

**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** March 7, 2022  
**RE:** CEO MESSAGE



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

.....  
Greetings!

I hope you had a good weekend and are looking forward to our Spring Break next week and having time off. Spring Break this year will be with COVID-19 being somewhat under control; so hopefully you will be able to enjoy getting away and doing something different...but safe! I ask that you continue to stay safe and be aware of safety protocols when warranted. Doing so will keep you, your family, and others safe.

## **Nutrition Recognition Month**

This month we recognize and applaud our CACFP staff led by Mrs. Janie Castillo and Mrs. Monica Ellison! Each day, more than 3,000 children receive nutritious meals and snacks through the Child and Adult Care Food Program. These meals are served to our PCI children, other Head Start children in San Antonio and unaffiliated childcare centers. What would PCI do without them! Take time to say “thank you” to these fine individuals for the excellent job that they do! We appreciate them!

## **Thanks for Participating in the 2022 Read Across America Celebration!**

March 2, 2022 was *Read Across America Day!* Wonderful books read, and activities took place at all our centers. *Way to go...PCI!* Please go to [parentchildinc.com](http://parentchildinc.com) and log on to our Facebook page. I believe everyone should be aware of the wonderful things we are doing at PCI. Literacy is important and it begins early. Way to go to all PCI staff and thank you for making a difference in the lives of the children and parents of our community! Excellent job everyone and continue the power of literacy and instilling the love of reading in our children!

## **Everyone Deserves a Great Manager – Book Read**

The Leadership of PCI is reading a book entitled “*Everyone Deserves a Great Manager.*” Based on decades of research, this book delivers the guidance every manager needs to be successful: the support, understanding, strategies, and tactics to be a strong leader and turn those who they lead into an **engaged, high-performing team**. There are 6 Critical Practices shared in this book. PCI is also in the business of improvement. Not only for the staff we lead, but for the leaders as well. You should see a difference in your leaders as we dive deeper into this book. We’re changing our mindset to continue to *Grow San Antonio’s Tomorrow...Today and to be a Top Workplace for you!*

## Annual Board Meeting a Virtual Success!



Parent/Child Incorporated's version of the State of the Union, called the **Annual Report to the Public, was a huge success!** Each Head Start agency is required to make available to the public a report published at least once in each fiscal year that discloses the following information from the recently concluded fiscal year which includes (A) The total amount of public and private funds received and the amount from each source; (B) An explanation of budgetary expenditures and the proposed budget for the fiscal year; (C) The total number of children and families served, the average monthly enrollment, and the percentage of eligible children served; (D) The results of the most recent review by the Secretary and the financial audit; (E) The percentage of enrolled children that received medical and dental exams; (F) Information about parent involvement activities; (G) The agency's efforts to prepare children for kindergarten.

The presentation confirmed that PCI believes in serving our children and families with **quality** and **integrity** and upholding the mission of PCI to empower our children, staff, and families to achieve success, resulting in loyalty to the PCI brand. The State of PCI is solid.

Thank you for your continued dedication to advancing early childhood education and development!

### PCI's Self-Assessment

Upon return from Spring Break, PCI will begin the annual **Self -Assessment**. Mr. Jesse Diaz will provide training. 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. Some individuals may be interviewed so do not be surprised or intimidated. More information will be forthcoming regarding the self-assessment timeframe.

### April is Child Abuse Awareness Month

*April 7, 2022, is Cardboard Kids Reveal Day!*





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

Cardboard Kids is a Child Abuse Prevention Campaign happening in San Antonio and PCI is participating! The annual campaign, spearheaded by ChildSafe, is a way to start a conversation about child abuse in San Antonio & Bexar County. **The county saw a 6 percent decline in the number of confirmed victims of maltreatment, 5,846, according to statistics released by the Texas Department of Family and Protective Services. But it still ranked second in the state, with only eighty-three fewer incidents than in Harris County, which has more than double the child population.**

Cardboard Kids, a city-wide public awareness campaign is 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 begin distribution **March 5 and 12**. They will be decorated and placed all over San Antonio on **“Reveal Day,” Thursday, April 7, 2022**. Let us all be a champion for those who have spoken up as well as for those who need a voice.

## Teacher/Teacher Assistant of the Year Coming Soon!



Though the criteria may change, the quality in teaching remains the same. As in prior years, there will be one nominee representing your center. Training Staff are working to assure the nomination criteria and procedures are doable and are followed. All nominees will go through an interview process.



