

**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** November 17, 2021  
**RE:** CEO MESSAGE



*“PCI...BACK...to Basics...With Quality!”*

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Greetings!

What chilly mornings we have had lately! We often assimilate cold weather with the Thanksgiving and Christmas holidays. In a matter of days, we will begin our **Thanksgiving break**. For the third year, we will enjoy an entire week for Thanksgiving break!

***\*Important Message: Due to the Thanksgiving Holiday Closure week, the payroll for November 26<sup>th</sup> will be paid on November 19, 2021.***

It seems our program year is passing so quickly. We have had so much newness come to our agency. I still think it has been productive year.



Congratulations to Ms. Candace Collins and PCI staff for a well-participated Health/Nutrition Advisory Meeting held on October 10<sup>th</sup>! There were over 30 participants to include PCI parents and community members! Way to go! The Committee help PCI make decisions about health services and strengthen the communities where our families live.



November 11th was a very special day in that we took time to honor and recognize the military. This is the eleventh 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*

Parent/Child Incorporated (PCI)  
 Of San Antonio & Bexar County  
 Shared Program Governance Virtual Training  
 November 13, 2021  
 8:30 a.m. to 12:30 p.m.

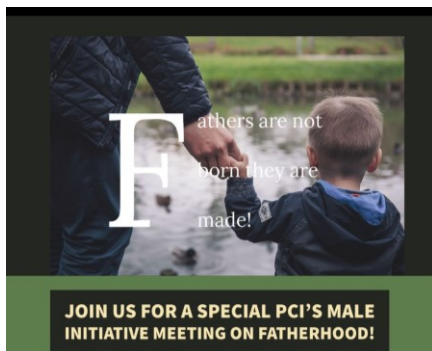
Dr. Steven H. Small,  
 Chief Executive Officer (CEO) Director



"Growing San Antonio's Tomorrow... Better!"

**Shared Program Governance Training** was held on Saturday the 13th 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 to carry out the functions of their duties. Special thanks to **Mrs. Debra Bedoy, Ms. Connie Murphy and Executive/Cabinet Team** for the vital part they played in the training. Way to go! **Mrs. Helen Lopez** 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 18th! As was last year, 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 protocols!



**The Male Initiative Face to Face and Virtual** meeting was held November 17<sup>th</sup> beginning at 6:00 p.m.! This year, Mr. Joe Segura and the Male Initiative Team provided turkeys and books to the men both via Zoom and at the Bandera Operations/Training site! With the price of food these days, I know the turkeys are a welcomed addition for the men in attendance. Expected attendance is over 100! 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. Special thanks to the many vendors and partners that donated funds to purchase the turkeys for this event. Way to go!

***PCI Compliance Review Corner***

PCI has a Compliance Team that is beyond reproach! In previous **CEO Messages**, we have reflected on the importance of complying and the role our Compliance Officer and Compliance/Data Analyst play in keeping PCI on top along with everyone’s support. They have monitored to assure...

<ul style="list-style-type: none"> <li>• <b><i>Our Place is Safe and Inviting</i></b></li> <li>• <b><i>Systems are Strong</i></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><i>Service Area Plans</i></b></li> <li>• <b><i>Child Files</i></b></li> </ul>
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| <ul style="list-style-type: none"><li>• <i>Staff Files are Complete</i></li><li>• <i>Tracking System</i></li></ul> | <ul style="list-style-type: none"><li>• <i>Enrollment</i></li><li>• <i>Disabilities</i></li></ul> |
|--|---|



According to the completed *Compliance Report of Health and Safety Monitoring Findings* submitted by **Mr. Joe Segura** “Agency wide -Parent/Child Inc. was found to be **100%** in compliance in **all** areas that were monitored. That is a high compliance rate and is an indication that staff is aware and knowledgeable in their duties, agency and content area policies and procedures, as well as state and federal regulations.” Way to go! The full report with supporting graphics and analysis was presented to the Policy Council and Board of Directors at Shared Governance meeting! The findings are also reviewed with each ECC, content and center staff.

