



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



Celebrate Head Start's 60th Birthday!

Greetings and Viva Fiesta!

I hope your week is off to a wonderful start as you look forward to the upcoming Fiesta celebrations. This will be a short week, with the Battle of Flowers holiday on Friday, May 2nd, and there are many exciting activities happening in the meantime. April and the beginning of May have certainly been a busy yet rewarding time for all of us!

Staff Recognition



We extend our heartfelt congratulations and sincere appreciation to our Teachers, Teacher Assistants, Nurse/Health Care Team, and Permanent Substitutes! We are also excited to celebrate the 18th Annual Teacher of the Year and Teacher Assistant of the Year event.

Thank you for all that you do each day to support our students and community. We would also like to recognize and express our gratitude to those who step in to assist our Nutrition Aides — your efforts do not go unnoticed.

We look forward to honoring these dedicated employees with something special — you truly deserve it!





Teacher & Teacher Assistant of the Year Recognition Awards and Reception

We are excited to celebrate the 2024–2025 Teacher and Teacher Assistant of the Year! For the second year, the awards ceremony will be held at the Bandera Operations/Training Facility. Due to the size of the venue, the event will take place at 6:00 p.m. and will include our nominees and their invited guests. A reception will follow the ceremony.

Please know that the choice of venue in no way diminishes the deep appreciation we have for all of our teachers and teacher assistants. In our eyes, each of you is a winner!

Congratulations to all our nominees! Being selected to represent your center is a tremendous honor, and to be chosen to represent the agency is truly exceptional!

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	Trixia Hernandez		
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

Please note the 8th 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.

PCI's Nurse's Day



Please join us in extending our heartfelt appreciation to Ms. Virginia Ledesma, RN, and our dedicated Health Care Specialists, Ms. Angie Rodriguez and Ms. Ashley Islas. Your professionalism, compassion, and unwavering dedication make a profound difference in the lives of those we serve.

Nursing and health care require a special calling, and we are truly fortunate to have such outstanding individuals as part of our PCI family.

We are excited to celebrate and honor our incredible Health Care Team on May 6, 2025. Thank you for your remarkable service — you inspire us all!



Leadership PCI Class #7

Congratulations to Leadership PCI Class 7, who will complete their projects and presentations on Tuesday, May 6, 2025! Each project represents a meaningful contribution to strengthening and enhancing important areas of our agency.

Class 7 will officially receive their Leadership PCI jackets during the class dinner on May 30, 2025 — a well-deserved recognition of their hard work and commitment.

We also extend our sincere appreciation to the Facilitators and Executives/Cabinet members for generously sharing their time, expertise, and guidance throughout each session.

The Facilitators and I remain optimistic and continue to hold high expectations for each Leadership PCI class. We look forward to witnessing the ongoing leadership and positive impact these graduates will bring to PCI!

Happy 60th Birthday Head Start!

May is the month we proudly celebrate **Head Start** — now bringing together **Early Head Start** and **PreK Head Start** under one strong, unified program! When you hear "Head Start," think of the incredible support offered to both our youngest learners and their families.

For nearly 60 years, Head Start has opened the doors to quality education and family support, and 30 years ago, Early Head Start expanded that mission — reaching pregnant women, infants, and toddlers through age three. Early intervention and support during these critical years help build a strong, lasting foundation for children's success in school and in life.

We are proud of all that Head Start and Early Head Start represent — care, education, empowerment, and community!

Thank you for everything you do to make a difference for children and families. Here's to many more years of changing lives!

SAVE Head Start!

PCI has launched several important initiatives to help keep Head Start thriving, both locally and nationwide. Our advocacy efforts aim to raise awareness and ensure the continued success of Head Start programs everywhere.

We invite and encourage you to participate and show your support for this vital cause. Together, we can make a lasting impact for children, families, and communities!



Support Head Start by calling your local representatives and sharing how vital early childhood education is to our communities. Scan the QR code to ACT NOW and help Save Head Start! Together, we can protect the future of our children.



Please click on the link below to view the promotional video:

The Following are Reminders:

Employees who are laid off for the summer months are required to use all earned Paid Time Off (PTO) before their layoff date. Please ensure that your time off is scheduled accordingly to maintain compliance with child/staff ratio requirements.

Please note that PTO cannot be carried over to the next period. For any additional information or assistance, please contact the Human Resources Department.

Recruitment and Enrollment

PCI Early Learning Centers are thrilled to welcome both new and returning families for the upcoming 2025-2026 school year! We look forward to being fully enrolled and fully staffed to provide exceptional care and education.

Please support our Family Service Workers by helping spread the word about the wonderful opportunities PCI and Head Start offer to children and families. Together, we can continue to make a positive impact in our community.

We are proud to be “**Growing San Antonio’s Tomorrow...Today!**”

Applications Being Accepted for Leadership PCI Class #8

It is time to apply for 2025-2026 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 9, 2025**, 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 member working this summer, please note that we will be closed for the **EHS Vacation Timeframe** from **June 30 – July 4**.

It is highly recommended that EHS staff save at least 32 hours of PTO to cover this period, as July 4th is the Independence Day Holiday. This will ensure you have the entire week off with pay.

If you have any questions, please reach out to your supervisor or contact the HR department for clarification. This notice applies to **EHS staff only**, as Early Head Start is a year-round program.

