



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** May 8, 2023  
**RE:** CEO WEEKLY MESSAGE

## Celebrate Head Start's 58<sup>th</sup> Birthday and Early Head Start's 28<sup>th</sup> Birthday!



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 Greetings, All!

May is here and what a busy time it is! We began with Cinco de Mayo and now staff appreciations! I hope you are ready for the excitement. I certainly am! Also, Happy Mother's Day on Sunday the 14<sup>th</sup> to all those who have been blessed to be called mother. For those who have lost their mothers, there's always those memories that can never be erased. There's no love like a mother's love. Happy Mother's Day!

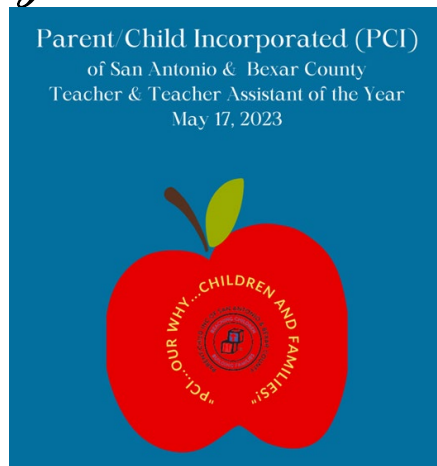
### Staff Recognition



Congratulations and THANK YOU to our *Teachers and Teacher Assistants, Nurse/Health Care Team, Substitutes and EHS-CCP ...our staff to be recognized for the month of May!* ***We will also experience the 16<sup>th</sup> Annual Teacher of the Year and Teacher Assistant of the Year Celebration next week!*** We thank you all for what you do!



## *Teacher & Teacher Assistant of the Year Recognition Awards and Movie*



On Wednesday, May 17<sup>th</sup> we will **celebrate our 16<sup>th</sup> Annual Early Head Start and Head Start Teachers of the Year as well as Teacher Assistant of the Year at the Santikos Casablanca Movie Theater!!** What an exciting event for Parent/Child Incorporated! This is a new venue for this celebration but most importantly the announcement of the **Teacher and Teacher Assistant of the Year will be announced!** Congratulations to our nominees! To be nominated to represent your center is an honor and to be chosen to represent the agency is incredible! Wednesday is considered a PCI staff development day. All centers and offices are closed, however there will be an agenda for the timeframe before the Ceremony. More information coming from our training department regarding the morning and see details below regarding the celebration from our Communications Director!

## INSTRUCTIONS



**ALL PCI STAFF, PLEASE ARRIVE BY 12:45 P.M  
FOR THE CEREMONY LINE-UP.**

- UPON ARRIVAL, ENTER THE BUILDING, AND TELL THE THEATER STAFF YOU ARE HERE FOR THE PARENT/CHILD INCORPORATED EVENT. THEY SHOULD DIRECT YOU TO THE PROPER THEATER.
- **NOTE:** SANTIKOS WILL NOT ALLOW PEOPLE INSIDE THE THEATER UNTIL 1:00 P.M. UNLESS YOU ARE PART OF THE SET UP TEAM, PLEASE LINE UP OUTSIDE OF THE THEATER.
- YOU WILL BE ASSIGNED SEATING IN THE THEATER, ACCORDING TO YOUR CENTER. WE WILL BEGIN THE CEREMONY PROMPTLY AT 1:15 P.M. DEPARTMENT STAFF/ AND THEATER USHERS WILL ASSIST WITH YOUR SEATING.
- IF YOU NEED SPECIAL SEATING, PLEASE NOTIFY US BEFORE MAY 15TH.

ALL STAFF WILL CLOCK-IN AS USUAL AND CLOCK OUT FOR LUNCH BEFORE ARRIVING AT THE THEATER.

(LUNCH IS ON YOUR OWN FROM 11:00-12:00 P.M.)

FOLLOWING THE AWARDS CEREMONY, ALL STAFF WILL RECEIVE A SMALL APPETIZER - THE MOVIE IS FROM 4:00 P.M. - 6:30 P.M. (APPROXIMATELY)

IF STAFF MEMBERS CANNOT ATTEND THIS EVENT,  
PLEASE NOTIFY HELEN LOPEZ VIA E-MAIL AT [HLOPEZ@PCITX.COM](mailto:HLOPEZ@PCITX.COM)  
OR LISA WALKER AT [LWALKER@PCITX.COM](mailto:LWALKER@PCITX.COM)  
AS SOON AS POSSIBLE TO AVOID ANY EXTRA FEES.

**Please make sure your arrive on time. Plan accordingly!**

## *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 Ms. Ashley Islas.** We appreciate you! It takes special people to be a nurse. PCI will celebrate our Health Care Team on **May 10, 2023.**

### **Leadership PCI Class 5**



Congratulations to Leadership PCI Class 5 who completed their projects and presentations Tuesday May 2, 2023! What an awesome job they did in presenting! Each project enhances a significant part of the agency. Please note their projects:

- **ROSALIE BLANCO** – RESOURCE BIN AND BINDER
- **CRISTAL SCOTT** – SENSITIVITY AWARENESS TRAINING
- **LETICIA LEYVA** – FAQs FOR FSW NEW HIRES
- **MEGAN SMITH** – 'HOW TO' GUIDE FOR TEACHING STRATEGIES
- **RACHEL FLORES** – BEHAVIOR MANAGEMENT SYSTEM:  
TWINKLE, TWINKLE TRAFFIC LIGHT
- **RUDY PACHECO** – DISTRIBUTION CENTER ORGANIZATION

