

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: March 28, 2022
RE: CEO MESSAGE



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



.....
Greetings!

I hope you had a good weekend! March has been a month of excitement for PCI...Read Across America, Nutrition Staff Recognition, PCI Kite Festival, Spring Break, Champions *fore* Charity, the beginning of our Annual Self-Assessment and of course our Wellness Wednesdays! As we get closer to the end of the Head Start school year, there is still more in store to include requests for applications for potential Class 5 members of Leadership PCI! There is more information regarding the application process for Leadership PCI later in this CEO Message!

In Memory – Dr. Ernest Thomas



PCI has lost a special leader in the passing of one of its Board Members, **Dr. Ernest Thomas**. Dr. Thomas passed away on Friday evening after a brief illness. He was a devoted friend and advocate for children and families. His career of service began in the US Air Force and retired with over 20 years of service; he was a Special Education teacher at Taft High School in the Northside Independent School District for a number of years; he received his Doctorate from Our Lady of the Lake University; he was a professor at Texas A&M University San Antonio.

For those who have been with PCI for a while, Dr. Thomas was the keynote for our Teacher of the Year Celebrations in 2014. He was a kind, caring, positive and knowledgeable person. He will be deeply missed. Please keep Dr. Thomas’s wife and family in your thoughts and prayers.

Self-Assessment – March 23 – April 8

The annual **Self -Assessment** has begun! **Mr. Jesse Diaz** provided an overview of what the assessment would entail to the Board, Policy Council and Staff participating in the Shared Governance Training Wednesday evening. Head Start Program Performance Standards state that at least once each program year agencies must conduct a **Self-Assessment** of their effectiveness and progress in meeting **program goals and objectives** and in **implementing Federal regulations**. This must be done with the consultation and participation of the Policy Council,

Board of Directors and as appropriate, community members. Please see the teams and assignments below:

PARENT/CHILD INCORPORATED 2022 SELF-ASSESSMENT TEAM ASSIGNMENTS						
	Disabilities, Family & Community, Mental Health	Education & Child Development	ERSEA	Health, Nutrition, Safe Environments and Transportation	Fiscal Management	Program Management & Quality Improvement
Lead	Joe Segura <i>Compliance Officer/Special Services Coordinator</i>	Helen Lopez <i>Education/Training & Curriculum Coordinator</i>	Lydia Almared <i>ERSEA/Family Community Specialist</i>	Janie Castillo <i>CACFP Nutrition Services Manager</i>	Natalie McGarity-Diaz <i>Fiscal Manager</i>	Jesse Diaz <i>Assessment, Accountability, & Continuous Improvement Coordinator</i>
Co-Lead	Mary Doxide <i>HS/EHS Operations Coordinator</i>	Lisa Walker <i>S.T.E.A.M., C.L.A.S.S., Curriculum and Training</i>	Jesúsita Sanchez <i>Family Service Worker-Last Creek (HS & EHS Exp.)</i>	Monica Ellison <i>Center Nutrition Coordinator</i>	Tania Saenz <i>Accountant</i>	Catherine Padilla-Ortas <i>EHS-CCP Coordinator</i>
Members	Candice Collins <i>Operations Office Coordinator</i>	Norma Bernal <i>Bilingual Teacher/Education Trainer</i>	Patricia Cardenas <i>ECC-Place For Life (EHS)</i>	Rudy Pacheco <i>Facilities/Transportation Supervisor</i>	Lisa Rodriguez <i>Administrative Assistant (Fiscal)</i>	Alice Espinoza <i>Administrative Assistant/Human Resources</i>
	Jennifer Coronado <i>Disability/Mental Health Coordinator</i>	Stacy Almdarez <i>ECC-PCI Early Learning Academy (HS)</i>	Lisa Sifuentes <i>ECC-Place For Life (HS)</i>	Virgina Ledezma <i>RN</i>	Diane Thomas <i>Procurement Specialist</i>	Debra Bedoy <i>Executive Assistant to the CEO</i>
	Danna Garza <i>Disability/Mental Health Specialist</i>	Gregory John <i>Education Trainer</i>	Eldia Gonzales <i>Family Service Worker-Pearsall</i>	Angie Rodriguez <i>Health Specialist</i>		Carla Mandujano <i>Administrative Asst./Compliance Monitor</i>
	Jennifer Barrientes <i>Disability/Mental Health Specialist</i>	Terri Galloway <i>ECC-PCI Early Learning Academy (EHS)</i>	Juan Garcia <i>Family Service Worker-PCI Early Learning Academy (EHS)</i>	Rosemary Marin <i>ECC-Pearsall</i>		
	Sylvia Cadena <i>Family Service Worker-King</i>	Laura Galindo <i>EHS Teacher</i>	Ana Pastrano <i>ECC-Midcrown</i>	Sylvia Leija <i>Reimbursement Specialist</i>		
	Lutene Nunn <i>ECC-Timberhill</i>	Erika Trevino <i>ECC-Imperial</i>				
Community at Large						Adelina Fritz <i>Community Volunteer</i>
PCI Board						