Transition/Graduation 2025



It's graduation season across the United States, with degrees, certificates, diplomas, and GEDs being awarded to the Class of 2024. Here at PCI, we are equally excited to celebrate the transition of our **Preschool Head Start** children on **May 29, 2025!**

Children who qualify to return to PCI for the **2025-2026 school year** will not transition this year but will do so in May of 2026. Only children who will be entering kindergarten in June of 2025 will be considered for transition this year.

We are incredibly proud of our children's growth and success, and we want to extend our appreciation to our teaching staff for their dedication in preparing them for the next chapter.

If you have any questions regarding the transition process, please feel free to reach out to **Ms. Candace Collins**, **Mrs. Catherine Padilla-Ortas**, **Ms. Lydia Almares**, or **Mr. Gregory John** for assistance.



Let's Celebrate Your Graduation!

Are you or someone in your family graduating? If so, we want to join in the celebration! Just like you're proud of your accomplishments, PCI is equally proud of you — we're one big family, and we want to share in your success!

Send your graduation details to **Ms. Rosemary Garcia** at **rogarcia@pcitx.com** by **Friday, May 16, 2025**, and let's make this celebration even more special!



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/Mental Health/Nutrition Advisory Committee
- Leadership PCI Class #7
- 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 60th Birthday Head Start!
- SAVE Head Start initiatives
- 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 2025-2026!

We Are a SUCCESS...Because we Try!





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

- ❖ 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 Parades at Centers - 10:00 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 Panel – 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
- ❖ 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
 - Happy 60th Birthday party Head Start
- ❖ 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
 - Head Start at Nelson Wolff Stadium
- ❖ 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

JUNE

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin
* No Board or Policy Council Meetings Scheduled
FOCUS AREA REVIEW**

- ❖ 2 – Process Payroll
- ❖ 4 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - EHS/CCP Directors’ Round Table
- ❖ 5 – 6 – Executive Planning Retreat
- ❖ 6 – CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Payday
- ❖ 9 – Education Staff Meeting
- ❖ 11 – Integrated Service Meeting – 8:30 am
 - Meeting with Mr. Huerta – 2:00 p.m.
- ❖ 13 – Food Order
 - Donuts For Dad @ PCI Centers
 - Donuts For Dad @ EHS-CCP Centers - Bailey’s and Madonna
- ❖ 15 – Father’s Day
- ❖ 16 – Process Payroll
- ❖ 19 – Juneteenth Holiday – Centers and Offices Closed
- ❖ 20 – Payday
 - Food Order
- ❖ 25 – Integrated Service Meeting – 8:30 am
- ❖ 26 – Executive Staff Meeting
- ❖ 27 – Food Order
 - EHS/CCP Team Meeting
- ❖ 30 – EHS Centers Closed Vacation Week Begins
 - EHS-CCP Fiscal Year Ends
 - Process Payroll

JULY

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

- ❖ 1-4 – EHS Summer Vacation - Centers Closed

- ❖ 2 - EHS/CCP Directors' Round Table
- ❖ 3 – Executive Team Meeting
 - Early Payday
- ❖ 4 – Independence Day Holiday – Centers and Offices Closed
- ❖ 7 – EHS Services Resume-Centers Re-Open
- ❖ 10 – Executive Team Meeting
- ❖ 11 – All reports due in CEO Office for Shared Program Governance and Planning Session and Meeting
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
 - Meeting with Mr. Huerta 2:00 p.m.
- ❖ 14 – Education Staff Meeting
 - Fiscal Budget Meeting
- ❖ 15 – Shared Program Governance and Planning Session and Meeting
- ❖ 17 – Executive Team Meeting
- ❖ 18 – Food Order
- ❖ 24 – Executive Staff Meeting
- ❖ 25 – Food Order
 - EHS/CCP Team Meeting
- ❖ 27 – National Parent's Day
- ❖ 30 – SF-425 Semi-Annual Report Due – EHS-CCP
- ❖ 31 – Executive Staff Meeting
 - Paycom IRS 941/TWC Quarterly Reports Due
 - EHS Children's Perfect Attendance Recognition Day
 - PIR due to OHS (HSES)

“PCI...Accountability with Commitment!”

Holiday/Events Calendar

2025 -2026

- 4 - 8 Preservice training and Convocation
- 11 – First day of school

September

- 1 - Holiday- Labor Day

October

- 13 – Indigenous People Day/Student Holiday/Staff Development

November

- 4 – Student Holiday /Staff Development
- 24 – 28 – Thanksgiving Break

December

- 22 – Jan 2 – Winter Break

January

- 1-3 – Winter Break
- 5 – Student Holiday/Staff Planning Day
- 19 – Martin Luther King, Jr. Holiday

February

- 16 – Student Holiday/Staff Development/Bad Weather Makeup Day

March

- 9 – 13 – Spring Break
- 16 - Student Holiday/Staff Planning Day

April

- 3 – Good Friday
- 6 - Holiday
- 24 - Holiday

May

- 21 – Last Day for Head Start Students
- 22 – Work Day/Staff Development
- 25 – Holiday – Memorial Day

June

- 19 – Holiday – Juneteenth
- 29-30 Vacation Week for EHS Staff

July

- 1-3 Vacation week for EHS continues
- 3 – Holiday – Independence Day
- 6 – EHS resumes