

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: April 22, 2024
RE: CEO MESSAGE



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



Greetings and Viva Fiesta!

I hope you began your week positively as you look forward to enjoying Fiesta activities! This is a short week since we have the **Battle of Flowers** holiday Friday April 26th, but there are many activities taking place! Below is a reminder of important activities/items you need to know, even though one event took place earlier...**Incredible Years Parent Training!** There were 42 attendees at the training...Way to go! The topic was Academic and Persistent Coaching for Parents. A special thank you and way to go to Ms. Laura Galindo and Ms. Katrice Harris on what I heard was an awesome, professional training! Additionally, thank you to our ECCs, Family Service Workers, Media to include ChildPlus and Ms. Murphy’s initiative to get the word out. Great job, all!

<p>Health /Nutrition Advisory Meeting</p> <p>April 24</p>	<p>Happy Administrative Professionals Day!</p> <p>April 24</p>	<p>Administrative Professionals Day</p> <p>April 24</p>	<p>The Incredible Years Parents, teachers, and children training series</p> <p>April 16</p>
<p>Fiesta Float Parade</p> <p>April 25</p>	<p>Battle of Flowers Parade Centers & Offices Closures</p> <p>April 26</p>		

Introducing PCI’s New Safety Office and Officer

It’s finally here! PCI now has a Safety Officer to help assure children and staff are safe and respond to safety concerns! Say hello to our own, Mr. Jesse Diaz, who will begin his new role on April 22nd! We are so excited to have this position in place. With so many concerns happening in society, it’s important to have another system in place to not only be reactive but be proactive as well.



PCI Safety Office

On April 24th, the Health/Nutrition Advisory Meeting will take place via Zoom beginning at 11:30 a.m. Parents, Board Members, and staff are encouraged to participate if possible.



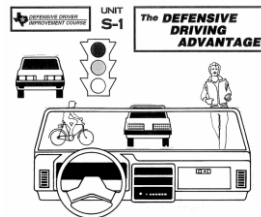
Also, on April 24th, Wednesday, we will recognize our **Administrative Professionals on Administrative Professionals Day!** The title Administrative Professionals was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. The names were changed to Administrative Professionals to keep pace with changing job titles and expanding responsibilities of today's administrative workforce. Therefore, we recognize our **Administrative Professional and Clerical** staff for a job well done and excellent service to PCI! Way to go to all these wonderful people and thank you for all that you do!

Administrative Professionals

- Henry Alonzo – Fiscal
- Amie Arevalo – Headquarters Receptionist
- Rosemary Garcia – CEO Office
- Sylvia Leija – Monitoring/Compliance
- Janie Martinez – CACFP



May 1, 2024, begins our May Staff Recognition! Each month we are recognizing PCI's best...our employees! For the month of May we recognize our **Teacher/Teacher Assistant/Nurses/EHS-CCP Partners, and Substitutes!** What hard working and dedicated individuals PCI is blessed to have.



No one likes getting pulled over while driving. And no driver likes paying the ticket that so often accompanies being pulled over — least of all the points that get stuck on your license. That's why a Defensive Driving course is important to take. PCI has made it mandatory for any employee on the agency insurance to take the 6-hour state of Texas approved Defensive Driver Training Course. Congratulations to the following that took the class Saturday, April 20th as well as those who took the course online April 15th and

successfully passed. The course is good for 3 years and can also be a help with an automobile insurance discount! Way to go to the following:

Online – April 15	PCI Bandera Operations/Training Facility – April 20
Dr. Sharon Small Connie Murphy	Lydia Almares Henry Alonzo Fernando Araiza Debra Bedoy Janie Castillo David Davis Jesse Diaz Mary Doxie Monica Ellison Jesus Garcia Rosemary Garcia Sylvia Leija Helen Lopez Janie Martinez Fernando Marin Rudy Pacheco Darlene Pena Juan Rodriguez Joe Segura



In 2008 **Fiesta de los Niño's** began at Port San Antonio, located at Hwy. 90 South on 36th Street. Homemade floats lead the way through the Town Center during a morning parade. Also, games, rides, live music and dance, and food. All free! The medal chosen for the **first year this event began** was designed by the children in one of our PCI centers! When PCI had the Mirasol Center back then, **Ms. Leticia Peralta's class** was the winner! The medal is darling and each Fiesta, I along with Mrs. Debra Bedoy, continues to wear it and share it with others. Friday, April 26th is **our Battle of Flowers holiday**. All centers and PCI offices will be closed. Enjoy the parade as well as the day and stay safe!

Reminder: Applications Being Accepted for Leadership PCI Class #7

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 2024-2025 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 2025 (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 6, 2024**, 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.

Leadership PCI Class #5



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

I appreciate all that you do for our children and families. Continue to be alert and conscientious in all that you do. Our children and families depend on us to always do the right thing! Have a safe and enjoyable Fiesta weekend! VIVA FIESTA!



Don't forget there's a very important Advisory Meetings coming up in April:

24 – Health/Nutrition Advisory Meeting



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 affected 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 April Activities

- Child Abuse Prevention Month Activities
- Leadership PCI Session VIII
- Agency-wide Self-Assessment
- Cardboard Kids Reveal Day
- Policy Council Meeting
- Week of the Young Child
- Board of Directors Meeting
- Transition/Education Advisory Meeting
- STREAM Dream Team Eclipse Day
- Incredible Years Parent Training

Remarkable things continue to happen throughout PCI and as always, I thank you for all you do!

We Are a SUCCESS...Because we Try!



APRIL

COMMUNITY ASSESSMENT MONTH

CALENDAR OF EVENTS

***April * May*June Events**

(Note: Event date and times are subject to change)



APRIL IS CHILD ABUSE AWARENESS MONTH

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-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 21	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

- ❖ 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
- 6 – Kids Day in the Park – San Pedro Park 10:00 – 1:00
- ❖ 6-12 – Week of the Young Child
- ❖ 8 – Process Payroll
 - ❖ 8 - 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
- ❖ 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
- ❖ 20 – CPR/First-Aid Class – 9:00 -12:00 pm
 - Defensive Driving – 20 people required
 - ❖ 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
 - Madonna Center Inc Fiesta Parade
 - Fiesta Float Parade
 - ECC of the Year Nominations due
 - ❖ 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 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 Approved Holidays and Events

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

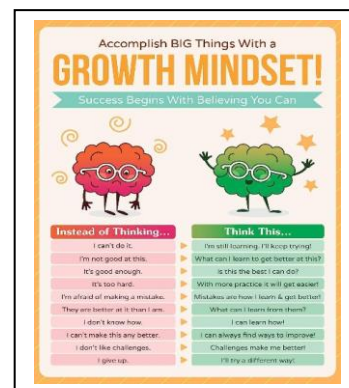
- 2 – Holiday
- 26 – Holiday – Memorial Day
- 29 – Last Day for Head Start Students
- 30 – Work Day/Staff Development

June

- 19 – Holiday – Juneteenth

July

- 4 – Holiday – Independence Day



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