



TO: PCI STAFF  
 FROM: Sharon Small, Ph.D.  
 DATE: March, April, May 2026 Information  
 RE: CEO MESSAGE

***“PCI...Accountability with Commitment Part 2!”  
 (Readiness...Excellence...Impact)***

Greetings!

I hope you had a great week! March has been full of excitement here at PCI: from **Read Across America** and **Nutrition Staff Recognition**, to **CLASS** videos, **Spring Break**, **Champions fore Charity**, preparing for **Teacher and Teacher Assistant of the Year**, announcing our **new Kindergarten program**, and kicking off our **Annual Self-Assessment** – not to mention our fun **Wellness Wednesdays!**

As we approach the end of the Head Start school year, there’s still more ahead. One exciting opportunity is the **application process for potential Class 9 members of Leadership PCI**. More details about this process are included later in this CEO Message, so be sure to read on!

**Exciting News: PCI’s Kindergarten Initiative is Coming!**

We are getting closer to officially launching **PCI’s Kindergarten program!** Both the **Board of Directors** and **Policy Council** have approved this new venture, and our **Region VI Program Specialist** is equally excited for us.

There are several important steps to ensure a smooth rollout. Please stay tuned for emails regarding upcoming **Zoom meetings**, which will provide information on:

- Informing all staff, parents, and guardians about the program
- Sharing classroom locations
- Hiring and interviewing Kindergarten staff
- Adopting a **Kindergarten-specific curriculum**
- Understanding the **TEKS** and aligning instruction
- Furnishing the new classrooms, both **indoors and outdoors**

We appreciate your attention and participation as we prepare to offer high-quality Kindergarten instruction for our students. Stay tuned for more details!

**Pilot Program to Prepare for the New PCI Kindergarten - Focus on Student Attendance**

To ensure a successful launch of the new Kindergarten program, **Parent/Child Incorporated (PCI) will initiate a Pilot Program using existing Preschool Head Start classrooms beginning on April 13th.** The primary focus of this Pilot is **student attendance**, which is critical to both program effectiveness and funding outcomes.

Regular attendance ensures that students **fully benefit from instructional and support services** while providing PCI with the data necessary to refine attendance tracking systems, parent engagement strategies, and operational procedures for the Kindergarten expansion. By closely monitoring attendance during the Pilot, PCI can identify potential barriers, implement targeted interventions, and ensure that the new Kindergarten program **maximizes learning outcomes and aligns with state funding requirements.**

This Pilot will provide actionable insights into **attendance patterns, system functionality, and student engagement**, allowing PCI to proactively address challenges and establish a strong foundation for full-scale Kindergarten implementation.

### **Self-Assessment - March 18- April 10**

Mr. **Jesse Diaz** provided an overview of the **Self-Assessment process** to the Board, Policy Council, and staff during the **Shared Governance Training** on Wednesday evening.

As required by **Head Start Program Performance Standards**, each program year agencies must conduct a **Self-Assessment** to evaluate their effectiveness in meeting program goals and objectives, as well as compliance with federal regulations. This process must be completed **with consultation and participation** from the **Policy Council, Board of Directors**, and, when appropriate, **community members.**

Please see the teams and assignments below for this year's Self-Assessment. Your participation and input are critical to ensuring that PCI continues to deliver **high-quality, compliant, and impactful services** to the children and families we serve.

