



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: March 28, 2025
RE: CEO MESSAGE

“PCI...Accountability with Commitment!”

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Dear Team,

I hope you’ve had a wonderful week! March has been an exciting month for PCI and yes, we even got some rain! As we approach the end of the Head Start school year, there are still exciting events to look forward to, including the announcement for applications for potential Class 8 members of Leadership PCI. Further details regarding the Leadership PCI application process are included later in this message.

Exciting News: 100% Compliance on Focus Area 1 Review!

I am thrilled to share some exciting news with all of you: **We have achieved 100% compliance on our Focus Area 1 Review!** 🎉

This outstanding accomplishment is a direct result of your hard work, dedication, and unwavering commitment to excellence across all areas of our operations. Each and every one of you has played an essential role in reaching this milestone, and I couldn’t be more proud of the teamwork and professionalism that have driven us to this success.

As we continue our mission to provide the highest quality services for our children and families, this achievement serves as a testament to our collective efforts and commitment to meeting—and surpassing—standards. It’s a momentous milestone, and we should all take pride in this success. Thank you for your continuous dedication and for helping to establish PCI as a leader in our field. Let’s keep up the great work and continue striving for excellence moving forward.

Please find a portion of the report below:

From March 3, 2025 to March 5, 2025, the Administration for Children and Families (ACF) conducted a Focus Area One (FA1) monitoring review of Parent/Child Incorporated. This report contains information about the grant recipient's performance and compliance with the requirements of the Head Start Program Performance Standards (HSPPS) or Public Law 110-134, *Improving Head Start for School Readiness Act of 2007*.

The Office of Head Start (OHS) would like to thank your governing body, policy council, parents, and staff for their engagement in the review process. Based on the information gathered during this review, it has been determined that your program meets the requirements of all applicable HSPPS, laws, regulations, and policy requirements.

Please contact your Regional Office for guidance should you have any questions or concerns. Your Regional Office will follow up on the content of this report and can work with you to identify resources to support your program's continuous improvement.

Self-Assessment – March 19 – April 6

The annual Self-Assessment has officially begun! Mr. Jesse Diaz provided an overview of the process to the Board, Policy Council, and staff during the Shared Governance Training on March 19th. According to Head Start Program Performance Standards, agencies must conduct a Self-Assessment each program year to evaluate effectiveness and progress toward meeting program goals and objectives, as well as compliance with Federal regulations. This process is conducted with the involvement of the Staff, Policy Council, Board of Directors, and, when appropriate, community members. Please refer to the team assignments and details below for further information.

PARENT/CHILD INCORPORATED 2025 SELF-ASSESSMENT TEAM ASSIGNMENTS						
	Disabilities, Family & Community, Mental Health	Education & Child Development	ERSEA	Health, Nutrition, Safe Environments and Transportation	Fiscal Management	Program Management & Quality Improvement
Lead	Joe Segura <i>Compliance Officer/Special Services Coordinator</i>	Lisa Walker <i>Education Coordinator</i>	Lydia Almares <i>ERSEA/Family Community Specialist I</i>	Janie Castillo <i>CACFP Nutrition Services Manager</i>	Natalie McGarity-Diaz <i>Chief Financial Officer</i>	Jesse Diaz <i>Data & Assessment Coordinator</i>
Co-Lead	Candace Collins <i>Interim HS/EHS Operations Coordinator</i>	Catherine Padilla-Ortas <i>Interim HS/EHS Operations Coordinator</i>	Gregory John <i>ERSEA/Family Community Specialist II</i>	Monica Ellison <i>Center Nutrition Coordinator</i>	Tania Saenz <i>Accountant</i>	Diana Vogt <i>Human Resources Coordinator</i>
Members	Jennifer Barrientes <i>Disability & Mental Health Specialist</i>	Cynthia Estrada <i>EHS Teacher - Place for Life</i>	Patricia Cardenas <i>ECC-Place For Life (EHS)</i>	Rudy Pacheco <i>Facilities/Transportation Supervisor</i>	Jacqueline Bowens <i>Accountant</i>	Debra Bedoy <i>Executive Assistant to the CEO</i>
	Victoria Redwine <i>Peer Coach/Trainer</i>	Stacy Almendarez <i>ECC-Early Learning Academy (HS)</i>	Rosalva Lozano <i>ECC-East Central</i>	Virgina Ledesma <i>RN</i>	Diane Thomas <i>Procurement Specialist</i>	Alice Espinoza <i>Human Resources Specialist</i>
	Paloma Benavides <i>ECC-Midcrown</i>	David Davis <i>Education Specialist</i>	Jesusita Sanchez <i>Family Service Worker-Lost Creek</i>	Erika Trevino <i>ECC-Imperial</i>	Lisa Rodriguez <i>Accounts Payable Specialist</i>	Carla Mandujano <i>Administrative Asst. /Compliance Monitor</i>
	Ashley Islas <i>Health Specialist</i>	Laura Galindo <i>HS/EHS Coach/Bilingual Teacher</i>	Lizette Cantu <i>Family Service Worker-Meadowood</i>	Monica Villarreal <i>Disability & Mental Health Specialist</i>	Henry Alonzo <i>Administrative Assistant (Fiscal)</i>	Rosemary Garcia <i>Administrative Asst. /CEO Office</i>
	Leticia Leyva <i>Family Service Worker-Imperial</i>	Megan Smith <i>ECC-Clarice Roe</i>	Dolores Garcia <i>Family Service Worker-Clarice Roe</i>	Marina Casanova <i>Compliance Monitor</i>		
	Rina Lyda <i>ECC-Lost Creek</i>	Jacob Rodriguez <i>Education Specialist</i>	Juan Garcia <i>Family Service Worker-Early Learning Academy (EHS)</i>	Angie Rodriguez <i>Health Specialist</i>		



