

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: February 2023
RE: CEO MESSAGE

*“PCI...Our **WHY**...Children and Families!”*

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Greetings!

February is an exciting month! PCI’s 44th Anniversary, Black History Month, Staff Recognitions, Groundhog Day, Dual Language Learners Week, Valentine’s Day, 100th Day of School, Champions fore Charity, Rodeo Day... *Way to go!*

I know your Monday began a bit chilly and you had two inclement weather days (Tuesday and Wednesday), but I hope you have warmed up a little more today. Keep watch on the weather and other PCI events by signing up for the **EZ Texting notification system**. The system provides parents and staff key information such as weather-related cancellations, early dismissals, emergencies and more. You will be the first to know with **EZ Texting Communications SMS** text. It’s simple to join! Just do the following:

1. Text to (210) 226-6232
2. Type the word **EZ JOIN** in the message box
3. You will get a text back letting you know you are now in the system!

It’s just that simple! This is an excellent way to stay connected to PCI with up-to-date information. **Please join today if you have not done so already.** All PCI staff and parents are asked to sign up! This is another form of community engagement. Remember data and message rates may apply.



100th Day of School – Thursday February 2, 2023

The 100th day of school is literally the 100th day of the school year. From the very first day of school, classes begin keeping track of the number of days they've been in school in anticipation of the 100th day. I can't wait to see all the ways the 100th day is represented at our centers!



February Staff Recognition: *Family Service & Fiscal Staff*

February is the month when we recognize our dedicated **Family Service Staff and Fiscal Staff!** From assuring we have children and families to assuring the bills are paid, these two groups are vital to the pulse of the agency. We recognize them for all their hard work and dedication. Congratulations all. You make PCI proud!

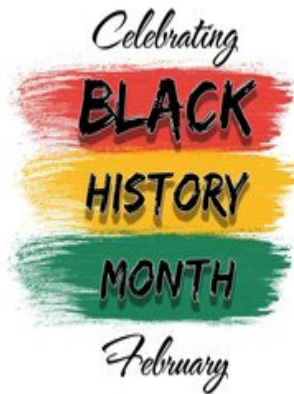


HAPPY 44th BIRTHDAY PCI!

On **February 9, 1979**, Parent/Child Incorporated became a Delegate for the entire Head Start program under the City of San Antonio who was the Grantee. Now in 2023, PCI is the Grantee for **Early Head Start, Head Start, Early Head Start-Child Care Partnership/Expansion and Head Start Grantee II and Early Head Start Grantee II** as well as having a successful **Nutrition and Day Care Home** program. We celebrate the **Founder of PCI, Blanche Russ-Glover** for her vision and care for the children and families of San Antonio and Bexar County. PCI is blessed, but we can never forget how it all began.

NEXT EARLY RELEASE/DISMISSAL - Wednesday, FEBRUARY 15, 2023

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 15, 2023. 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 10, 2023, the children, and staff of PCI will celebrate Black History with various presentations at each of our centers. With such creative ECCs and Teachers, I know the children will do a great job. Please follow our Facebook page to see our children in action!

The 2023 BLACK HISTORY THEME: **Black Resistance!**

The Black History Month 2023 theme, "Black Resistance," explores how African Americans have resisted historic and ongoing oppression, in all forms, especially the racial terrorism of lynching, racial pogroms and police killings," since the nation's earliest days.



"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 our board members play 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 **February Annual Board Meeting and Annual Report to the Public**.



VITA is offering Free Tax Prep!

The **Volunteer Income Tax Assistance (VITA)** Program provides free income tax return preparation to hard working taxpayers earning up to \$60,000 annually. VITA helps working families take advantage of all of the tax credits they are eligible for including the Earned Income Tax Credit (EITC), Child Tax Credit (CTC), and education credits. Volunteers from the community help prepare basic, current year tax returns for eligible taxpayers free of charge. Please call the United Way Helpline at 2-1-1 for

more information on VITA services, locations, and hours. For more information visit VITASA.ORG

Let's Rodeo San Antonio! – Tuesday, FEBRUARY 14, 2023

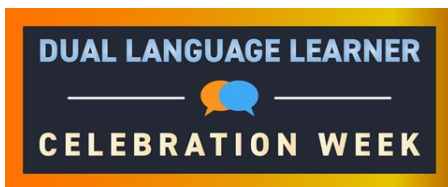


“Let's Rodeo, PCI of San Antonio!” Tuesday, February 14th is not only Valentine's Day, but it is also **PCI Rodeo Day and Champions fore Charity Kickoff!** Children and staff are welcome to wear cowboy/cowgirl duds if they have them! See advertisement below!



