



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 30, 2020
RE: CEO MESSAGE - Update




"PCI...Demonstrating Resilience, Commitment and Heart!"



Fall Back One Hour Sunday

Greetings!



I hope you have had a  of a week! Trick or Treat!!!!
 I know that everyone has been staying very busy face to face and distance learning, grab and go meals and everything in between! Take a deep breath...breathe in...breathe out! Keep up the great work. Before you know it, Thanksgiving will be here!

To give you an update of my time, it has been taken up with meetings, webinars, conference calls, Zoom meetings, revamping our day to day processes to become more fiscally responsible as well as completing the 2021-2022 refunding applications. Special thanks to the Policy Council, Board of Directors, Executive Staff, Cabinet, and Fiscal Staff for their hard work and input finalizing the applications. As some of you may be aware, our fiscal year begins February 1 and ends January 31 of each program year for Head Start and Early Head Start. Therefore, each year an application must be submitted to the Regional Office Administration for Children and Families in Dallas, Texas though this year we submitted what is called an abbreviated application due to COVID-19. The application is due November 1, 2020. All four applications were submitted October 28, 2020.

"Shake It Like A Duck!"

I want to thank the brainchild behind the contest, Ms. Connie Murphy and all who participated in the **"Shake It Like A Duck"** contest! *Unbelievable!* I was so impressed with all the videos to the point that I went home, shared them with my husband, and tried to get my two puppy 9- month old dachshunds (Ted and Sezer) to *"shake it like a duck"* with me. It was *hilarious!*

The winning videos were sent to **Shawn Brown**, the originator of "Shake It Like A Duck" via email and told him to review our Facebook page for all other videos. He called me to share how impressed he and his wife were with what they saw! He stated, and I quote, "this is the first agency that I have seen that has taken technology to this level. The quality of the videos was fantastic!" He was directed to see all the submissions on the PCI Facebook page. I failed to share with Ms. Murphy that he stated the videos have given him another idea! Thank you all for your participation. Just when you think things at PCI cannot get any better, you all simply *show up* and *show out!* Great job to all and great imagination Ms. Murphy! The

analytics show that viewer participation on our webpage and Facebook has increased tremendously. Ms. Murphy can share more about how this works in a future CEO Message.

Staff Development Day November 3, 2020

The Parent/Child Incorporated Board of Directors has provided staff with a gift of time by building in Staff Development days into our calendar. They also approved changing our Staff Development Day from October 12, Columbus Day to **November 3, 2020**. There will be no children at the centers on this day; however, all PCI staff will be *required* to be present **at their center or department**.

The schedule will be as follows:

<p>8:00 a.m. – 12:00 p.m. – Special Zoom Presentation (all staff must sign in to Paycom and begin Zoom - ready to go. The Zoom invite will be provided the morning of the 3rd of November) <i>*You may dress comfortably in jeans and PCI shirt/t-shirt on this day*</i></p>
<p>12:00 p.m. – 1:00 p.m. – Lunch on your own (all staff must sign out for lunch)</p>
<p>1:00 p.m. – 5:00 p.m. – Your Voice Matters! (centers and departments will be closed) HR will adjust times on Paycom</p>



Remember: YOUR VOICE MATTERS!

When you vote you demonstrate that **Your Voice Matters** in how our communities, cities, states and the nation are shaped. You may think that your vote does not count, but it really does. It's an opportunity to have a say in who represents you and/or influence an issue that impacts you. Informed voting and participating in elections are one of the responsibilities of citizens of the United States. So, **if you have not voted**, use the afternoon of November 3rd to do so. If you **voted early** use the afternoon to keep up with the election results or encourage others to vote. Remember... **YOUR VOICE / OUR VOICE MATTERS!**



This year marked the 32nd annual celebration of **Red Ribbon Week**. It was inspired by the life and work of Drug Enforcement agency Special Agent Enrique "Kiki" Camarena. He yearned to make a difference by joining this force in order to help fight illegal drugs. In 1985, while working undercover in Mexico, Camarena was kidnapped and killed by drug traffickers. Responding to his murder, The Citizens In his hometown of Calexico, California began wearing red ribbons. IN 1988, Congress officially proclaimed the last week of October as Red Ribbon Week. Now, over

100,000 schools and other organizations across the U.S. will use this time to spread the important message about living a drug and alcohol –free lifestyle. Thanks to all who showed their “Drug Free Spirit!”



