

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: December 13, 2021 – January 2, 2022
RE: CEO MESSAGE



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

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Greetings!

Happy Holidays to you all! 2021 has been a year of big transitions, but it has not changed why we love the work that we do. As 2021 comes to a close, I wanted to share three things that are on the top of my mind heading into 2022:

1st – How appreciative I am of each of you becoming fully vaccinated in an effort to eliminate or decrease the spread of COVID-19 to our children and colleagues. Because you did what needed to be done, PCI is now 100% vaccinated or have exemptions. No one will be hired at PCI unless they are fully vaccinated.

2nd – We have increased trust with our Board and Policy Council as we have shown that PCI cares about our children, families, staff, and the community.

3rd - We have all had to adapt to a new normal, although what that looks like is different for every person. For me, the result has been a year spent mostly online/Zoom learning, communicating, and advocating for our agency and keeping up with the mandates and demands of Head Start/Early Head Start in general. There have been stretches of time without any face-to-face social interaction, yet we are learning to adjust to what just may be “the new normal.”

With that said, 2022 will be another year of new beginnings, new understanding, and new appreciation of what we all must encounter and endure. As our theme states, we’re going “Back to Basics, With Quality.”

THINK SAFETY!

PCI is a data-driven agency and based on data we found the need to put safety first. Some years back, PCI implemented a Safety Incentive to encourage staff to **be MORE AWARE OF SAFETY!** We began the new Safety Incentive Campaign December 1, 2021. Your body and your health are important of course to you but also to the agency. The incentive will be provided quarterly with one day of PTO if your **entire Center** or **entire Department** remain accident free for the quarter. This means we **all** need to keep each other safe as well as yourselves. Please know that this does not mean you do not report if an accident occurs. You must report it if you get hurt! **SAFETY IS THE KEY to an ongoing productive agency. Remember to make signs, posters, messages to remind your staff to be safe at all times. THINK SAFETY!**



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



Congratulations to our soon to be 12 winners for the “**CEO’s 12-Day Holiday PTO 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!*

Early Payroll Processing

Once again, because of the Winter Break, PCI staff will receive an early Pay date of December 17, 2021, instead of December 24, 2021, due to the Agency closure for two weeks for Winter Break (the weeks of December 20, 2021, to January 2, 2022). Please see detailed email sent last week from Mrs. Diana Vogt for additional information. Your next pay date after the 17th of December will be January 7, 2022.

Early Release/Dismissal Days

I believe the quality of instruction 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. The Board of Directors has been asked to approve our teachers to have additional planning time. The only way we can allow this time is to institute Early Dismissal/Release days. These days will allow for more teacher planning time. Beginning **January 2022, five (5) Teacher Planning Time/Student Early Dismissal Days** will be added to the calendar. On these days, Early Head Start and Head Start teachers will have an additional three hours of planning time on the following

Wednesdays: Jan. 26, Feb. 16, March 23, April 20, and May 18.

May 18 will be our *Teacher of the Year Appreciation Day* which is already listed on the calendar for a different day in May but will be moved to the 18th. **All children will be dismissed at 11:45 a.m.** The Board will meet this week, so I will inform you if my recommendation is approved or disapproved after our break in January!

Transition to Kindergarten Summit

Staff from PCI and George Gervin Academy attended a two-day virtual summit regarding the importance of transitioning our children from Head Start to public school Kindergarten. The purpose of the summit was twofold:

1. Strengthening Head Start public school transitions in Texas
2. Provide tools, support, and information to Head Start grantees to use to strengthen transition efforts with public school

A work plan is in place so that we can assure our children and parents transition to the public school with little or no barriers. The participants and I believe the summit was informative and will share with centers soon.

From Trauma Informed to Trauma Attuned

December has been a busy week of learning. PCI is a Trauma Informed Approach Agency and now we are learning to become **Trauma Attuned**. This means when we work with our colleagues or children who have difficulty regulating their emotions, it is very helpful to know **how to approach and interact with them in ways that help them de-escalate**. Wow! I'm looking forward to all staff being trained on becoming **Trauma Attuned**.



PCI will conduct the **Annual EHS, HS Teacher of the Year** and **Teacher Assistant of the Year** for 2022. 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, 2022. 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 **May 18, 2022**. The recognition will be held at the Bandera Operations/Training Facility. Way to go!



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

- 12 Day of Christmas PTO Give-O -Way singers and recipients
- Holiday Video Shoots
- PCI Holiday Choir
- Leadership PCI Session IV
- From Trauma Informed to Trauma Attuned Training
- Transition to Kindergarten Summit
- 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!



San Antonio Express-News

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 VERY VERY BEST
Para hacer y ser mi mejor esfuerzo

THAT IS WHY I'M A SUCCESS!
Por eso, ¡soy un éxito!

