



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** March 8, 2024  
**RE:** CEO MESSAGE

*“PCI...Growing in Purpose, Equity and Intentionality!”*

Greetings!

I hope you had a good week and are looking forward to our Spring Break next week **March 11 - 15** and having time off. Hopefully, you will be able to enjoy getting away and doing something different...but safe!



## Nutrition Staff Recognition Month

This month we recognize and applaud our CACFP staff led by Mrs. Janie Castillo and Mrs. Monica Ellison! Each day, more than 3,000 children receive nutritious meals and snacks through the Child and Adult Care Food Program. These meals are served to our PCI children, other Head Start children in San Antonio and unaffiliated childcare centers. What would PCI do without them! Take time to say “thank you” to these fine individuals for the excellent job that they do! We appreciate them!

## Annual Board Meeting a Virtual Success!

Annual Report  
 Parent/Child Incorporated  
 of San Antonio & Bexar County

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

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

Parent/Child Incorporated’s version of the State of the Union, called the **Annual Report to the Public, was a tremendous success!** Each Head Start agency is required to make available to the public a report published at least once in each fiscal year that discloses the following information from the recently concluded fiscal year which includes (A)The total amount of public and private funds received and the amount from each source; (B) An explanation of budgetary expenditures and the proposed budget for the fiscal year; (C) The total number of children and families served, the average monthly enrollment, and the percentage of eligible children served; (D) The results of the most recent review by the Secretary and the financial audit; (E)The percentage of enrolled children that received medical and dental exams; (F) Information about parent involvement activities; (G)The agency’s efforts to prepare children for kindergarten.

The presentation confirmed that PCI believes in serving our children and families with **quality** and **integrity** and upholding the mission of PCI to empower our children, staff, and families to achieve success, resulting in loyalty to the PCI brand. The State of PCI is solid.

Thank you for your continued dedication to advancing early childhood education and development!

## Early Payroll

Since we will be closed for the week of March 11 – 15 for Spring Break, payroll will be paid on March 8 instead of March 15<sup>th</sup>. Human Resources processed payroll on Monday, March 4, 2024. Please read the email from Ms. Alicia Espinoza for more details. Not understanding the process in a timely manner could cause your pay to be inaccurate.

## PCI’s Self-Assessment

Upon return from Spring Break, PCI will begin the annual **Self -Assessment**. Mr. Jesse Diaz will provide training. 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. Some individuals may be interviewed so do not be surprised or intimidated. More information will be forthcoming regarding the self-assessment period. Please see approved **Team Assignments** below from Mr. Jesse Diaz.

PARENT/CHILD INCORPORATED  
2024 SELF-ASSESSMENT  
TEAM ASSIGNMENTS

Section Lead	Joe Segura Compliance Officer/Special Services Coordinator			Jesse Diaz Data & Assessment Coordinator		
Category	Disabilities, Family & Community, Mental Health	ERSEA	Health, Nutrition, Safe Environments and Transportation	Education & Child Development	Fiscal Management	Program Management & Quality Improvement
Category Lead	Mary Doxie HS/EHS Operations	Lydia Almares ERSEA/Family Community	Janie Castillo CACFP Nutrition Services	Helen Lopez Education Coordinator	Natalie McGarity-Diaz Chief Financial Officer	Catherine Padilla-Ortas EHS-CCP Coordinator
Members	Candace Collins Operations/Resource	Gregory John ERSEA/Family Community	Monica Ellison Center Nutrition Coordinator	Lisa Walker Education Coordinator	Tania Saenz Accountant	Diana Vogt Human Resources
	Erika Trevino ECC-Imperial	Lisa Sifuentes ECC-Place For Life (HS)	Rudy Pacheco Facilities/Transportation	Katrice Harris Education Specialist	Diane Thomas Procurement Specialist	Debra Bedoy Executive Assistant to the
	Palmoa Benavides Family Service Worker-	Patricia Cardenas ECC-Place For Life (EHS)	Virginia Ledesma RN	Laura Galindo Education Coach	Henry Alonzo Administrative Assistant	Sylvia Leija Administrative Asst.
	Jennifer Barrientes Disability/Mental Health	Juan Garcia Family Service Worker-PCI	Angie Rodriguez Health Specialist	David Davis Education Coach	Jacqueline Bowens Accountant	Alice Espinoza Human Resources Specialist
	Olaoluwa Falayi BA Teacher-Meadowood	Sylvia Cadena Family Service Worker-E.	Ashley Islas Health Specialist	Victoria Redwine Education Coach	Lisa Rodriguez Accounts Payable Specialist	
	Mevelon Lott ECC-E. King	Dolores Garcia Family Service Worker-	Javier Morales Disability/Mental Health	Rebecca Melendez Head Start Teacher - ELA		
	Rosalva Lozano ECC-East Central	Jesusita Sanchez Family Service Worker-Lost		Zella Burns ECC-West Hutchins		
Community at Large					Nora Balderas Director of Children Services	
PCI Board					Michael Latimer Board of Directors -	
Policy Council Leadership					Adelina Fritz Community Volunteer	
Parents as members						

