



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** March 24, 2023  
**RE:** CEO MESSAGE

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

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 (27<sup>th</sup>), Spring Break, Champions *for* 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 6 members of Leadership PCI! There is more information regarding the application process for Leadership PCI later in this CEO Message!

**Self-Assessment – March 22– April 6**

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 2023 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 Compliance Officer/Special Services Coordinator	Helen Lopez Education Coordinator	Lydia Almaraz ERSEA/Family Community Specialist I	Janie Castillo CACFP Nutrition Services Manager	Natalie McGarity-Diaz Chief Financial Officer	Jesse Diaz Data & Assessment Coordinator
Co-Lead	Mary Dowie HS/EHS Operations Coordinator	Lisa Walker Education Coordinator	Jesuita Sanchez Family Service Worker-Last Creek	Monica Ellison Center Nutrition Coordinator	Tania Saenz Accountant	Catherine Padilla-Ortas EHS-CCP Coordinator/ Education Coach
Members	Candace Collins Operations/Resource coordinator	Karen Fillingier Education Specialist	Patricia Cardenas ECC-Place For Life (EHS)	Rudy Pacheco Facilities/Transportation Supervisor	Lisa Rodriguez Accounts Payable Specialist	Diana Vogt Human Resources Coordinator
	Erika Trevino ECC-Imperial	Stacy Almandarez ECC-PCI Early Learning Academy (HS)	Lisa Sifuentes ECC-Place For Life (HS)	Virgina Ledesma RN	Diane Thomas Procurement Specialist	Debra Bedoy Executive Assistant to the CEO
	Ana Pastrano ECC-Midcrown	Rachel Flores HS Teacher - Imperial	Eldia Gonzales Family Service Worker-Terry O'Connor	Angie Rodriguez Health Specialist	Henry Alonzo Administrative Assistant (Fiscal)	Sylvia Leija Administrative Asst. /Compliance Monitor
	Jennifer Barrientes Disability/Mental Health Coordinator	Rosalie Blanco EHS Teacher - Imperial	Juan Garcia Family Service Worker-PCI Early Learning Academy (EHS)	Rosemary Marin ECC-Pearsall	Alice Espinoza Human Resources Specialist	
	Sylvia Cadena Family Service Worker-King	Laura Galindo Education/EHS Coach	Leticia Leyva Family Service Worker-Imperial	Ashley Islas Health Specialist		
	Cristal Scott ECC-Terry O'Connor	Megan Smith ECC-Clarice Roe	Dolores Garcia Family Service Worker-Clarice Roe			
Community at Large						Nora Balderas Director of Children Services - Madonna (EHS-CCP Partner)
PCI Board						Michael Lattimer Board of Directors - President
Policy Council Leadership						Adelina Fritz community volunteer
Parents as members						

## CARE Initiative Kickoff – March 27, 2023

As we begin the final months of school, we are preparing to end it **upbeat** and with sincere appreciation and kindness of each other. Get ready for the **CARE Program Initiative** where we encourage each other to be the best we can be by showing appreciation through kind words and/or acts of kindness. Please read below more about how this program will work which was sent earlier in the month. Thanks to those centers and staff that have already begun the program at their centers which is where the idea is coming from. We all need to be appreciated and hear from time to time how we make a difference. So, let's get ready to show our **WHY** through the **CARE Initiative... kickoff will be the week of the 27<sup>th</sup>!**

### GET READY FOR THE CARE PROGRAM INITIATIVE AT PARENT/CHILD INCORPORATED (PCI)!



Positive work words are encouraging and respectful expressions you can use in the workplace to create a welcoming culture. PCI plan to adopt that model by creating a **"Care Program Initiative"** at all PCI Centers and Facilities!

Please create a tree, album, bulletin board, or any design of your liking, to show your support for your co-workers.

#### The "CARE Program Initiative" Week - March 27-31, 2023!

The goal is to post positive messages for your co-workers to see. Choosing positive and affirmative language encourages employees to perform better, shows gratitude for their efforts and establishes healthy relationships between colleagues.

You may use different words for various situations to affirm your co-workers or simply write a small note and attach it to your **"Care Program Initiative Design!"**

Please send a picture of your creative design during the kick off week to Communications Director, Connie Murphy to share on social media and with other staff via email.

Dr. Sharon Small  
Chief Executive Officer/HS/EHS Director  
MED, MA, PhD

"GROWING SAN ANTONIO'S TOMORROW...TODAY!"

## 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**

## Child Abuse Prevention and Awareness

A graphic for Child Abuse Awareness Month. It features a photograph of two young children, a white girl and a Black girl, hugging. The text is overlaid on the image. A white box on the left contains the text: 'April is National Child Abuse Prevention Month, a time to recognize that we each can play a part in promoting the social and emotional well-being of children and families in communities.' Below the photo is a blue banner with the text 'Child Abuse Awareness Month' and an orange button with the text 'April'.



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.

## Cardboard Kid Reveal Day

April 6th



The Cardboard Kids **Reveal Day**: Thursday, April 6, 2023.

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 6, 2023.

Remember, pictures need to be taken horizontally (wide shots - no individual shots) to fit our Facebook page.



