



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** June 1, 2023  
**RE:** CEO WEEKLY MESSAGE

## End of Head Start School Year Message

### Congratulations Graduates 2023



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Greetings All,

I hope your Memorial Day weekend was a great one as you remembered those who sacrificed for freedom we now have and observe.



### Reflection

We are closing in on another unprecedented school year for Parent/Child Incorporated but looking forward to 2023-2024 with high expectations and promise! We have so much to be thankful for so here is a few highlights of the year: We once again opened our centers **100% face to face!** We completed **Leadership PCI Class #5** with an exciting group and looking forward to the **sixth class** as we continue our mission for PCI. We had the first **Teacher and Teacher Assistant of the Year** recognition at the Santikos Casablanca Theater and announced our winners for Teacher (HS and EHS) and Teacher Assistant (HS). We expanded our excitement about the **STEAM Dream Team** which also had the children excited about learning about the wind! Our **Advisory Groups (Transition/Education and Health/Nutrition)** were extremely successful, and we expanded our Male Audience with the **Male Initiative!** We showed our staff that **PCI cares** with various monetary incentives and continued the **Safety Incentive**, which has helped to keep our staff safe! Our hiring campaign has also been successful with you, are staff, recommending quality individuals to be a part of the PCI family! We are excited about our **Summer Recruitment for Staff and Children** opening fully staffed and with 100% enrollment for school year 2023-2024. We will continue to utilize technology not as a means for virtual instruction, but to enhance skills for children, staff, and families.

The best term that comes to mind about each of you is **“WHY!”** Our theme regarding knowing our WHY fits each of you well. You have placed our children and families high in priority, making our mission a reality. I cannot thank you enough. There is a saying “that that does not kill us, makes us stronger.” Yes, it has been much, but we are still here, thriving and being successful on many levels. Because of you, PCI continues to be blessed!



### Moving Forward

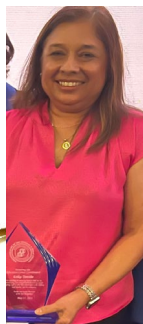
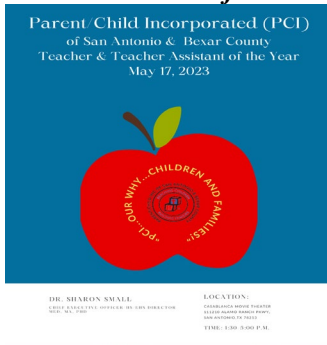
Now we have our work cut out for us. We must have **100% enrollment** for 2023-2024 by September 2023. This is not only an expectation from the Office of Head Start, but also an expectation that PCI has had all along. There are

children and families in need of our services...we just need to find them. Our Community Assessment plays a crucial role in us knowing where the most need is, which should be our focus. I already know with the recruitment knowledge of our **Family Service Workers** and the support from **Ms. Lydia Almares** and **Mr. Gregory John**, along with new recruitment strategies, we will reach our goal. I have no doubt. We have competition for the children and families we serve but letting parents and the communities know what we have to offer, what Head Start is all about...**COMPREHENSIVE SERVICES**, there really is no competition. That gives us the answer to “WHY PCI?” Comprehensive Services is a team approach to serving families that are enrolled in the Head Start program. This approach advocated for families and children to have resources and services available so they can improve their lives. It also included empowering parents to be their own advocate and to advocate for their children. The services include **health, nutrition, mental health, social skills, disabilities, and early childhood education service**. **No one can do this better than PCI Head Start and Early Head Start**. Please help spread the word that *Head Start Works!*

Again, I thank each of you for your commitment to our children and families this year. We can all be proud of the highs we have achieved and most importantly the successful outcomes of our children and families. The important work of the Agency—though we were not fully enrolled ensuring quality services for all our 1,300 plus children in which 120 of the children are partnership, is evident throughout. PCI is recognized for its model programs, quality services, committed staff and willingness to go that extra mile to prepare our children and families for tomorrow. Let’s not let enrollment hinder that recognition!

## Our Teaching Staff Honored

Congratulations to our Head Start, Early Head Start Teacher, and Teacher Assistant of the year as we celebrated the **17<sup>th</sup> Annual Teacher of the Year and Teacher Assistant of the Year Awards and Recognitions!** Way to go!



ECC of the Year – Erika Trevino, Imperial Early Learning Center

Teacher of the Year for Head Start – Vanessa Cosgrove, Adelina Fritz ELC



Teacher of the Year for Early Head Start – Olaoluwa Falayi, Place for Life ELC



Teacher Assistant of the Year – Paloma Benavides, Midcrown Academy



Thank you to Ms. Connie Murphy, Communications Director, for the idea of having the event at the Santikos Casablanca Theater! A different venue and everyone seemed to have a great time. There are so many people I need to thank for making this a success for our Teaching Staff, so that no one will be overlooked, I will just say thank you for making this a special day for our staff. You know who you are! 😊

## Our Health Care Team is Awesome!



Congratulations and Special Thanks to Mrs. Angie Rodriguez (far left) Ms. Virginia Ledesma, RN (middle) and 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 2023– 2024

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:

### *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**

## Happy Birthday, Head Start!



During the third week of May, PCI Centers celebrated Head Start's 58<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 6 Informational Zoom Meeting

The Facilitators and members of Class #5 held a Leadership PCI Informational meeting for interested candidates for Class 6. We look forward to having another exciting group as we kick off the 2023-2024 school year! By now application information of interested individuals should have been sent to Debra Bedoy at [dbedoy@pcitx.com](mailto:dbedoy@pcitx.com). *Zoom interviews will be held this summer.*



## Fatherhood (Male) Initiative Virtual Meeting a Success

The PCI Male Initiative Meeting was held May 17, 2023, 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!

