

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: January 4 – 22, 2021
RE: CEO MESSAGE



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

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Greetings and Happy New Year!

I hope you had a wonderful holiday break and spent safe-quality time with family. I certainly enjoyed the time with my husband and puppies and have returned with renewed energy. Though my energy is renewed, we have begun our year with chaos that cannot be dismissed. Please read the reflection below from NHTA’s Executive Director, Yasmina Vinci...

Reflection from NHTA – Yasmina Vinci...Why Democracy Matters!

Dear Head Start community,

What happened at the United States Capitol this week is something that most of us have never experienced—a direct and real attack on our democracy.

Moments from Wednesday’s events took me back to my childhood, growing up in the former Yugoslavia at a time when free and fair elections were an illusion and where democracy was a foreign concept. Only when I came to the United States as a young woman with \$40 and a scholarship to my name, leaving the comforts of my family, friends, and culture behind, did I get to experience the freedom and privilege of living in a democratic society.

So, as I watched the heartbreaking chaos unfold, I was reminded of why democracy matters, what things look like in its absence, and why we cannot take it for granted. I thought of the protests from this past summer and the stark differences we were witnessing in the response by authorities—the two different worlds Americans live in. I was heartbroken to think of our shared hopes for the fair society our children will grow up in. And I share your worries and concerns about how we as a nation will move forward from here.

Our NHTA family is shaken by Wednesday’s events, many of us living in close proximity that forced us to face the situation in an immediate way, but we are all safe and grateful for the support of our colleagues.

For all of us in the Head Start community, our role in supporting the nation’s most vulnerable children is most critical in moments like this. Each of us holds the privilege and responsibility that comes with nurturing our youngest learners, and we recommit to creating a brighter, more empathetic future through them and for them. As you support children and families in the wake of this week’s violence, we offer you a list of resources to navigate these conversations. We know that Head Start is made up of unendingly generous individuals, but please also remember to take care of yourselves.

Yes...What a year! But we endured and learned some things, such as a global pandemic could not slow PCI down! We added our resilience to becoming more knowledgeable in the use of technology. We explored ways and systems to make us more COVID-19 aware and act on that awareness. We continued to demonstrate resilience, commitment and heart and to help our children and families get a better understanding of virtual education. Though we have missed

- Second year of a week-long Thanksgiving Holiday break

RESILIENCE, COMMITMENT, HEART

- Our unique strengths as a private nonprofit organization -- our optimism and work ethic, our spirit of discovery and innovation, our diversity, our commitment to our mission -- these things give us everything we need to ensure prosperity and security to continue to “Grow San Antonio’s Tomorrow... Today and in the Future.” *We are resilient, committed and have heart!*”
- PCI COVID-19 Reopening Committee shaped the Preparedness Plan for PCI Staff and Families
- Miranos Project through UTSA
- 1 new central kitchen opened this year
 - ❑ PCI Early Learning Academy
- **Proposals** submitted, approved by PCI Board of Directors, and proven to be successful from all staff
- Becoming a Trauma Informed Approach Agency
- Data Assessment and Accountability Committee continues
- **Continuation with our EHS-CCP Partners:**
 - ❑ Madonna Neighborhood Center
 - ❑ Nor-Ella Child Care and Learning Center
 - ❑ World of Knowledge Early Learning Center
 - ❑ Naomi’s Child Care Center
- Leadership PCI Sessions featuring Executive & Cabinet Staff
- Leadership PCI Class 2 member moved into various positions
- Head Start Continuation Grant Funded
- Early Head Start Continuation Grant Funded
- Head Start and Early Head Start II Continuation Grant Funded
- Early Head Start/Child Care Partnership and Expansion Grant Funded
- Upgraded Agency Web Site and Social Media in particular Parents Corner
- New Computers for Staff and Families (Chromebook for children)
- Agency-wide use of Zoom and Teams for Communication
- Agency-wide use of Microsoft Office 365 and Outlook 365 for email use
- Successful Financial audit with no exceptions
- Focus Area One Review – Success!
- Cost of Living Increase
- Ad-Hoc Awards (grants)
- Effective use of the INTRANET (**IN-TRA-NET**) for employees only
- Digital Newsletters
- Other activities PCI has initiated
 - ❑ Trainings, Advisories, Parent Newsletters, cultural events, and many others to name a few.
- Preparation for the Focus Area II Monitoring Review

While we have accomplished and implemented as much as possible even during COVID -19 in two thousand twenty (2020), there's still more work to be done in 2021 to complete our 2020-2021 program year mission; and we are on our way to doing so. Way to go, PCI! Let’s continue to “*Demonstrate Resilience, Commitment, and Heart!”*”

2020 – 2021 Virtual Teacher & Teacher Assistant of the Year



PCI will conduct the *Annual EHS, HS Teacher of the Year* and *Teacher Assistant of the Year* to recognize outstanding center teachers and teacher assistants! 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. Due to COVID-19, there will be changes to the criteria. The *EHS & HS Teachers and Assistants of the Year* will be recognized in **May**.