## PCI Participates in the 2024 Read Across America Celebration!

On **March 2, 2024**, the nation celebrated **National Read Across America Day**, also known as **Dr. Seuss Day**. This special day coincided with what would have been Dr. Seuss's **120th birthday**. 📖 ✨

**Read Across America Day** is all about celebrating the power of literacy and the joy of reading. Whether it's for entertainment or education, reading opens up new worlds and sparks our imagination. 📖 ✨

Parents, teachers, authors, librarians, and mentors who encourage children to read are recognized on this day as well. Books introduce young minds to diverse ideas, cultures, and perspectives, fueling their creativity and inspiring them to make the world a better place. 🌍 ✨

Remember, for many children, their dreams begin with a book. Whether it's a bedtime story or a trip to the local library, reading sets the stage for lifelong learning. Let's continue to support literacy and ensure that every child has access to high-quality education. 📖 🌱

And while we celebrate the joy of reading, let's also acknowledge the challenges. Some extremist politicians are attempting to ban books in schools, which threatens our children's access to diverse literature. Let's stand up for the freedom to read and nurture curious minds. 📖 📖

I hope PCI's Read Across America Day was a happy one! Dive into a book, explore new worlds, and let your imagination soar! 📖 ✨ 🗣️

## April is National Child Abuse Prevention Month

*April 4, 2024, is Cardboard Kids Reveal Day!*



### ChildSafe's Cardboard Kids® – Drawing Attention to The Issue of Child Abuse

**Reveal Day** for child abuse awareness in San Antonio, Texas, is **Thursday, April 4th, 2024**. On this day, the **Cardboard Kids**, which are two-foot-tall cardboard figures representing abused and neglected children, will be decorated, and placed all over the city. These Cardboard Kids serve as a visual symbol to raise awareness about the pervasiveness of child abuse and the importance of

starting conversations about it. The campaign aims to empower caregivers with valuable tips on how to talk to children about child abuse and neglect. Let's all be champions for those who have spoken up and those who need a voice! 🌟 🙌 ChildSafe created its Cardboard Kids campaign to raise awareness and remove secrecy around the issue of child abuse by "putting a face on it." Each one of these cutouts represents a child in our community who is suffering in silence. Special thanks to Ms. Candace Collins and Mrs. Catherine Padilla-Ortas for already getting all the Cardboard Kids for the centers! Way to go!

## Teacher/Teacher Assistant of the Year Coming Soon!



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 2023- 2024*** in both groups.

The quality in teaching remains the same... ***High Quality***. As in prior years, there will be one nominee representing each center. Training Staff are working to assure the nomination criteria and procedures align with the nominated individual. All nominees will go through an interview process. To be nominated is an honor!