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



DECEMBER

PERFORMANCE

CYCLE TIMELINE

EVALUATION

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

- ❖ 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

TIMELINE

EVALUATION CYCLE

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

STRATEGIC PLAN – SECOND QUARTER REPORT

*JANUARY * 100th 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 – **Early Release/Dismissal (children leave at 11:45)**
 - 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

FEBRUARY

AFRICAN AMERICAN HISTORY MONTH

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 17 – APR 15	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

***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *Parent Teacher, Conferences and Teaching Strategies Gold Winter Assessments; Winter Training Series, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., * Follow Up Fridays

- ❖ 1 – EHS/CCP Directors’ Round Table
 - STREAM Shoot (Human Body)

- *Leadership PCI Session VI – Organizational and Staff Development 4:30 – 6:00*
- ❖ 2 – *Groundhog Day*
 - *Ash Wednesday*
 - *Wellness Wednesday*
- ❖ 3 – *Executive Team Meeting*
- ❖ 4 – *CEO Office Staff Meeting*
 - *Payday*
 - *Food Orders*
 - *Fiscal Staff Meeting*
 - *Education/Training Staff Meeting*
- ❖ 7 – *New Staff Orientation*
 - *Operations ECC/Content Area Staff Meeting – 3:00 p.m.*
- ❖ 9 – *Policy Council Meeting*
 - *Wellness Wednesday*
- ❖ 10 – *Executive Team Meeting*
- ❖ 11 – *Food Orders*
 - *Children’s Black History Presentations*
 - *Fiscal Budget Meeting*
- ❖ 14-18 – *Dual Language Learners Celebration*
- ❖ 14 – *Process Payroll*
 - *Valentine’s Day*
- ❖ 15 – *Annual Board of Directors Meeting*
- ❖ 16 – *Early Release/Dismissal (children leave at 11:45)*
 - *Male Initiative Meeting – 6:00 p.m.*
 - *Wellness Wednesday*
 - *Compliance/Disabilities/Mental Health Staff Meeting*
- ❖ 17 – *Executive Team Meeting*
- ❖ 18 – *Data Assessment & Accountability Initiative Meeting*
 - *Payday*
 - *Food Orders*
 - *Education/Training Staff Meeting*
- ❖ 21 – *Staff Development Day/Bad Weather Make-up Day/Presidents’ Day – Centers Closed*
 - *Human Resources Newsletter*
- ❖ 22 – *Incredible years Parent Curriculum Training*
 - *Operations ECC/Content Area Staff Meeting – 3:00 p.m.*
- ❖ 23 – *Health/Nutrition Advisory Meeting*
 - *Wellness Wednesday*
- ❖ 24 – *Executive Team Meeting*
- ❖ 25 – *EHS/CCP Team Meeting*
 - *Food Orders*
 - *CPR/First-Aid Class – 3:00 p.m.*
 - *CACFP Monthly Meeting*
 - **Teacher Assistant of the Year Nominee Information due**
- ❖ 28 – *Process Payroll*
 - *Children’s Recognition*
 - *Miscellaneous 1099’s Due to IRS*

MARCH

SELF ASSESSMENT MONTH

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 17 – APR 15	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 ***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., *National Nutrition Month, * Follow Up Fridays

- ❖ 1 – EHS/CCP Directors’ Round Table
 - CLASS Observation 2nd Cycle
 - Leadership PCI Session VII – Food Service 4:30 – 6:00
- ❖ 2 – Read Across America
 - Texas Independence Day
 - Wellness Wednesday
- ❖ 3 – Executive Team Meeting
- ❖ 4 – CEO Office Staff Meeting
 - Payday
 - Food Orders
 - Fiscal Staff Meeting
 - Education/Training Staff Meeting
- ❖ 7 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 7-11 – National Breakfast Week
 - New Staff Orientation
- ❖ 9 - Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 10 – Executive Team Meeting
- ❖ 11 – PCI Kite Festival (TBA)
 - Process Payroll
 - Food Orders
- ❖ 13 – Daylight Savings Time Begins (Turn clocks ahead 1 hour)
- ❖ 14-18 – Spring Break – Centers & Offices Closed
- ❖ 16 – Fiscal Budget Meeting
- ❖ 17 – St. Patrick’s Day
- ❖ 18 – Payday
- ❖ 20 – Spring Begins
- ❖ 23 – **Early Release/Dismissal (children leave at 11:45)**

- *Shared Program Governance Meeting and Agency Self-Assessment Training*
- *Wellness Wednesday*
- ❖ *24 – Executive Team Meeting*
- ❖ *25 – Data Assessment & Accountability Initiative Meeting*
 - *Food Orders*
 - *EHS/CCP Team Meeting*
 - *CPR/First-Aid Class – 3:00 p.m.*
 - *CACFP Monthly Meeting*
 - *Education/Training Staff Meeting*
- ❖ *28 – Process Payroll*
 - *Operations ECC/Content Area Staff Meeting – 3:00 p.m.*
- ❖ *29 – Incredible years Parent Curriculum Training*
- ❖ *30 - Wellness Wednesday*
- ❖ *30-31 – Bandera Children’s Field Trip*
- ❖ *31 – Executive Team Meeting*
 - *Children’s Recognition*

“Luxury is building tomorrows, living today’s, and cherishing yesterday’s.” - Adlai Stevenson



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