



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: December 1, 2020 – January 3, 2021
RE: CEO MESSAGE



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

Greetings!

Welcome back after the Thanksgiving Break. I hope you had a good break and enjoyed the time you had off. But most importantly I hope everyone got some much-needed rest and enjoyed time with family!



*The 12-Day
 Holiday Give-O-Way!*



Congratulations to our 12 winners for the **“CEO’s 12-Day Holiday Give-O-Way!”** This is one of the ways Parent/Child Incorporated spreads holiday cheer to you, our dedicated PCI employees. The employees selected will receive a **CERTIFICATE WORTH 1 - DAY OF PAID TIME OFF (PTO)! Special thanks to the** PCI Headquarter Staff singing the **“PTO Give-O-Way Jingle”**, to the tune of the **12 Days of Christmas!** Please see winners below thru December 15th. *Two winners to go.* Happy Holidays!

*The 12-Day
 Holiday Give-O-Way!*

CONGRATULATIONS TO OUR 2020 DAILY WINNERS!

DAY 1 (Dec. 2) Diana Perez - EHS Teacher @ Kindred	DAY 7 (Dec. 10) Anna Maria Garga - Teacher Assistant @ PCI Academy HS
DAY 2 (Dec. 3) Griselda Hernandez - Nutrition Aide @ Place for Life HS	DAY 8 (Dec. 11) Guadalupe Aguilar - EHS Teacher @ Adelina Fritz
DAY 3 (Dec. 4) Michelle Torrazas - Teacher Assistant @ PCI Academy HS	DAY 9 (Dec. 14) Winfred Nious - PSW @ George Gerwin
DAY 4 (Dec. 7) Virginia H. Ledesma - RN @ Mainland	DAY 10 (Dec. 15) Debra Bedoy - Exec. Ass. to the CEO @ Mainland HQ
DAY 5 (Dec. 8) Alma Aracelo Pancofido - Teacher @ Place for Life EHS	DAY 11 (Dec. 16)
DAY 6 (Dec. 9) Sylvia Lopez - Nutrition Aide @ Pearsall	DAY 12 (Dec. 17)

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

Early Payroll Processing

Once again, because of the Winter Break, PCI staff will receive an early Pay date of December 18, 2020 instead of December 25, 2020 due to the Agency closure for two weeks for Winter Break the weeks of December 21, 2020 to January 3, 2021. Please see detailed email from Ms. Alice Espinoza for additional information. Your next pay date will be January 8, 2021.



PCI will conduct the *Annual EHS, HS Teacher of the Year* and *Teacher Assistant of the Year* and new for 2021- *Distance Learning Teacher of the Year in which parents will have input regarding this new award!* Even during the Pandemic, we need to recognize outstanding teachers! One teacher and one teacher assistant (if applicable) are selected from each center to represent their center. All nominee information will be due January 30, 2021. Information will be going out to the centers upon return from the Winter Break. The *EHS & HS Teachers and Assistants of the Year* will be recognized in **May**. The recognition will be held virtually. Way to go!

Center Cameras

For the security of all children, staff and parents, PCI has placed cameras at majority of our sites. This process should not make any staff uncomfortable but take comfort in the knowledge if there is ever an issue, there is backup to support. The cameras also come with sound which also helps with enhancing classroom observations. A monitor will be provided to all centers.

Virtual Learning is Important

Virtual Learning is a new experience for many parents and as a result, the task can appear quite daunting. Parents are a child's first teacher, but for parents finding themselves taking on the literal role of the teacher for the first time, the processes of adapting to this new way of learning is accompanied by many questions and concerns.

Here are four simple ways PCI teachers can encourage and motivate virtual learning:

1. Ask parents to find a **comfortable, quiet, clutter and distraction-free workplace.**

The surrounding environment can be a major distraction. Eliminate toys, “non-class related” electronics, and clutter that can distract their child from their study. Also, finding a raised surface where the child can alternate between sitting and standing will benefit more active children to focus better on tasks.

2. **Schedule “Brain Breaks”.**

Very young children need a quick break after staying on task for 5 – 20 minutes. Allow time for exercise, play, and child-determined activities between tasks. It may be better to break down segments of the class rather than having them finish a whole lesson in one sitting.

3. **Create a Visual Checklist of tasks, breaks, and rewards.**

For many young children, visualizing their daily tasks and rewards, and checking them off upon completion will keep them focused and allow them to see what they have accomplished that day.

4. **Provide Positive Feedback!**

Having a reward system such as a star, treat, or extra playtime is a good way to reinforce and

reassure the children and maintain their motivation.