Week of the Young Child



Let's celebrate and shine a spotlight on your classroom, advocacy, and family engagement activities as we recognize serving the whole child, the whole family, the whole community for this year's Week of the Young Child! Week of the Young Child is a fun-filled week celebrating young children and their families with hands-on, collaborative activities encouraging movement and healthy lifestyles through music, food, and art. 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. Use the daily themes below to showcase your center during the week of April 2 - 8! Please share for all to see!

- Music Monday
- Tasty Tuesday
- Work Together Wednesday
- Artsy Thursday
- Family Friday

COVID-19 Policies and Procedures Still Enforced

We are still working in **COVID-19 mode here at PCI**, which simply means **all the protocols** that have been put in place by the agency must continue. We must continue to do temperature

checks, answer the questionnaire before entering the facility, wear masks, wash hands, sanitize, etc. It is all of our responsibilities to assure we keep our children as well as our colleagues and families safe. **Please do not let your guard down.** PCI's policies are still in force.

PCI Webstore Reopens April 4

PCI webstore will reopen on **Monday April 4, 2022**, for two weeks instead of three weeks so your order can come in faster. The webstore is being updated with new merchandise, so be sure to check it out. The Webstore link: <https://designstore.alamotees.com/pciuniforms/shop/home>

Child Abuse Prevention and Awareness



April is Child Abuse Prevention Month (CAPM), and PCI's goal during this month is to reach our families and equip them with resources that will help them make better decisions. Please tell our parents and guardians to go to PCI's Website (under the news tab)/and our Facebook page to see our Child Abuse resource links starting April 1st.

The Cardboard Kids **Reveal Day**: Thursday, April 7, 2022.

If you plan to submit **Cardboard Kids reveal day** pictures for social media, please only submit (4) per Early Learning Center or Department before 4:00 p.m. on Thursday, April 7, 2022. Remember, pictures need to be taken horizontally (wide shots - no individual shots) to fit our Facebook page.

*Though it is the Battle of Flowers holiday, on Friday, April 8, please wear **blue** for **#GoBlueDay** to raise awareness against Child Abuse and Neglect.*

Reminder: Tax Deadline April 18, 2022

The filing deadline to submit 2021 tax returns or an extension to file and pay tax owed is Monday, April 18, 2022, for most taxpayers.

Public Service Loan Forgiveness for the ECE Workforce

If you have student loans that are still owed, a webinar, hosted by the ACF Office of Early Childhood Development and the Department of Education, will be held Thursday, March 31, 2022 from 2:00 p.m. to 3:00 p.m. highlighting flexibilities offered through the **Limited Public Service Loan Forgiveness Waiver**, and how the early care and education (ECE) workforce, to include Head Start, can take advantage of this time-limited opportunity. Speakers will discuss:


- An overview of the Limited Public Service Loan Forgiveness Waiver;
- How to qualify and apply for loan forgiveness;
- Access resources and technical assistance available; and
- Respond to frequently asked questions from the ECE field.

This webinar will benefit anyone in the ECE workforce with federal student loans and/or administrators who want to support their ECE staff, including those working in Head Start and Early Head Start programs, and other early care and education settings. If you are unable to watch the webinar, please let your supervisor know so that we can get the information to you. For additional information and to register:

https://acf-hhs-gov.zoomgov.com/webinar/register/WN_LJbYrB-oTTmZg0328YNcAw

Announcing the 2021-2022 Teacher/Teacher Assistant of the Year Nominees

PCI Congratulates the 2021-2022 Center Nominees for Teacher / Teacher Assistant of the Year! To be nominated by your peers is a honor that should not be taken lightly. Interviews will be conducted as we come down to determining one Head Start Teacher, one Early Head Start Teacher and one Teacher Assistant to represent Parent/Child Incorporated. The celebration will be held on May 18, 2022 with the venue to be announced later. *Way to go* to you all!



