



TO: PCI STAFF
 FROM: Sharon Small, Ph.D.
 DATE: May 3, 2024
 RE: CEO WEEKLY MESSAGE



Celebrate Head Start's 59th Birthday and Early Head Start's 29th Birthday!

Greetings and Happy Cinco de Mayo on Saturday!

What a busy yet fruitful time we have had in April and the beginning of May!

Staff Recognition



Congratulations and THANK YOU to our *Teachers and Teacher Assistants, Nurse/Health Care Team, Substitutes Appreciation and EHS-CCP Appreciation!* **We will also experience the 17th Annual Teacher of the Year and Teacher Assistant of the Year Celebration!** We thank you for what you do; and to all those who step in for our Nutrition Aides, we appreciate you as well. We look forward to doing something special for these dedicated employees...you deserve it!



*Teacher & Teacher Assistant of the Year
 Recognition Awards and Reception*



It is time to celebrate the 2023-2024 Teacher and Teacher Assistant of the Year! We invite you to experience another change for PCI. This year the awards ceremony will be held at the Bandera Operations/Training Facility. Due to the size of the facility, the event is being held at 6:00 p.m. with our **nominees and their guests**. A reception will follow the ceremony. The change in venue does not take away from the appreciation we have for all our teachers and teacher assistants. In our eyes, they all are winners! Congratulations to our nominees! To be nominated to represent your center is an honor and to be chosen to represent the agency is incredible!

Please note the 15th is still a Staff Development Day, so all other staff will remain at their center/department and work their normal hours of 8:00 a.m.- 5:00 p.m. We hope you are as excited about the change as we are.

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 6, 2024.

Leadership PCI Class 6



Congratulations to Leadership PCI Class 6 who will complete their projects and presentations Tuesday, May 7, 2024! Each project enhances a significant part of the agency.

Class #6 will officially receive their Leadership PCI jackets on June 4, 2024, at the class dinner. Also, much appreciation goes out to the Facilitators and Executives/Cabinet for sharing their expertise with the class at each session. The Facilitators and I continue to be optimistic and hold high expectations for each class and look forward to their continued leadership with PCI.

Happy 59th Birthday Head Start and 29th Birthday Early Head Start!

May is Head Start and Early Head Start's birthday! This year, Head Start turns 59 and Early Head Start turns 29. "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 29 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 entire process to see a streamlined support system for children and their families until children go to school. The Office of Head Start is now bringing Early Head Start to the forefront. They want to make sure those who are serving Early Head Start programs get the support it needs. Because in the rise of Early Head Start there may be a need to convert Head Start slots to Early Head Start slots and to even expand Early Head Start. So **Happy Birthday Head Start and Early Head Start!** We love what you do for children and families!

The Following are Reminders:

PTO

Employees who are laid off for the summer months must use all earned Paid Time Off (PTO) before their layoff date. Please schedule your time off accordingly to remain in compliance with child/staff ratio. Paid Time Off (PTO) cannot be carried over. If additional information is needed, please contact the Human Resources Department.

Recruitment and Enrollment

PCI Early Learning Centers are excited to welcome new and existing families for the 2024-2025 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 #7

It is time to apply for 2024-2025 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 questions, feel free to contact Debra Bedoy at 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 1 – July 5**. It is highly recommended that EHS staff save at least 32 hours of PTO since July 4th 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 2024



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 who qualify will be transitioning as well on **June 6, 2024!** If children qualify to return to PCI for the 2024 – 2025 school year they will not transition this year but will transition in **June of 2025**. Only children that will be going to **kindergarten** will be considered to transition in June of 2024. We're so proud of our children and the teaching staff for providing our children with what is needed to be successful! If there are questions regarding the transition process for PCI, please contact Mrs. Mary Doxie, Ms. Lydia Almares, or Mr. Gregory John.



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 are a family! Please send your information to Ms. Rosemary Garcia at rogarcia@pcitx.com by **Friday May 10, 2024**.

Speaking of graduations, Congratulations to **Ms. Candace Collins**, Operations/Resource Coordinator, on her son **Kip Love Jr., graduating from The University of Texas at San Antonio on May 18th!** He will receive a Bachelor of Science in Kinesiology with a minor in **Physiology** and Concentration in **Exercise Physiology!** We are so proud of Kip's accomplishments and look forward to him being an asset to society. Way to go, Kip. I know mom and family are proud beyond measure!



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:

- Health/Nutrition Advisory Committee
- Leadership PCI Class #6
- Nurse and Health Specialist Staff
- All Teaching Staff and EHS/CCP
- Staff preparing for the Teacher/Teacher Assistant of the Year Awards and Reception
- Happy 59th Birthday Head Start and 29th Birthday Early Head Start!
- Leadership PCI Panelist (Executives/Cabinet)
- Leadership PCI Facilitators (Jesse Diaz, Debra Bedoy, Constance Murphy)

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 become even more competitive in 2024-2025!

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 mejor esfuerzo

THAT IS WHY, I'M A SUCCESS!
Por eso, ¡Soy un éxito!

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

PARENT/CHILD INC OF SAN ANTONIO & BEXAR COUNTY
REACHING CHILDREN
BUILDING FAMILIES



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, 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
- ❖ 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
- ❖ 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

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

- 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

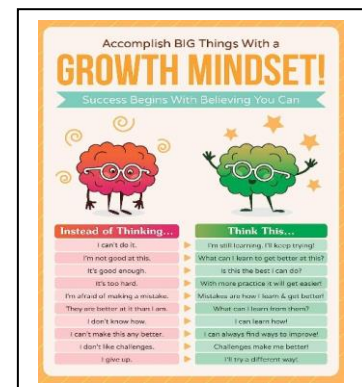
- 2 – Holiday
- 26 – Holiday – Memorial Day
- 29 – Last Day for Head Start Students
- 30 – Work Day/Staff Development

June

- 19 – Holiday – Juneteenth

July

- 4 – Holiday – Independence Day



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