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

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

# PATH OUT OF THE PANDEMIC

## PRESIDENT BIDEN'S COVID-19 ACTION PLAN

With sincere gratitude, I want to extend my sincere appreciation to all PCI staff regarding the actions needed to remain employed with the agency. I know it was not an easy decision to make for some staff, but whatever decision you made it was for **you** which is the best thing to do. So, on behalf of the CEO – Dr. Sharon Small, Board of Directors, Policy Council, and Management, we respect your decision to either remain with PCI or to move forward. We wish you nothing but the best. We are family!

**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 over the past two years 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 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 continue to 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**

**CYCLE TIMELINE**

**EVALUATION**

<b>TIMELINE</b>	<b>PERFORMANCE EVALUATION COMPONENT</b>	<b>ACTIVITY/DESCRIPTION</b>	<b>RESPONSIBILITY</b>
SEPT 14– DEC 17	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 \***Important Information:** ECC/Content area Meetings – Mondays Bi-  
weekly, \*EHS/CCP Parent Teacher Conferences and Teaching Strategies Gold Fall Assessments; Fall  
EHS/CCP Training Series, \*Compliance and Facilities Departmental Daily Debriefing Meeting with Staff  
8:00 a.m., \* Follow Up Fridays

- ❖ 15 – Human Resources Newsletter
- ❖ 17 – Male Initiative Meeting – 6:00 p.m.
  - Wellness Wednesday
  - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 18 – Executive Team Meeting
  - Thanksgiving Luncheon @ Centers
- ❖ 19 – 90-Day Activity Due (21<sup>st</sup>)
  - Headquarters Luncheon – Bandera Location
  - EHS/CCP Team Meeting
  - Process Payroll
  - CPR/First-Aid Class – 3:00 p.m.
  - Food Orders
  - Education/Training Staff Meeting
- ❖ 22-26 – Thanksgiving Break – Centers & Offices Closed
- ❖ 26 – Payday
- ❖ 30 – Incredible Years Parent Curriculum Training
  - Giving Tuesday
  - Children’s Recognition
  - CACFP Monthly Meeting

# DECEMBER

## PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 17	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
JAN 3 – JAN 14	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR

DECEMBER\* Blue Santa Parade \*USAA Season of Sharing \* Daily/Weekly Compliance Debriefing,  
 \*Important Information: ECC/Content area Meetings – Mondays Bi-weekly, \*Compliance and Facilities  
 Departmental Daily Debriefing Meeting with Staff 8:00 a.m., \* Follow Up Fridays

- ❖ 1 - Wellness Wednesday
- ❖ 2 – Executive Team Meeting
  - 12 Day of Christmas PTO Give-O-Way
- ❖ 3 – CEO Office Staff Meeting
  - Food Orders
  - Fiscal Staff Meeting
  - Education/Training Staff Meeting
- ❖ 4 – National Red Ribbon (Contest Entry)
- ❖ 6 – Process Payroll
  - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 7 – EHS/CCP Directors’ Round Table
  - STEAM Shoot (Robotics)
  - Leadership PCI Session IV Instruction 4:30 – 6:00
- ❖ 8 – 9 Transition to Kindergarten Summit
  - **Wednesday, December 8, 2021**  
 9:00-11:00 AM: Morning session  
 11:00 AM-1:00 PM: Break  
 1:00-3:00 PM: Afternoon session
  - **Thursday, December 9, 2021**  
 9:00-11:00 AM: Morning session  
 11:00 AM-1:00 PM: Break  
 1:00-3:00 PM: Afternoon session
  - Note: attendance is required for both days and sessions. Certificates will be provided through the Texas Early Childhood Professional Development System after the conclusion of the summit.
  - At the Summit, you and your team will complete interactive activities and join a personal break-out room to discuss, plan, and practice for your students' transition to kindergarten. Reserve these dates on your calendar now!
- ❖ 8 - Wellness Wednesday
- ❖ 9 – Executive Team Meeting
- ❖ 10 – Data Assessment & Accountability Initiative Meeting
  - Payday
  - Food Orders
  - Fiscal Budget Meeting

- ❖ 13 – *New Staff Orientation*
- ❖ 14 – *Board of Directors Meeting*
- ❖ 15 - *Wellness Wednesday*
  - *Compliance/Disabilities/Mental Health Staff Meeting*
- ❖ 16 – *Executive Team Meeting*
  - *Christmas Luncheon @ Centers*
- ❖ 17 – *EHS/CCP Team Meeting*
  - *Process Payroll*
  - *Food Orders*
  - *South San (Kindred) Early Release – 11:30 a.m.*
  - *Children’s Recognition*
  - *CACFP Monthly Meeting*
  - *Education/Training Staff Meeting*
- ❖ 20-31 – *Winter Break – Centers & Offices Closed*
- ❖ 24 – *Christmas Eve*
- ❖ 25 – *Christmas Day*
- ❖ 31 – *New Year’s Eve*