As always, whether in the classroom or at home, **parental involvement and enthusiasm** is the number one key to maintaining a positive attitude in every child's education! I hope our teaching staff will utilize these tips. **Remember our mission.**



"I never thought it was such a bad little tree. It's not bad at all, really. Maybe it just needs a little love."

PCI has much to be grateful for this Holiday Season. We thank our parents for their continuous support for without our parents, PCI would not exist.



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

- Leadership PCI Session IV
- Board of Directors Meeting
- 100% Compliance Centers
- Winter Break – Merry Christmas and a Happy & Prosperous New Year!

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!"

A Christmas Message



Christmas is and has always been a time for reflecting, sharing and giving. It is a time for peace, love, understanding and goodwill among human kind. It is the season for celebration, compassion and for renewal. It is a time for us to forget the things that have divided us during the course of the year and to celebrate the things that binds us together as a community, as a city and people.

May this holiday season come to represent an oasis of warmth, love and appreciation of what is good. Let it be a time for hope and renewed promise, of joyful expectation for young and old alike, a time for the giving and receiving of gifts - especially the greatest gifts of love and friendship.

As we reflect on our collective good fortune and blessings as a community, as a city, and as a country even during COVID-19, it is also important that we reflect on the true and eternal spirit of the season. It is only by doing this can we strive to make the holidays a time of celebration for all, especially those less fortunate than ourselves.

I wish to extend to each and every one of you a Christmas filled with happiness, good cheer, God's grace, togetherness, peace and above all love for one another. I also wish you and yours a prosperous and happy New Year.

Thank you for doing your part in helping PCI "Grow San Antonio's Tomorrow...Today!"

Merry Christmas and a Happy New Year!

Dr. Sharon Small
Chief Executive Officer/HS/EHS Director

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

- ❖ **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 -Champions fore 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
- ❖ 7 – New Staff Orientation - Zoom
- ❖ 8- CEO/Fiscal Budget Meeting
- ❖ 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
 - Early Payday
- ❖ **21 – Jan 1 – Winter Break/ Centers & Offices Closed**
 - **24 – Christmas Eve**
 - **25 – Christmas Day**
- ❖ 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 – Happy New Year!
- ❖ 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
 - Early Release 11:45 TBA
- ❖ 14 - Executive Team Meeting
- ❖ 15 - CPR/First-Aid Class-3:00-Fenfield
 - Practice Based Coaching Training (Lopez, Walker, Magallanes)
- ❖ 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. – Moved to March 9-11
- ❖ 27 - Early Release 11:45 TBA
- ❖ 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
- ❖ 30 – Teacher of the Year Information Due
- ❖ 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

FEBRUARY

AFRICAN AMERICAN HISTORY MONTH

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 18 – APR 16	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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FEBRUARY Monthly Events: Board Recognition Month & Annual Meeting *
 Daily/Weekly Compliance Debriefing, Important Information – Center Visits – CLASS *
 Comments from Parent/Teacher Conference for Annual Report *National Dental Month,
 *Birdies for Charity Kick-off *American Heart Month* Quarterly Parent
 Gazette*Quarterly Strategic Plan Update *CDBG * 100th Day of School *Monitoring
 Review

February

- ❖ 1 – Big Give SA Love Campaign Kickoff
- ❖ 2 – Groundhog Day
 - Leadership PCI Session VI – Organizational and Staff Development 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 3 - 100th Day of School
- ❖ 4 - Executive Team Meeting
- ❖ 5 – Children’s Black History Presentation
 - Payday
- ❖ 9 - CEO/Fiscal Budget Meeting

- ❖ 10– Policy Council Meeting
 - Head Start Consortium Meeting Zoom 8:30 – 10:30
- ❖ 11 - Executive Team Meeting
- ❖ 12 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 14 – Valentine’s Day
- ❖ 15 - Bad weather make-up day/ Student Holiday/Staff Development Day/Presidents Day
- ❖ 15-19 Dual Language Learner Celebration Week
- ❖ 15 – March 5 – Head Start and Early Head Start Roundup
- ❖ 16 – Annual Board of Directors Meeting
- ❖ 17 – Ash Wednesday
 - Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
- ❖ 18 - Executive Team Meeting
 - Parent Curriculum Training
- ❖ 19 - Data Assessment & Accountability Initiative Meeting
 - Payday
 - PCI Rodeo Day
- ❖ 22 - 26 – National Schools Week
- ❖ 22 – March 5 – Book Fair
- ❖ 24 – Health/Nutrition Advisory (Virtual)
 - Early Release 11:45 TBA
- ❖ 25 - Executive Team Meeting
- ❖ 26 - CPR/First-Aid Class-3:00-Fenfield
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
 - IRS 1099 Report Due