PARENT/CHILD INCORPORATED  
2026 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>	Candace Collins <i>HS/EHS Operations Coordinator</i>	Janie Castillo <i>CACFP Nutrition Services Manager</i>	Natalie McGarity-Diaz <i>Chief Financial Officer</i>	Jesse Diaz <i>Data &amp; Assessor/Safety Officer</i>
Co-Lead	Patricia Cardenas <i>Asst. HS/EHS Operations Coordinator</i>	Laura Galindo <i>Education Specialist</i>	Lisa Sifentes <i>ERSEA/Family Community Specialist I</i>	Monica Ellison <i>Center Nutrition Coordinator</i>	Tania Saenz <i>Accountant</i>	Rina Lyda <i>EHS-CCP Coordinator</i>
Members	Jennifer Barrientes <i>Disability &amp; Mental Health Specialist</i>	Cynthia Estrada <i>ECC - Place for Life EHS</i>	Jesuita Sanchez <i>ERSEA/Family Community Specialist II</i>	Angie Rodriguez <i>Health Specialist</i>	Jacqueline Bowens <i>Accountant</i>	Debra Bedoy <i>Executive Assistant to the CEO</i>
	Victoria Redwine <i>Peer Coach/Trainer</i>	Gregory John <i>Education Specialist</i>	Rosalva Lozano <i>ECC-East Central</i>	Ashley Islas <i>Health Specialist</i>	Alice Espinoza <i>Interim Human Resources Coordinator</i>	Rosemary Garcia <i>Administrative Asst. /CEO Office</i>
	Erika Trevino <i>ECC-Imperial</i>	LaToya Black <i>HS Teacher - E. Central</i>	Leticia Leyva <i>Family Service Worker-Imperial</i>	Marina Casanova <i>Compliance Monitor</i>	Lisa Rodriguez <i>Accounts Payable Specialist</i>	Emril Quiroz <i>Administrative Asst. /Compliance Monitor</i>
	Leticia Espinoza <i>Family Service Worker-Southwest</i>	Carla Mandujano <i>EHS-CCP Quality Coach</i>	Lizette Cantu <i>Family Service Worker-Meadowood</i>	Monica Villarreal <i>Disability &amp; Mental Health Specialist</i>	Henry Alonzo <i>Administrative Assistant (Fiscal)</i>	Griselda Van Wey <i>Human Resources Clerk</i>
	Nora Balderas <i>ECC - Place for Life HS</i>	Valeria Ward <i>Teacher - East Central</i>	Paloma Benavides <i>ECC-Midcrown</i>	Andrea Alexander <i>ECC - Lost Creek</i>	Diane Thomas <i>Procurement Specialist</i>	Jennifer Barrientes ** <i>Disability &amp; Mental Health Specialist</i>
	Lyania Lockett <i>Disabilities and Mental Health Interventionist</i>	Elizabeth De Hoyos <i>Education Specialist</i>	Lorena Luna <i>Family Service Worker- West Hutchins</i>	Dolores Garcia <i>Family Service Worker-Terry O'Connor</i>		

\*\* Provide ChildPlus Assistance

## Week of the Young Child



The Week of the Young Child® celebration is April 11-17, 2026!

The Week of the Young Child celebrates children and the adults who help them grow. It brings energy into classrooms, homes, and neighborhoods with joyful activities that spark learning.

Through play, children build skills they'll carry for life. They learn how to listen, solve problems, and work with others. The week

creates space for families and teachers to slow down and connect in meaningful ways.

These shared experiences help children feel seen, safe, and ready to explore. It's a vibrant reminder that early learning starts with love, patience, and a little bit of fun.

<b>Celebration Activity</b>	<b>How to Do It</b>	<b>Benefits / Learning Focus</b>
<b>Musical Kickoff</b>	Invite children to play homemade instruments such as paper roll shakers or pots and spoons. Let them march around and create a little parade.	Supports coordination and language skills while encouraging joy and movement.
<b>Tasty Exploration</b>	Set up a snack station for a simple, healthy recipe like fruit salad or veggie wraps. Kids can chop soft items safely or arrange ingredients.	Helps children understand counting, textures, and teamwork.
<b>Cooperative Projects</b>	Organize a group building task, such as a tower or obstacle path. Encourage children to work together to complete it.	Teaches problem-solving, sharing, and social growth.
<b>Process Art Session</b>	Provide paint, paper, and loose materials like feathers. Allow children to create without rules or expectations.	Encourages exploration and creativity, focusing on the experience rather than the outcome.
<b>Family Engagement Event</b>	Host a drop-in time where adults and children can play, craft, or snack together during morning or evening hours.	Builds bonds and provides families a shared moment of joy.
<b>Outdoor Learning</b>	Take activities outside to explore nature. Count leaves, rocks, or flowers and observe surroundings.	Fresh air boosts attention and gives children space for exploration.

