



## PCI STAFF

**FROM:** Sharon Small, Ph.D.  
**DATE:** March 22, 2021

**RE: CEO MESSAGE**

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

.....  
Greetings!

I hope you had a good week last week and kept your agency in your thoughts as we went through the 2021 **FA2 Federal Monitoring Review**. The Review was based on the 2020-2021 fiscal year and focused on all five (5) grants. As stated last week, I am so proud of our teachers that were interviewed as well as our parents, Policy Council and Board of Directors. We also received some wonderful, heartfelt testimonials from local vendors, parents, and a Parent/Teacher Assistant! **All participants made PCI Proud!** Later in this CEO Message, you will hear more about the Review Week.

## Early Dismissal/Release Day – Wednesday March 24

Our teachers have shown remarkable flexibility and creativity in approaching the “*new way*” of teaching and learning. Their workloads have changed dramatically from a normal school year, yet they still have the same amount of planning time plus having to assure the classrooms are sanitized for the next day before leaving.

Early release days will allow for more teacher planning time; therefore, the next Early Release day will be **Wednesday, March 24, 2021** with dismissal time being **11:45 a.m.** for all children. Staff in School Districts/Charter Districts must follow their school’s calendar. Please be sure to remind parents.



## Help PCI Become a Top Workplace

For the 12th year, the Express-News has partnered with Philadelphia-based Energage to rank the Top Workplaces in the San Antonio metro area. The process is based on a scientific survey of employees who rate their workplace culture. It also gives company insights about what makes them unique. The process began in March, when the Express-News began news coverage and promotions welcoming people to nominate companies as Top Workplaces. Energage also reached out to companies in the region. Throughout the process, 1,032 employers in the region were invited to have their employees take the survey. Any organization was eligible to participate,

provided it had at least 35 employees in the region. Employers could be public, private, nonprofit, or governmental. There is no cost to enter the Top Workplaces program.

In 2012, Parent/Child Incorporated was named one of the Winning the Top Workplaces in San Antonio! With all that has taken place this year and the way PCI has demonstrated resilience, commitment, and heart, I think it is once again time to nominate our agency! **The award is proof-positive we really put our people first.** Not to mention, research shows companies that earn recognition as an organization of choice attract better job candidates and have lower turnover.

You will play a vital role in PCI becoming a Top Workplace Winner. Stay tuned for more information! I appreciate all that you do!

## Focus Area 2 Review Update

The Focus Area 2 Review held on March 15 – 19, 2021, was an opportunity to highlight and showcase PCI’s effectiveness in implementing a high-quality program to promote positive outcomes and school readiness for children and their families. The review also was meant to determine if our program is meeting the requirements of the Head Start Program Performance Standards, Uniform Guidance, and the Head Start Act. Though it will take approximately 2-months before we get our results, I am confident that results will show that we are a high-quality program.

Positive comments began from day one when we provided the Reviewers a PowerPoint Overview of our program. We were told that the overview contained so much of what they were going to review us on, that they were almost finished on Tuesday and that had never happened in a Review. Way to go PCI!

Below are additional comments about the Wednesday Zoom discussion with the Reviewers and a final accolade for my Executive and Cabinet Team:

- **Teachers:** “Stories were awesome and very touching, and they received a lot of training!”
- **Parents:** “Great stories which revealed why they chose PCI!”
- **Policy Council:** “Awesome group with good information on the procedures, reports, decision making and relationship to the board!”
- **Board of Directors:** “Very knowledgeable of the processes of PCI!”
- **My Staff:** “Staff can go anywhere in the country and be a Director! There’s life after Head Start, may want to consider being a Reviewer!”

**Possible highlights in our program include innovation ideas:**

- The STREAM Dream Team
- Leadership PCI
- The Success Motto (Affirmation)
- Brady Learning Environmental Resource Center
- PCI Training Calendar
- Data Initiative

We have much to be proud of at PCI. The results simply confirm our affirmation, we are successful when we try our very best!

I'M A SUCCESS  
by

DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY

MY MOTTO IS TO TRY, TRY , TRY

TO DO AND BE MY VERY BEST

THAT IS WHY, I'M A SUCCESS!



