

**TO: PCI STAFF**  
**FROM: Sharon Small, Ph.D.**  
**DATE: May 24, 2024**  
**RE: CEO MESSAGE**



## Memorial Day is May 27, 2024

Greetings All,

I hope you are looking forward to a fun and safe Memorial Day weekend as we remember those who sacrificed for the freedom we now have and observe.

## 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!



Teacher of the Year for Head Start – Rachel Flores, Imperial ELC



Teacher of the Year for Early Head Start – April Barrera, West Hutchins ELC



Teacher Assistant of the Year – Maria Perea, Lost Creek ELC



Thank you to Mrs. Walker, Mrs. Lopez and the entire Education Training Team for beautiful and inviting decor for the evening. Different and fun had by all. There are so many people we need to thank for making this a success for our Teaching Staff, so I will just say thank you to all who made this a success. You know who you are!

## Happy Birthday, Head Start!



During the third week of May, PCI Centers celebrated Head Start's 59<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!

### Leadership PCI Class 7 Informational Zoom Meeting

The Facilitators and members of Class #6 will hold a Leadership PCI Informational meeting for interested candidates for Class 7. We look forward to having another exciting group as we kick off the 2024-2025 school year! By now application information of interested individuals should have been sent to Debra Bedoy at [dbedoy@pcitx.com](mailto:dbedoy@pcitx.com). *Interviews will be held this summer.*

### Fatherhood (Male) Initiative Virtual Meeting a Success

The PCI Male Initiative Meeting was held May 22, 2024, virtually. It was a successful gathering. Thank you to our ECCs and Family Service Workers for promoting the meeting. Also, special thanks to Mr. Joe Segura and Mr. Jesse Diaz for spearheading these meetings. Two exciting prizes were given at this meeting to two of our fathers! Way to go! I look forward to hearing how the Male Initiative will continue to be enhanced for 2024-2025.

### Teaching and Learning for 2024-2025

The Office of Head Start is once again expecting **all** Head Start and Early Head Start programs to be fully enrolled as well as fully staffed. Our Family Service Workers have been recruiting for months now and continue to do so, so we should be fully enrolled for 2024 – 2025. We should also be fully staffed as our HR Department continues to recruit and attend Job Fairs. More information will be coming to ensure we are ready to go. We can and will reach full staffing and full enrollment despite the competition because we embrace having a Growth Mindset! Please watch our Facebook page for the announcement of Job Fairs happening this summer!

### 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 1 – July 5**. 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. All other staff must turn in their vacation schedules to Mrs. Debra Bedoy to provide them to the CEO for approval. Vacation period ends August 2, 2024.

## Reminder for 2024 – 2025 School Year

Parent/Child Incorporated is considered an educational institution. As such, it is highly encouraged that vacation plans be made during the times the agency is closed or during the **4<sup>th</sup> of July week**. **Spring Break, Winter Break, Thanksgiving Break** are just a few of the times the agency is closed, and time should be scheduled to take cruises, trips, etc. with your family if needed during these times. I strongly encourage you to ask family members not to surprise you with a special trip during the school year and purchase tickets before checking to see if it is feasible for you to take off. Emergencies and special circumstances will need to be approved and considered, but I'm hoping that everyone adheres to the agency policy without the need for approval.

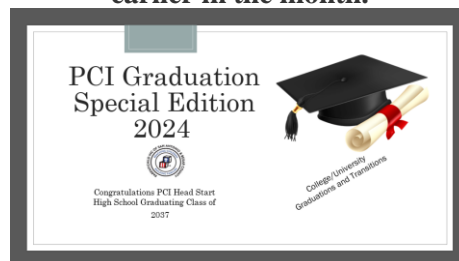
## Transition/Graduation 2024



Congratulations to our PCI **High School Graduates of 2037!** Transition Ceremonies will take place for George Gervin on Friday, May 24, 2024, with Mr. David Davis as the Guest Speaker. All other transition ceremonies will be held June 6, 2024, which is the last day for our PCI Head Start children.