**Parent/Child Incorporated (PCI) Of
San Antonio & Bexar**
"Growing San Antonio's Tomorrow Today!"

2021-2022

CENTER NOMINEES FOR TEACHER OF THE YEAR & TEACHER ASSISTANT OF THE YEAR!

CENTER	EARLY HEAD START TEACHER OF THE YEAR	CENTER	HEAD START TEACHER OF THE YEAR	CENTER	HEAD START TEACHER ASSISTANT OF THE YEAR
Adelina Fritz	Vanessa Cosgrove	Adelina Fritz	Mary Martinez	Adelina Fritz	Dung Dang
Culebra	Elizabeth Cardenas	Clarice Roe	Linda Vega	Clarice Roe	Katena Dwyer
Early Learning Academy -EHS	Nancy Martinez	Culebra	Anna Garza	Culebra	Esteban Luna
Evelyn King	Nancy Torres	East Central	Valeria Ward	Est Central	Matilda Gonzalez
Imperial	Rosalie Blanco	Early Learning Academy HS	Lori Trejo	Early Learning Academy HS	Sandra Aguirre
Lost Creek	Victoria Redwine	Evelyn King	Sherika Hall	Evelyn King	Anna Flores
Midcrown	Paloma Benavides	George Gervin	Veronica Gonzales	George Gervin	Sharon Johnson
Pearsall	Laurinda Ortiz	Imperial	Megan Smith	Imperial	Belinda Jackson
Place for Life-EHS	Herlinda Pena	Lost Creek	Rebecca Garcia	Lost Creek	Susana Ramirez
Southwest	Maria De Rosario Lopez	Meadowood	Ruby Yzquierdo	Meadowood	
Terry O'Connor	Maria Camarillo	Midcrown	Andrea Alexander	Midcrown	Kimberly Goutley
Timberhill	Janette Martinez	Pearsall	Jessica Rivera	Pearsall	Tashyanna Pritchard
West Hutchins	April Barrera	Place for Life- HS	Alyssa Reyes	Place for life-HS	Mary Ann Lopez
		Terry O'Connor	Olga Gonzales	Terry O'Connor	
		Timberhill	Bianca Martinez	Timberhill	
		West Hutchins	Brenda Salazar	West Hutchins	Sandra Alfredo

2021-2022 ECC of the Year

Parent/Child Incorporated is requesting nominations for the 2021-2022 Education Center Coordinator (ECC) of the Year! Just as we recognize our dedicated teaching staff, our ECCs deserve recognition as well! This year, the nomination process will be done differently from years past. Not only will center staff be allowed to nominate an ECC, but it will also be open to department staff who have contact with the ECCs to nominate as well! If you would like to nominate an ECC to be recognized for this coveted award, please email me, Dr. Sharon Small at ssmall@pcitx.com with the name of your ECC nominee and tell me why you are nominating this special leader. All nominations will be due by **12:00 noon April 14, 2022**, for the nominee to be considered for the second round in moving forward to becoming ECC of the Year for 2021-2022!

Applications Being Accepted for Leadership PCI Class #5

Mission

The mission of Parent/Child Incorporated is to provide high-quality early childhood developmental and educational services in order to empower our children and their families to become responsible citizens who value education and community.



It is time to apply for 2022-2023 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 2023 (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 19, 2022**, 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:

20- Transition Education Advisory Meeting

27 – 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 effected positively the lives of our children and families to satisfy our Mission.

Way To Go! to All who participated or will participate in the Following March Activities since March 7th

- Way to go to an **Imperial Early Learning Center** child, **Cathaleya Salinas** who recited the **Success Motto** during the Shared Program Governance meeting! She truly touched the hearts of those who participated in the Zoom meeting! Congratulations to her teacher **Ms. Megan Smith** and teacher assistant **Ms. Belinda Jackson**, her mom, **Ms. Bravo**, *who is on our Policy Council* and the ECC, **Ms. Trevino** for continuing to instill the motto in the children daily. It is obvious that this child will be successful in life because she seems to have the secret to success in her heart ...**TRY, TRY, TRY to be your best!**

- Congratulations to **Mr. Roger Caballero** and the **Madonna Center**, one of our EHS-CCPartners on the ribbon cutting of their new Early Childhood facility! PCI has supplied furnishings and supplies to support the partnership. **Mrs. Catherine Padilla-Ortas** is the EHS-CCP Coordinator. Way to go!
- PCI Kite Festival hosted by the STREAM Dream Team
- Shared Program Governance Meeting
- Self-Assessment Training and Teams
- CPR/First Aid Sessions
- New Staff Orientation
- Incredible Years Parent Training
- Male Initiative Meeting
- Nutrition Staff Recognition

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!"