Children's Book Day – April 2, 2025

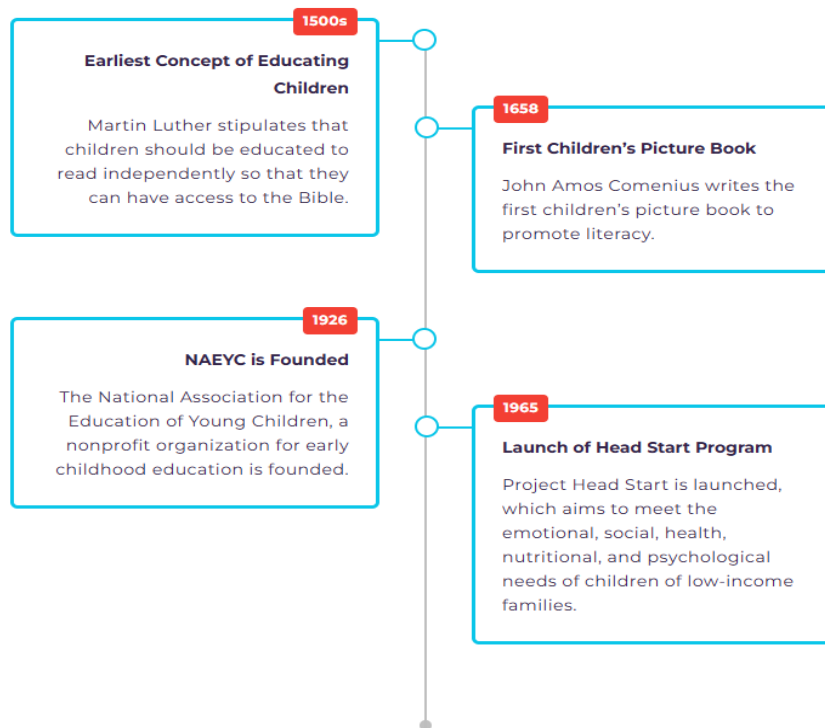
Children's Book Day serves as a wonderful reminder of how books shape young minds and inspire a lifelong love of learning. It also helps emphasize the importance of supporting initiatives that promote literacy for all children, regardless of their background or location. **Children's Book Day** is a special celebration that encourages young readers to discover and enjoy the world of books. It's a day dedicated to promoting literacy, reading, and the importance of books in a child's development. Although there are various dates around the world that celebrate this day, the most recognized observance in the United States is **April 2nd**, which coincides with **Hans Christian Andersen's birthday**, the famous Danish author known for fairy tales such as *The Little Mermaid* and *The Ugly Duckling*.