### WHAT IS VITA?

The 2022 VITA San Antonio season has arrived! VITA is a free tax preparation program supported by the Catholic Charities Archdiocese of San Antonio, City of San Antonio, and United Way of San Antonio and Bexar County. Tax services will be available through April 15th at

various locations across San Antonio. The Volunteer Income Tax Assistance (VITA) Program provides free income tax return preparation to hard working taxpayers earning up to \$60,000 annually. VITA helps working families take advantage of all the tax credits they are eligible for including the Earned Income Tax Credit (EITC), Child Tax Credit (CTC), and education credits. Please call the United Way Helpline at 2-1-1 for more information on VITA services, locations, and hours. For even more information visit [VITASA.ORG](http://VITASA.ORG). *VITA is offering Free Tax Prep!*

## PCI Rodeo Fundraiser

Thank you, PCI staff, for contributing to Rodeo for PCI Fundraiser! We raised **\$4,811** during our big fundraiser, thanks to each of you!

- For the **100% Staff Participation Drawing –West Hutchins Early Learning Center team won \$150!** Way to go!
- For the **Center Beautification Drawing - Adelina Fritz Early Learning Center team won \$300!** Way to go!

Congratulations to all and thank you for donating! Remember, **100%** of the funds will go to Parent/Child Incorporated, so everyone is a winner!

Watch the video by clicking on the link below:

<https://youtu.be/sHpUvSXtK-E>

## PCI Rodeo Queen Competition Winners Announced

Thanks to all our wonderful contestants for participating in the “Rodeo for PCI Day – King and Queen Competition! Without your participation such an event would not have taken place! *And the winners are...*

- **First**, place winner is Olga Segura
- **Second** place winner Katrice Harris
- **Third** place winner is Dolores De Santiago

Congratulations! Please click on the link to view the judging! Way to go!

Judging Video Link:

<https://youtu.be/IKw-zj8c6io>

## Continue to Wear Your Mask at PCI

As you may already know, many San Antonio entities as well as some school districts are relaxing the mask mandate. As an agency, **PCI will continue to wear masks until further notice.** Until and/or if our policy changes, please continue to wear your masks, wash hands, and utilize social distancing. Please be safe and enjoy your Spring Break. PCI cares!

Please go to PCI’s website and Facebook page to learn more about the event and to see the recipients as they received their jackets from their supervisors.



## Kite Festival- March 11th

PCI is hosting a Kite Festival on Friday, March 11<sup>th</sup> – before Spring Break! Please watch the video to get you in the mood and learn how to make a kite.

Please see the latest edition from the STREAM Dream Team by clicking on the blue link. Have fun!

[S.T.R.E.A.M. - Lesson: Wind - YouTube](#)



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 effected positively the lives of our children and families to satisfy our Mission.

### **Way To Go! to All who participated or will participate in the Following February/March Activities**

- Presenters of the Annual Report to the Public
- Health/Nutrition Advisory Meeting
- Male Initiative Meeting
- Producer/Director and PCI Cast members for the *S.T.E.A.M. DREAM TEAM Kite Video*
- Family Service Workers and Fiscal Team on their Recognition Month
- Winners and Participants of the Queen Rodeo Competition
- PCI Staff on the Rodeo Fundraiser
- Leadership PCI Session VII Presenters
- Dual Language Learners Week Celebration and Activities
- Read Across America Participants
- Staff Safety – 1<sup>st</sup> Quarter Recipients
- Nutrition Staff Recognition Month

**Great things are happening throughout PCI and as always, I thank you for all you do!**

**We Are a SUCCESS...Because we Try!**

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!"



**REMEMBER TO...**

***TURN YOUR CLOCK FORWARD 1- HOUR SUNDAY, MARCH 13, 2022!***



**See you March 21, 2022! Stay Safe!!!!**

***"PCI...BACK...to Basics...with Quality!"***



Please make note of  
 \*March\*April \* May\* Events

# MARCH

## SELF ASSESSMENT MONTH

(Note: Event date and times are subject to change)

### PERFORMANCE EVALUATION CYCLE TIMELINE Employee Recognition: Nutrition Staff

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 2<sup>nd</sup> 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)*
  - *Payday*
  - *Food Orders*
- ❖ 13 – *Daylight Savings Time Begins (Turn clocks ahead 1 hour)*
- ❖ 14-18 – *Spring Break – Centers & Offices Closed*
- ❖ 17 – *St. Patrick’s Day*
- ❖ 18 – *Payday (early payday March 11)*
- ❖ 20 – *Spring Begins*
- ❖ 21 – *Back to work from Spring Break!*
- ❖ 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*