Thanks to the leadership of Mrs. Lisa Walker and the PCI center and distance learning staff and parents, **The Global Cardboard Challenge** was once again a ***SUCCESS!*** This initiative gives children an opportunity to collaborate, learn, and build the things they imagine through a simple process called Creative Play. The Challenge lets children explore their interests and passions; teaches critical thinking, resourcefulness, perseverance, teamwork and other 21st century skills; and brings communities together to foster and celebrate child creativity! Please check out the pictures posted by Ms. Connie Murphy, Communications Coordinator, on our website and Facebook page. Way to go!



Additionally, thanks to the leadership of Ms. Candace Collins and her team, the Health/Nutrition Virtual Advisory was a huge ***SUCCESS!*** Our program is required to provide health services in partnership with families and community health organizations. Together they support the health and safety of young children and their families. This committee will help our program make decisions about health services. This year’s attendees included a diverse group of individuals and organizations within the community. Connecting with the community is a resource that PCI can use to benefit the children, families and staff of PCI... Another important resource for Parent/Child Incorporated. Way to go!



Champions fore Charity® is a fundraising program designed by Golf San Antonio to give participating organizations the opportunity to generate contributions through the Valero Texas Open. Champions for Charity is a no-cost program that gives **100%** of the funds raised back to the participating organizations. In other words, anything raised comes back to PCI. Let’s all participate. It will be done virtually this year.



October 31st is the last day we officially recognize **Head Start Awareness Month**; however, we should never forget the purpose of Head Start and the difference Head Start makes in the lives of millions of children and families nationally and here in San Antonio! Did you know Sesame Street was created by Head Start? There are so many firsts Head Start is responsible for that it doesn't get credit for. We all know Head Start is the leader of Early Childhood Education! Let's continue to lead in this area by providing **high-quality** services to prove that Head Start and Early Head Start makes a positive difference!



Perhaps the most significant factor in the success of Head Start has been the involvement of parents, volunteers, and the community. Their commitment and the services provided by dedicated Head Start staff have been instrumental in creating a **quality** program that truly provides young children with a "head start" in life.

Great things are happening throughout PCI and as always, I thank you for all you do! Remember, each step we take - takes quality to the next level, which brings us closer to our destination - **EXCELLENCE!** Have a fantastic Friday and Halloween weekend and remember we are **SUCCESSFUL** when we **TRY** our **BEST!**



Veteran's Day November 11th, 2020

Since 2010, PCI has published a special **Veterans Day Commemorative Edition** honoring and saluting our family members that serve or has served in the military. All PCI staff who wish to take part in this salute must submit the name(s) of your family members who served in the armed forces. **Additionally, please let us know if you (PCI Staff) are a Veteran.** We want to give you special recognition. Your submissions are due by **Friday, October 30, 2020**. Please use the format below and see example to submit your information to erodriguez@pcitx.com.

Example: Veteran's Name - Branch of Service - Relation to you, your name and center/department

Richard Petty Sr. - US Army – Father of Monica Middleton @ Crestway



Way To Go! to All who participated in the Following October

Activities

- Phase II – Additional Face to Face Learners
- Centers in 100% Compliance (Listings will be shared next month)
- Distance Learning /Hybrid Training
- Hispanic Heritage Month Activities and Children’s Presentations
- Health/Nutrition Advisory
- Virtual Parent Orientations
- Policy Council and Board Meetings
- Data Assessment & Accountability Meetings
- EHS-CCP Directors Meeting
- President/Officers Summit
- Sanitation Training
- Cardboard Challenge
- CPR/First Aid Classes
- Flu/Shingle Vaccines
- Head Start Awareness Month Activities
- Red Ribbon Week
- Shake
- Champions Fore Charity Kickoff
- Leadership PCI
- Children Recognition – Perfect Attendance

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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!"



***DON'T FORGET TO SET YOUR CLOCKS BACK ONE HOUR SUNDAY,
NOVEMBER 1, 2020!***

"Cherishing children is the mark of a civilized society." - Joan Ganz Cooney

NOVEMBER

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

NOVEMBER * Good Nutrition Month* Quarterly Parent Gazette*Quarterly Strategic Plan Update* USAA Season of Sharing*Refunding Application due * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – Class

