joe Segura at jsegura@pcitx.com.

Let's Rodeo San Antonio! – Friday, FEBRUARY 18, 2022



“Let's Rodeo, PCI of San Antonio!” Friday, February 18th is **PCI Rodeo Day and Champions fore Charity Kickoff!** Children and staff are welcome to wear cowboy/cowgirl duds if they have them! See advertisement below!



Saddle up and grab your cowboy hat and boots... it 's Rodeo Day for PCI!

FEBRUARY 18, 2022



The center or department with a 100% participation will enter into the "Grand Prize Drawing!"

PLEASE TURN IN YOUR \$10 DONATION TO YOUR ECC, OR SUPERVISOR ON FEBRUARY 18TH!

Please don't forget to share your Rodeo pictures for social media!

RODEO DAY FOR PCI!

Dear PCI Family and Staff,

Please join us for Parent/Child Incorporated's "Rodeo Day for PCI" campaign fundraiser on February 18, 2022! On that day, we are asking all families, and staff to wear your favorite rodeo outfit to raise awareness and support PCI this year! We are asking all PCI families and staff to donate \$10 towards PCI's Fundraiser. Due to COVID-19, we could not have PCI's traditional fundraisers such as the Literary Fall Festival or the Big Give Campaign.

This year, we have teamed up with "Valero's Champions fore Charity," a fundraiser designed to help non-profit organizations generate extra funds during their campaign. The more money we raise, the more money we can compete in their annual drawing to receive an additional \$1000.00 on top of your donation if we are picked during the drawing. Regardless, all donations will go towards PCI's ADHOC grants.

The grants assist all staff with providing essential items for our extracurricular activities such as the Trunk or Treat, Christmas goody bags for the children without sponsorships, and the upcoming Kite Festival just to name a few.

As inflation continues to climb, without your help, we anticipate a shortfall this upcoming year in some of the special activities we provide. Please make an essential investment by donating! Your donation will also provide the financial flexibility to incorporate new activities or programs as they may arise during the upcoming year. PCI Early Learning Centers or Departments with 100% participation (including families) during our fundraising drive will be able to celebrate with a notable social media presence and enter into the "GRAND PRIZE" drawing. All donations have to be turned in to PCI Headquarters by an ECC or Supervisor, no later than 2:00 p.m. on February 22, 2022.

The "Grand Prize" drawing is February 23, 2022, at 2:30 p.m. All donations to Parent/Child Incorporated are tax-deductible!

DR. SHARON SMALL
CHIEF EXECUTIVE OFFICER/HS/EHS DIRECTOR
MED, MA, PHD

THANK YOU FOR "GROWING SAN ANTONIO'S TOMORROW...TODAY!"

Join the King & Queen of the Rodeo Competition! – Friday, FEBRUARY 18, 2022



KING AND QUEEN RODEO COMPETITION



COWBOYS AND COWGIRLS, ...IT'S TIME TO RODEO!

All staff is encouraged to participate in the 2022 King & Queen Best Dress Rodeo Competition. The judges will determine the King and Queen winner based on the contestants' rodeo attire. This competition is for staff only!

The King and Queen winners will receive \$50 each. In addition, all contestants' entries will appear on our PCI Facebook page.

You must email your picture no later than 5:00 p.m. on February 18th on Rodeo for PCI Day to enter into the competition! No shorts. No headshots pictures - only full-body shots! You must dress from head to toe. My email address is cmurphy@pcitx.com.

If you don't get an email response, that means I did not receive your picture via email. Please include your supervisor in the email as well. Everyone can enter except for yours truly! I will get an outside judge for the competition!



SPECIAL THANKS TO OUR PROUD SPONSOR - MR. DAVE CRUZ!

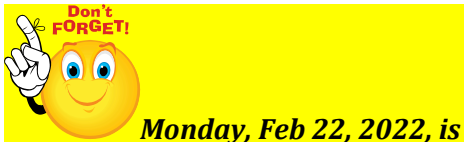
WINNERS ANNOUNCED ON FEBRUARY 23RD!

DR. SHARON M. SMALL
PARENT/CHILD INCORPORATED (PCI)
CHIEF EXECUTIVE OFFICER/HS/EHS DIRECTOR
MED, MA, PHD



Celebrate Dual Language Learner Week February 22-25!

Dual language is a form of education in which students are taught literacy and content in two languages. Most dual language programs in the United States teach in English and Spanish, though it also includes languages such as Arabic, Chinese, French, Hawaiian, Japanese, or Korean. Dual language programs use the partner language for at least half of the instructional day basically in the elementary years. Therefore, dual language learning is so important early on. Thank you, Mrs. Norma Bernal and teachers that utilize dual language, in their classrooms for introducing it at such a crucial time in the child's life. Activities will be set up for the week for classroom and home enjoyment.



