

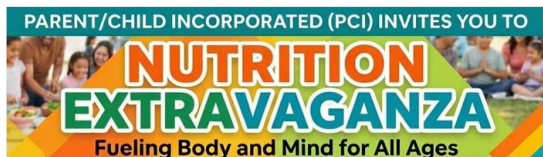


TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: April 20, 2026
RE: CEO WEEKLY MESSAGE



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, April 24th, and there are many exciting activities happening in the meantime.



Congratulations on the Successful Nutrition Extravaganza

I would like to extend my sincere congratulations to Mrs. Janie Castillo, Mrs. Monica Ellison, and Mr. Joe Segura for organizing such a well-planned, engaging, and informative Nutrition Extravaganza made possible through the Nutrition Grant.

The event was an outstanding success, providing valuable learning opportunities for staff and families alike. The cooking demonstration, mental health strategies, and practical nutrition tips were both eye-opening and impactful, reinforcing how essential healthy choices are to our overall well-being.

A special thank you also goes out to all staff members and families who participated and helped make the event such a positive experience.

The excitement is not over yet. The final phase of the grant will focus on movement and wellness through *I Am Moving, I Am Learning*, which will be presented before the end of the month. We look forward to even more energy, fun, and learning in the weeks ahead.

Thank you to everyone for your continued support and commitment to healthy living.

CLASS Video Review Completed

Sincere appreciation is extended to everyone who participated in the CLASS Video Review for the Office of Head Start.

The Classroom Assessment Scoring System (CLASS) is an observation tool used by the Office of Head Start to assess the quality of teacher-child interactions in early childhood classrooms. It focuses on three key domains—Emotional Support, Classroom Organization, and Instructional Support—all of which are essential to promoting children’s learning and development. The CLASS process supports programs in reflecting on instructional practices and identifying areas of strength and growth to continuously improve the quality of services provided to children and families.

This CLASS review represents the second half of ensuring quality for PCI. The FA2 review served as the first phase. PCI must be successful in both the FA2 and CLASS processes in order to be considered in full compliance.

Thank you to our teachers for your professionalism, preparation, and commitment to providing high-quality learning environments for our children. Your participation and openness in the review process are deeply appreciated.

A special thank you to our video recording team—Connie Murphy, Jesse Diaz, and Laura Galindo—for your time, effort, and support in ensuring the recordings were completed smoothly and effectively.

We also extend our gratitude to our Mental Health/Disability staff for your guidance and support throughout this process, as well as to the Training Team for your coordination and assistance.

Thank you as well to our ECCs and Operations staff for your continued support, collaboration, and behind-the-scenes work that helps make efforts like this possible.

Your teamwork and dedication across all areas made this process successful, and your commitment to excellence in serving children and families is deeply appreciated.

Thank you all for your outstanding contributions. My hope is that the results will be ones we can all be proud to own.

Staff Recognition



We extend our heartfelt congratulations and sincere appreciation to our **Administrative Professionals** and our **CEO Office Staff!** CEO Office staff include:

Ms. Debra Bedoy – Executive Assistant to the CEO
Ms. Connie Murphy – Communications Director
Mr. Jesse Diaz – Data Assessor/Safety Officer
Ms. Rosemary Garcia – Administrative Assistant
Ms. Sofia Balderas – Receptionist

Thank you for all that you do each day to support our PCI family.



On Wednesday, April 22nd, we proudly recognize Administrative Professionals Day. The title “Administrative Professionals” was established to honor the vital contributions of secretaries in the workplace and to reflect the evolving nature of administrative and clerical roles. Over time, the title has been updated to better represent the expanding responsibilities and professionalism of today’s administrative workforce.

Today, we take this opportunity to recognize and celebrate our Administrative and Clerical Professional staff for their outstanding service, dedication, and commitment to PCI. Your hard work does not go unnoticed, and your contributions are essential to our success.

Way to go to all of these wonderful professionals—thank you for everything you do each and every day!

CEO’S OFFICE

- Rosemary Garcia -Administrative Assistant
- Sofia Balderas - Receptionist

FISCAL

- Henry Alonzo - Administrative Assistant

COMPLIANCE

- Emrie Quiroz – Administrative Assistant/Monitor

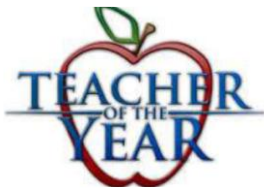
HUMAN RESOURCES

- Griselda Van Wey – HR Clerk

NUTRITION

- Janie Martinez – Administrative Assistant

Happy Administrative Professionals Day!