Week of the Young Child

Let's celebrate and highlight the wonderful work happening in your classrooms, as well as your advocacy and family engagement activities during the Week of the Young Child! April 5 - 11 is a national celebration of young children and their families, with collaborative activities designed to promote healthy lifestyles through music, food, and art. The goal is to raise public awareness about the needs of young children and their families, while recognizing the early childhood programs that serve those needs. There is history behind the Week of the Young Child starting as early as the 1500s. See the timeline below.

WEEK OF THE YOUNG CHILD TIMELINE



Please be sure to participate and share your activities for everyone to enjoy. The daily themes for the week are as follows:

- **Music Monday**
- **Tasty Tuesday**
- **Work Together Wednesday**
- **Artsy Thursday**
- **Family Friday**



Child Abuse Prevention and Awareness

April is Child Abuse Prevention Month (CAPM), and PCI's focus this month is to equip families with resources to make informed decisions. Starting April 1st, parents and guardians can access Child Abuse prevention resources on PCI's website (under the news tab). Please encourage our families to visit these resources.



Cardboard Kids Reveal Day: Thursday, April 3, 2025

The annual campaign, spearheaded by ChildSafe, is a way to start a conversation about child abuse in Bexar County. If you suspect child abuse or neglect, you can report it by calling 1-800-252-5400.



Announcing the 2024-2025 Teacher/Teacher Assistant of the Year Nominees

Congratulations to the 2024-2025 Center Nominees for Teacher/Teacher Assistant of the Year! Being nominated by your peers is an incredible honor, and interviews will take place as we determine the Head Start Teacher, Early Head Start Teacher, and Teacher Assistant who will represent Parent/Child Incorporated. The awards celebration will be held on Thursday, May 8, 2025. Great work, everyone!

CENTER	EARLY HEAD START TEACHER OF THE YEAR	HEAD START TEACHER OF THE YEAR	HEAD START TEACHER ASSISTANT OF THE YEAR
Adelina Fritz	Destiny Rosas	Vanessa Cosgrove	Sara Rodriguez
Clarice Roe		Samantha Vega	Elizabeth Baez
Culebra	Marie Garcia	Iris Munoz	Elaine Sanchez
East Central		Valeria Ward	Matilda Gonzalez
Evelyn King	Patricia Sanders		Anna Flores
Early Learning Academy -EHS	Nancy Morales		
Early Learning Academy -HS		Rebecca Melendez	Veronica Guajardo
George Gervin		Aaliyah Carmona	Sharon Johnson
Imperial	Destiny Rubio	Keila Lopez	Lucero Perez
Lost Creek	Catalina Rivera	Rebecca Garcia	Maria Perea
Meadowood		Linda Vega	Daniella Hernandez
Midcrown	Kilana Duhart	Sheril Daniels	Belen Gonzalez
Pearsall	Joanna Gonzalez	Jessica Rivera	Rose Arguello
Place For Life EHS	Christina Ramirez		
Place for Life HS		Alyssa Reyes	Connie Gutierrez
Southwest	Dolores Valdez		
Terry O'Connor	Maria Camarillo	Felicity Olvera	Olga Gonzales
West Hutchins	Victoria Garza	Sandra Alfrido	Victoria Cardenas

Save the Date: PCI's Annual Pet Show & Tell – April 11th at 5:30 PM



Mark your calendars for PCI's **Annual Pet Show & Tell** on Zoom, happening on **April 11th at 5:30 PM!** 🐾 ✨ This is a wonderful opportunity for our child to showcase their beloved pet—whether it's a dog, fish, or anything in between! We can't wait to see the variety of pets and hear the fun stories behind them. For details and the Zoom link, please reach out to your ECC.

2024-2025 ECC of the Year Nominations

PCI is now accepting nominations for the **2024-2025 Education Center Coordinator (ECC) of the Year!** Just as we recognize our teachers, it is important to acknowledge the exceptional work of our ECCs. Nominations will be open not only to center staff but also to department staff who regularly work with the ECCs. To nominate an ECC, please email me, Dr. Sharon Small, at ssmall@pcitx.com with the name of your nominee and a brief explanation of why they deserve this honor. Nominations are due by **12:00 p.m. on April 18, 2025.**

Leadership PCI Class #8 – Applications Now Open



Mission

The mission of Parent/Child Incorporated is to provide high-quality early childhood developmental and educational services to empower children and families to become responsible citizens who value education and community.