Monday, Feb 22, 2022, is Staff Development Day. All PCI employees are expected to report to their assigned centers, departments, or sessions. More information will be forth coming.

Health/Nutrition Advisory Meeting -February 23rd!

Mark your calendars for the Health/Nutrition Advisory Meeting on February 23rd beginning at 11:30 a.m. Take part in assuring PCI implements CDC guidelines and find out the impacts of COVID-19 within our PCI community as well as nationally. For more information, contact Ms. Candace Collins at ccollins@pcitx.com.

Annual Teacher and Teacher Assistant of the Year Celebration!



Soon we will celebrate the nominee representatives for ***Teachers of the Year and Teacher Assistants of the Year for each center!*** The purpose of this event is to recognize the outstanding teachers and/or teacher assistants in each PCI Early Head Start and Head Start center and select an overall ***Teacher of the Year for 2021- 2022*** in both groups. Please stay tuned for specific information.

Way To Go! to All who participated or will participate in the Following February Activities

- Staff Recognition – Family Service Workers and Fiscal! Way to go!
- Leadership PCI Session VI Presenters
- 100th Day of School

- Children’s Black History Presentation
- Policy Council Meeting
- Annual Board of Directors Meeting

**Please see calendar for specific events.

Great things are happening throughout PCI and as always, I thank you for all you do!

We Are a **SUCCESS...Because we Try!**

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 mayor esfuerzo

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

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

CALENDAR OF EVENTS: EVENTS AND DATES ARE SUBJECT TO CHANGE!

FEBRUARY

AFRICAN AMERICAN HISTORY MONTH

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 17 – APR 15	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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FEBRUARY Monthly Events: Board Recognition Month & Annual Meeting * Daily/Weekly Compliance Debriefing, Important Information – Center Visits – CLASS * Comments from Parent/Teacher Conference for Annual Report *National Dental Month, *Birdies for Charity Kick-off *American Heart Month* Quarterly Parent Gazette*Quarterly Strategic Plan Update *CDBG * 100th Day of School *Monitoring Review

***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *Parent Teacher, Conferences and Teaching Strategies Gold Winter Assessments; Winter Training Series, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., * Follow Up Fridays

- ❖ 1 – EHS/CCP Directors’ Round Table
 - STREAM Shoot (Human Body)

- Leadership PCI Session VI – Organizational and Staff Development 4:30 – 6:00
- ❖ 2 – Groundhog Day
 - Ash Wednesday
 - Wellness Wednesday
- ❖ 3 – Executive Team Meeting
- ❖ 4 – CEO Office Staff Meeting
 - Payday
 - Food Orders
 - Fiscal Staff Meeting
 - Education/Training Staff Meeting
- ❖ 7 – New Staff Orientation
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 9 – Policy Council Meeting
 - Wellness Wednesday
- ❖ 10 – Executive Team Meeting
- ❖ 11 – Food Orders
 - Children’s Black History Presentations
 - Fiscal Budget Meeting
- ❖ 14-18 – Dual Language Learners Celebration or 22-25
- ❖ 14 – Process Payroll
 - Valentine’s Day
- ❖ 15 – Annual Board of Directors Meeting
- ❖ 16 – Early Release/Dismissal (children leave at 11:45)
 - Male Initiative Meeting – 6:00 p.m.
 - Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 17 – Executive Team Meeting
- ❖ 18 – Data Assessment & Accountability Initiative Meeting
 - Payday
 - Food Orders
 - Education/Training Staff Meeting
- ❖ 19 - CPR/First-Aid Class – 8:30 a.m.
- ❖ 21 – Staff Development Day/Bad Weather Make-up Day/Presidents’ Day – Centers Closed
 - Human Resources Newsletter
- ❖ 22 – Incredible years Parent Curriculum Training
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 22 – 25 Dual Language Celebration Week
- ❖ 23 – Health/Nutrition Advisory Meeting
 - Wellness Wednesday
- ❖ 24 – Executive Team Meeting
- ❖ 25 – EHS/CCP Team Meeting
 - Food Orders
 - CACFP Monthly Meeting
- ❖ 28 – Process Payroll
 - Children’s Recognition
 - Miscellaneous 1099’s Due to IRS
 - Teacher Assistant of the Year Nominee Information due

MARCH

SELF ASSESSMENT MONTH

PERFORMANCE EVALUATION CYCLE TIMELINE

Employee Recognition: Nutrition & HR Staff

JAN 17 – APR 15	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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MARCH *National Nutrition Month* Music Month, Art Month, National Middle Level Education Month*HEAD START ROUNDUP; Read Across America *Self-Assessment*Security and State Franchise Tax Due * Daily/Weekly Compliance Debriefing, * Center Visits – CLASS ***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., *National Nutrition Month, * Follow Up Fridays