Teacher & Teacher Assistant of the Year Recognition Awards and Reception

We are excited to celebrate the 2025–2026 Teacher and Teacher Assistant of the Year which we will celebrate on Staff Development Day, May 7, 2026! As shared earlier, the Early Head Start process remains the same. Due to the CLASS Video Review, we chose to change the Head Start process. This year, we are recognizing Head Start in four categories:

Teaching Excellence Recognition Awards

First Take Excellence

Awarded to teachers whose CLASS video was successfully submitted on the first attempt, demonstrating strong preparation, confidence, and effective teaching practices.

Most Improved (Growth & Coaching Impact)

Presented to staff members who embraced coaching, reflected on feedback, and demonstrated significant growth in their teaching practices and CLASS interactions over time.

Rising to the Challenge (Teacher Assistant Excellence)

Recognizes teacher assistants who successfully stepped into the lead teacher role and performed with excellence, demonstrating leadership, adaptability, and strong instructional skills.

Honorable Mention

Presented to individuals whose dedication, effort, and commitment to excellence deserve special recognition.

The nominee names for each category will be shared in an exclusive Teacher/Teacher Assistant Edition!

Below are the **Early Head Start Nominees** for Teacher of the Year for 2025 – 2026. Congratulations to all our nominees! Being selected to represent your center is a tremendous honor!



**EARLY HEAD START
TEACHER OF THE YEAR NOMINEES**

Center	Nominee
Adelina Fritz	Destiny Rosas
Culebra	Amanda Palma
Evelyn King	Nancy Torres
Early Learning Academy - EHS	Janette Martinez
Imperial	Rosalie Blanco
Lost Creek	Nicole Ibarra
Midcrown	Rachel Flores
Pearsall	Joanna Gonzalez
Place For Life EHS	Esther Williams
Southwest	Maria Del Rosario Lopez
Terry O'Connor	Maria Camarillo
West Hutchins	April Barrera



Leadership PCI Class #8

Congratulations to Leadership PCI Class 8, who will complete their projects and presentations on Tuesday, May 5, 2026! Each project represents a meaningful contribution to strengthening and enhancing key areas of our agency.

Class 8 will officially receive their Leadership PCI jackets during the class dinner on May 20, 2026 — 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!

It is Official – Kindergarten at PCI Sky Harbour and PCI Place for Life



The information you have been waiting for is now confirmed. The PCI Kindergarten program will be held at two PCI locations, of which one is new to the PCI Community – Sky Harbour which is located in the Southwest Independent School District and Place for Life which is located in the Northside Independent School District which PCI is already located in.

There will be one classroom at each of these locations in which we can have up to 22 children at each site. There will be specific criteria needed for staff for these two locations in which I will be reaching out to those who may be interested and have the credentials or willing to get the credentials. Please note families do not need to live in the Southwest ISD or Northside ISD to attend these locations for Kindergarten. A flyer will be going out to all children transitioning to Kindergarten as another option to continue with PCI. Since this program is really through TEA, there will be a Kindergarten curriculum different from what is being used now. Currently, we have children participating in the PreK 4 Pilot with awesome attendance, so we will be reaching out to these families as well.

We will be sharing staffing information soon, so stay tuned!

Updated Hours of Operation for 2026–2027 School Year

PCI will be extending the instructional day for PreK3, PreK4, and Kindergarten by five (5) minutes in order to meet the required instructional minutes for the Kindergarten program.

Beginning in the 2026–2027 school year, the school day will conclude at **2:50 p.m. daily.**

Recruitment and Enrollment

PCI Early Learning Centers are thrilled to welcome both new and returning families for the upcoming 2026-2027 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 and Kindergarten offer to children and families. Together, we can continue to make a positive impact on our community.

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

Applications Being Accepted for Leadership PCI Class #9



It is time to apply for 2026-2027 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 2026 (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 11, 2026**, 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.***

Transition/Graduation 2026



It is graduation season across the United States, as members of the Class of 2026 are being recognized for earning degrees, certificates, diplomas, and GEDs. Here at PCI, we are equally excited to celebrate an important milestone for our Preschool 4 Head Start children as they prepare for transition on May 21, 2026.

