

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: May 15, 2025
RE: CEO MESSAGE



Memorial Day is May 25, 2026

Greetings, All.

I hope you had a good week. It is difficult to believe that next week, May 21st, is the last day for Head Start children. It truly has been a very busy year, and time has gone by so quickly. With the FA2 and CLASS video reviews taking place, this year was even busier than usual—but we made it through together! Thank you all for your continued hard work, dedication, flexibility, and commitment to our children and families throughout the year.

Our Teaching Staff Honored

Congratulations to our Head Start and Early Head Start Teacher and Teacher Assistant of the Year recipients as we celebrated the 19th Annual Teacher of the Year and Teacher Assistant of the Year Awards and Recognitions with a special visit from the PCI Prize Patrol!

Our winners received a trophy/plaque, flowers, balloons, and a check-in recognition for their outstanding work and dedication. Congratulations to these exceptional ladies for the positive impact they make each day on the lives of children and families. We are proud of you and grateful for your service and commitment to excellence.

Thank you all for helping to make this year successful.



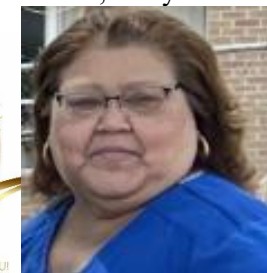
Teacher of the Year for Head Start – Alyssa Reyes, Place for Life HS



Teacher of the Year for Early Head Start – Rosalie Blanco, Imperial ELC



Teacher Assistant of the Year – Maria Medina, Early Learning Academy



Happy Birthday, Head Start!



During the third week of May, PCI Centers proudly celebrated Head Start's 61st Birthday!

Since 1965, this incredible program has provided opportunities and support to countless children and families across the nation. Head Start and Early Head Start have positively impacted generations by promoting school readiness, strengthening families, and building stronger communities.

Happy Birthday to Head Start and Early Head Start, and may the program continue making a difference for many decades to come!

Leadership PCI Class 8 Informational Zoom Meeting

The facilitators and members of Leadership PCI Class 8 will host an informational Zoom meeting for individuals interested in becoming part of Leadership PCI Class 9.

We look forward to welcoming another exciting group of leaders as we begin the 2026–2027 school year.

By now, application information for interested individuals should have been submitted to Debra Bedoy at dbedoy@pcitx.com. Interviews will be conducted during the summer.



Kindergarten at Early Learning Academy and Place for Life Head for 2026-2027

The decision has been made to launch the inaugural Kindergarten programs at **PCI Early Learning Academy** and **Place for Life Early Learning Center**! We are excited to be among the first Head Start programs to offer Kindergarten services — truly a win-win for our children and families.

The staffing model will include the following positions at each site:

- One degreed teacher
- One instructional assistant

Shared support staff will include:

- Kindergarten Coordinator
- Instructional Coach
- Family Advocate
- Disabilities/Mental Health Support

If you are interested in any of the above positions and meet the qualifications, please submit a letter of interest to Human Resources so that interviews can be scheduled. Some qualifications may be waived depending on past performance at PCI with Texas Education Agency (TEA) approval.

Because this program is funded by the Texas Education Agency, positions must also be opened to outside applicants.

July Plans

If you are an Early Head Start staff member and will be working this summer, please note that the agency will be closed during the EHS Vacation Timeframe from July 1 through July 12.

Please see your supervisor or contact the Human Resources Department if you have questions regarding this timeframe. This notice pertains only to Early Head Start staff, as Early Head Start is a year-round program. All other staff are reminded to submit vacation schedules to Mrs. Debra Bedoy so they may be forwarded to the CEO for approval.

Reminder for the 2026–2027 School Year

Parent/Child Incorporated is considered an educational institution. As such, staff are highly encouraged to plan vacations and family trips during agency closure periods whenever possible. These include times such as:

- Fourth of July Week
- Spring Break
- Winter Break
- Thanksgiving Break

These scheduled closures are ideal opportunities for cruises, vacations, and extended family travel. I strongly encourage staff to ask family members not to surprise them with trips during the school year or purchase tickets before confirming whether leave approval is feasible.

While emergencies and special circumstances will always be reviewed and considered, it is our hope that staff will adhere to agency policy regarding attendance and leave requests without the need for additional

approval considerations. Thank you for your cooperation and commitment to supporting program operations and continuity for children and families.

Transition/Graduation 2026



Congratulations to our PCI High School Graduates of 2026!

We are proud of your accomplishments and wish you continued success as you begin the next chapter of your educational journey. Your hard work and dedication have paid off, and we celebrate this important milestone with you and your families.