It's time to apply for the **2025-2026** class of Leadership PCI! Applicants must meet the following minimum criteria:

- Commitment to the Mission and Vision of PCI
- Educational background (work experience can substitute for education)
- Desire to pursue a career within PCI
- Availability for a Spring project (after hours and through June 2026; no overtime or stipend)
- No disciplinary action in the last 2 years, as outlined in the employee handbook
- Strong written and oral communication skills

Admissions Packet

Please include the following materials with your application:

1. **Cover Letter** – A letter addressed to the Leadership PCI Selection Committee explaining why you are interested in a leadership role.
2. **Resume** – A detailed resume, including:
 - Personal information (name, contact details)
 - Education history (chronologically listed)
 - Employment history (reverse chronological order)
 - Professional and civic/community service (3-5 years)
3. **Professional References** – Three references who can evaluate your leadership skills.
4. **Employee Evaluation** – A copy of your last two performance evaluations.

Deadline

All application materials must be submitted by **5:00 p.m. on Monday, May 9, 2025**, via email or in a sealed envelope to:

- **Debra Bedoy**
c/o Leadership PCI
7815 Mainland Dr.
San Antonio, TX 78250

For questions, please contact **Debra Bedoy** at **dbedoy@pcitx.com**. An informational meeting, hosted by former Leadership PCI members, may be scheduled at a later date.



Don't forget there are two very important Advisory Meetings coming up in April:
24 – Health/Nutrition Advisory Meeting

Reminder: Tax Deadline April 15, 2025

The filing deadline to submit 2025 tax returns or an extension to file and pay tax owed is Tuesday, April 15, 2025.



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 the lives of our children and families to satisfy our Mission...our **WHY!**

Way To Go! to All who participated in the Following March Activities

- Staff Recognitions - *Family Service Workers/ Operations & EHS-CCP Partners & Staff Nutrition Services Staff & Nutrition Aides, Fiscal Staff and HR staff*
- PCI Kite Festival
- Leadership PCI
- Shared Program Governance
- Self-Assessment Training and Teams
- PCI Bingo Night
- CPR/First Aid Sessions
- Transition/Education Advisory
- National Child Nutrition Week
- New Staff Orientation
- Parent Training
- Male Initiative Meeting
- Nutrition Staff Recognition
- CARE Agency-wide Initiative Kickoff

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!"



APRIL IS CHILD ABUSE AWARENESS MONTH

APRIL COMMUNITY ASSESSMENT MONTH

Employee Recognition: Administrative Professionals & CEO Office Staff

***Important Information: Governance Reports Due* Integrated Services Meeting *HR Bulletin**

FOCUS AREA REVIEW

PERFORMANCE EVALUATION CYCLE TIMELINE

APRIL 1 - 11	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 18	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

- ❖ 1 – April Fool's Day
 - Leadership PCI – 4:30 pm – 6:00 pm
 - EHS-CCP Budget Due
- ❖ 2 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - Operations Staff Meeting
 - EHS/CCP Directors' Round Table
 - Children's Book Day
- ❖ 3 – Executive Team Meeting
 - Reveal Day
- ❖ 4 – All reports due in CEO Office for Shared Program Governance Meetings

- CEO Office Staff Meeting
- Fiscal Staff Meeting
- Food Order
- ❖ 5-11 – Week of the Young Child
- ❖ 5 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 7-11 – New Staff Orientation
- ❖ 7 – Process Payroll
- ❖ 9 – Integrated Service Meeting – 8:30 am
 - Policy Council Meeting – 6:00 pm
- ❖ 10 – Executive Team Meeting
 - Family Service Workers Meeting
- ❖ 11 – Fiscal Budget Meeting
 - Payday
 - Food Order
 - Pet Show & Tell – 5:30 pm
- ❖ 13 – Palm Sunday
- ❖ 14 – Education Staff Meeting
- ❖ 15 – Distribution of Annual Evaluations to Supervisors
 - Board of Directors Meeting – 6:30 pm
- ❖ 16 – Parent Curriculum Training
 - Operations Staff Meeting
- ❖ 17 – Executive Team Meeting
- ❖ 18 – Good Friday Holiday – Centers and Offices Closed
- ❖ 20-26 – National Volunteer Appreciation Week
- ❖ 20 – Easter Sunday
- ❖ 21 – Student Holiday/Teacher Planning Day
 - Process Payroll
- ❖ 22 – Earth Day
- ❖ 23 – Integrated Service Meeting – 8:30 am
 - Administrative Professionals’ Day
- ❖ 24 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
 - Health/Nutrition Advisory Meeting – 11:30 am – 1:00 pm
- ❖ 25 – Payday
 - Food Order
 - George Gervin – Holiday
 - EHS/CCP Team Meeting
- ❖ 30 – SF-425 Semi-Annual Report Due – HS/HSII-EHS II/EHS
 - SF-425 Annual Report Due – HS/HSII-EHSII/EHS
 - SF-428 Annual Report Due – HS/EHS