Class #5 will officially receive their Leadership PCI jackets on June 2, 2023, at the class dinner or during the 2023-2024 CEO Convocation. 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 58<sup>th</sup> Birthday Head Start and 28<sup>th</sup> Birthday Early Head Start!**

May is Head Start and Early Head Start's birthday! This year, Head Start turns 58 and Early Head Start turns 28. "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 28 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. 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 2023-2024 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 #6

It is time to apply for 2023-2024 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) people 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 questions, feel free to contact Debra Bedoy at [dbedoy@pcitx.com](mailto: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 3 – July 7**. 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 2023



It's graduation time all over the United States! There will be degrees, certificates, diplomas, and GEDs being handed out to the graduates of 2024. And yes, our Head Start children will be transitioning as well on June 1, 2023! We're so proud of our children and the teaching staff for providing our children with 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](mailto:erodriguez@pcitx.com).



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 positively affected the lives of our children and families to satisfy our Mission. *Way to go* to each of you **and** the following:

- Leadership PCI Class #5
- Nurse and Health Specialist Staff
- All Teaching Staff and EHS/CCP
- Substitutes
- Staff preparing for the Teacher of the Year Awards and Movie
- Happy 58<sup>th</sup> Birthday Head Start and 28<sup>th</sup> Birthday Early Head Start!
- Leadership PCI Panelist and Special Guests
- Leadership PCI Facilitators (Jesse Diaz, Debra Bedoy, Constance Murphy, Dr. Sharon Small)

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

**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!

**PARENT/CHILD INC. OF SAN ANTONIO & BEAR COUNTY**  
REACHING CHILDREN  
BUILDING FAMILIES

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



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

## 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
  - Early Head Start Summer Training for BA Teachers 8-5 Bandera
- ❖ 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
  - Representative Gonzales Visit

- ❖ 6 – National Nurses Day
  - CPI Training 9:00 a.m. – 3:00 p.m. (Bandera)
- ❖ 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
  - **PCI School Nurse Day**
- ❖ 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 (**extension to 26<sup>th</sup>**)
  - Food Order
- ❖ 20 – Armed Forces Day
- ❖ CPR/First-Aid Class – 9:00-11:00 am 22 – Process Payroll
  - Operations Staff Meeting
- ❖ 23 – Madonna Center Inc. Lunch and Learn
  - George Gervin Transition Ceremony – 1:00 p.m.
- ❖ 24 – Food Order
  - Bailey's Child Development Center Lunch and Learn
- ❖ 25 – Executive Team Meeting
- ❖ 26 – Payday
  - Calendar activity dates for 2023-2024 due
  - Education/Training Staff Meeting
  - EHS/CCP Team Meeting
  - **George Gervin last day**
  - Submit Annual Evaluations to Human Resources
- ❖ 29 – Memorial Day Holiday – Centers & Offices Closed
  - Agency Holiday
  - CCP Sites Closed
- ❖ 31 – Children's Perfect Attendance Recognition Day

# JUNE

## ***Employee Recognition: CEO and HR 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 Children**
  - Transition Ceremonies
  - Southwest Last Day of School/Early Release - 1 Hour
  - Executive Team Meeting
- ❖ **2 – Last Day of Head Start Staff**
  - **Center Closedown 1-4 Bandera**
  - Leadership PCI Class Dinner
  - 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 – 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

## JULY

**\*Important Information:** \*Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \*EHS/CCP National Ice Cream Month, \*Wellness Wednesday,

- ❖ **3-7 – EHS Vacation Week**
- ❖ 3 – Process Payroll
  - Green Oak Learning Center Re-opens
- ❖ 4 – Independence Day Holiday – Centers & Offices Closed
  - Agency Holiday
- ❖ 6 – Executive Team Meeting
- ❖ 7 – Payday
  - EHS Vacation Week Ends
  - CEO Office Staff Meeting
  - Food Order
  - Fiscal Staff Meeting
  - Compliance/Disabilities/Mental Health Staff Meeting
  - EHS/CCP Directors’ Roundtable
- ❖ 10 – EHS Centers Reopen
  - Agency Job Fair
- ❖ 11 – Fiscal Budget Meeting
- ❖ 13 – Executive Team Meeting
- ❖ 14 – Food Order
- ❖ 15 – Health Fair
- ❖ 17 – Process Payroll
- ❖ 18 – Shared Program Planning Session & Meeting – 6:00 pm
- ❖ 20 – Executive Team Meeting
- ❖ 21 – Payday
  - Food Order
- ❖ 23 – National Parents Day
- ❖ 24 – Mail Employee Update Letters’
- ❖ 27 – Executive Team Meeting
- ❖ 28 – Food Order
  - SF-425 Final Report Due – CRRSA Act/American Rescue Plan Act
  - EHS/CCP Team Meeting
- ❖ 31 – Process Payroll
  - Paycom IRS 941/TWC Quarterly Reports Due
  - (EHS) Children’s Perfect Attendance Recognition Day



## Calendar for 2023-2024

**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... Our Why... Children and Families!"*

*"Luxury is building tomorrows, living todays, and cherishing yesterdays." - Adlai Stevenson*