2nd Male Initiative Meeting – Wednesday, FEBRUARY 15, 2023

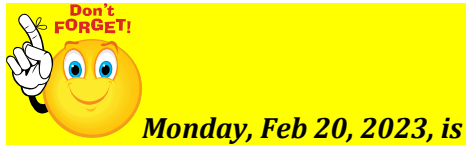
The 2nd PCI Male Initiative Meeting will be held on Wednesday, February 15, 2023, at 6:00pm. Please mark your calendars and stay tuned for more details from Mr. Joe Segura.



Celebrate Dual Language Learner Week February 21-24!

Celebrated the last full week in February, join Parent/Child Incorporated for Dual Language Learner (DLL) Celebration Week! This annual virtual celebration is all about children who are DLLs and their families. Children who are DLLs are part of all our communities, and we will highlight the strength, beauty, heroism, and innovative work being done to support them and their families. Special thanks to Mrs. Catherine Padilla-Ortas, Ms. Laura Galindo and to the classroom staff for working closely with our DLL children. Also, thank you to Mrs.

Lisa Walker for assisting in the collaboration. We are in the process of hiring a Bilingual Teacher/Translator.



Monday, Feb 20, 2023, 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 22nd!

Mark your calendars for the Health/Nutrition Advisory Meeting on February 22nd 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. The focus of this meeting will be to satisfy the Office of Head Start Final Rule on Mitigating the Spread of COVID-19. For more information, contact Mrs. Mary Doxie at mdoxie@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 2022- 2023** in both groups. Teacher nomination was due on January 27, 2023. Teacher Assistant nominee information will be due February 24, 2023.

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 V 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!



JANUARY 2023

Employee Recognition: Maintenance, Custodial & Compliance/Special Services Staff

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health
Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *EHS/CCP
Teacher Home Visits, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

Jan 3 – JAN 13	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 17 – APR 14	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 23 – Operations Staff Meeting
- ❖ 25 – Transition/Education Advisory Committee Meeting – 1:30 pm
 - Early Dismissal/Teacher Planning
- ❖ 26 – Executive Team Meeting
- ❖ 27 – Teacher of the Year Nominee Information Due
 - Education/Training Staff Meeting

- Food Order
- EHS/CCP Team Meeting
- ❖ 28 – Annual Parent Training
- ❖ 30 – Process Payroll
 - SF-425 Semi-Annual Report Due – EHS-CCP
- ❖ 31 – W-2’s Due to Employees
 - 1095’s Due to Employees
 - NEC/Miscellaneous 1099’s Due to Vendors
 - NEC 1099’s Due to IRS
 - Head Start/COVID-19 Fiscal Year Ends
 - Head Start II/Early Head Start II/COVID-19 Fiscal Year Ends
 - Early head Start/COVID-19 Fiscal Year Ends
 - Paycom IRS 941/TW Quarterly Reports Due
 - Children’s Perfect Attendance Recognition Day

FEBRUARY

AFRICAN AMERICAN HISTORY MONTH

Employee Recognition: Family Service & Fiscal Staff

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *EHS/CCP Parent Teacher Conference and Winter TSG Assessments *Black History Month, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

Jan 3 – JAN 13	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 17 – APR 14	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 1 – Champions for Charity Month Campaign
- ❖ 2 – Executive Team Meeting
 - 100th Day of School
 - Groundhog Day
- ❖ 3 – Payday
 - CEO Office Staff Meeting
 - Food Order
 - Education/Training Staff Meeting
- ❖ 4 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 6 – New Staff Orientation TDFPS-8 Hours

