



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** June 2, 2022  
**RE:** CEO MESSAGE - End of Head Start School Year



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Greetings!

We are closing in on another unprecedented school year for Parent/Child Incorporated but looking forward to 2022-2023 with high expectations and promise! We have so much to be thankful for so here is a few highlights of the year: We were named a **Top Workplace** in San Antonio by the Express News! We opened our centers **100% face to face!** We completed **Leadership PCI Class #4** with an exciting diverse group and looking forward to the **fifth class** as we continue our mission for PCI. We had the first face to face **Teacher and Teacher Assistant of the Year** recognition since the Pandemic and announced our winners for Teacher (HS and EHS) and Teacher Assistant (HS). We expanded our excitement about the **STEAM Dream Team** which also had the children excited about learning about the wind and electricity, to name a few! Our **Advisory Groups (Transition/Education and Health/Nutrition)** were extremely successful, and we expanded our Male Audience with the **Male Initiative!** We showed our staff that **PCI cares** with various monetary incentives and implemented the **Safety Incentive**, which has helped to keep our staff safe! Our hiring campaign has also been successful with you, are staff, recommending quality individuals to be a part of the PCI family! We are excited about our **Summer Trainings for Staff** and opening fully staffed and with 100% enrollment for school year 2022-2023. We will continue to utilize technology not as a means for virtual instruction, but to enhance skills for children, staff, and families.

The best term that comes to mind about each of you is “flexible!” Our theme of *going back to basics with quality* fits each of you well. You have been receptive to changes we have been forced to make and have hung in there with us for the betterment of our children and families. I cannot thank you enough. There is a saying “that that does not kill us, makes us stronger.” Yes, it has been much, but we are still here, thriving and being successful on many levels. Because of you, PCI continues to be blessed!

Now we have our work cut out for us. We must have **100% enrollment** for 2022-2023 by September 2022. This is not only an expectation from the Office of Head Start, but also an expectation that PCI has had all along. There are children and families in need of our services...we just need to find them. Our Community Assessment play a crucial role in us knowing where the most need is, which should be our focus. I already know with the recruitment knowledge of our **Family Service Workers** and the support from **Ms. Lydia Almares** and **Mr. Gregory John**, we will reach our goal. I have no doubt. We have competition for the children and families we serve but letting parents and the communities know what we have to offer, what Head Start is all about...**COMPREHENSIVE SERVICES**, there really is no competition. That gives us the answer to “WHY PCI?” Comprehensive Services is a team approach to serving families that are enrolled with the Head Start program. This approach advocated for families and children to have resources and services available so they can improve their lives. It also included empowering parents to be their own advocate and to advocate for their children. The services include **health, nutrition, mental health, social skills, disabilities, and early childhood education service. No one can do this better than PCI Head Start and Early Head Start.** Please help spread the word that *Head Start Works!*

Again, I thank each of you for your commitment to our children and families this year. We can all be proud of the highs we have achieved and most importantly the successful outcomes of our children and families. The important work of the Agency—though we were not fully enrolled ensuring quality services for all our 1,232 children in which 120 of the children are partnership, is evident throughout. PCI is recognized for its model programs, quality services, committed staff and willingness to go that extra mile to prepare our children and families for tomorrow.

It is now **transition time** for our children. Our transitions will be the drive through parade ceremonies as you had last school year. I look forward to each center having their Transition ceremonies next school year in doors with families cheering them on. I know parents are appreciative of the work you have done. I know I am extremely proud of you.

### **Thoughts**

As CEO of PCI, I am tasked with assuring vision and aspirations for PCI. I continue to be excited over our future, no matter how it may look due to COVID-19. I thank you all for being fully vaccinated. Once we resume in August, I want to be able to let our parents know one way we are keeping our children and each other safe is by having 100% of our staff vaccinated. **Leadership PCI** continues to build and expose future PCI leaders! The **Brady Resource and Learning Center** for staff and room parents to help make and create items for the classroom and supplies for teachers is flourishing with the expectation of it being utilized more. I can see it being utilized due to teachers preparing during the summer. I believe COVID-19 has made us more **efficient and productive in Technology** and allowing us to be more **organized and intentional about data**. We must continue to be the program of choice for our families and preserve our legacy as one of the state's as well as the nation's strongest early childhood education programs for children and families. Why PCI? It is YOU, our CHILDREN, and our FAMILIES!

