



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: June 6, 2024
RE: CEO MESSAGE - End of Head Start School Year

Greetings!

We are closing in on another unprecedented school year for Parent/Child Incorporated but looking forward to 2024-2025 with high expectations and promise! We have so much to be thankful for so here is a few highlights of the year...

Highlights of 2024-2025

- We completed **Leadership PCI Class #6** with an exciting group and are looking forward to the **seventh class** as we continue our mission for PCI.
- We held the **Teacher and Teacher Assistant of the Year** recognition in the afternoon so family and friends could participate in the excitement as we announced our winners for Teacher (HS and EHS) and Teacher Assistant (HS).
- We expanded our excitement about PCI as **PCI News** was launched.
- We now have in place PCI's own **Safety Officer**.
- Our **Advisory Groups (Transition/Education and Health/Nutrition)** were extremely successful.
- We expanded our Male Audience with the **Male Initiative!**
- We showed our **parents** another way to get in on the excitement of participation with the **Parents Care Initiative card (PCI Card)!**
- We had various monetary incentives for staff.
- We continued the **Safety Incentive**, which has helped to keep our staff safe!
- We are excited about opening in August **fully staffed** and with **100% enrollment** for school year 2024-2025.
- We will continue to utilize technology to enhance skills for children, staff, and families.



Reflection

The best term that comes to mind about each of you is “growth!” Our focus on having a **Growth Mindset** fits each of you well. You have been receptive to the knowledge that failure is an opportunity for growth and not doom and gloom. I cannot thank you enough. There is a saying “that that does not kill us, makes us stronger.” Yes, it has been challenging at times, but we are still here, thriving and being successful on many levels. Because of you, PCI continues to be blessed!

Now we have our work cut out for us. We must have **100% enrollment** for 2024-2025 by August 2024. 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**, 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 a previous theme... “WHY PCI?” Comprehensive Services is a team approach to

servicing 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!*

Focus Area I Monitor Review

We will also have the opportunity to share with the Office of Head Start, through the Focus Area I review, that PCI is a quality program. The **Focus Area One (FA1)** review in the **Head Start** monitoring process provides an opportunity for PCI to discuss our program design, management, and governance structure. This focus area helps the Office of Head Start (OHS) understand PCI's foundation for program services. We have always done well with these reviews and the 2024-2025 review is no exception. We must be ready!

Transition/Graduation 2024



Today, we transitioned our children that will be entering Kindergarten in the fall. I know parents are appreciative of the work you have done. I know I am extremely proud of you. Please go to PCI's Facebook page and view all the excitement our Communications Director has posted. It will bring both tears to your eyes and put smiles on your faces.

CEO Convocation 2024 and Preservice

Preservice for 2024 will begin August 12, 2024, with the CEO Convocation being August 13th. We will keep you informed of our **2024-2025 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 needed. Let us enhance our potential!

Job Well Done



Congratulations to the following who will be retiring from PCI after many years of dedicated service! In place of a Commemorative Edition, these individuals will be recognized at the CEO Convocation on August 13, 2024, so I ask that they all be present. A special invitation will be sent to these special people.

Mrs. Helen Lopez – Education Coordinator
Ms. Lutene Nunn – ECC Timberhill Early Learning Center
Mr. Jesus Valdez Alcantar – Custodian Adelina Fritz



WAY TO GO!

Congratulations to all our PCI employees and their families and the 2024 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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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
- 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

August

- 2 – Last day for summer dress code
- 12 – 16 Preservice training and Convocation
- 13 – CEO Convocation
- 19 – First day of school



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