

**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** May 23, 2022  
**RE:** CEO WEEKLY MESSAGE



## Memorial Day is May 30, 2022

Greetings All,

I hope your weekend was a great one and I know you are looking forward to the Memorial Day Weekend. The weather persons say there is rain on the way...we certainly could use it!



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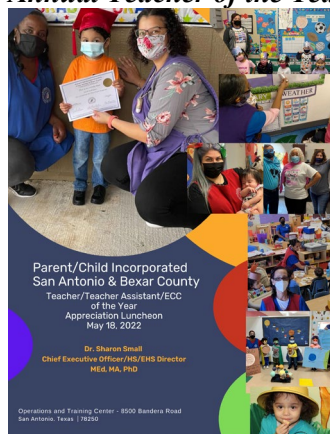
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COVID-19 is on the rise again. Currently, our Risk Level is Low, as you can see above, but we do not want to let our guard down. Since everyone is vaccinated, please **continue wearing masks**. We must continue to be vigilant for the safety of our children and each other. I am hearing there will soon be a vaccine for children under 5 years of age. Please tune in to our local news to get more information.

## Our Teaching Staff Honored

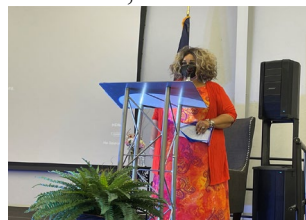
Congratulations to our Head Start, Early Head Start Teacher, and Teacher Assistant of the year as we celebrated the **15<sup>th</sup> Annual Teacher of the Year and Teacher Assistant of the Year Awards and Recognitions!** Way to go!



Teacher of the Year for Head Start – Valeria Ward, East Central ELC  
Teacher of the Year for Early Head Start – Nancy Martinez, Early Learning Academy  
Teacher Assistant of the Year – Sharon Johnson, George Gervin ELC

&

ECC of the Year – Zella Burns, W. Hutchins Early Learning Center



There are so many people we need to thank for making this a success for our Teaching Staff, so I will just say thank you to all who made this a success. You know who you are! *Heartfelt appreciation is extended to the Guest Speaker, Trishawn Clarke-Taylor, PreK Director at the George Gervin Academy. Trishawn Clarke-Taylor is a past PCI employee – way to go! Ms. Taylor reminded us to “Know Your Why” to “Remember Your Why” and to Advocate for Your Why.” She also reminded us that not everyone’s Why is the same. So, know your Why! Thank you, Ms. Taylor, for such a great message!*



Special Thanks to our Facilities and Compliance personnel for the shuttle bringing staff to and from the Bandera Operations/Training facility! Thank you, Rudy Pacheco, Joe Segura, and your team for a safe endeavor! Way to go!

### Our Health Care Team is Awesome!



Congratulations and Special Thanks to Mrs. Angie Rodriguez (far left) Ms. Virginia Ledesma, RN (middle) and our newest member to the Health Care Team and to PCI, Ms. Ashley Islas. Thank you for sharing expertise by caring for our children. Thank you for being an **awesome** team!

### Board Approves Holidays and Staff Development Days for 2022 – 2023

Each year a list of the holidays is presented to PCI’s Board of Directors for approval. The following holidays and staff development days have been approved, so please begin to mark your calendars:

# 2022 – 2023

## *Holidays & Staff Development*

### August

- ❖ 15 - 19 Preservice Week
- ❖ 22 – First Day of School

### September

- ❖ 5 – Labor Day Holiday

### October

### November

- ❖ 8 – Student Holiday/Staff Development Day
- ❖ 21 – 25 – Thanksgiving Break

### December

- ❖ 19 – Jan 2 – Winter Break

### January

- ❖ 1 – New Year’s Day
- ❖ 16 – Martin Luther King Jr. Holiday

### February

- ❖ 20 - Bad weather make-up day/ Student Holiday/Staff Development Day

### March

- ❖ 13 - 17 Spring Break

### April

- ❖ 7 – Good Friday Holiday
- ❖ 28 – Battle of Flowers Holiday

### May

- ❖ 29 – Memorial Day

### June

- ❖ 1 - Last day for Head Start
- ❖ 2 – Bad weather make-up day
- ❖ 19 - Juneteenth