- HS/EHS Round-up Begins.
- ❖ 7 – Leadership PCI Session VI Organizational and Staff Development 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ 8 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
- ❖ 9 – Executive Team Meeting
 - **Happy Birthday PCI – 44th Anniversary**
 - New Staff Orientation TDFPS-8 Hours
- ❖ 10 – Food Order
 - **Black History Presentation – 10:00 am @ Centers**
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 13 – Process Payroll
 - Fiscal Budget Meeting
 - Operations Staff Meeting
- ❖ 14 – Annual Board of Directors Meeting – 6:30
 - Rodeo for PCI Day
 - Valentine’s Celebrations at CCP Sites
 - Valentine’s Day
- ❖ 15 – Male Initiative Meeting – 6:00 pm
 - **Early Dismissal/Teacher Planning**
- ❖ 16 – Executive Team Meeting
- ❖ 17 – Payday
 - Food Order
 - National Random Act of Kindness Day
- *20 – Southwest Staff Development
 - Staff Development Day/Student Holiday/Bad Weather Make-up Day – Centers Closed
 - Presidents Day
- ❖ 21-24 – Dual Language Learners Celebration
- ❖ 22 – Incredible Years Parent Curriculum Training
 - Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Ash Wednesday
- ❖ 23 – Executive Team Meeting
- ❖ 24 – Teacher Assistant of the Year Nominee Information Due
 - Education/Training Staff Meeting
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 27 – Process Payroll
 - Operations Staff Meeting
- ❖ 28 – Miscellaneous 1099’s Due to IRS
 - Children’s Perfect Attendance Recognition

MARCH

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Employee Recognition: Nutrition Staff/Nutrition Aides/HR Staff

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training, *EHS/CCP Women’s History Month, *National Nutrition Month, *Parent Gazette Spring Addition, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

Jan 3 – JAN 13	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 17 – APR 14	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 1 – Class Observation 2nd Cycle
- ❖ 2 – Executive Team Meeting
 - Texas Independence Day
 - Read Across America Day
- ❖ 3 – Payday
 - CEO Office Staff Meeting
 - Food Order
- ❖ 4 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 6-10 – Child Nutrition Appreciation Week
 - Texas Public School Week
 - National School Breakfast Week
- ❖ 6 – Process Payroll
 - New Staff Orientation TDFPS-9 Hours
- ❖ 7 – Leadership PCI Session VII Food Service – 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - Bus Evacuation Training – Meadowood – 9:00 am
 - Bus Evacuation Training – Clarice Roe – 10:00 am
 - EHS/CCP Director’s Roundtable
- ❖ 8 – Family Service Workers Staff Meeting
 - New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
- ❖ 9 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
 - Bus Evacuation Training – Pearsall – 9:00 am
 - Bus Evacuation Training – Southwest – 10:00 am
- ❖ 10 – Early Payday
 - Southwest Early Release – 1 Hour
 - Food Order

- Fiscal Staff Meeting
- Compliance/Disabilities/Mental Health Staff Meeting
- National School Breakfast Weekends
- ❖ 12 – Daylight Savings Time Begins
- ❖ 13-17 – Spring Break – Centers & Offices Closed
 - 13-17 – Agency Paid Leave
 - 13-17 – Southwest Spring Break – Center Closed
- ❖ 16 – Madonna Center Inc. Kite Festival
- ❖ 17 – Bailey’s Child Development Center Kite Festival
 - St. Patrick’s Day
- ❖ 20 – Spring Begins
 - Very Hungry Caterpillar Day
- ❖ 21 – HR Newsletter
 - Bus Evacuation Training – Bailey’s Babies – 9:00 am
 - Bus Evacuation Training – Lost Creek – 9:30 am
 - Kite Festival - TBA
- ❖ 22-April 6 – Self-Assessment Timeframe and Trainings
- ❖ 22 – Shared Program Governance Meeting Agency Self-Assessment Training – 6:00 pm
 - Fiscal Budget Meeting
 - Incredible years Parent Curriculum Training
- ❖ 23 – Executive Team Meeting
 - Bus Evacuation Training – Place for Life EHS – 9:00 am
 - Bus Evacuation Training – Place for Life HS – 10:00 am
- ❖ 24 – Food Order
 - EHS/CCP Team Meeting
- ❖ 27 – Process Payroll
 - Operations Staff Meeting
- ❖ 28 – Bus Evacuation Training – PCI Early Learning Academy EHS/HS – 9:00 am
- ❖ 30 – Executive Team Meeting
 - Bus Evacuation Training – Imperial – 9:00 am
 - Bus Evacuation Training – Madonna – 10:00 am
- ❖ 31 – Payday
 - Food Order
 - Coronavirus Response and Relief Supplement Appropriations (CRRSA) Act Ends
 - American Rescue Plan (ARP) Act Program Ends
 - Children’s Perfect Attendance Recognition Day