## Child Abuse Prevention and Awareness





April marks **Child Abuse Prevention Month**, and PCI's goal is to **reach our families with resources** that help them make informed decisions and promote child safety.

As part of this effort, we are participating in **ChildSafe's Cardboard Kids® Campaign**, which was created in 2014 to start the important, though difficult, conversation about child abuse in our community. Each **two-foot-tall figure represents a child who has been abused or neglected**, serving as a powerful symbol to spark discussion and provide caregivers and community members with tools to talk about safety.

Bexar County continues to experience some of the **highest rates of child abuse and neglect in Texas**. In 2024 alone, **more than 4,800 children** were confirmed victims of abuse or neglect in our community. Nationally, research shows that **1 in 10 children will experience sexual abuse before age 18**, yet only **1 in 10 ever come forward**.

**Cardboard Kids Reveal Day** is scheduled for **Thursday, April 2, 2026**. Your cardboard kids will be arriving soon – thank you for participating in this meaningful campaign to raise awareness and protect children in our community.



### **EHS Teacher the Year Nominees**

As you know, the **nomination and selection process for the 2025–2026 Head Start Preschool Teacher and Teacher Assistant of the Year** has changed for this year's nominees. The **Early Head Start (EHS) process remains the same**, so you can expect to hear soon who this year's EHS nominees are!

### **2025-2026 ECC of the Year**

Parent/Child Incorporated is now **accepting nominations** for the **2025–2026 Education Center Coordinator (ECC) of the Year!** Just as we honor our dedicated teaching staff, our ECCs deserve recognition for their leadership and commitment to our centers.

Nominations are open to:

- **Center staff** who work directly with ECCs
- **Department staff** who have regular contact with ECCs

To nominate an ECC, please email **Dr. Sharon Small** at [ssmall@pcitx.com](mailto:ssmall@pcitx.com) with:

1. The **name of your ECC nominee**
2. A brief explanation of **why you are nominating this exceptional leader**

**Deadline:** All nominations must be submitted by **12:00 noon on April 17, 2026** to be considered for the second round in the process toward becoming **ECC of the Year 2025-2026**.

Let's celebrate the outstanding leadership and dedication of our ECCs – don't miss this opportunity to recognize them!

## Applications Being Accepted for Leadership PCI Class #9

### Mission

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



It's time to apply for the **2026-2027 class of Leadership PCI**! This program provides a unique opportunity for staff to grow as leaders and contribute to the future of PCI.

### Admission Requirements

Applicants must meet the following minimum criteria:

- Commitment to the **Mission and Vision of PCI**
- Relevant **educational experience** (work experience may be substituted for formal education)

- Desire to **pursue a career within PCI**
- Ability to participate in **spring projects** after hours through **June 2027** (no overtime pay or stipend provided)
- No disciplinary action in the last **two years** per the employee handbook
- **Excellent written and oral communication skills**

## **Application Packet**

Applicants must submit the following materials:

### **I. Cover Letter**

- Addressed to the **Leadership PCI Selection Committee**
- Request consideration and explain interest in a leadership role

### **II. Resume**

Include:

1. **Personal Data** – Full name, home address, telephone, site address, and any additional personal information
2. **Formal Education** – List degrees and certificates in chronological order with dates and institutions
3. **Employment History** – Complete work history since high school, in reverse chronological order
4. **Professional & Civic/Community Service** – List significant agency and community service projects from the last 3–5 years, including role, date, topic, and length

### **III. Professional References**

- Provide **three (3) references** familiar with your leadership abilities
- Teachers must include: ECC, department/education specialist or assistant/division coordinator
- Department staff must include: department director
- Other references should have firsthand knowledge of recent leadership activities

### **IV. Employee Evaluation**

- Include a copy of your **last two (2) evaluations**

### **Deadline & Submission**

- **Due: Monday, May 11, 2026**, by 5:00 PM
- **Submit via email or mail in a sealed envelope to:**  
Debra Bedoy c/o Leadership PCI  
7815 Mainland Dr.  
San Antonio, TX 78250

For questions, contact **Debra Bedoy** at [dbedoy@pcitx.com](mailto:dbedoy@pcitx.com).