### July

- ❖ 4 – Independence Day

## Happy Birthday, Head Start!



During the third week of May, PCI Centers celebrated Head Start's 57<sup>th</sup> Birthday! This awesome creation 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! *Please go to our Facebook page to see how the children celebrated Head Start's Birthday...Cute!!*

### Leadership PCI Class 5 Informational Zoom Meeting

The Facilitators and members of Class #4 will hold a Leadership PCI Informational meeting for interested candidates for Class 5. We look forward to having another exciting group as we kickoff the 2022-2023 school year! Please send application information to Debra Bedoy at [dbedoy@pcitx.com](mailto: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 18, 2022, virtually. Way to go to our ECCs and Family Service Workers for promoting the meeting. Also, special thanks to Mr. Joe Segura, Mr. Jesse Diaz, and Mr. Rudy Pacheco for spearheading these meetings. Great job all!

### Teaching and Learning for 2022-2023

The Office of Head Start is once again expecting **all** Head Start and Early Head Start programs to be fully enrolled as well as fully staffed. More information will be coming to assure we are ready to go. Research shows children learn best when provided in person teaching. We are in the business of providing high quality education and services, so being in person fares well with our mission. We can do this! We can reach full staffing and full enrollment despite the competition! Please watch our Facebook page for the announcement of Job Fairs happening this summer! Remember if you recommend someone who qualifies for PCI and they stay with PCI, you receive one day of PTO!

### July Plans

If you are an Early Head Start staff and will be working this summer, we will be closed for what is called the **EHS Vacation Timeframe from July 4 – July 8**. It is highly recommended that EHS staff save at least 32 hours of PTO since July 4<sup>th</sup> 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 2022



It's graduation time all over the United States! There will be degrees, certificates, diplomas, and GEDs being handed out to the graduates of 2022. Our Transition Ceremonies will all take place on the 2nd of June. Congratulations to our PCI **High School Graduates of 2035!**