## PCI's Self-Assessment – Training Begins

The annual **Self -Assessment** has begun! Due to the Focus Area 2 Review last week, **Mr. Jesse Diaz** provided an overview of what the assessment would entail to the Board, Policy Council and Staff participating in the Shared Governance Training Wednesday evening. The first Training Session was held Monday the 22<sup>nd</sup> and the second training will be held on the 23<sup>rd</sup> for those unable to participate on Monday. Head Start Program Performance Standards state that at least once each program year agencies must conduct a **Self-Assessment** of their effectiveness and progress in meeting **program goals and objectives** and in **implementing Federal regulations**. This must be done with the consultation and participation of the Policy Council, Board of Directors and as appropriate, community members. Please see the below the Team and assignments as of the completion of this message:

**PARENT/CHILD INCORPORATED**  
2020 SELF-ASSESSMENT  
TEAM ASSIGNMENTS

	Disabilities, Family & Community, Mental Health	Education & Child Development	ERSEA	Health, Nutrition, Safe Environments and Transportation	Fiscal Management	Program Management & Quality Improvement
<b>Lead</b>	Joe Segura <i>Compliance Officer/Special Services Coordinator</i>	Helen Lopez <i>Education/Training &amp; Curriculum Coordinator</i>	Lydia Almares <i>ERSEA/Family Community Specialist</i>	Janie Pulliam <i>CACFP Nutrition Services Manager</i>	Natalie McGarity-Diaz <i>Fiscal Manager</i>	Jesse Diaz <i>Assessment, Accountability, &amp; Continuous Improvement Coordinator</i>
<b>Co-Lead</b>	Mary Doxie <i>HS/EHS Operations Coordinator</i>	Norma Bernal <i>Bilingual Teacher/Education Trainer</i>	Desiree Perez <i>ERSEA/Family Community Specialist</i>	Monica Ellison <i>Center Nutrition Coordinator</i>	Tania Saenz <i>Accountant</i>	Catherine Padilla-Ortas <i>EHS-CCP Coordinator</i>
<b>Members</b>	Candice Collins <i>Operations Office Coordinator</i>	Lisa Walker <i>S.T.E.A.M., C.L.A.S.S., Curriculum and Training Coordinator</i>	Patricia Cardenas <i>ECC-Place For Life (EHS)</i>	Rudy Pacheco <i>Facilities/Transportation Supervisor</i>	Lisa Rodriguez <i>Administrative Assistant (Fiscal)</i>	Diana Vogt <i>Human Resources Coordinator</i>
	Jennifer Coronado <i>Disability/Mental Health Specialist</i>	Stacy Almdarez <i>ECC-PCI Early Learning Academy (HS)</i>	Lisa Sifuentes <i>ECC-Place For Life (HS)</i>	Virgina Ledezma <i>RN</i>	Diane Thomas <i>Procurement Specialist</i>	Debra Bedoy <i>Executive Assistant to the CEO</i>
	Anabel Ledezma <i>Disability/Mental Health Specialist</i>	Gregory John <i>Education Trainer</i>	Eldia Gonzales <i>Family Service Worker-Pearsall</i>	Angie Rodriguez <i>Health Specialist</i>	Alice Espinoza <i>Administrative Assistant/Human Resources</i>	Carla Mandujano <i>Administrative Asst./Compliance Monitor</i>
	Monica Rodriguez <i>ECC-Meadowood</i>	Terri Galloway <i>EHS-CCP Quality Coach</i>	Juan Garcia <i>Family Service Worker-W. Hutchins</i>	Ryan Garza <i>Health Specialist</i>		Michelle Zamora <i>Education Trainer</i>
	Sylvia Cadena <i>Family Service Worker-O'Conner</i>	Eunice Velazquez <i>BA Teacher - PCI Early Learning Academy (HS)</i>	Jesuita Sanchez <i>Family Service Worker-Lost Creek (HS &amp; EHS Exp.)</i>	Sylvia Leija <i>Reimbursement Specialist</i>		
	Lutene Nunn <i>ECC-Pearsall</i>	Thalia Delgado <i>BA Teacher - PCI Early Learning Academy (HS)</i>				
<b>Community at Large</b>						Adelina Fritz <i>Community Volunteer</i>
<b>PCI Board</b>						
<b>Policy Council Leadership</b>						
<b>Parents as members</b>						

# Reveal Day for Cardboard Kids is April 1<sup>st</sup>!



## ChildSafe's Cardboard Kids® - Drawing Attention to The Issue of Child Abuse

It is that time of year when the community is getting ready to raise awareness for child safety in San Antonio and surrounding region. The month of **April** is **Child Abuse Prevention Month**, and thanks to Ms. Candace Collins, each child will receive a blank Cardboard Kid to decorate and share on Reveal Day, which is April 1, 2021!