## PCI Rodeo Fundraiser

Thank you, PCI staff, for contributing to Rodeo for PCI Fundraiser! We raised **\$5,277** during our big fundraiser, thanks to each of you! Congratulations to all and thank you for donating! Remember, **100%** of the funds will go to Parent/Child Incorporated, so everyone is a winner!

## Major form of Communication for PCI...Email and now

### PCI News



As you may already know, it is impossible for all information that goes on throughout PCI to be provided to you without the use of email and now through **PCI News**. All PCI are required to have an email address and to read their emails daily. Information coming from me, such as the CEO Messages and other forms of FYI communication that affects you should be read. Without doing so, you miss pertinent information. I ask all supervisors to do the following:

- Follow up to assure each of your staff has an email address and can access it!
- If they do not have an email address, please contact Human Resources

**Thank you in advance for assuring all are aware of what is taking place at PCI. This is a major form of communication for the agency.**



## Kite Festival- March 8<sup>th</sup> at PCI

PCI is hosting a Kite Festival on Friday, March 8<sup>th</sup> – prior to Spring Break! We had a wonderful event last year. You should have received supplies and information to get you and the children in the mood and learn how to make a kite. Hopefully, the weather will be favorable for all to have an enjoyable time! Have fun!



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 affected the lives of our children and families to satisfy our Mission.

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

- Presenters of the Annual Report to the Public
- Health/Nutrition Advisory Meeting – over 70 participants
- Male Initiative Meeting – Panel
- Family Service Workers and Fiscal Team on their Recognition Month
- PCI Staff on the Rodeo Fundraiser
- Leadership PCI Session 7 Presenter – Connie Murphy
- Dual Language Learners Week Celebration and Activities

- Read Across America Participants
- Nutrition Staff Recognition Month
- Centers with 100% Compliance from both PCI monitoring and State Licensing

**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!"



***FUTURE REMINDER...***

***TURN YOUR CLOCK FORWARD 1- HOUR SUNDAY, MARCH 10, 2024!***



**March 11 - 15! Stay Safe!!!!**



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***

**\*Important Information:** Compliance/Facilities/Disabilities/Mental Health  
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \*Teaching  
 Strategies Gold Spring Assessments and Parent, Spring Pictures (need to setup dates)

***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 – Payday
  - CEO Office Staff Meeting
  - Family Service Workers/Fiscal Staff Appreciation Day!
  - Food Order
  - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 2 – Texas Independence Day
  - ❖ Read Across America Day
- ❖ 4-8 – New Staff Orientation
  - National School Breakfast Week
  - Texas Public School Week
- ❖ 4 – Class Observation 2<sup>nd</sup> Cycle
  - Process Payroll
  - Fiscal Staff Meeting
- ❖ 5 – Leadership PCI – 4:30 – 6:00 pm - Communications
  - Operations Staff Meeting
- ❖ 6 – EHS/CCP Director’s Roundtable
  - Education Staff Meeting
- 7 – Executive Team Meeting
  - Data Initiative Meeting
- ❖ 8 – Early Payroll
  - Food Order
  - Kite Festival – Lunch

- ❖ 10 – Daylight Savings Time Begins (Turn clock ahead 1 hour)
- ❖ 11-15 – Spring Break – Centers & Offices Closed
  - Agency Closedown
- ❖ 17 – St. Patrick’s Day
- ❖ 18 – Fiscal Budget Meeting
  - New Staff Orientation
- ❖ 19 – Operations Staff Meeting
  - Spring Begins
- ❖ 20 – Shared Program Governance Meeting Agency Self-Assessment Training – 6:00 pm
  - Family Service Workers Staff Meeting
- ❖ 21-April 8 – Self-Assessment Timeframe Begins
- ❖ 21 – Executive Team Meeting
  - Bingo Night – 6:00 pm
- ❖ 22 – Food Order
  - EHS/CCP Team Meeting
- ❖ 23 - CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 24 – Palm Sunday
- ❖ 25 – Process Payroll
- ❖ 26 – Incredible Years Parent Curriculum Training
- ❖ 27 – Transition/Education Advisory Committee Meeting – 1:30 pm
  - Education Staff Meeting
- ❖ 28 – Executive Team Meeting
  - Children’s Perfect Attendance Recognition Day
- ❖ 29 – Good Friday Holiday – Centers & Offices Closed
  - Payday
  - Agency Holiday
- ❖ 31 – Easter