## 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**. 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.

## Transitions/Graduations 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 2023. Our Transition Ceremony took place on May 23<sup>rd</sup> for George Gervin and June 1st for all other PCI Head Start centers. Congratulations to our PCI **High School Graduates of 2036** 😊!

Congratulations to staff who completed the newly implemented **Education Advancement Program (EAP)** on May 31<sup>st</sup> at the PCI Bandera Operations & Training Center! Twenty-two (22) Head Start staff and Seventeen (17) Early Head Start staff. The purpose of the program was to bring training and awareness to Head Start and Early Head Start best practices as required by the Office of Head Start and Parent/Child Incorporated. The following staff graduated:

Head Start	Early Head Start
Megan Smith - ECC	Jannah Asumbrado
Cynthia Valadez	Jasmine Hernandez
Kristi Silva	Cianna Robles
Marissa Zavala	Jennifer Vega
Lucero Perez	Abigail Estrada
Desiree Gloria	Esteban Luna
Sunny Meza	Maria Perea
Keila Lopez	Rodneysha Carter
Rachel Flores	Patsy Martinez
Kimberly Gourley	Kristen Medrano
Celina Bobadilla	Celia Salas
Crystal Olveda	Jazmin Garcia
Anna Sigala	Valerie Gonzales
Ana Pastrano - ECC	Cristal Scott - ECC
Elaine Sanchez	Geraldine Garcia
Michaela Cotton	Destiny Rosas
Mary Ann Rangel	Maria Olivera
Christina Rodriguez	
Jema Sarabia	
Zaira Contreras	
Sabrina Reyes	
Carla Mandujano	

WAY TO GO!



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

- **Alfredo Rivera III, Son of Jessica Rivera, Head Start Teacher at Pearsall ELC**, will be graduating from Palo Alto College with an Associate of Science and Daughter Ambrosia Rivera, will be graduating from Southwest Preparatory High School as the 2023 Salutatorian
- **Aiden N. Diaz, Son of Jesse Diaz, Data and Assessment Coordinator, and Natalie McGarity-Diaz, Chief Financial Officer**, will be graduating from Austin Presbyterian Theological Seminary in Austin, Texas on May 14, 2023
- **Evelyn Faith Sifuentes, Daughter of Lisa Sifuentes, ECC at Place for Life ELC Head Start**, will be graduating from Northside School of Innovation, Technology, and Entrepreneurship in San Antonio Texas on June 6, 2023.
- **Melina Arambula, Niece of Connie Gutierrez, Teacher Assistant at Place for Life ELC Head Start**, will be graduating from Oliver Wendell Holmes High School in San Antonio Texas on June 6, 2023, and **Niece, Anisty Salazar**, will be graduating from Highlands High School in San Antonio Texas on June 5, 2023. **Nephew, Landen Dominguez**, will be graduating from Idea Mays High School in San Antonio Texas on June 1, 2023
- **Maria Aguilar, Granddaughter of Rebecca Melendez, EHS Teacher at W. Hutchins ELC**, will be graduating from Burbank High School on June 8, 2023.
- **Lauren Victoria Marin-Campos, Great Niece/Goddaughter of Rose Mary Marin, ECC at Pearsall ELC**, will be graduating from Oliver Wendell Holmes High School in San Antonio, Texas on June 6, 2023
- **Eric C. Barrientes, Son of Jennifer Barrientes, Disability/Mental Health Specialist**, will be graduating from Medina Valley High School on May 26, 2023, and leaving June 27th for basic training, joining the United States Airforce.
- **Kaley Marie Garza, Daughter of April Barrera, EHS Teacher at West Hutchins ELC**, will be graduating from CHCP College on June 10, 2023. Kaley Marie is now a National Certified Registered Medical Assistant.
- **Jeremiah Julian, Son of Ana Julian, EHS Teacher at Imperial ELC**, will be graduating from Somerset High School on June 2, 2023.
- **Aalyah Anistie-Marie Bedoy, Granddaughter of Debra Marie Bedoy, Executive Assistant to the CEO**, will be graduating from Oliver Wendell Holmes High School on June 6, 2023.
- **Aliya Gonzalez, Sister of Alexis Gonzalez, Family Service Worker for CCP**, will be graduating from L.E.E High School in San Antonio, Texas on May 28, 2023. She will be enlisting in the US Air Force.
- **Turquoise Sanders, Daughter of Patricia Sanders, EHS Teacher at Evelyn L. King ELC**, will be graduating from San Antonio College on May 25, 2023.
- **Blanca Hernandez, Niece of Ana Cabrales, Teacher Assistant at Early Learning Academy Head Start**, will be graduating from John F. Kennedy High school on June 8, 2023.
- **Katherine Lozano Otero, Daughter of Ana Pastrano, ECC at PCI Midcrown HS Academy**, graduated from Galen College of Nursing in May as an RN-Registered Nurse.
- **Vanessa Cosgrove, Teacher at Adelina Fritz ELC**, graduated from Palo Alto College on May 13, 2023.
- **Kaden Dyser, Son of Katena Dyser, Teacher Assistant at Clarice Roe ELC**, will be graduating from the 8<sup>th</sup> grade on May 24, 2023, and Son Jaden Dyser, will be graduating from Southwest High School High School with a Certificate in IT on June 2, 2023.
- **Glen Scallion, Son of Sheril Daniels, BA Teacher at Midcrown HS Academy**, will be graduating from Full Sail University with a Bachelor of Science in Computer Science on June 2, 2023, in Winter Park, Florida.
- **Amy Rodriguez, Daughter of Lisa Rodriguez, Accounts Payable Specialist**, will be graduating from Southside High School on May 26, 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 positively affected the lives of our children and families to satisfy our Mission. *Way to go* to each of you **and** the following:

- Congratulations 17<sup>th</sup> Annual Teacher of the Year Celebration nominees and recipients!
- Male Initiative Meeting
- Leadership PCI Class 5 Graduates
- Happy 58<sup>th</sup> Birthday Head Start and 28<sup>th</sup> Birthday Early Head Start!
- Congratulations EAP Graduates!
- Transition and Graduating Class of 2023



As CEO of PCI, I am tasked with assuring vision and aspirations for PCI. I continue to be excited over our future. **Leadership PCI** continues to build and expose future PCI leaders! The **Brady Resource and Learning Center** for staff and room parents to help make and create items for the classroom and supplies for teachers is flourishing with the expectation of it being utilized more. I can see it being utilized due to teachers preparing during the summer. We must continue to be the program of choice for our families and preserve our legacy as one of the state's as well as the nation's strongest early childhood education programs for children and families. Why PCI? It is YOU, our CHILDREN, and our FAMILIES...our WHY!

As I think about this being the last day of the school year for Head Start, I am excited about the possibilities for 2023-2024. I have seen many of the strengths we possess as an agency and have conceptualized how we can take those strengths to build on our weaknesses. We have been blessed with staff that want to make our agency better. PCI's commitment to you is to keep you safe, healthy and an integral part of the PCI family.

We will keep you informed of our **2023-2024 Preservice Week** activities with the **when** and **where**, so please be sure we have your correct address in HR and please review your email throughout. There will continue to be meaningful staff development that will give you an opportunity to improve professional skills and increase effectiveness this summer. It continues to be my goal to ensure that you have all the tools needed to assure our children are receiving the quality service they deserve, and you have the support as well. Let us enhance our potential! Emails will be sent to you over the summer updating you on available, relevant training. We will continue to focus on being a **Trauma Informed Approach/Attuned** agency! With the creativity of **Leadership PCI Class #5**, there will also be some new projects coming forth, so stay tuned.





**WAY TO GO!**

**Congratulations to all our PCI employees and their families and the 2023 PCI Transition Class for a SUCCESSFUL year! Way to Go!**

**DON'T FORGET .....**

**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!

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

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***ENJOY A SAFE AND RESTFUL SUMMER!***



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

***"PCI...Our WHY...Children and Families!"***



## *Dates to Remember (for planning purposes)*

# JUNE

**\*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,

- ❖ **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**
  - **Center Closedown 1-4 Bandera**
  - Leadership PCI Class Dinner- Viola's Ventana
  - 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**
  - **Summer Dress begins**
  - 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 Begins

- ❖ 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 – Employee Update Letter Mail-out
- ❖ 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

# AUGUST

**\*Important Information:** \*Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \*EHS/CCP 45 Day Events, \*Wellness Wednesday,

## ***PERFORMANCE EVALUATION CYCLE TIMELINE***

- ❖ 1 – EHS/CCP Directors’ Roundtable
- ❖ 3 – Executive Team Meeting
- ❖ 4 – Payday
  - CEO Office Staff Meeting
  - Food Order
- ❖ 7-9 – Employee Update
- ❖ 9 – Policy Council Meeting – 6:00 pm
- ❖ 10 – Executive Team Meeting
- ❖ 11 – Food Order
  - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 14 – Process Payroll
- ❖ 15 – Board of Directors Meeting – 6:30 pm
- ❖ 17 – Executive Team Meeting
  - PIR due to CEO for Review and to Input in HSES (all programs)
- ❖ 18 – Payday
  - Food Order
  - National Communication Day?
  - Last day for Summer Dress
- ❖
- ❖ 21 – 25 Preservice Week
- ❖ 25 – Food Order
  - EHS/CCP Team Meeting
- ❖ 28 – Process Payroll
  - First Day Back to School
- ❖ 31 – Executive Team Meeting
  - PIR due to HSES