Cardboard Kids®, is a city-wide public awareness campaign to draw attention to the pervasiveness of child abuse and the fact that every story is different and every child unique. Cardboard Kids are more than two-foot-tall cardboard figures. They represent one of the thousands of children that are abused and neglected at the hands of adults in our community each year. They start the conversation, not only by creating a visual symbol for children to identify with but also by providing valuable tips for caregivers on how to talk to their children about child abuse and neglect.

Cardboard Kids will be decorated and placed all over San Antonio on **"Reveal Day," Thursday, April 1, 2021**. Let us all be a champion for those who have spoken up as well as for those who need a voice.

**The following activities will take place during the week of April 5<sup>th</sup> through the 9<sup>th</sup>:**

A blue-themed graphic titled "Child Abuse Prevention Blue Ribbon Week" with a blue ribbon icon and a handprint. It lists five days of activities from Monday to Friday, each with an icon and a description.

Day	Activity	Tip
Monday - April 5th	"Strike Out" Child Abuse	Wear a baseball shirt or jersey!
Tuesday - April 6th	"Stand Together" Against Child Abuse	Twin Day - dress like a friend(s)!
Wednesday - April 7th	"Stomp Out" Child Abuse	Wear your favorite pair of boots!
Thursday - April 8th	"Peace Out" to Child Abuse	Wear tie-dye and peace signs!
Friday - April 9th	Go Blue Day	Wear as much blue as possible!

## New Virtual Criteria Is Here!



The Training Department has designed a digital/online nomination system for this year's Teacher and Teacher Assistant Nominees! A link will be sent to all ECCs, Teachers and Teacher Assistants from the Education/Training Department to nominate. ***Please nominate from your center only.*** All nominations must be completed by **April 1, 2021**. Special thanks to the Training Department for a job well done!

## Tax Deadline Extended to June

The deadline to file a federal tax return has been extended to June 15, 2021 for all Texas residents and businesses. Due to the winter storm that left millions of Texans without power and water mid-February, the IRS has extended the filing deadline to allow those impacted more time to complete their returns. You now have two extra months to complete your returns and pay any taxes owed. You also have two extra months to make 2020 IRA contributions.

## COVID-19 Vaccine – It Doesn't Hurt!



PCI's COVID Vaccines Campaign is underway! I encouraged you to go to **facebook page** to view and become more informed. Have you scheduled your COVID-19 vaccine appointment? *"Vaccination works better when we do it together."* **#SleeveUp** for a future safe from #COVID19. Find your vaccine site at <https://covid19.sanantonio.gov/.../Vaccination-for-COVID-19>.

PCI is willing to have someone answer your questions. If you would like more information, please contact **Ms. Diana Vogt** or **Ms. Alice Espinoza**, and let them know of your interest. We can then set up a ZOOM Informational meeting with an expert to answer all your concerns.

I look forward to receiving my second shot on April 2, 2021. Please read information below and share it with family, neighbors and friends. *It doesn't hurt!*

WHAT DO I NEED TO KNOW ABOUT

# THE COVID VACCINES



## WHAT VACCINES ARE AVAILABLE IN SAN ANTONIO?

**Pfizer.** Approved for ages 16 and older

**Moderna.** Approved for ages 18 and older

**Pfizer and Moderna** are both messenger RNA, or mRNA, vaccines. The mRNA teaches our immune cells how to make a protein that will trigger an immune response to the virus. It uses our body's natural immune defenses without providing any live virus or interacting with our DNA!

## ARE THE VACCINES SAFE?

YES! They are safe and effective. Before the vaccines were publicly available, they were tested for safety in tens of thousands of clinical trial participants. Additionally, safety monitoring is underway for the millions of people who have received the vaccine since December. Scan the QR code for more safety information!



SCAN ME



## WHEN AND WHERE CAN I GET THE VACCINE?

The state of Texas is currently vaccinating people who fall into the 1a and 1b category. Their current estimate for widespread availability is Spring 2021.

There are multiple locations throughout the city. Scan the code for detailed information. Appointments are required, so make sure to check the website or call the vaccination location before going!