Transition Ceremonies for our PCI Head Start children will take place on May 21, 2026, which is also the final day of the school year for Head Start students.

We look forward to celebrating our children as they transition into the next stage of learning and growth.



Congratulations to the PCI Family Graduates. Please see the Graduation Special Edition sent earlier.



Congratulations to three of PCI's own who will be graduating with a degree or certificate from a college or university! We understand that balancing a full-time job while remaining committed to continuing your education is not easy. Your dedication, perseverance, and hard work in completing your degree and certification requirements are truly commendable.

PCI is extremely proud of Lannette, Griselda, and Vanessa for reaching this important milestone. Your accomplishments serve as an inspiration to others and reflect your commitment to personal and professional growth.

Congratulations, ladies, and way to go!



Lannette McNeil

EHS Teacher at Imperial

Palo Alto Community College – Associate’s Degree in Education

Griselda Van Wey

Human Resources Clerk

San Antonio College (Human Resources

Management Certificate I)

Vanessa Cosgrove

HS Teacher at Clarice Roe

Texas A&M University of San Antonio (Bachelor of Science – Major in Interdisciplinary Studies, concentrating on Education Studies with honors, Magna Cum Laude)



Three of our PCI family members have retired. While we are saddened to see them go, we are also very happy for them as they begin this well-deserved new chapter after many years of dedicated service to PCI.

Congratulations to:

- **Ms. Mary Campos**, Food Production Coordinator at Crestway
- **Ms. San Juana Castillo**, Nutrition Aide from West Hutchins
- **Ms. Lucia Gutierrez**, Cook Aide from the Crestway Kitchen

We will proudly celebrate these outstanding ladies during the 2026 CEO Convocation.

Thank you, Ms. Campos, Ms. Castillo, and Ms. Gutierrez, for your years of commitment, hard work, and service to PCI and the families we serve. Your contributions have truly made a difference.

I leave you with these words from Dr. Seuss:

“Don’t cry because it’s over, smile because it happened!”

Congratulations and best wishes on your retirement journey!



It is important that I take a moment to acknowledge the fine work that staff are doing each day on behalf of Parent/Child Incorporated.

In one way or another, all PCI staff should feel proud each day when they leave work, knowing that they have accomplished at least one thing that has positively impacted the lives of our children and families in alignment with our mission. Your dedication and commitment do not go unnoticed.

Way to go to each of you, and a special recognition is extended to the following:

- 19th Annual Teacher of the Year nominees and recipients
- All Teachers and Teacher Assistants
- All Health Care Staff
- Leadership PCI Class 8 Graduates
- Happy 61st Birthday to Head Start and Early Head Start
- Retiring Staff
- Graduating Class of 2026

Thank you for your continued hard work, professionalism, and heart for service. Together, you are making a meaningful difference every day.



PCI will have its first **Exchange Day** opportunity in October.

Staff are encouraged to utilize the summer months to engage in professional growth and development opportunities that support their practice and enhance service delivery to children and families.

Please review the attached information regarding the criteria for acceptable sessions to ensure your selected training meets Exchange Day requirements.

Thank you for your continued commitment to professional growth and excellence.

Growth Mindset Quote to end the school year... ***“As this year comes to a close, remember: growth is built in every effort, every challenge, and every moment we choose to keep moving forward.”***

Dates to Remember

MAY

Monthly Events:

- ❖ 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
 - Last reporting day for PIR – (HS)
- ❖ 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

**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

June

- ❖ 3 – 4 Executive Planning Retreat
- ❖ 5 –**Last Day for the following staff:** Food Production, Day Home Monitor, and Administrative Assistant Monitor
- ❖ 8 – Vacations begin
- ❖ 18 – Donuts For Dad @ PCI Centers
- ❖ 19 – Juneteenth Holiday – Centers and Offices Closed
 - Southwest Holiday
- ❖ 21 – Father’s Day
- ❖ 29-30 – EHS Summer Vacation – Centers and Offices Closed

July

- 1-10 – EHS Summer Vacation – Centers Closed
- 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
 - Vacations End
- 13 – EHS Services Resume - Centers Re-Open
- The following Staff Return: Trainers/Coaches/Bilingual Teachers Disability/Mental Health Specialists
- 27 - The following Staff Return: Health Specialists, Administrative Assistants/Monitors, Custodians, Drivers, ECCs, Monitors, Teachers, Teacher Assistants, Nutrition Aides
- 31 - Children’s Perfect Attendance Recognition Day
- Last Day for Summer Dress Code

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



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

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