PAID TIME OFF (PTO)

I know around now, everyone with PTO is trying to use it prior to January 31, 2021. Even though you are using PTO, we must be cognoscente of when PTO is taken and how it will affect the children and other staff. Appropriate coordination and approval are vital. Though I know you are familiar with the Head Start Performance Standards, I would like to again emphasize the importance of assuring we are in compliance daily. Remember, there must always be two qualified staff in the classroom with our children. **I also ask that staff not take 2 or more consecutive days unless there is a documented emergency. All vacations are taken during the summer months due to the nature of our business – we are an education entity.**

Head Start classes must be staffed by:

- A **teacher** and an **aide**
- **Two teachers**

In addition, for PCI purposes, qualified staff may also include...

- **Two aides** where 1 of the aides has a **CDA**
- A **Substitute** and an **aide**
- **Two substitutes** (1 for the teacher and 1 for the aide)
- **Family Service Staff** and **any one of the above**

EARLY RELEASE/DISMISSAL – JANUARY 13, 2021

The quality of instruction for our PCI children can improve even greater with teachers having more time to prepare quality lessons, develop assessments, analyze student data, and collaborate with our Education/Training staff as well as our Distance Learning Facilitator/Trainer. The Board of Directors approved our teachers to have additional planning time. The first day for early dismissal will be Wednesday January 13, 2021. All children should be picked up by parents at 11:45 a.m. The Nutrition Department will share with you when children should be fed lunch and their snack. Please remember the purpose of this day. I look forward to hearing the outcome.

MLK, JR. 2021 VIRTUAL MARCH & CELEBRATION



Due to COVID 19 concerns, the City of San Antonio's Martin Luther King, Jr. Commission will continue its commemoration of the legacy of Dr. Martin Luther King, Jr. by **virtually** celebrating the 53rd anniversary of the 1st March for Justice organized by the late Rev. Dr. Raymond "R.A." Callies, Sr., a San Antonio teacher and pastor. Rev. Callies began the March in 1968 to call attention to the need for basic infrastructure on the east side. His efforts have resulted in what has become one of the largest commemorative marches for Dr. King in the United States and possibly the world. After the death of Dr. King, he worked tirelessly to have a statue of Dr. Martin Luther King, Jr. erected in what is now MLK Plaza located at the heart of the eastside on New Braunfels Street. Since then, community members along with

thousands of others who travel across the country to participate, have gathered each year in increasing numbers to reflect on their own Dream of Justice, Peace and Equality to all in America.

Dream Week's Mission is to **celebrate our humanity by creating environments for civil and civic engagement to embrace ideas and dreams for the common good.**



Monday, January 18, 2021 is a holiday for PCI staff and families as we will celebrate **Dr. Martin Luther King, Jr. Day**. **The MLK Theme:** *The Dream Continues: Yesterday, Today, and Tomorrow.*

During the 1950s and '60s, civil rights leader **Martin Luther King, Jr.** recognized the power of service to strengthen communities and achieve common goals. Initiated by Congress in 1994, **King Day of Service** builds on that legacy by transforming the federal holiday honoring **Dr. King** into a **national day of community service** grounded in his teachings of **nonviolence and social justice**. Each year, a variety of educational, inspirational, and celebratory events honor one of the nation's most revered civil rights leaders.

On January 19, 1987, the MLK, Jr. Commission and the City of San Antonio held its first official Martin Luther King, Jr. March.

Remember to help *celebrate the dream virtually* - for in each of the children and families you serve lie potential. Thanks for all you do and have a great three-day weekend! Enjoy your holiday on **Monday, January 18, 2021.**



“Stand up for justice. Sometimes it gets hard, but it is always difficult to get out of Egypt, for the Red Sea always stands before you with discouraging dimensions. And even after you've crossed the Red Sea, you have to move through a wilderness with prodigious hilltops of evil and gigantic mountains of opposition. But I say to you this afternoon: Keep moving. Let nothing slow you up. Move on with dignity and honor and respectability.”