*\*If needed, an informational meeting hosted by former members of Leadership PCI may be held at a date to be determined.*



**Don't forget there are two very important Advisory Meetings coming up:**  
March 25- Transition Education Advisory Meeting  
April 22 - Health/Nutrition Advisory Meeting

**Reminder: Tax Deadline April 15, 2026**

The filing deadline to submit 2025 tax returns or an extension to file and pay tax owed is Wednesday, April 15, 2026.



It is important to acknowledge the **outstanding work PCI staff do each day**. Every team member should leave each day knowing they have accomplished **at least one action that positively impacts the lives of our children and families**, fulfilling our Mission – our **WHY!**

**Way to Go!** to all staff who participated – or will participate – in the following **March activities as well as the April Calendar of Events activities (see calendar):**

- Shared Program Governance Meeting
- Self-Assessment Training and Teams
- CPR/First Aid Sessions
- New Staff Orientation
- Parent Training
- Male Initiative Meeting
- Nutrition Staff Recognition
- Staff Development/Planning Day

Your dedication and commitment make a difference every single day. **Thank you for all you do!**

**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 mejor esfuerzo

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

**PARENTCHILD INC OF SAN ANTONIO & BEXAR COUNTY**  
REACHING CHILDREN  
BUILDING FAMILIES

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



# MARCH

## SELF ASSESSMENT MONTH

*Employee Recognition: Nutrition Services Staff & Nutrition Aides, Fiscal Staff and HR staff*

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

### FOCUS AREA REVIEW

#### PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 6 - JAN 10	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 13 - APR 11	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

#### Monthly Events:

- ❖ 16 - Student Holiday/Staff Planning Day/Data Day
- ❖ 17 - St. Patrick's Day
- ❖ 18 - Shared Program Governance Meeting and Agency Self-Assessment Training- 6:00 pm
  - Integrated Services Meeting - 8:30 am
- ❖ 19 - Start of Self-Assessment
  - Executive Team Meeting
- ❖ 20 - Food Order
  - Fiscal Budget Meeting
- ❖ 21 - CPR/First Aid Class - 9:00 am - 12:00 pm

- ❖ 21 - EHS-CCP Partnership Training at Bandera 9:00 – 1:00
- ❖ 23-27 – New Staff Orientation
- ❖ 23 – Process Payroll
- ❖ 25 – Parent Curriculum Training – 11:00 am
  - Transition/Education Advisory Meeting – 1:30 pm
- ❖ 26 – CACFP Day Care Homes Training – 5:30 pm – 7:30 pm (New Providers)
  - Executive Team Meeting
- ❖ 27 – EHS/CCP Team Meeting
  - EHS Pet Show – 5:30 pm
  - Food Order
  - Payday
- ❖ 29 – Palm Sunday

**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

**Monthly Events:**

- ❖ 1 - EHS/CCP Directors' Roundtable
  - EHS CC Partnership/EHS Expansion Application Due
  - April Fool's Day
  - Process Payroll
- ❖ 2 - All reports due in CEO Office for Shared Program Governance Meetings
  - Executive Team Meeting