**Congratulations to the PCI Family Graduates. Please see the Graduation Special Edition sent earlier in the month.**



**Congratulations** to two of PCI's own who graduated from college this week! We know it is not easy working a full-time job yet being committed to continuing their education and completing a degree. PCI is proud of you Carla and Lisa! Way to go!



**Carla Mandujano** HS Teacher Timberhill - Palo Alto College  
**Lisa Rodriguez** Accounts Payable Specialist - Northwest Vista College



Just as we celebrate our graduations, we too must celebrate those who plan to retire this school year. Congratulations to the following who will be retiring from PCI after many years of dedicated service!

**Mrs. Helen Lopez** – Education Coordinator

**Ms. Lutene Nunn** – ECC Timberhill Early Learning Center

**Mr. Jesus Valdez Alcantar** – Custodian Adelina Fritz

More information will be shared about each of these individuals in a special edition to include the exact retirement date, but I hope they all know their services has been and continues to be appreciated and we wish them blessings as they enjoy the next phase of their life. Enjoy the perks of retirement. We all look forward to one day doing what these 3 are getting ready to embark upon. Job well done!



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 6 Graduates
- Happy 59<sup>th</sup> Birthday Head Start and 29<sup>th</sup> Birthday Early Head Start!
- Staff Recognitions – EHS/CCP / CEO Office / Human Resources
- Graduating Class of 2024



# MAY

**Employee Recognition: Teacher/Teacher Assistant/Nurse/EHS-CCP Partners, Communications, Volunteers, Substitutes, CEO Office Staff, Human Resources Staff**

**\*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 |
|                 |   |   |            |

- ❖ 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
  - Gervin Transition Ceremony 1:00 p.m.
- ❖ Food Order
- ❖ 27 – Memorial Day Holiday – Centers & Offices Closed
- ❖ 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:**

**\*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
  - Last reporting day for PIR – (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
- ❖ **10- Summer Dress Code begins through August 2, 2024**
- ❖ **13 – Executive 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
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# JULY

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

❖ 1-5 – EHS Centers Closed Vacation Week Begins

- ❖ 1 – Process Payroll
- ❖ 3 – EHS/CCP Directors’ Roundtable
- ❖ 4 – Independence Day Holiday – Centers & Offices Closed
  - Agency
- ❖ 5 – Payday
  - CEO Office Staff Meeting
  - EHS Vacation Week Ends
  - Food Order
- 8 – Fiscal Staff Meeting
- ❖ 11 – Executive Team Meeting
- ❖ 12 – Food Order
  - Education Staff Meeting
- ❖ 13 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 15 – Fiscal Budget Meeting
  - Process Payroll
  - Health Fair/Job Fair
- ❖ 16 – Shared Program Planning Session & Meeting – 6:00 pm
- ❖ 18 – Executive Team Meeting
- ❖ 19 – Payday
  - Food Order
- ❖ 22-26 – New Staff Orientation
- ❖ 25 – Executive Team Meeting
- ❖ 26 – Food Order
  - EHS/CCP Team Meeting
  - Education Staff Meeting
- ❖ 28 – National Parents Day
- ❖ 30 – SF-425 Semi-Annual Report Due-EHS-CCP
- 31 – Paycom IRS 941/TWC Quarterly Reports Due
  - Children’s Perfect Attendance Recognition Day

# 2024-2025 Approved Holidays and Events

## August

- 2 – Last day for summer dress code
- 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

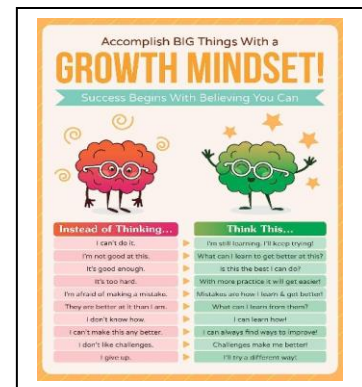
- 2 – Holiday
- 26 – Holiday – Memorial Day
- 29 – Last Day for Head Start Students
- 30 – Work Day/Staff Development

## June

- 19 – Holiday – Juneteenth

## July

- 4 – Holiday – Independence Day



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