APRIL

COMMUNITY ASSESSMENT MONTH

Employee Recognition: Administrative Professionals & Operations Staff

APRIL IS CHILD ABUSE AWARENESS MONTH

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training, * EHS/CCP Week of the Child 15-21, *Child Abuse Awareness Month, *Fiesta San Antonio 20-30, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

APRIL 1 - 14	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 21	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

- ❖ 1 – EHS-CCP Budget Due
 - CPR/First-Aid Class – 9:00-11:00 am
 - April Fool’s Day
- ❖ 2 – Children’s Book Day
 - Palm Sunday
- ❖ 3 – Fiscal Staff Meeting
 - New Staff Orientation TDFPS-8 Hours
- ❖ 4 – Leadership PCI Session VIII Human Resources – 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ 5 – New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
 - Passover Begins
- ❖ 6 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
 - Food Order
 - Madonna Center Inc. Egg Hunt
 - Self-Assessment Timeframe and Trainings Ends
- ❖ 7 – Good Friday Holiday – Centers & Offices Closed
 - Agency Holiday
 - Bailey’s Child Development Center Egg Hunt
- ❖ 9 – Easter
- ❖ 10 – Process Payroll
 - Fiscal Budget Meeting
 - Southwest Holiday/Bad Weather Make-up Day (Specialized Training)

- Operations Staff Meeting
- ❖ 11 – Bus Evacuation Training – Adelina Fritz – 9:00 am
 - Bus Evacuation Training – Culebra – 9:30 am
- ❖ 12 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - Early Dismissal/Teacher Planning
- ❖ 13 – Executive Team Meeting
 - Bus Evacuation Training – Timberhill – 9:00 am
 - Bus Evacuation Training – George Gervin – 10:00 am
 - Passover Ends
- ❖ 14 – Payday
 - Food Order
 - CEO Office Staff Meeting
 - Education/Training Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
 - CCP Sites Cardboard Kids Reveal
- ❖ 15-21 – Week of the Young Child
- ❖ 16 – National Volunteer Week Begins
- ❖ 18 – Board of Directors Meeting – 6:30 pm
 - Bus Evacuation Training – Evelyn King – 9:00 am
 - Bus Evacuation Training – E. Central – 9:30 am
- ❖ 19 – Transition/Education Advisory Committee Meeting – 1:30 pm
- ❖ 20 – Executive Team Meeting
 - Bus Evacuation Training – W. Hutchins – 9:00 am
 - Bus Evacuation Training – Terry O’Connor – 10:00 am
- ❖ 21 – STEAM Art Gallery Auction-Bandera
 - Food Order
 - EHS/CCP Team Meeting
 - Madonna Center Inc. Earth Day Events
- ❖ 22 – Earth Day
 - National Volunteer Weekends
- ❖ 24 – Process Payroll
 - Distribution Annual Evaluations to all Supervisors’
 - Operations Staff Meeting
- ❖ 25 – Bus Evacuation Training – Midcrown – 9:00 am
 - Bus Evacuation Training – Green Oak 10:00 am
- ❖ 26 – Incredible Years Parent Curriculum Training
 - Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Administrative Professional Day
- ❖ 27 – Executive Team Meeting
 - Food Order
 - 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
 - Fiesta Float Parade
 - Children’s Perfect Attendance Recognition Day

- Madonna Center Inc. Fiesta Parade
- ❖ 28 – Payday
 - Agency Holiday
 - Battle of Flowers Holiday – Centers & Offices Closed
 - Bailey’s Child Development Center Fiesta Parade
 - Arbor Day
- ❖ 30 – Paycom IRS 941/TWC Quarterly Reports Due

MAY

Employee Recognition: Teacher/Teacher Assistant/Nurse/EHS-CCP Partners, Volunteers, Substitutes

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *EHS/CCP Teacher Appreciation Week 1-5, *Parent Teacher Conference and Spring TSG Assessments, *National Pet Month, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