MARCH

SELF ASSESSMENT MONTH

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 18 – APR 16	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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MARCH *National Nutrition Month* Music Month, Art Month, National Middle Level Education Month*HEAD START ROUNDUP; Read Across America *Self-Assessment*Security and State Franchise Tax Due * Daily/Weekly Compliance Debriefing, * Center Visits – CLASS

March

- ❖ 1 - 5 – National Breakfast Week
- ❖ 1 – CLASS-Virtual/Face to Face Observations Begin
- ❖ 2 - 5 - Parent Gazette Spring Edition

- ❖ 2 – National Read Across America Day
 - Texas Independence Day
 - Leadership PCI Session VII – Food Service 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 4 - Executive Team Meeting
- ❖ 5 - CPR/First-Aid Class-3:00-Fenfield
 - Payday
- ❖ 8 - 12 Spring Break /Centers & Offices Closed
- ❖ 9 – 11 NHSA Winter Leadership Institute
- ❖ 11 - Executive Team Meeting
- ❖ 14 – Daylight Saving Time Begins (Turn clocks ahead 1 hour)
- ❖ 15 - CEO/Fiscal Budget Meeting
 - New Staff Orientation
- ❖ 17 - 28 – Agency Self-Assessment Timeframe
- ❖ 17 – Shared Program Governance Meeting & Self -Assessment Training
 - Self-Assessment Training
 - St. Patrick’s Day
- ❖ 18 - Executive Team Meeting
- ❖ 19 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 20 – Spring Begins
- ❖ 24 - Early Release 11:45 TBA
- ❖ 25 - S.T.E.A.M. Fair
 - Executive Team Meeting
- ❖ 26 - CPR/First-Aid Class-3:00-Fenfield
 - EHS/CCP Team Meeting
- ❖ 27 – Passover Begins
- ❖ 28 – April 4th Champions for Charity Golf Tournament
- ❖ 31 - Children’s Recognition Day

APRIL

COMMUNITY ASSESSMENT MONTH

APRIL is Child Abuse Awareness Month

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 18– APR 16	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
APRIL 1 - 16	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 23	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

APRIL * ECC Nomination Committee Site Visit* Partnership/Volunteer Awards and

Recognitions* Kids Day at the Park* Child Abuse Awareness *Community Assessment
*Week of the Young Child * Daily/Weekly Compliance Debriefing, Center Visits –
Class * Health & Wellness Fair*

April

- ❖ 1 – April Fools’ Day
 - Executive Team Meeting
 - Champions *fore* Charity Ends
 - EHS-CCP & Expansion Application due
 - Community Assessment Timeframe
 - Teacher and Teacher Assistant Nominee Interviews Begin
- ❖ 2 – Good Friday Holiday/ Centers & Offices Closed
 - Payday
- ❖ 4 – Easter
 - Passover ends
- ❖ 5 – 9 TDA Review (CACFP)
- ❖ 6 - Leadership PCI Session VIII – Human Resources/Fiscal 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 8 - Executive Team Meeting
- ❖ 9 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 12 - New Staff Orientation
- ❖ 12 -16 -Week of the Young Child
- ❖ 13 - CEO/Fiscal Budget Meeting
- ❖ 14 – Policy Council Meeting
- ❖ 15 – Tax Day
 - Executive Team Meeting
- ❖ 16 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 19 – 23 National Head Start Conference, Columbus, OH
- ❖ 20 – Board of Directors Meeting
- ❖ 21 – Administrative Professionals’ Day
- ❖ 22 -Transition/ Education Advisory Board Meeting
 - Earth Day
 - Executive Team Meeting
- ❖ 23 - CPR/First-Aid Class-3:00-Fenfield
 - Battle of Flowers Holiday /Centers & Offices Closed
- ❖ 27 - 29-Dinosaur Exhibits (TBA)
- ❖ 28 – Health/Nutrition Advisory (Virtual)
 - Early Release 11:45 TBA
- ❖ 29 – Executive Team Meeting
 - SF-425 Semi-Annual Report Due HS/HSII/EHS/EHSII
 - SF-425 Final Annual Report Due HS/HSII/EHS/EHSII
 - Federal Cash Transaction Report Due
- ❖ 30 – Arbor Day
 - Payday
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
 - Teacher/Teacher Assistant Nominees Announced

There is a natural holiday momentum that we experience in December. There is simply "something in the air" that is different than the rest of the year. I continue to emphasize PCI is a great agency with great staff and **quality** programs. All of you are doing great things to help children and that is what we are all about. And I thank you!

Have a wonderful 2 -week Winter Break!



“Luxury is building tomorrows, living todays, and cherishing yesterdays.” - Adlai Stevenson



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