

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: November 6, 2020
RE: CEO MESSAGE - Update



"PCI... Demonstrating Resilience, Commitment and Heart!"
HAPPY 25TH BIRTHDAY EARLY HEAD START!
VETERAN'S DAY 2020

.....
Greetings!

What an exciting week we have had! The Staff Development on *"Becoming a Trauma Informed Agency"* was well presented. I hope you enjoyed it as much as I did. Becoming more aware of how to identify and respond to trauma is simply the beginning to helping not only our children, families, and staff but also our own families as well as ourselves. Thanks to all that planned the training and to all of you for your comments regarding what you thought about the training. Much more to come regarding becoming a *Trauma Informed Approach Agency!*



Thank you for taking part in helping our country maintain its democracy. If you voted, you were important in making this happen. Though we do not know who won the presidency yet, just know because you voted, your voice mattered! If this was your first-time voting, make this an ongoing process you continue anytime there is an election. As you can see by the election, every vote really does count.



Happy 25th Birthday Early Head Start

Early Head Start is celebrating its 25th year working with infants, toddlers, and families. Through the years, EHS programs have served 3 million children—and counting!

Since 1995, the EHS program has improved child and family outcomes through comprehensive services. These services support the role of parents, foster parent-child relationships, and improve family self-sufficiency. Thank you to all our Early Head Start Teachers for all you do for our children and families! Happy 25th Birthday! Please see attached Policy Brief from the Office of Head Start.



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. We will kickoff Champions fore Charity for PCI staff by having a drawing for **two (2) Thanksgiving Dinners with all the trimmings** ... just in time for Thanksgiving! More information will be coming soon!



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. If you sent in names to be included in this special edition, I thank you. Please be sure to keep a copy as a keepsake. PCI is also proud to honor and salute our employees who have devoted time in the military. We appreciate you and **we remember**. Please take time to go to our PCI website parentchildinc.com and see all the Veterans within our PCI family. We honor our own:

- Lutene Nunn, Retired/ USAF***
- Rudy Pacheco, US Marine Corps***
- Mary Pemberton, Retired/USAF***

The 2020 Commemorative has been completed and will be sent out to all via email on Monday, November 9, 2020.



Since 2014, PCI has put a system in place called *Taking Quality to the Next Level*, for **all staff** who wish to provide a written proposal/suggestion to be considered for approval on a need you think could benefit or enhance the agency. Worthy proposals will be shared with the Board of Directors. If approved, an incentive will be provided to the staff who sent in the proposal. Please consider making a difference by submitting your proposal soon.



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

- Staff Development Day
- 2020 Election
- Leadership PCI Class 3 - Session 3
- Champions for Charity Kickoff Session
- 100% Compliance Centers
- Bringing Quality to the Next Level

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 and 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!

ParentChild Inc. of San Antonio & Bexar County
REACHING CHILDREN
BUILDING FAMILIES

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

"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

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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