### **Congratulations to the PCI Family Graduates. Please see listing below:**

- **Lisa Walker**, S.T.E.A.M./C.L.A.S.S./Curriculum/Educ. & Training Coordinator at Bandera Operations & Training Center, will be graduating with a bachelor's degree in Ministry from CFI Bible Institute on June 17th.
- **Mariah Fabela**, Niece of Elizabeth Rodriguez, Administrative Assistant at HQ, will be graduating with a 3.7 GPA from Holmes High School on June 4, 2022.
- **Alyssa G. Diaz**, Daughter of Natalie McGarity-Diaz, Fiscal Manager and Jesse Diaz, Assessment, Accountability & Continuous Improvement Coordinator at HQ, will be graduating from University of Texas at Austin, College of Fine Arts, with a Bachelor of Science Degree in Arts and Entertainment Technologies on May 20, 2022
- **Marissa Hernandez**, Granddaughter of Mary Doxie, HS/EHS Operations Coordinator at Bandera Operations & Training Center, will be graduating from Idea Walzem on June 3, 2022. She is in the top 10% of her class graduating Cum Laude, Legacy Scholar, STEM Honors, Mu Alpha Theta, 200+ Community Service hours, Distinguished Grad with a full scholarship at UTSA.
- **Jolynn Diaz**, Granddaughter of Alicia Nieto, Family Service Worker at Terry O'Connor, will be graduating from William J. Brennan High School on June 5, 2022, and Grandson, Jo Alex Valle will be graduating from Memorial High School on June 9, 2022.
- **Lorenzo Aguilar**, Grandson of Leticia Aldaba, Education Center Coordinator at Culebra Head Start Academy, will be graduating from Chicago Bulls College Prep on June 16, 2022, and Granddaughter, Isabella Ayala will be graduating from H.H. Conrady Junior High Middle School in Brookfield, IL., on June 8, 2022. Granddaughter, Jada Vega will be graduating from Park Junior High Middle School in Brookfield, IL., on June 6, 2022, and Granddaughter Leila Briceno will be graduating from Freedom Junior High School in Berwyn, IL., on May 26, 2022
- **Edward James Cerna**, Grandson of Rachel Flores, Early Head Start Teacher at Imperial, will be graduating from St. Mary's University with a Bachelor of Arts in Political Science then on May 20, 2022, leaving for Ft. Knox to Commission with the US Army as a Second Lieutenant.
- **Davien Cuevas**, Son of Stacy Almendarez, Education Center Coordinator at PCI Early Learning Academy Head Start, will be graduating as honor roll student from South San Antonio High School on June 1, 2022. He has been part of the Dual College program at South San Antonio HS where he was enrolled at Texas A&M San Antonio, Palo Alto College and will be attending Texas Tech in the fall.
- **Mallory Rose Vacca**, Granddaughter of Sylvia Lopez, Nutrition Aide at Pearsall Early Learning Center, will be graduating from Pearland High School on May 27, 2022, and Grandson, Manuel J. Lopez will be graduating from Memorial High School on June 9, 2022. Niece, Gabby Gonzalez will be graduating from St. Edward's University with a Bachelor of Science in Behavioral, Art and Psychology on May 7, 2022, and Nephew, Nickolas Barboza will be graduating from Kennedy High School on June 8, 2022.
- **Paula Rios**, Daughter of Ana Garza, Early Head Start Teacher at Culebra Head Start Academy, will be graduating from Jefferson High School and going into the US Navy.

- **Misael Leal**, Son of Elda Leal, Teacher Assistant at Adelina Fritz Early Learning Center, will be graduating from Cast Stem High School on June 3, 2022, and will also be graduating with an Associate Degree from Palo Alto College on May 20, 2022, will be attending UTSA in the fall with a full scholarship.
- **Ruby Reyna**, Granddaughter of Diana Vogt, Human Resources Coordinator at HQ, will be graduating from Texas A & M University with a Bachelor of Science in Criminology with a minor in Psychology on May 21, 2022.
- **Iris Munoz**, Niece of Maricella Nuno, Education Center Coordinator at Southwest Early Learning Center, will be graduating from San Antonio College with an Associate of Arts in Teaching on May 13, 2022.
- **Abel C. Sanchez III**, Son of Veronica Sanchez, EHS Teacher at Adelina Fritz Early Learning Center, will be graduating from the US Army (AIT) on May 25, 2022, and will be going to Fort Bliss in El Paso, TX after graduation.
- **Jayla Harbert**, Great Niece of Dr. Sharon Small-CEO, will be graduating from Norman North High School in Norman, Oklahoma on May 26, 2022.



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:

- Congratulations 15<sup>th</sup> Annual Teacher of the Year Celebration nominees and recipients
- Male Initiative Meeting (ECCs, FSWs, Joe Segura, Jesse Diaz)
- WHY PCI? – (Connie Murphy)
- Leadership PCI Class 5 Information Session to be announced
- Happy 57<sup>th</sup> Birthday Head Start and 27<sup>th</sup> Birthday Early Head Start!
- Shuttle Team
- Happy Memorial Day!
- Graduating Class of 2022

## *A Day of Remembrance*



**Monday, May 30th 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, 2022, in honor of Memorial Day, which is a day on which those who died in active military service are remembered.