— **King, Martin Luther, Jr.**



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
 - CACFP Live 10:30 – 12:00
 - Early Release 11:45
- ❖ 14 - Executive Team Meeting
- ❖ 15 - CPR/First-Aid Class-3:00-Fenfield

- Practice Based Coaching Training (Lopez, Walker, Magallanes)
- SA2020 Annual Partner Preview Party – 8:45 – 10:00 a.m.
- ❖ 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
 - Opioid and Substance Abuse Training 10 - 11
- ❖ 23 – Annual Parent Training
- ❖ 25 – 29 – Winter Leadership Institute, Washington, D.C. – Moved to March 9-11
- ❖ 27 - Early Release 11:45
- ❖ 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
 - United Way Help Me Grow Meeting 1:30 – 2:30
- ❖ 5 – Children’s Black History Presentation
 - Payday
 - Miranos – 11:00
- ❖ 9 - CEO/Fiscal Budget Meeting
- ❖ 10– Policy Council Meeting
 - CACFP Live 10:30 - 12
 - 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
- ❖ 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
- ❖ 10 – CACFP Live – 10:30 - 12
- ❖ 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
- ❖ 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
- ❖ 7 – Miranos – 9:00
- ❖ 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
- ❖ 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

MAY

PERFORMANCE EVALUATION CYCLE TIMELINE

MAY 3 – MAY 14	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
MAY 17 – MAY 28	9. Formal Performance Evaluation	CONDUCT ANNUAL PERFORMANCE CONFERENCE	SUPERVISOR

MAY *National Physical Fitness & Sports Month *Teacher Appreciation Week *Nurse Appreciation Week * ECC Nomination Committee Site Visit Quarterly Parent Gazette *EHS / HS Transition Ceremony*Quarterly Strategic Plan Update*Single-wide Audit Month **Monthly Events:** * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – CLASS

May

- ❖ 3 - 7 – Teacher Appreciation Week
- ❖ 3 - 7 -Child Nutrition Appreciation Week
- ❖ 4 – National Teacher Day
 - Leadership PCI Session IV – Leadership Panel Q & A 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
- ❖ 5 – Cinco De Mayo
- ❖ 6 – National Day of Prayer

- National Nurses Day
- Executive Team Meeting
- ❖ 7 - Teacher of the Year Recognition
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 9 – Mother’s Day
- ❖ 11 - CEO/Fiscal Budget Meeting
- ❖ 12 – Policy Council Meeting
 - New Staff Orientation – Zoom
 - Head Start Consortium Meeting Zoom 8:30 – 10:30
- ❖ 13 - Executive Team Meeting
- ❖ 14 - Payday
 - Human Resources Newsletter
- ❖ 15 – Armed Forces Day
- ❖ 17 - Distribute Layoff Letters (Head Start Staff)
- ❖ 18 - Board of Directors Meeting
- ❖ 19 – Early Release 11:45
 - Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
- ❖ 20 - Executive Team Meeting
- ❖ 21 - Data Assessment & Accountability Initiative Meeting
 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 27 - Executive Team Meeting
- ❖ 28 – Payday
 - EHS/CCP Team Meeting
 - Children’s Recognition Day
- ❖ 31 – Memorial Day Holiday/ Centers & Offices Closed

JUNE

JUNE 1	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR
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JUNE *Center Transition Day*No Board or Policy Council Meeting this month*input Male Recognition Event *Fire & Property Insurance bid* Executive Planning Retreat*Day Home Provider Recruitment **Monthly Events:** * Daily/Weekly Compliance Debriefing, *Important Information

June

- ❖ 1- 4 EHS/CCP Directors ZOOM calls
- ❖ 1 - PERFORMANCE EVALUATIONS DUE TO HR
 - Leadership PCI Class Dinner
- ❖ 3 - Last day for Head Start
 - Transition Ceremonies
- ❖ 4 – Bad weather make-up day/Staff Workday
- ❖ 7 - First Day of Summer Dress Code

- ❖ 8 - CEO/Fiscal Budget Meeting
- ❖ 10 - 11– CEO Virtual Planning Retreat
- ❖ 11 - Payday
- ❖ 14 – Flag Day
- ❖ 15 – Board of Directors Meeting
- ❖ 17 - Executive Team Meeting
- ❖ 19 – Juneteenth
- ❖ 20 – Father’s Day
- ❖ 21 – Summer Begins
- ❖ 24 - Executive Team Meeting
- ❖ 25 – Payday
- ❖ 30 - EHS-CCP Fiscal Year Ends
 - EHS Children Recognition Day

Steve Jobs said it best when he said
“Great things in business are never done by one person, they’re done by a team of people.”



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