**APRIL IS CHILD ABUSE AWARENESS MONTH**

# APRIL

## COMMUNITY ASSESSMENT MONTH

***Employee Recognition: Administrative Professional & Operations Staff***

**\*Important Information:** Compliance/Facilities/Disabilities/Mental Health  
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \*Teacher Home  
 Visits Due this month \*Child Abuse Awareness Month,

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

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

- ❖ 1-7 – Week of the Young Child
- ❖ 1-5 – New Staff Orientation
- ❖ 1 – EHS-CCP Budget Due
  - April Fool’s Day
- ❖ 2 – Leadership PCI – 4:30 – 6:00 pm
  - Operations Staff Meeting
  - Children’s Book Day
- ❖ 3 – Fiscal Staff Meeting
  - Education Staff Meeting
  - EHS/CCP Directors’ Roundtable
  - Data Initiative Meeting
- ❖ 4 – Executive Team Meeting
  - Cardboard Kids Reveal Day
- 5 – CEO Office Staff Meeting
  - Food Order
  - Education Staff Meeting
  - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 8 – Process Payroll
  - STREAM – Solar Eclipse Day
  - Self-Assessment Timeframe Ends
- ❖ 10 – Policy Council Meeting – 6:00 pm
  - Early Release
  - Family Service Workers Staff Meeting
  - Fiscal Budget Meeting
- ❖ 11 – Executive Team Meeting
  - Pet Show & Tell – 6:00 pm
- ❖ 12 – Payday
  - Food Order
- ❖ 13 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 15 – New Staff Orientation
- ❖ 15 – 19 Volunteer Appreciation Week
- ❖ 16 – Board of Directors Meeting – 6:30 pm
  - Operations Staff Meeting
  - Incredible Years Parent Curriculum Training
- ❖ 17 – Education Staff Meeting
- 18 – Executive Team Meeting
- ❖ 19 – EHS/CCP Team Meeting
  - Food Order
- ❖ 22 - Process Payroll
  - Earth Day
  - Passover Begins

- 23 – Distribution Annual Evaluations to all Supervisors’
- ❖ 24 – Health/Nutrition Advisory Meeting – 11:30-1:00 pm
  - Administrative Professional Day
- ❖ 25 – Executive Team Meeting
  - Food Order
  - MCI Fiesta Parade
  - Fiesta Float Parade
- ❖ 26 – Payday
  - Battle of Flowers Holiday – Centers & Offices Closed
- ❖ 30 – 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
  - Paycom IRS 941/TWC Quarterly Reports Due
  - Children’s Perfect Attendance Recognition Day

## MAY

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

**\*Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m.,

### ***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 – EHS/CCP Directors’ Roundtable
  - Fiscal Staff Meeting
- ❖ 2 – Executive Team Meeting
  - National Day of Prayer
- ❖ 3 – CEO Office Staff Meeting
  - Food Order
  - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 5 – Cinco De Mayo
- ❖ 6-10 – National Teacher Week
  - Teacher Appreciation Week
- ❖ 6 – Process Payroll
  - National Nurses Day
- ❖ 7 – Leadership PCI – 4:30 – 6:00 pm