## WHAT ABOUT CHILDREN?

Children ages 16 and older with a chronic health condition are currently eligible to receive the **Pfizer** vaccine. Clinical trials are underway for children as young as 12 years old with **Pfizer and Moderna**. More clinical trials are expected for children with other vaccine manufactures following their adult trials. Additionally, trials involving children ages 6-12 are expected after determining safety trends for children ages 12-18.



## WHAT ARE THE SIDE EFFECTS?

The most common side effects are pain and/or swelling at the injection site, fever, chills, tiredness, and headache. It is important to know that these symptoms do not represent Covid infection, as the vaccines do not contain the live virus and are not capable of causing the disease. These side effects represent the your immune system activating and learning how to fight a covid infection in the future!

## I GOT THE VACCINE! NOW WHAT?

You will return for your second dose for **Pfizer** in 21 days for **Moderna** 28 days. It is important that you continue to wear your mask, stay 6ft from others when possible, avoid large gatherings, and wash your hands even after your vaccination! The real-world effects of the Covid vaccines are still being studied, and we want to continue practicing all of the prevention tools we have been using since March. Additionally, make sure to sign up for V-Safe, the CDC's after vaccination health checker!



IF YOU HAVE SPECIFIC CONCERNS REGARDING VACCINATION FOR YOURSELF OR YOUR CHILD, PLEASE REACH OUT TO YOUR PRIMARY CARE PROVIDER FOR ADVICE.

FOR MORE INFORMATION ON COVID, VACCINES, OR TEXAS' VACCINE ROLLOUT, PLEASE VISIT THE FOLLOWING WEBSITES:

Texas Department of State Health Services <https://dshs.texas.gov/>  
Center for Disease Control and Prevention <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

## Message from the CEO – Social Distancing in the Classroom

The CDC has revised its recommendations for schools reinstating in-person learning from 6 feet of distance to 3 feet of distance between students in a classroom. Due to the amount of time left in the Head Start school year, PCI's stance will be to **continue as is with the 6 feet, continue to recruit for the 2021-2022 school year**, and implement the 3 feet of distance during the month of June when Early Head Start is in session since Early Head Start is a year-round program. This will allow time for us to be ready to move forward and be ready for **full enrollment** for the Fall.



It is important that I acknowledge the fine work staff are doing each day on behalf of Parent/Child Incorporated. In one way or another, all PCI staff should feel good each day when they leave knowing that they have accomplished at least one thing that has affected positively the lives of our children and families to satisfy our Mission. *Way to go* to each of you **and** the following:

- Executive Team/Cabinet, Teachers, Parents, Policy Council & Board of Directors, for the Focus Area 2 Federal Monitoring Review
- Michelle Zamora and the Training Staff on the Digital Nomination System
- Connie Murphy and the STREAM Dream Team Cast Video on *Electricity!*
- Jesse Diaz and Staff for the Annual Self-Assessment
- Leadership PCI Class 3 Presenters – Janie Pulliam and Monica Middleton-Ellison

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





Please make note of  
**\*March\*April \* May\* Events**  
 (Note: Event date and times are subject to change)

***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**

- ❖ 22 - Self-Assessment Training – 2:30 p.m. Zoom
- ❖ 23 – Self-Assessment Training – 2:30 p.m. Zoom
  - Computer Training – Brady 9:15 a.m. and 10:30 a.m.
- ❖ 24 - Early Release 11:45
  - Start on EHS-CCP continuation application
- ❖ 25 - S.T.E.A.M. Fair
  - Executive Team Meeting
- ❖ 26 - CPR/First-Aid Class-3:00-Fenfield (reschedule)
  - EHS/CCP Team Meeting
- ❖ 27 – Passover Begins
- ❖ 28 – April 4<sup>th</sup> 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
  - Cardboard Kids Reveal Day!
  - Executive Team Meeting
  - Champions *fore* Charity Ends
  - **EHS-CCP & Expansion Application due**
  - Community Assessment Timeframe
  - **Teacher and Teacher Assistant Nominee Information Due**
- ❖ 2 – Good Friday Holiday/ Centers & Offices Closed
  - Payday
- ❖ 4 – Easter
  - Passover ends
- ❖ 5 – 9 TDA Review (CACFP) Guidance Letter
- ❖ 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 - 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**