# JANUARY 2022

## PERFORMANCE EVALUATION CYCLE TIMELINE

<i>JAN 3 – JAN 14</i>	<i>4. Mid-Year Performance</i>	<i>MID-YEAR PERFORMANCE CONFERENCE</i>	<i>SUPERVISOR</i>
<i>JAN 17 – APR 15</i>	<i>5. Continue Observing Job Performance</i>	<i>COACH FOR SUCCESS</i>	<i>SUPERVISOR</i>

### STRATEGIC PLAN – SECOND QUARTER REPORT

*JANUARY \* 100<sup>th</sup> Day of School, National Book Month \*Family Literacy Night on Parent Center Committee - Literacy Caravan\*National & Statewide Mentoring Month \*Important Information: ECC/Content area Meetings – Mondays Bi-weekly, \*EHS/CCP Teacher Home Visits, \*Compliance and Facilities Departmental Daily Briefing Meeting with Staff 8:00 a.m., \* Follow Up Fridays*

- ❖ 1 – *New Year’s Day*
- ❖ 3 - *PCI Centers Reopen*
  - *Southwest Specialized Training – 7:30 a.m. – 3:30 p.m.*
  - *Process Payroll*
- ❖ 3-4 – *South San (Kindred) Specialized Training – 7:30 a.m. – 3:30 p.m.*
- ❖ 4 – *EHS/CCP Directors’ Round Table*
  - *STEAM Shoot (Botany and You)*
  - *Leadership PCI Session V- Communications, Partnerships, Community Engagement 4:30 – 6:00*
- ❖ 5 – *Wellness Wednesday*
  - *Teacher/ Assistant of the Year Criteria Submitted to ECCs, Teachers and Listed Staff*
- ❖ 6 – *Executive Team Meeting*
- ❖ 7 – *CEO Office Staff Meeting*
  - *Payday*
  - *Food Orders*
  - *Fiscal Staff Meeting*
  - *Education/Training Staff Meeting*
- ❖ 10 – *New Staff Orientation*
  - *Operations ECC/Content Area Staff Meeting – 3:00 p.m.*
- ❖ 12 – *Policy Council Meeting*

- Wellness Wednesday
- ❖ 13 – Executive Team Meeting
- ❖ 14 – Process Payroll
  - Food Orders
  - Fiscal Budget Meeting
- ❖ 17 – Martin Luther King Jr. Holiday – Centers & Offices Closed
- ❖ 18 – Board of Directors Meeting
- ❖ 19 - Wellness Wednesday
  - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 20 – Executive Team Meeting
  - STREAM Challenge
- ❖ 21 – Data Assessment & Accountability Initiative Meeting
  - Payday
  - Food Orders
  - Education/Training Staff Meeting
- ❖ 24 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 26 – Transition/Education Advisory Committee Meeting
  - Wellness Wednesday
- ❖ 27 – Executive Team Meeting
- ❖ 28 – Incredible years Parent Curriculum Training
  - Teacher Assistant of the Year Nominee information Due
  - Food Orders
  - CPR/First-Aid Class – 3:00 p.m.
  - EHS/CCP Team Meeting
  - CACFP Monthly Meeting
  - Federal Cash Transaction Report Due
  - SF-425 Semi-Annual Report Due – EHS-CCP
- ❖ 29 – Annual Parent Training
- ❖ 30 – Teacher of the Year Nominee Information due
- ❖ 31 – Process Payroll
  - Children’s Recognition
  - W-2’s Due to Employees
  - 1095’s Due to Employees
  - NEC/Miscellaneous 1099’s Due to Vendors
  - NEC 1099’s Due to IRS
  - Head Start Fiscal Year Ends
  - Head Start II/Early Head Start II Fiscal Year Ends
  - Early Head Start Fiscal Year Ends
  - Paycom IRS 941/TWC Quarterly Reports Due



***“PCI...BACK ...to Basics...With Quality!”***