- ❖ 1 – EHS/CCP Directors’ Round Table
 - CLASS Observation 2nd Cycle
 - Leadership PCI Session VII – Food Service 4:30 – 6:00
- ❖ 2 – Read Across America
 - Texas Independence Day
 - Wellness Wednesday
- ❖ 3 – Executive Team Meeting
- ❖ 4 – CEO Office Staff Meeting
 - Payday
 - Food Orders
 - Fiscal Staff Meeting
 - Education/Training Staff Meeting
- ❖ 7 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 7-11 – National Breakfast Week
 - New Staff Orientation
- ❖ 9 - Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 10 – Executive Team Meeting
- ❖ 11 – PCI Kite Festival (TBA)
 - Process Payroll
 - Food Orders
- ❖ 13 – Daylight Savings Time Begins (Turn clocks ahead 1 hour)
- ❖ 14-18 – Spring Break – Centers & Offices Closed
- ❖ 16 – Fiscal Budget Meeting
- ❖ 17 – St. Patrick’s Day
- ❖ 18 – Payday
- ❖ 20 – Spring Begins
- ❖ 23 – **Early Release/Dismissal (children leave at 11:45)**
 - Shared Program Governance Meeting and Agency Self-Assessment Training
 - Wellness Wednesday

- ❖ 24 – Executive Team Meeting
- ❖ 25 – Data Assessment & Accountability Initiative Meeting
 - Food Orders
 - EHS/CCP Team Meeting
 - CPR/First-Aid Class – 3:00 p.m.
 - CACFP Monthly Meeting
 - Education/Training Staff Meeting
- ❖ 28 – Process Payroll
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 29 – Incredible years Parent Curriculum Training
- ❖ 30 - Wellness Wednesday
- ❖ 30-31 – Bandera Children’s Field Trip
- ❖ 31 – Executive Team Meeting
 - Children’s Recognition

APRIL

COMMUNITY ASSESSMENT MONTH

APRIL is Child Abuse Awareness Month

Employee Recognition: Administrative Professionals & Operations Staff

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 17– APR 15	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
APRIL 1 - 15	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 22	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

STRATEGIC PLAN – THIRD QUARTER REPORT

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*

***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *Champions for Charity (Date)TBA, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., *National CACFP Nutrition Conference – April 19-22nd, * Follow Up Fridays

- 1 – CEO Office Staff Meeting
 - Payday
 - Food Orders
 - April Fools’ Day
 - EHS-CCP Budget Due
 - Fiscal Staff Meeting

- Education/Training Staff Meeting
- ❖ 2 – Children’s Book Day
- ❖ 4 – New Staff Orientation
- ❖ 5 – EHS/CCP Directors’ Round Table
 - Leadership PCI Session III – Human Resources 4:30 – 6:00
- 6 - Wellness Wednesday
- 7 – Executive Team Meeting
- 8 – Battle of Flowers Holiday – Centers & Offices Closed
 - Food Orders
- 11 – Process Payroll
 - Fiscal Budget Meeting
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- 11-15 -Week of the Young Child
- 13 – Policy Council Meeting
 - Wellness Wednesday
- 14 – Executive Team Meeting
- 15 – Student Holiday/Good Friday – Centers & Office Closed
 - Payday
 - Tax Day
 - Passover Begins
- 16 – Data Assessment & Accountability Initiative Meeting
- 17 – Easter
- 18-22 – National Volunteer Week
- 18 – South San (Kindred)/Southwest Specialized Training – 7:30 a.m. – 3:30 p.m.
- 19-22 – National CACFP Nutrition Conference
- 19 – Board of Directors Meeting
- 20 – Transition/Education Advisory Committee Meeting
 - Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
 - Early Release/Dismissal (children leave at 11:45)
- 21 – Executive Team Meeting
- 22 – George Gervin Specialized Training – 7:30 a.m. – 3:30 p.m.
 - Food Orders
 - Earth Day
 - Education/Training Staff Meeting
- 23 – Passover Ends
- 25 – Process Payroll
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- 26 – Incredible years Parent Curriculum Training
- 27 – Health/Nutrition Advisory Meeting
 - Administrative Professional Day
 - Wellness Wednesday
- 28 – Executive Team Meeting
 - SF-425 Semi-Annual Report Due – HS/HSII-EHSII/EHS
 - SF-425 Annual Report Due – HS/HSII-EHSII/EHS
 - SF-428 Annual Report Due - HS/EHS
 - Federal Cash Transaction Report Due
- 29 – EHS/CCP Team Meeting
 - Arbor Day
 - Payday
 - Food Orders

STREAM (Bandera Art Gallery Auction)
 STREAM Shoot (Rockets)
 Children's Recognition
 CACFP Monthly Meeting
 30 - Paycom IRS 941/TWC Quarterly Reports Due