Please note that children who are eligible to return to PCI for the 2026–2027 school year will not transition this year. These children will transition in May of 2027. Only those children who will be entering kindergarten in June 2026 will participate in this year’s transition process.

We are incredibly proud of the growth, progress, and achievements of all our children. We also extend our sincere appreciation to our teaching staff for their dedication and commitment in preparing them for this next important step.

If you have any questions regarding the transition process, please feel free to contact Ms. Candace Collins, Ms. Patricia Cardenas, Ms. Lisa Sifuentes, or Ms. Jesusita Sanchez 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. Sofia Balderas** at **sbalderas@pcitx.com** by **Friday, May 8, 2026**, and let's make this celebration even more special!

Calendar of Events

Monthly Events:

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

Month 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
 - Kite Day! – 10:00
 - Last Day for Class Review
- ❖ 11 – Kid’s Day in the Park – San Pedro Park 9:00 – 1:00
 - Nutrition Extravaganza – Bandera Operations Facility – 10:00 – 1:00
- ❖ 13-17 – New Staff Orientation
- ❖ 13 – Education Staff Meeting
 - Texas Creative Meeting 2:30
 - PK3-PK4 Pilot begins
- ❖ 15 – Parent Curriculum Training – 11:00 am
 - Round Table Talk, ECC 11:00 am (Brady)
 - Directors EHS-CCP meeting 9:30 (Zoom)
- ❖ 16 – Pregnant Women Training – 4:00 pm

- Executive Team Meeting
- ❖ 17 – EHS/CCP Team Meeting
 - Food Order
 - Parent Engagement Spring BINGO – 5:30 pm
- ❖ 18 – Nutrition Extravaganza – Bandera Operations Facility – 10:00 – 1:00
- ❖ 20 – Distribution of Annual Evaluations
 - Process Payroll
- ❖ 21 – Board of Directors Meeting – 6:30 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
- ❖ 25 – Kids Fest – Rosedale Park 9:00 am – 1:00 pm
- ❖ 28 – City of San Antonio Resource Fair (Apprenticeship Program)
 - EHS-CCP team meeting 9:00 am
- ❖ 29 - PCI Male Initiative Meeting - 6:00 pm
- ❖ 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
 - 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**

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
- ❖ 2 – Grow With Me 9:00 – 1:00?
- ❖ 4-8 – Teacher Appreciation Week
- ❖ 4-7 NHSA Conference –Minneapolis, MN
- ❖ 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 4:30 p.m.
- ❖ 6 – 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
 - 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
- ❖ 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 – 6:00 pm
- ❖ 20 – Leadership PCI Class 8 Dinner/Graduation 4:30
- ❖ 21 – Last Day for Head Start Preschool Students (Transition Ceremonies) and Parent Achievement Recognition Ceremony
 - Children - Southwest Last Day of School
 - Children - Southwest Early Release (1 hour)
 - Executive Team Meeting
 - Last day for PK3 and PK4 Pilot
- ❖ 22 – Head Start Preschool Staff Work Day/Staff Development/Employee Recognition
 - Food Order
 - Payday
 - Southwest Staff Development
 - **Last Day for the following Staff:** Custodians, Drivers, ECCs, Monitors
Teachers, Teacher Assistants, Nutrition Aides
- ❖ 25 – Memorial Day Holiday – Centers and Offices Closed
 - Southwest Holiday
- ❖ 26 – Parent Engagement (All EHS Centers)
 - Summer Dress Code Begins
 - **Submit all staff vacation timeframes**
- ❖ 28 – Executive Team Meeting
- ❖ 29 – EHS/CCP Team Meeting
 - Food Order
 - **Last Day for the following Staff:** Family Service Workers
Trainers/Coaches/Bilingual Teachers, Disability/Mental Health Specialists, Health Specialists, Administrative Assistants/Monitors

JUNE

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

June 2026

Monthly Events:

- ❖ 3 – 4 Executive Planning Retreat
- ❖ 3 – EHS/CCP Directors' Roundtable
- ❖ 4 – Executive Team Meeting
- ❖ 5 – CEO Office Staff Meeting
 - Food Order
 - Fiscal Staff Meeting
 - **Last Day for the following staff: Food Production, Day Home Monitor, Administrative Assistant Monitor**
- ❖ 8 – Vacations begin
- ❖ 11 – Executive Team Meeting
- ❖ 12 – Food Order
- ❖ 15 – Education Staff Meeting
- ❖ 18 – Donuts For Dad @ PCI Centers
 - Food Order
 - Executive Team Meeting
- ❖ 19 – Juneteenth Holiday – Centers and Offices Closed
 - Southwest Holiday
- ❖ 21 – Father's Day
- ❖ 25 – Executive Team Meeting
- ❖ 26 – EHS/CCP Team Meeting
 - Food Order
- ❖ 29-30 – EHS Summer Vacation – Centers and Offices Closed
- ❖ 30 – EHS CCP Fiscal Year Ends

JULY

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

July 2026

Monthly Events:

- ❖ 1-10 – EHS Summer Vacation – Centers Closed
- ❖ 2 – Executive Team Meeting
- ❖ 3 – Independence Day Holiday (Observed) – Centers and Offices Closed
- ❖ 4 – Independence Day

- ❖ **6 - The following Staff Return - Family Service Workers**
- ❖ 9 – EHS/CCP Directors’ Roundtable
 - Executive Team Meeting
 - ❖ 10 – All reports due in CEO Office for Shared Program Governance and Planning Session and Meeting
 - CEO Office Staff Meeting
 - Food Order
 - **Vacations End**
- ❖ 13 – EHS Services Resume - Centers Re-Open
 - Education Staff Meeting
 - **The following Staff Return:** Trainers/Coaches/Bilingual Teachers Disability/Mental Health Specialists
- ❖ 14 – Shared Program Governance and Planning Session and Meeting – 6:00 pm
- ❖ 16– Executive Team Meeting
- ❖ 17 – Food Order
- ❖ 23 – Executive Team Meeting
- ❖ 24 – Food Order
- ❖ 26 – EHS/CCP Team Meeting
 - National Parents Day
- ❖ **27 - The following Staff Return: Health Specialists, Administrative Assistants/Monitors Custodians, Drivers, ECCs, Monitors Teachers, Teacher Assistants, Nutrition Aides**
- ❖ 30 – Executive Team Meeting
- ❖ 31 – Food Order
 - Children’s Perfect Attendance Recognition Day
 - **Last Day for Summer Dress Code**

Holidays/ Staff Development/Planning Days
Events Calendar
2026 – 2027
Program Year

Key Points

- **Staff Development / Planning Days** are reserved for training, curriculum work, planning, and other required professional activities.
- **Students do not attend school** on any Staff Development /Planning Days.
- **These added breaks are meant to...**
 - Support staff morale
 - Reduce burnout
 - Improve retention

2026-2027

Program Year

August

- **3–7** – Preservice Training and Convocation (Staff Only)
 - **5** - CEO Convocation

September

- **7** – Labor Day (Holiday)

October

- **9** – Student Holiday / Staff Development/*Exchange
- **12 - 13** –Student Holiday / Staff Development

November

- **3** – Student Holiday / Staff Development
- **23–27** – Thanksgiving Break

December

- **21 – January 3** – Winter Break

January

- **4** – Student Holiday / Staff Planning Day
- **18** – Martin Luther King Jr. Day (Holiday)

February

- **12** - Holiday (Lincoln’s Birthday)
- **15** – Holiday (President’s Birthday/Washington’s Birthday)
- **16** – Student Holiday / Bad Weather Makeup / Staff Development/*Exchange

March

- **8–12** – Spring Break
- **15** – Student Holiday / Staff Planning Day
- **26** – Holiday (Good Friday)
- **29** – Holiday (Easter Monday)

April

- **23** – Holiday – San Jacinto Day

May

- **6** – Staff Development Day / Teacher & Teacher Assistant of the Year Celebration
- **26** – Last Day for Head Start Students

- **27** – Workday / Staff Development
- **31** – Holiday (Memorial Day)

June

- **18** – Holiday (Juneteenth)
- **28 – July 9** – Vacation Week for EHS Staff

July

- **5** – Holiday (Independence Day)
- **12** – EHS Resumes