MAY 1 – MAY 12	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
MAY 15 – MAY 25	9. Formal Performance Evaluation	CONDUCT ANNUAL PERFORMANCE CONFERENCE	SUPERVISOR
May 26	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR

- ❖ 1 – New Staff Orientation TDFPS-8 Hours
- ❖ 2 – Leadership PCI Session IX Leadership Panel Q & A – 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ 3 – New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
- ❖ 4 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
 - National Day of Prayer
- ❖ 5 – CEO Office Staff Meeting
 - Food Order
 - Cinco De Mayo
- ❖ 6 – CPR/First-Aid Class – 9:00-11:00 am
 - National Nurses Day
- ❖ 8-12 – Teacher Appreciation Week
- ❖ 8 – Process Payroll

- Operations Staff Meeting
- ❖ 9 – National Teacher Day
- ❖ 10 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
- ❖ 11 – Executive Team Meeting
- ❖ 12 – Muffins for Mom @ Centers
 - Payday
 - Food Order
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- Education/Training Staff Meeting
 - Muffins with Mom at CCP Sites
- ❖ 14 -Mother's Day
- ❖ 15 – Distribute Lay-off Letters to Head Start Staff
 - Fiscal Budget Meeting
- ❖ 16 – Board of Directors Meeting – 6:30 pm
 - Madonna Center Inc. Lunch and Learn
- ❖ 17 – Male Initiative Meeting – 6:00 pm
 - Bailey's Child Development Center Lunch and Learn
 - Staff Development/Teacher & Teacher Assistant of the Year Celebration
- ❖ 18 – Executive Team Meeting
- ❖ 19 – Submit Annual Evaluations to Human Resources
 - Food Order
- ❖ 20 – Armed Forces Day
- ❖ 22 – Process Payroll
 - Operations Staff Meeting
- ❖ 23 – Madonna Center Inc. Lunch and Learn
- ❖ 24 – Food Order
 - Bailey's Child Development Center Lunch and Learn
- ❖ 25 – Executive Team Meeting
- ❖ 26 – Payday
 - Education/Training Staff Meeting
 - EHS/CCP Team Meeting
- ❖ 29 – Memorial Day Holiday – Centers & Offices Closed
 - Agency Holiday
 - CCP Sites Closed
- ❖ 31 – Children's Perfect Attendance Recognition Day

JUNE

Employee Recognition: CEO Office Staff

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *EHS/CCP Teacher Home Visits, *National Safety Month, *Parent Gazette Summer Addition, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

- ❖ **1 – Last Day for Head Start**
 - Transition Ceremonies
 - Southwest Last Day of School/Early Release - 1 Hour
 - Executive Team Meeting
- ❖ **2 – Last Day of Head Start Staff**
 - CEO Office Staff Meeting
 - Food Order
 - Bad Weather Make-up Day
 - Last reporting day for PIR – (all programs) HS/EHS/EHS-CCP
- ❖ **5 – Process Payroll**
 - New Staff Orientation TDFPS-8 Hours
- ❖ **6 – Leadership PCI Class Dinner**
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ **7 – New Staff Orientation Disabilities/Mental Health**
- ❖ **8-9 – Planning Retreat**
- ❖ **8 – Executive Team Meeting**
 - New Staff Orientation TDFPS-8 Hours
- ❖ **9 – Payday**
 - Food Order
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ **14 – Flag Day**
- ❖ **15 – Executive Team Meeting**
- ❖ **16 – Early Payroll Process**
 - Food Order
 - Education/Training Staff Meeting
 - Donuts for Dad @ Centers
 - Donuts for Dad @ CCP Sites
- ❖ **18 – Father’s Day**
 - ❖ **19 – Juneteenth Holiday – Centers & Offices Closed**
 - Agency Holiday
 - Bailey’s Child Development Center Closed
- ❖ **21 – Summer Begins**

- ❖ 22 – Executive Team Meeting
- ❖ 23 – Payday
 - Food Order
- ❖ 26-30 – Green Oak Learning Center Closed
- ❖ 29 – Executive Team Meeting
- ❖ 30 – Food Order
 - EHS-CCP Fiscal Year Ends
 - Education/Training Staff Meeting
 - (EHS) Children’s Perfecto Attendance Recognition Day
 - EHS/CCP Team Meeting



“PCI...Growing San Antonio’s Tomorrow...Today!”