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

Regards,  
Dr. Sharon Small

## **Applications Being Accepted for Leadership PCI Class #5 – Deadline May 30<sup>th</sup> 12:00 noon.**

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 2022 (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 **Friday, May 28, 2022**, by 5:00PM via email to [dbedoy@pcitx.com](mailto:dbedoy@pcitx.com) or mail in a sealed envelope to:

**Debra Bedoy c/o Leadership PCI**  
7815 Mainland Dr.  
San Antonio, TX 78250



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

## 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*
- ❖ 5 – *Executive Team Meeting*
  - *Leadership PCI Session IX – Leadership Panel Q & A 4:30 – 6:30*
  - *National Day of Prayer*
  - *Cinco De Mayo*
  - *Muffins for Mom @ Centers*
- ❖ 6 – *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*
  - *Quick Fixing – 5:00 Zoom*
- ❖ 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*
  - *Staff Development (Teacher of the Year) – Centers and Offices Closed*
- ❖ 19 – *Executive Team Meeting*
- 20 – *Data Assessment & Accountability Initiative Meeting*
  - *Food Orders*
  - *CPR/First-Aid Class – 3:00 p.m.*
  - *CACFP Monthly Meeting*
  - *Evaluations due in HR*
- ❖ 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*
  - *Pet Parade – 5:00 Zoom*
- ❖ 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

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

**\*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
  - EHS Summer Staff Training (1/2 day)
  - Food Orders
  - Fiscal Staff Meeting
  - Education/Training Staff Meeting
- ❖ 4 – EHS Summer Staff Training (full day)
- ❖ 6 – Summer Fun Activities (ideas)
  - Process Payroll
  - First Day of Summer Dress
- ❖ 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
  - **Bingo Night – June 20 - 25**
- ❖ 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*

# JULY

**JULY** \*Family Service Workers return \*Health Insurance bid \*Food bid process \*Planning Materials to DB/Shared Governance Meeting \*Strategic Planning (Staff) \*Region VI Board Meeting **Monthly Events:** \* Daily/Weekly Compliance Debriefing, \***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, \*Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., \* Follow Up Fridays

## STRATEGIC PLAN – FOURTH QUARTER REPORT

- ❖ 1 – *CEO Office Staff Meeting*
  - *Process Payroll*
  - *Food Orders*
  - *Education/Training Staff Meeting*
- ❖ 4-8 – *EHS Summer Vacation – Centers Closed*
- ❖ 4 – *Independence Day Holiday – Centers & Offices Closed*
- ❖ 6 – *Wellness Wednesday*
- ❖ 7 – *Executive Team Meeting*
- ❖ 8 – *Payday*
  - *Food Orders*
  - *Fiscal Staff Meeting*
- ❖ 11 – *New Staff Orientation*
  - *EHS Services Resume*
  - *Fiscal Budget Meeting*
  - *11 – 15 - ECC Training*
- ❖ 12-13- *Family Service Worker Pre-Service Training*
- ❖ 13 – *Wellness Wednesday*
  - *Hatch Training (ECC/Ed. Trainers)*
- ❖ 14 – *Executive Team Meeting*
- ❖ 15 – *Food Orders*
  - *Education/Training Staff Meeting*
- ❖ 16 - *Health Fair – 10:00 – 3:00 Brady*
- ❖ 18 – *Process Payroll*
- ❖ 19 – *Shared Program governance Planning Session and Meeting*
- ❖ 20 – *Wellness Wednesday*
- ❖ 21 – *Executive Team Meeting*
- ❖ 22 – *Payday*
  - *Food Orders*
- ❖ 24 – *National Parents Day*
- ❖ 27 - *Wellness Wednesday*
- ❖ 28 – *Executive Team Meeting*
  - *SF-425 Report Due – CRRSA Act/American Rescue Plan Act*
  - *SF-425 Semi-Annual Report Due – EHS-CCP*
  - *Federal Cash Transaction Report*
- ❖ 29 – *Food Orders*
  - *Movie Night – 7:00 – 10:00 Brady*
- ❖ 31 - *Paycom IRS 941/TWC Quarterly Reports Due*

# AUGUST

- ❖ 12 - \*Last Day for Summer Dress
- ❖ 15 - 19 Preservice 8:00 - 11:30 and 1:00 - 5:00
- ❖ 22 - First Day Back to School

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...BACK...to Basics...with Quality!”*