# APRIL

## COMMUNITY ASSESSMENT MONTH

APRIL is Child Abuse Awareness Month

***Employee Recognition: Administrative Professionals & Operations Staff***

### PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 17– APR 15	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
APRIL 1 - 15	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE



**STRATEGIC PLAN – THIRD QUARTER REPORT**

**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\*

**\*Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, \*Champions for Charity (Date)TBA, \*Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., \*National CACFP Nutrition Conference – April 19-22<sup>nd</sup>, \* Follow Up Fridays

*1 – CEO Office Staff Meeting*

- Payday
- Food Orders
- April Fools' Day
- EHS-CCP Budget Due
- Fiscal Staff Meeting
- Education/Training Staff Meeting

❖ 2 – Children's Book Day

❖ 4 – New Staff Orientation

❖ 5 – EHS/CCP Directors' Round Table

- Leadership PCI Session III – Human Resources 4:30 – 6:00

6 - Wellness Wednesday

7 – Executive Team Meeting

Cardboard Kid Reveal Day

8 – Battle of Flowers Holiday – Centers & Offices Closed

Food Orders

11 – Process Payroll

Fiscal Budget Meeting

Operations ECC/Content Area Staff Meeting – 3:00 p.m.

11-15 -Week of the Young Child

13 – Policy Council Meeting

Wellness Wednesday

14 – Executive Team Meeting

15 – Student Holiday/Good Friday – Centers & Office Closed

Payday

Tax Day

Passover Begins

16 – Data Assessment & Accountability Initiative Meeting

17 – Easter

18-22 – National Volunteer Week

18 – South San (Kindred)/Southwest Specialized Training – 7:30 a.m. – 3:30 p.m.

19-22 – National CACFP Nutrition Conference

19 – Board of Directors Meeting

20 – Transition/Education Advisory Committee Meeting

Wellness Wednesday

Compliance/Disabilities/Mental Health Staff Meeting

**Early Release/Dismissal (children leave at 11:45)**

21 – Executive Team Meeting

22 – George Gervin Specialized Training – 7:30 a.m. – 3:30 p.m.

Food Orders  
 Earth Day  
 Education/Training Staff Meeting  
 23 – Passover Ends  
 25 – Process Payroll  
     Operations ECC/Content Area Staff Meeting – 3:00 p.m.  
 26 – Incredible years Parent Curriculum Training  
 27 – Health/Nutrition Advisory Meeting  
     Administrative Professional Day  
     Wellness Wednesday  
 28 – Executive Team Meeting  
     SF-425 Semi-Annual Report Due – HS/HSII-EHSII/EHS  
     SF-425 Annual Report Due – HS/HSII-EHSII/EHS  
     SF-428 Annual Report Due - HS/EHS  
     Federal Cash Transaction Report Due  
 29 – EHS/CCP Team Meeting  
     Arbor Day  
     Payday  
     Food Orders  
     STREAM (Bandera Art Gallery Auction)  
     STREAM Shoot (Rockets)  
     Children’s Recognition  
     CACFP Monthly Meeting  
 30 - Paycom IRS 941/TWC Quarterly Reports Due

## MAY

### PERFORMANCE

### EVALUATION CYCLE

### TIMELINE

#### Employee Recognition: Teacher/Teacher Assistant/Nurse/EHS-CCP Partners Staff

MAY 2 – MAY 13	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
MAY 16 – MAY 27	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 \***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, \*Parent Teacher Conferences and Teaching Strategies Gold Spring Assessments, \*Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., \* Follow Up Fridays

- ❖ 2-6 – Teacher Appreciation Week
- ❖ 2 – New Staff Orientation
- ❖ 3 – National Teacher Day
  - EHS/CCP Directors’ Round Table

