

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: November 17, 2020
RE: CEO MESSAGE – Update



“PCI...Demonstrating Resilience, Commitment and Heart!”



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Greetings!

What chilly mornings we have had lately! We often assimilate cold weather with the Thanksgiving and Christmas holidays, but we are receiving an earlier and colder blast this year.

In a matter of days, we will begin our **Thanksgiving break**. For the second year, we will enjoy an entire week for Thanksgiving break!

****Important Message: Due to the Thanksgiving Holiday Closure week, the payroll for November 27th will be paid on November 20, 2020.***

It seems COVID-19 has made the beginning of our program year pass so quickly. We have had so much newness come to our agency. I still think it has been productive year. Soon we will hear when we will have our Focus Area 2 (FA2) Monitoring Review. We did very well with Focus Area 1 (FA1), so now it is time for the Reviewers to determine if what we said in FA1 is really taking place. Each of the following areas will still be assessed: **Program Design, Program Governance, Family & Community Engagement & ERSEA, Fiscal, Education and Child Development & Disabilities and Health, Safety & Mental Health**. The FA2, due to COVID-19, will possibly be virtual, but we will find out for sure when the time comes. We are looking forward to the review to continue to let the Office of Head Start know PCI strives for success!

PCI now has a new Region VI Training and Technical Assistant Specialist, Mrs. Claudia Castillo Magallanez. Mrs. Claudia was once a staff member of PCI. It's welcoming to see those who have worked with PCI soar to success. We look forward to working with Mrs. Magallanez as we move forward into the FA2 Monitoring Review.



PARENT/CHILD INCORPORATED
OF SAN ANTONIO & BEXAR COUNTY
VETERANS DAY COMMEMORATIVE EDITION - NOVEMBER 11, 2020

November 11th was a very special day in that we took time to honor and recognize the military. This is the tenth year PCI has honored our Veterans' with the Parent/Child Incorporated Commemorative Edition! PCI is also proud to honor and salute our employees who have devoted time in the military. We appreciate you.

*Erma Marshall, US Army
Lutene Nunn, Retired/ USAF
Rudy Pacheco, US Marine Corp*



Shared Program Governance Training was held on Saturday the 14th for all Board and Policy Council members as required by Head Start regulations. The purpose of the training was to ensure both groups understood their roles and responsibilities in order to carry out the functions of their duties. Special thanks to **Mrs. Debra Bedoy and Executive/Cabinet Team** for the vital part they played in the training. Way to go! **Mrs. Lisa Walker** also provided training on *Prevention, Recognition and Suspecting Child Maltreatment* – the new way of saying Child Abuse and Neglect. Just a reminder that it is the law to report abuse if you suspect it. The number is 1-800-252-5400.

Thanksgiving is upon us and I wish to say “Thank You” to the **PCI Kitchens (Crestway and the Academy)/Nutrition Staff** for what I know will be a festive Thanksgiving Luncheon for our children on Thursday the 19th! This year, Management Staff and parents will not be able to attend to support the centers due to the pandemic. I look forward to hearing about the festivities and seeing pictures. Remember, a picture is worth a thousand words! You all have such wonderful events and do such a great job with the children even during COVID-19!

Speaking of TURKEY, the winners of the Luby’s Thanksgiving Dinner will be drawn Thursday morning, the 19th. Thank you to all who participated in this event to help PCI in its quest for quality.



The Male Initiative Virtual meeting will be held November 18th beginning at 6:00 p.m.! Men play such a vital role in the lives of children. The impact may not be seen today, but it certainly will be seen in years to come.



Way To Go! to All who participated or will participate in the Following November Activities

- Veterans Day
- Shared Program Governance Meeting and Training
- Fatherhood (Male Initiative) Meeting
- 100% Compliance Centers
- Thanksgiving Break – Happy Thanksgiving

Great things are happening throughout PCI and as always, I thank you for all you do!

We Are a SUCCESS!

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!"



My Thanksgiving Message to PCI
Dr. Sharon Small, CEO
Parent/Child Incorporated of San Antonio & Bexar County

Many have lost dear friends and loved ones this past year and our country has suffered great losses due to COVID-19. In times like this, it gives us a chance to stop and reflect and think about what is really important to us in this life; just how precious and fragile it is, and to not waste what time we are given with the special people in our lives even if at a distance. For me, it is the gift of family, my puppies – Ted and Sezer and friends that are the riches in my life. Those precious times that we hold dear to our heart and memories and special moments that can never be replaced, neither by time nor all the wealth in the world. Whether you have planned to enjoy dinner with those who live in your home, or utilize Zoom or Facetime to enjoy a grand feast an intimate candlelight dinner for two, or a simple frozen dinner or takeout, it is not really the edible food, but rather who we share them with that counts most of all, and to me, this is the true value and meaning of **Thanksgiving**.

I will be thinking of each and every one of you during this season of **Thanksgiving**, and even though distance may separate us due to the pandemic, you will be close to me in my heart. I give **thanks** for you all. You have touched my life in many ways, and I am a very wealthy individual for this. For those that have passed on to be with the Lord, I know there will be a special place for you in the hearts and minds of many of us as we observe **Thanksgiving** this year. Please remember our first responders, men and women who are serving our country and essential staff that can't be with their loved ones this year.

*When we count our many blessings, it isn't hard to see
That life's most valued treasures are the treasures that are free.
For it isn't what we own or buy that signifies our wealth.
It's the special gifts that have no price: our family, friends and health.*

*Blessings to you all!
HAPPY THANKSGIVING!*

*Dr. Sharon & Ernie Small
Ted and Sezer*

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

- ❖ 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

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

- ❖ 1-3 Virtual Family and Parent Engagement Conference
- ❖ 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 - 4 Virtual Region VI Conference

- ❖ 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
- ❖ 18 – Martin Luther King Jr. Holiday /Centers & Offices Closed
- ❖ 19 – Board of Directors Meeting
- ❖ 20 - Transition/Education Advisory Board 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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