### Announcing the 2022-2023

#### Teacher/Teacher Assistant of the Year Nominees

PCI Congratulates the 2022-2023 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 Wednesday, May 17, 2023 at an exciting new location to be announced later. *Way to go* to you all!



## Parent/Child Incorporated's

2022-2023

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

CENTER	EARLY HEAD START TEACHER OF THE YEAR	HEAD START TEACHER OF THE YEAR	HEAD START TEACHER ASSISTANT OF THE YEAR
Adelina Fritz	Veronica Sanchez	Vanessa Cosgrove	Elda Leal
Clarice Roe		Norma Arredondo	Elizabeth Baez
Culebra	Abigail Estrada	Marissa Zavala	Lucero Perez
East Central		Valeria Ward	Matilda Gonzalez
Evelyn King	Patricia Sanders	Sherika Hall	Anna Flores
Early Learning Academy -EHS	Crystal Guerrero		
Early Learning Academy -HS		Myrna Gonzalez	Sandra Aguirre
George Gervin		Hermino Patino	Shaydava Sledge
Imperial	Natalie Gamez	Keila Lopez	Imelda Powell
Lost Creek	Victoria Redwine	Lucia Saldivar	Celina Bobadilla
Meadowood		Ruby Yzquierdo	Guadalupe Aguilar
Midcrown	Joy Baldwin	Sheril Daniels	Paloma Benavides
Pearsall	Diana Perez	Jessica Rivera	Olga Hernandez
Place For Life EHS	Olaoluwa Falayi		
Place for Life HS		Hilda Rodriguez	Debra Bosmans
Southwest	Alexis Torres		
Terry O'Connor	Valerie Gonzales	Olga Gonzales	Vacant
Timberhill	Geraldine Garcia	Carla Mandujano	Tashyanna Pritchard
West Hutchins	April Barrera	Brenda Salazar	Sandra Alfredo

### **STREAM Art Gallery Coming to PCI**

The STREAM Dream Team is excited to bring to the PCI community the **Children's Art Gallery and Auction** to be held at the PCI Operations/Training Building on Bandera Road on April 21, 2023. A child's world is fresh and new and beautiful, full of wonder and excitement! You will be able to see their vision through the art. Come see what the children have to share on April 21<sup>st</sup>. More information coming... *Way to go!*



### 2022-2023 ECC of the Year

Parent/Child Incorporated is requesting nominations for the 2022-2023 Education Center Coordinator (ECC) of the Year! Just as we recognize our dedicated teaching staff, our ECCs deserve recognition as well! Just as last year, 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](mailto: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 12, 2023**, for the nominee to be considered for the second round in moving forward to becoming ECC of the Year for 2022-2023!

### Applications Being Accepted for Leadership PCI Class #6

#### Mission

*The mission of Parent/Child Incorporated is to provide high-quality early childhood developmental and educational services in order to.0 empower our children and their families to become responsible citizens who value education and community.*



It is time to apply for the 2023-2024 class of 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 2024 (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 8, 2023**, 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](mailto:dbedoy@pcitx.com).

*\*If needed, an informational meeting hosted by former members of Leadership PCI may be held at a date to be determined.*



**Don't forget there are two very important Advisory Meetings coming up in April:**  
19- Transition Education Advisory Meeting  
26 – Health/Nutrition Advisory Meeting

**Reminder: Tax Deadline April 18, 2023**

The filing deadline to submit 2023 tax returns or an extension to file and pay tax owed is Tuesday, April 18, 2023.



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...our **WHY!**

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

- PCI Kite Festival hosted by the STREAM Dream Team – 27<sup>th</sup>
- 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
- CARE Agency-wide Initiative Kickoff

**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 mejor esfuerzo

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

Parent/Child Inc. of San Antonio & Bexar County  
REACHING CHILDREN  
BUILDING FAMILIES

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

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





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

## MARCH

### SELF ASSESSMENT MONTH

***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

- ❖ 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
  - Kite Festival

- ❖ 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
  - Cardboard Kids Reveal Day
- ❖ 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
  - ECC of the Year Nominations due by noon
  - 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
- ❖ 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 – STREAM 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
  - Deadline to apply for Leadership PCI Class #6
- ❖ 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



## *Approved Events for School Year 2023 – 2024 Holidays & Staff Development*

**August – 21 – 25 Preservice Week  
28 Back to School**

**September 4 Holiday – Labor Day**

**October 9 Student Holiday/Staff Development (Indigenous People Day)**

**November 7 Student Holiday/Staff Development  
20 – 24 Thanksgiving Break**

**December 18 – 29 Winter Break**

**January 1- New Year's Day  
2 – Centers/Offices Open  
15 – Holiday - MLK Jr. Day  
24 – Early Release**

**February 14 – Early Release  
19 – Student Holiday/Staff Development/Bad Weather Makeup Day**

**March 11 – 15 Spring Break  
29 – Holiday – Good Friday**

**April – 10 Early Release  
26 Holiday - Battle of Flowers**

**May – 15 Early Release  
27 Holiday - Memorial Day**

**June – 6 Last Day for Head Start children  
19 Holiday – Juneteenth – Emancipation Day**

**July – 4 Holiday – Independence Day**

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