MAY

PERFORMANCE

EVALUATION CYCLE

TIMELINE

Employee Recognition: Teacher/Teacher Assistant/Nurse/EHS-CCP Partners Staff

MAY 2 – MAY 13	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
MAY 16 – MAY 27	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 ***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *Parent Teacher Conferences and Teaching Strategies Gold Spring Assessments, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., * Follow Up Fridays

- ❖ 2-6 – Teacher Appreciation Week
- ❖ 2 – New Staff Orientation
- ❖ 3 – National Teacher Day
 - EHS/CCP Directors' Round Table
 - STREAM Shoot (Archaeology/Dinosaur)
 - Leadership PCI Session IX – Leadership Panel Q & A 4:30 – 6:30
- ❖ 4 – Wellness Wednesday
- ❖ 5 – Executive Team Meeting
 - National Day of Prayer
 - Cinco De Mayo
- ❖ 6 – Staff Development (Teacher of the Year) – Centers Closed
 - Food Orders
 - Muffins for Mom @ Centers
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
- ❖ 8 – Mother's Day
- ❖ 9 – Process Payroll
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 10 – Fiscal Budget Meeting
- ❖ 11 – Policy Council Meeting
 - National Nurses Day
 - Wellness Wednesday
- ❖ 12 – Executive Team Meeting

- ❖ 13 – Payday
 - Food Orders
 - Education/Training Staff Meeting
- ❖ 16 – Human Resources Newsletter
- ❖ 17 – Board of Directors Meeting
- 18 – Male Initiative Meeting – 6:00 p.m.
 - Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
 - **Early Release/Dismissal (children leave at 11:45)**
- ❖ 19 – Executive Team Meeting
- 20 – Data Assessment & Accountability Initiative Meeting
 - Food Orders
 - CPR/First-Aid Class – 3:00 p.m.
 - CACFP Monthly Meeting
- ❖ 21 – Armed Forces Day
- ❖ 23 – Process Payroll
 - Distribute Layoff Letters (Head Start Staff)
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 25 – Wellness Wednesday
- ❖ 26 – Kindred Last Day of School
 - Executive Team Meeting
- ❖ 27 – George Gervin Last Day of School
 - Payday
 - Food Orders
 - South San (Kindred) Specialized Training – 7:30 a.m. – 3:30 p.m.
 - EHS/CCP Team Meeting
 - Education/Training Staff Meeting
- ❖ 30 – Memorial Day Holiday – Centers & Offices Closed
- ❖ 31 – Children’s Recognition

JUNE

Employee Recognition: CEO Office Staff

<i>JUNE 1</i>	<i>10. Performance Evaluation completed on all employees</i>	<i>SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES</i>	<i>SUPERVISOR</i>
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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

***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *Teacher Home Visits; Summer Training Series, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m.,

- ❖ 1 - Wellness Wednesday
 - Leadership PCI Class Dinner
 - PERFORMANCE EVALUATIONS DUE TO HR
- ❖ 2 – Last Day for Head Start

- *Transition Ceremonies*
- *Executive Team Meeting*
- *Last reporting day for PIR – HS/EHS/EHS-CCP*
- ❖ *3 – CEO Office Staff Meeting*
 - *Food Orders*
 - *Fiscal Staff Meeting*
 - *Education/Training Staff Meeting*
- ❖ *6 – Head Start Summer Enrichment Program Begins*
 - *Process Payroll*
- ❖ *7 – EHS/CCP Directors’ Round Table*
- ❖ *8 – Wellness Wednesday*
- ❖ *9 – 10 – Planning Retreat*
- ❖ *10 – Payday*
 - *Food Orders*
 - *CACFP Monthly Meeting*
- ❖ *13 – New Staff Orientation*
- ❖ *14 – Flag Day*
- ❖ *15 – Wellness Wednesday*
 - *Compliance/Disabilities/Mental Health Staff Meeting*
- ❖ *16 – Executive Team Meeting*
- ❖ *17 – Donuts for Dad @ Centers*
 - *Food Orders*
 - *Education/Training Staff Meeting*
- ❖ *18 – Juneteenth (observed on Friday, June 18th)*
- ❖ *19 – Father’s Day*
 - *Juneteenth*
- ❖ *20 – Process Payroll*
- ❖ *21 – Summer Begins*
- ❖ *22 – Wellness Wednesday*
- ❖ *23 – Executive Team Meeting*
- ❖ *24 – CPR/First-Aid Class – 3:00 p.m.*
 - *Payday*
 - *Food Orders*
 - *EHS/CCP Team Meeting*
- ❖ *29 – Children’s Recognition*
- ❖ *30 – Executive Team Meeting*
 - *EHS-CCP Fiscal Year Ends*

“Luxury is building tomorrows, living today’s, and cherishing yesterdays.” - Adlai Stevenson



“PCI...BACK...to Basics...With Quality!”