- Operation Staff Meeting
- National Teachers Day
- ❖ 8 – Policy Council Meeting – 6:00 pm
  - Family Service Workers Staff Meeting
  - Data Initiative Meeting
  - Education Staff Meeting
- ❖ 9 – Executive Team Meeting
- ❖ 10 – Payday
  - Food Order
  - Muffins for Mom @ Centers
  - Muffins with Mom @ CCP Sites
- ❖ 11 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 12 – Mother’s Day
- ❖ 13 – Distribute Lay-off Letters to Head Start Staff
  - Fiscal Budget Meeting
  - PCI Communications Day
- 14 – Incredible Years Parent Curriculum Training
- ❖ 15 – Staff Development/Teacher of the Year/EAP Recognition
- ❖ 16 – Executive Team Meeting
- ❖ 17 – Food Order
  - Annual Evaluations Due to HR
- ❖ 18 – Armed Forces Day
- ❖ 20-24 – New Staff Orientation
  - Process Payroll
- ❖ 21 – Board of Directors Meeting – 6:30 pm
  - Operation Staff Meeting
- ❖ 22 – Male Initiative Meeting – 6:00 pm
- ❖ 23 – Executive Team Meeting
- ❖ 24 – Payday
  - Food Order
- ❖ 27 – Memorial Day Holiday – Centers & Offices Closed
  - Agency Holiday
- ❖ 29 – Education Staff Meeting
- ❖ 30 – Executive Team Meeting
  - Children’s Perfect Attendance Recognition Day
  - The agency must liquidate all obligations incurred under the Federal award no later than 5/30/2024
- ❖ 31 – Food Order
  - George Gervin’s Last Day

# JUNE

## ***Employee Recognition: CEO Office/HR/EHS-CCP Staff***

**\*Important Information:** No Board or Policy Council Meetings Schedule for this month, \*Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m.,

- ❖ 3 – Process Payroll
  - Fiscal Staff Meeting
- ❖ 4 – Leadership PCI Class Dinner – 4:30-6:30 pm
- ❖ 5 – EHS/CCP Directors’ Roundtable
  - Education Staff Meeting
- ❖ **6 – Last Day for Head Start**
  - Transition Ceremonies
  - Executive Team Meeting
  - Children’s Perfect Attendance Recognition Day
  - PIR last day for HS
- ❖ 7 – Payday
  - CEO Office Staff Meeting
  - Food Order
  - Last Day for HS Teachers/ECCs/Custodians
- ❖ 8 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 13-14 – Planning Retreat
- ❖ 13 – Executive Team Meeting
  - ❖ 14 – Food Order
    - Donuts for Dad @ Centers
    - Donuts with Dad @ CCP Sites
    - Flag Day
- ❖ 16 – Father’s Day
- ❖ 17 – Process Payroll
  - Vacations Begin
- ❖ 19 – Juneteenth Holiday Emancipation Day – Centers & Offices Closed
  - Agency
- ❖ 20 – Executive Team Meeting
  - Summer Begins
- ❖ 21 – Payday
  - Food Order
- ❖ 24-28 – New Staff Orientation
- ❖ 26 – Education Staff Meeting
- ❖ 27 – Executive Team Meeting
  - New Staff Orientation
- ❖ 28 – Food Order
  - EHS/CCP Team Meeting
- 30 – EHS-CCP Fiscal Year Ends



# 2024-2025

## August

- 12 – 16 Preservice training and Convocation
- 19 – First day of school

## September

- 2 - Holiday- Labor Day

## October

- 14 – Indigenous People Day/Student Holiday/Staff Development

## November

- 5 – Student Holiday/Election Day/Staff Development
- 25 – 29 – Thanksgiving Break

## December

- 23 – Jan 3 – Winter Break

## January

- 1-3 – Winter Break
- 6 – Student Holiday/Staff Planning Day
- 20 – Martin Luther King, Jr. Holiday

## February

- 17 – Student Holiday/Staff Development/Bad Weather Makeup Day

March

- 10 – 14 – Spring Break

April

- 18 – Holiday – Battle of Flowers
- 21 – Student Holiday/ Teacher Planning Day

May

- 2 – Holiday
- 26 – Holiday – Memorial Day
- 29 – Last Day for Head Start Students
- 30 – Work Day/Staff Development

June

- 19 – Holiday – Juneteenth

July

- 4 – Holiday – Independence Day

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