- Food Order
- Cardboard Kids Reveal Day
- ❖ 3 - Good Friday Holiday - Centers and Offices Closed
- ❖ 5 - Easter Sunday
- ❖ 6 - Easter Break - Centers and Offices Closed
- ❖ 7 - Compliance/Disability/Mental Health Staff Meeting - 1:00 pm
  - End of Self-Assessment
  - HS Preschool Field Trips begin
    - Leadership PCI - 4:30 - 6:00
- ❖ 8 - Policy Council Meeting - 6:00 pm
  - Integrated Services Meeting - 8:30 am
  - What's Unique About Me Day! Celebrating Our Wonderful Differences
- ❖ 9 - Executive Team Meeting
- ❖ 10 - Food Order
  - Payday
  - CEO Office Staff Meeting
  - Fiscal Budget Meeting
  - Last day for CLASS videos
  - Kite Festival
- ❖ 13-17 - New Staff Orientation
- ❖ 13 - Education Staff Meeting
- ❖ 15 - Parent Curriculum Training - 11:00 am
  - Round Table Talk, ECC 11:00 am (Brady)
- ❖ 16 - Pregnant Women Training - 4:00 pm
  - Executive Team Meeting
- ❖ 17 - EHS/CCP Team Meeting
  - Food Order
  - ECC of the Year Nominations due by 12 noon
  - Parent Engagement Spring BINGO - 5:30 pm
- ❖ 20 - Distribution of Annual Evaluations
  - Process Payroll
- ❖ 21 - Board of Directors Meeting - 6:00 pm
  - Distribution of Layoff Letter for HS Staff
- ❖ 22 - Health/Mental Health/Nutrition Advisory Meeting - 11:30 am
  - Earth Day
  - Administrative Professionals Day
- ❖ 23 - Executive Team Meeting
  - Food Order
  - Fiesta Children's Float Parade at Centers - 10:00 am
- ❖ 24 - Battle of Fowers Holiday - Centers and Offices Closed
  - Payday

- ❖ 29 - PCI Male Initiative Meeting - 6:00pm
- ❖ 30 - SF-425 Semi-Annual Report Due-HS/HSII-EHS II/EHS
  - SF-425 Annual Report Due-HS/HSII-EHS II/EHS
  - SF-428 Annual Report Due-HS/EHS
  - Paycom IRS 941/TWC Quarterly Report Due
  - High Attendance Center Party
  - Fiesta Family Fun Event - 5:00 - 7:00 p.m.
  - Executive Team Meeting

## **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

**Monthly Events:**

- ❖ 1 - Food Order
- ❖ 1 - 7 - Movement and Motor Skills Development Week
- ❖ 4-8 - Teacher Appreciation Week
- ❖ 4 - Process Payroll
- ❖ 4 - 10 - National Children's Book Week
- ❖ 5 - Compliance/Disability/Mental Health Staff Meeting - 1:00 pm
  - Cinco De Mayo
  - Leadership PCI Class 8 Panel/Project Presentation and Discussion
- ❖ 6 -Integrated Services Meeting - 8:30 am
  - EHS/CCP Directors' Roundtable
  - National Teacher Day
  - National Nurses Day
- ❖ 7 - Executive Team Meeting

- Staff Development/Teacher & Teacher Assistant of the Year Celebration and Center of the Year Recognition – Bandera
- ❖ 8 - All reports due in CEO Office for Shared Program Governance Meetings
  - Parent Achievement Recognition Ceremony
  - CEO Office Staff Meeting
  - Food Order
  - Muffins for Mom @ PCI Centers
  - Payday
  - Annual Evaluations Due to HR
  - Fiscal Staff Meeting
- ❖ 10 - Mother's Day
- ❖ 11-15 - New Staff Orientation
- ❖ 11 - Education Staff Meeting
  - Leadership PCI Class 9 Applications due
- ❖ 12 - Leadership PCI Class 8 Dinner/Graduation 4:30
- ❖ 13 - Policy Council Meeting - 6:00 pm
  - Parent Curriculum Training - 11:00 am
- ❖ 14 - Executive Team Meeting
- ❖ 15 - Food Order
  - Fiscal Budget Meeting
  - Field Day 10:00 am (all centers)
- ❖ 16 - CPR/First Aid Class - 9:00 am - 12:00 pm
- ❖ 18 - Process Payroll
- ❖ 19 - Board of Directors Meeting - 6:30 pm
- ❖ 21 - Last Day for Head Start Preschool Students (Transition Ceremonies)
  - Southwest Last Day of School
  - Southwest Early Release (1 hour)
  - Executive Team Meeting
- ❖ 22 - Head Start Preschool Staff Work Day/Staff Development/Employee Recognition
  - Food Order
  - Payday
  - Southwest Staff Development
- ❖ 25 - Memorial Day Holiday - Centers and Offices Closed
  - Southwest Holiday
- ❖ 26 - Parent Engagement (All EHS Centers)
- ❖ 28 - Executive Team Meeting
- ❖ 29 - EHS/CCP Team Meeting
  - Food Order

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