PARENTCHILD INC. OF SAN ANTONIO & BEXAR COUNTY
 REACHING CHILDREN
 BUILDING FAMILIES

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



Please make note of
 March April * May* June Events

MARCH

SELF ASSESSMENT MONTH

(Note: Event date and times are subject to change)

PERFORMANCE EVALUATION CYCLE TIMELINE

Employee Recognition: Nutrition Staff

JAN 17 – APR 15	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
-----------------	---------------------------------------	-------------------	------------

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)
 - Payday
 - Food Orders
- ❖ 13 – Daylight Savings Time Begins (Turn clocks ahead 1 hour)
- ❖ 14-18 – Spring Break – Centers & Offices Closed
- ❖ 17 – St. Patrick’s Day
- ❖ 18 – Payday (early payday March 11)
- ❖ 20 – Spring Begins
- ❖ 21 – Back to work from Spring Break!
- ❖ 23 – Early Release/Dismissal (children leave at 11:45)
 - Shared Program Governance Meeting and Agency Self-Assessment Training
 - Wellness Wednesday
- ❖ 23 – April 8 - Self-Assessment Timeframe and Trainings
- ❖ 24 – Executive Team Meeting
- ❖ 25 – Data Assessment & Accountability Initiative Meeting
 - Food Orders
 - EHS/CCP Team Meeting
 - CACFP Monthly Meeting
 - Education/Training Staff Meeting
 - Staff Self-Assessment Training – 2:30 p.m. via Zoom
- ❖ 26 - CPR/First-Aid Class – 9-11:30
- ❖ 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 (cancelled)
- ❖ 31 – Executive Team Meeting
 - Children’s Recognition

APRIL

COMMUNITY ASSESSMENT MONTH

APRIL is Child Abuse Awareness Month

Employee Recognition: Administrative Professionals Day (27th) & 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

○ **Mrs. Adelina Fritz's Birthday**

- Payday
- Food Orders
- April Fools' Day
- EHS-CCP Budget Due
- Fiscal Staff Meeting
- Education/Training Staff Meeting

❖ 1 – PCI's Children's Book Day – Read a book day!

❖ 2 - Kid's Day in the Park San Pedro Springs Park 9:00 a.m. – 12:00 p.m.

❖ 4 – New Staff Orientation

❖ 5 – EHS/CCP Directors' Round Table

- Leadership PCI Session VIII – Human Resources & Fiscal 4:30 – 6:00

○ **Fiesta Float Parade at Centers**

6 - Wellness Wednesday

7 – Executive Team Meeting

Cardboard Kid Reveal Day

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 – 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
 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

- ❖ 2-5 – National Head Start Conference - Baltimore, Maryland
- ❖ 2 – New Staff Orientation
- ❖ 3 – National Teacher Day
 - EHS/CCP Directors' Round Table
- ❖ 4 – Wellness Wednesday
 - Leadership PCI Session IX – Leadership Panel Q & A 4:30 – 6:30
- ❖ 5 – Executive Team Meeting
 - National Day of Prayer
 - Cinco De Mayo
 - Muffins for Mom @ Centers
- ❖ 6 – Staff Development (Teacher of the Year) – Centers Closed
 - Food Orders
 - 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 – Executive Team Meeting
- ❖ 27 – George Gervin Last Day of School
 - Payday
 - Food Orders
 - EHS/CCP Team Meeting
 - Education/Training Staff Meeting
- ❖ 30 – Memorial Day Holiday – Centers & Offices Closed
- ❖ 31 – Children's Recognition

JUNE

Employee Recognition: CEO/HR 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>
---------------	--	--	-------------------

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/ (move to August EHS/ EHS-CCP)
- ❖ 3 – CEO Office Staff Meeting
 - Food Orders
 - Fiscal Staff Meeting
 - Education/Training Staff Meeting
- ❖ 6 – Summer Fun Activities (ideas)
 - 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
 - Process Payroll
- ❖ 19 – Father’s Day

- *Juneteenth*
- ❖ 20 – **Juneteenth observed (Holiday)Centers and Departments Closed**
- ❖ 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!”