- Paycom IRS 941/TWC Quarterly Report Due
- Children's Perfect Attendance Recognition Day
- Fiesta Float
Centers - 10:00

Parades at
am

MAY

Employee Recognition: Teachers/Teacher Assistants, Nurses & Permanent Substitutes

***Important Information: Governance Reports Due* Integrated Services Meeting *HR Bulletin**

*** May Staff Development/Teacher and Teacher Assistant of the Year
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

MAY 1 – MAY 9	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
MAY 12 – MAY 23	9. Formal Performance Evaluation	CONDUCT ANNUAL PERFORMANCE CONFERENCE	SUPERVISOR
MAY 23	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR

- ❖ 1 – Executive Team Meeting
 - EHS/CCP Madonna Center Fiesta Parade
- ❖ 2 – Battle of Flowers Holiday – Centers and Offices Closed
- ❖ 3 – 9 Teacher Appreciation Week
 - National Children's Book Week
 - Nutrition Employees Week
- ❖ 5 – Cinco De Mayo
 - Process Payroll
- ❖ 6 – Operations Staff Meeting
 - Leadership PCI – 4:30 pm – 6:00 pm
 - Data Initiative Meeting
 - National Teacher Day
 - National Nurse Day
- ❖ 7 – Integrated Service Meeting – 8:30 am
 - Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Male initiative Meeting – 6:00 pm
 - Family Service Workers Meeting

- EHS/CCP Directors' Round Table
- ❖ 8 – Staff Development Day/Teacher & Teacher Asst of the Year Celebration
 - Executive Team Meeting
- ❖ 9 – All reports due in CEO Office for Shared Program Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Payday
 - Food Order
 - Muffins for Mom @ PCI Centers
 - Muffins for Mom –EHS-CCP Centers- Bailey's and Madonna
 - Make a Book Day – All staff and children can participate
- ❖ 11 – Mother's Day
- ❖ 12 – Education Staff Meeting
 - Distribution Lay-off letters to Head Start Staff
- ❖ 13- EHS-CCP Appreciation Day
- ❖ 14 – Policy Council Meeting – 6:00 pm
 - Parent Curriculum Training
- ❖ 15 – Executive Team Meeting
- ❖ 16 – Annual Evaluations due to HR
 - Fiscal Budget Meeting
 - Food Order
- ❖ 17 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 19 – 22 National Head Start Conference – Columbus, OH
 - 19 – Process Payroll
- ❖ 20 – Board of Directors Meeting – 6:30 pm
 - Operations Staff Meeting
- ❖ 21 – Integrated Service Meeting – 8:30 am
- ❖ 22 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
- ❖ 23 – Payday
 - Food Order
- ❖ 26 – Memorial Day Holiday – Centers and Offices Closed
- ❖ 27 – Leadership PCI Class #7 Class Dinner

- ❖ 29 – Last Day for Head Start Students
 - Southwest Early Release (1 hour)
 - Southwest Last Day of School
 - PCI Transition Ceremonies
 - HS Children’s Perfect Attendance Recognition Day
- ❖ 30 – Southwest Workday Head Start Staff/Staff Development
 - Food Order
 - EHS Children’s Perfect Attendance Recognition Day
 - EHS/CCP Team Meeting
 - PCI Head Start Employee Recognition & Retirement Celebration

“PCI...Growing San Antonio’s Tomorrow...Today!”