- *STREAM Shoot (Archaeology/Dinosaur)*
- *Leadership PCI Session IX – Leadership Panel Q & A 4:30 – 6:30*
- ❖ *4 – Wellness Wednesday*
- ❖ *5 – Executive Team Meeting*
  - *National Day of Prayer*
  - *Cinco De Mayo*
- ❖ *6 – Staff Development (Teacher of the Year) – Centers Closed*
  - *Food Orders*
  - *Muffins for Mom @ Centers*
  - *CEO Office Staff Meeting*
  - *Fiscal Staff Meeting*
- ❖ *8 – Mother’s Day*
- ❖ *9 – Process Payroll*
  - *Operations ECC/Content Area Staff Meeting – 3:00 p.m.*
- ❖ *10 – Fiscal Budget Meeting*
- ❖ *11 – Policy Council Meeting*
  - *National Nurses Day*
  - *Wellness Wednesday*
- ❖ *12 – Executive Team Meeting*
- ❖ *13 – Payday*
  - *Food Orders*
  - *Education/Training Staff Meeting*
- ❖ *16 – Human Resources Newsletter*
- ❖ *17 – Board of Directors Meeting*
- 18 – Male Initiative Meeting – 6:00 p.m.*
  - *Wellness Wednesday*
  - *Compliance/Disabilities/Mental Health Staff Meeting*
  - *Early Release/Dismissal (children leave at 11:45)*
- ❖ *19 – Executive Team Meeting*
- 20 – Data Assessment & Accountability Initiative Meeting*
  - *Food Orders*
  - *CPR/First-Aid Class – 3:00 p.m.*
  - *CACFP Monthly Meeting*
- ❖ *21 – Armed Forces Day*
- ❖ *23 – Process Payroll*
  - *Distribute Layoff Letters (Head Start Staff)*
  - *Operations ECC/Content Area Staff Meeting – 3:00 p.m.*
- ❖ *25 – Wellness Wednesday*
- ❖ *26 – Kindred Last Day of School*
  - *Executive Team Meeting*
- ❖ *27 – George Gervin Last Day of School*
  - *Payday*
  - *Food Orders*
  - *South San (Kindred) Specialized Training – 7:30 a.m. – 3:30 p.m.*
  - *EHS/CCP Team Meeting*
  - *Education/Training Staff Meeting*
- ❖ *30 – Memorial Day Holiday – Centers & Offices Closed*
- ❖ *31 – Children’s Recognition*

# JUNE

## Employee Recognition: CEO Office Staff

<i>JUNE 1</i>	<i>10. Performance Evaluation completed on all employees</i>	<i>SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES</i>	<i>SUPERVISOR</i>
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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  
**\*Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, \*Teacher Home Visits; Summer Training Series, \*Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m.,*

- ❖ *1 - Wellness Wednesday*
  - *Leadership PCI Class Dinner*
  - *PERFORMANCE EVALUATIONS DUE TO HR*
- ❖ *2 – Last Day for Head Start*
  - *Transition Ceremonies*
  - *Executive Team Meeting*
  - *Last reporting day for PIR – HS/EHS/EHS-CCP*
- ❖ *3 – CEO Office Staff Meeting*
  - *Food Orders*
  - *Fiscal Staff Meeting*
  - *Education/Training Staff Meeting*
- ❖ *6 – Head Start Summer Enrichment Program Begins*
  - *Process Payroll*
- ❖ *7 – EHS/CCP Directors’ Round Table*
- ❖ *8 – Wellness Wednesday*
- ❖ *9 – 10 – Planning Retreat*
- ❖ *10 – Payday*
  - *Food Orders*
  - *CACFP Monthly Meeting*
- ❖ *13 – New Staff Orientation*
- ❖ *14 – Flag Day*
- ❖ *15 – Wellness Wednesday*
  - *Compliance/Disabilities/Mental Health Staff Meeting*
- ❖ *16 – Executive Team Meeting*
- ❖ *17 – Donuts for Dad @ Centers*
  - *Food Orders*
  - *Education/Training Staff Meeting*
- ❖ *18 - Juneteenth (observed on Friday, June 18<sup>th</sup>)*
- ❖ *19 – Father’s Day*
  - *Juneteenth*
- ❖ *20 – Process Payroll*

- ❖ 21 – *Summer Begins*
- ❖ 22 – *Wellness Wednesday*
- ❖ 23 – *Executive Team Meeting*
- ❖ 24 – *CPR/First-Aid Class – 3:00 p.m.*
  - *Payday*
  - *Food Orders*
  - *EHS/CCP Team Meeting*
- ❖ 29 – *Children's Recognition*
- ❖ 30 – *Executive Team Meeting*
  - *EHS-CCP Fiscal Year Ends*

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



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