November

- ❖ 1 – Daylight Saving Time Ends (Turn clocks back 1 hour)
 - Last day to use PTO
 - All Saints’ Day
 - HS/EHS/HSII Refunding Due
- ❖ 3 – Student Holiday/Staff Development Day 8:00 a.m. – 5:00 p.m.
 - Election Day
- ❖ 4 - Leadership PCI Session III – Community Assessment 4:30 – 6:00
 - Substitute Training – Zoom
 - Family Service Workers Meeting 9:00 – 12:00
- ❖ 5 - Executive Team Meeting
 - Champions fore Charity Kickoff
- ❖ 6 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 10 - EHS/CCP Directors ZOOM calls
 - CEO/Fiscal Budget Meeting
- ❖ 11 – Veterans Day
 - Head Start Consortium Meeting Zoom 8:30 – 10:30
 - Substitute Training - Zoom
- ❖ 12 - Executive Team Meeting
- ❖ 13 – Ready Kids SA Quarterly meeting – 8:30 a.m. – 10:00 a.m.
 - CPR/First-Aid Class-3:00-Fenfield
 - Data Assessment & Accountability Initiative Meeting
 - Payday
 - CARES Act Plan due
- ❖ 14 – Shared Program Governance Meeting and Training
- ❖ 16 – New Staff Orientation – Zoom
- ❖ 16 – 20 Payroll Processing (Use Manual Timesheets All Week)
- ❖ 18 – Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
 - Substitute Training 9-12/ Zoom
 - Parent Curriculum Training - Zoom
- ❖ 19 - Executive Team Meeting
- ❖ 20 – Early payday (due to Thanksgiving Break)

- ❖ EHS/CCP Team Meeting
 - Children’s Recognition Day
- ❖ 23 – 27 – Thanksgiving Break/ Centers & Offices Closed
- ❖ 26 - Executive Team Meeting
- ❖ 30 – Dec. 3 - Family and Parent Engagement Conference. New Orleans, LA

DECEMBER

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
DEC 18 – JAN 15	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR

DECEMBER* Blue Santa Parade *USAA Season of Sharing * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – CLASS, * USAA Parties,

December

- ❖ 1 - Leadership PCI Session IV – Instruction 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
 - Giving Tuesday
- ❖ 1 - 12 -Birdies for Charity 12 Days of Christmas Campaign
- ❖ 2 – 17 Annual CEO PTO Giveaway Begins!
- ❖ 3 - Executive Team Meeting
- ❖ 4 - CPR/First-Aid Class-3:00-Fenfield
 - 8- CEO/Fiscal Budget Meeting
- ❖ 7 – New Staff Orientation - Zoom
- ❖ 9 - Policy Council Meeting
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 10 - Executive Team Meeting
- ❖ 11 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 15 – Board of Directors Meeting
- ❖ 17 - Executive Team Meeting
- ❖ 18 – Children’s Recognition Day
 - EHS/CCP Team Meeting
- ❖ 21 – Jan 1 – Winter Break/ Centers & Offices Closed
 - 24 – Christmas Eve
 - 25 – Christmas Day
 - Payday
- ❖ 31 – New Year’s Eve

JANUARY



PERFORMANCE EVALUATION CYCLE TIMELINE

DEC 18 – JAN 15	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 18 – APR 16	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

JANUARY * 100th Day of School, National Book Month *Family Literacy Night on Parent Center Committee - Literacy Caravan*National & Statewide Mentoring Month

❖ 1-3 WINTER BREAK Continues - Agency Holiday (New Year's Day)

January

- ❖ 1 – New Year's Day
- ❖ 4 - Centers Reopen
 - Southwest Specialize Training
 - South San Specialized Training
- ❖ 5 - Leadership PCI Session V – Communications, Partnerships, Community Engagement, Technology 4:30 – 6:00
 - South San Specialized Training
 - EHS/CCP Directors ZOOM calls
- ❖ 7 - Executive Team Meeting
- ❖ 8 - Payday
- ❖ 11 – New Staff Orientation
- ❖ 12 - CEO/Fiscal Budget Meeting
 - Parent Curriculum Training
- ❖ 13 – Policy Council Meeting
- ❖ 14 - Executive Team Meeting
- ❖ 15 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 17 - Transition/Education Advisory Board Meeting
- ❖ 18 – Martin Luther King Jr. Holiday /Centers & Offices Closed**
- ❖ 19 – Board of Directors Meeting
- ❖ 21 - Executive Team Meeting
- ❖ 22 - Data Assessment & Accountability Initiative Meeting
 - Payday

- ❖ 23 – Annual Parent Training
- ❖ 25 – 29 – Winter Leadership Institute, Washington, D.C.
- ❖ 28 - Executive Team Meeting
- ❖ 29 - CPR/First-Aid Class-3:00-Fenfield
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
 - 1095’s Due to Employees
 - Paycom IRS 941/TWC Quarterly Reports Due
 - IRS 1099’s Due to Venders
 - 31 - W-2’s Due to Employees
- ❖ 31 - Head Start Fiscal Year Ends Head
 - Start Grantee II Fiscal Year Ends
 - Early Head Start Fiscal Year Ends
 - Early Head Start Grantee II Fiscal Year Ends
 - Last day to use all PTO



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