



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: May 9, 2022
RE: CEO WEEKLY MESSAGE

Celebrate Head Start's 57th Birthday and Early Head Start's 27th Birthday!

Greetings and I hope you had a **HAPPY MOTHER'S DAY** Sunday, May 8, 2022!

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 15th Annual Teacher of the Year and Teacher Assistant of the Year Celebration!** Way to go, PCI!

Staff Recognition



Congratulations and THANK YOU to the ladies that keep our children fed at the centers, our Nutrition Aides! The Nutrition Aides are our unsung heroes. We thank you for what you do; and to all those who step in for our Nutrition Aides, we appreciate you as well. We look forward to doing something special for these dedicated employees...you deserve it!

WHY PCI? ...Kickoff

Our Communications Coordinator has done it again! May 10th was the kickoff of a new campaign entitled "Why PCI?" Ms. Murphy says "The promotional campaign is designed to give parents a behind the scenes look at PCI! Whether a sneak peek inside the classroom, testimonials and inside look at services PCI offers." The first video that is being launch on our Social Media sites.

Congratulations to the Imperial Early Learning Center staff for their contribution in fulfilling our mission. Click on the link below to view what this mom had to say:

<https://youtu.be/s-xeU45orp4>

Let's all be able to share **Why PCI?** PCI is a great place to send children for a safe learning environment, a place to allow a child to be a child, a place where quality care and education are provided and... it is a great place to work. **WHY PCI?** ...because we care about **the whole child, the whole family, and the whole community!** **That is WHY PCI!**

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

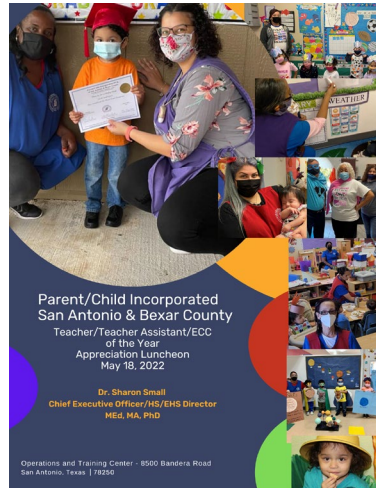
TO DO AND BE MY VERY BEST
Para hacer y ser mi mayor esfuerzo

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

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



Teacher & Teacher Assistant of the Year Recognition Awards and Reception



On Wednesday, May 18th we will celebrate our 15th Annual Early Head Start and Head Start Teachers of the Year as well as Teacher Assistant of the Year at our Bandera Operations/Training Facility!! What an exciting event for Parent/Child Incorporated! There will be an exciting guest speaker but most importantly the announcement of the **Teacher and Teacher Assistant of the Year!** Congratulations to our nominees! To be nominated to represent your center is an honor and to be chosen to represent the agency is incredible!

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 our newest member to the team, **Ms. Ashley Islas**. We appreciate you! It takes special people to be a nurse. PCI will celebrate our Health Care Team on May 11, 2022.

Leadership PCI Class 4



Congratulations to Leadership PCI Class 4 who completed their projects and presentations Thursday May 5, 2022! What an awesome job they did in presenting! Each project enhances a significant part of the agency. Please note their projects:

- **LAURA GALINDO** – TEEN PARENT INVOLVEMENT
- **ANA PASTRANO** – PAPERLESS CHILD AND FAMILY FILES
- **JESUSITA SANCHEZ** – FAMILY SERVICE WORKER BINDER
- **DIANE THOMAS** – BUDGET NARRATIVE RECONCILIATION
- **ERIKA TREVINO** – STAFF MORALE BOOSTERS

Class #4 will officially receive their Leadership PCI jackets on June 1, 2022, 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 57th Birthday Head Start and 27th Birthday Early Head Start!

May is Head Start and Early Head Start's birthday! This year, Head Start turns 57 and Early Head Start turns 27. "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 27 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 2022-2023 school year! We are facing more competition than ever before, but PCI's Family Service Workers are ready to meet the challenge head on. We're looking forward to being fully enrolled and fully staffed. 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!"*

Applications Being Accepted for Leadership PCI Class #5

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 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.*

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 4th 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. And yes, our Head Start children will be transitioning as well on June 2, 2022! We're so proud of our children and the teaching staff for providing our children what is needed to be successful!



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! Please send your information to Ms. Elizabeth Rodriguez at erodriguez@pcitx.com.

Speaking of graduations, Congratulations to **Mrs. Sylvia Leija**, Nutrition Reimbursement Specialist, on her son **Christopher A. Gonzalez, graduating with honors from Texas Tech University!** His major is Mathematics! We are so proud of Christopher's accomplishments and look forward to him being an asset to society. Way to go, Christopher. I know mom is proud beyond measure!



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 #4
- Nurse and Health Specialist Staff
- All Teaching Staff and EHS/CCP
- Nutrition Aides
- Nutrition Staff
- Family Service Workers continuing recruitment/enrollment activities!
- Staff preparing for the Teacher of the Year Awards and Reception
- Happy 57th Birthday Head Start and 27th Birthday Early Head Start!
- Leadership PCI Panelist (Executives/Mrs. Sylvia Leija)
- Leadership PCI Facilitators (Jesse Diaz, Debra Bedoy, Constance Murphy)

Wonderful things are happening throughout PCI and as always, I thank you for all you do! Look forward to hearing new innovations PCI has in store to be even more competitive!

We Are a SUCCESS...Because we Try!



**Please make note of
* May* June* July*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
- ❖ 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
- ❖ 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



Calendar for 2022-2023

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



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