As I think about this being the last day of the school year for Head Start, I am excited about the possibilities for 2022-2023. I have seen many of the strengths we possess as an agency and have conceptualized how we can take those strengths to build on our weaknesses. We have been blessed with staff that wants to make our agency better. PCI's commitment to you is to keep you safe, healthy and an integral part of the PCI family.

We will keep you informed of our **2022-2023 Preservice Week** activities with the **when** and **where**, so please be sure we have your correct address in HR and please review your email throughout. We will also determine if our **CEO Convocation** will be in person. There will continue to be meaningful staff development that will give you an opportunity to improve professional skills and increase effectiveness this summer to include our own inhouse training – specifically in June, July, and August 2022. It continues to be my goal to ensure that you have all the tools needed to assure our children are receiving the quality service they deserve, and you have the support as well. Let us enhance our potential! The Education/Training Staff will update you on the trainings. We will continue to focus on being a **Trauma Informed Approach** agency! With the creativity of **Leadership PCI Class #4**, there will also be some new projects coming forth, so stay tuned.





**WAY TO GO!**

**Congratulations to all our PCI employees and their families and the 2022 PCI Transition Class for a SUCCESSFUL year! Way to Go!**

**DON'T FORGET .....**

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 mejor esfuerzo

THAT IS WHY, I'M A SUCCESS!

Por eso, ¡Soy un éxito!



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

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***ENJOY A SAFE AND RESTFUL SUMMER!***



## *Dates to Remember (for planning purposes)*

# JUNE

JUNE 1	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR
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### ***Employee Recognition: CEO/HR Office Staff*** **PERFORMANCE EVALUATION CYCLE TIMELINE**

<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/ (move to August EHS/ EHS-CCP)
- ❖ 3 – CEO Office Staff Meeting
  - EHS Summer Staff Training (1/2 day)
  - Food Orders
  - Fiscal Staff Meeting
  - Education/Training Staff Meeting
- ❖ 4 – EHS Summer Staff Training (full day)
- ❖ 6 – Summer Fun Activities (ideas)
  - 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*
  - *Process Payroll*
- ❖ *19 – Father’s Day*
  - *Juneteenth*
- ❖ *20 – Juneteenth observed (Holiday)Centers and Departments Closed*
  - ***Bingo Night – June 20 - 25***
- ❖ *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*

## **JULY**

**JULY** \*Family Service Workers return \*Health Insurance bid \*Food bid process \*Planning Materials to DB/Shared Governance Meeting \*Strategic Planning (Staff) \*Region VI Board Meeting **Monthly Events:**  
 \* 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

### **STRATEGIC PLAN – FOURTH QUARTER REPORT PERFORMANCE EVALUATION CYCLE TIMELINE**

- ❖ *1 – CEO Office Staff Meeting*
  - *Process Payroll*
  - *Food Orders*
  - *Education/Training Staff Meeting*
- ❖ *4-8 – EHS Summer Vacation – Centers Closed*
- ❖ *4 – Independence Day Holiday – Centers & Offices Closed*
- ❖ *6 – Wellness Wednesday*
- ❖ *7 – Executive Team Meeting*
- ❖ *8 – Payday*
  - *Food Orders*

- Fiscal Staff Meeting
- ❖ 11 – New Staff Orientation
  - EHS Services Resume
  - Fiscal Budget Meeting
  - 11 – 15 - ECC Training
- ❖ 12-13- Family Service Worker Pre-Service Training
- ❖ 13 – Wellness Wednesday
  - Hatch Training (ECC/Ed. Trainers)
- ❖ 14 – Executive Team Meeting
- ❖ 15 – Food Orders
  - Education/Training Staff Meeting
- ❖ 16 - *Health Fair – 10:00 – 3:00 Brady*
- ❖
- ❖ 18 – Process Payroll
- ❖ 19 – Shared Program governance Planning Session and Meeting
- ❖ 20 – Wellness Wednesday
- ❖ 21 – Executive Team Meeting
- ❖ 22 – Payday
  - Food Orders
- ❖ 24 – National Parents Day
- ❖ 27 - Wellness Wednesday
- ❖ 28 – Executive Team Meeting
  - SF-425 Report Due – CRRSA Act/American Rescue Plan Act
  - SF-425 Semi-Annual Report Due – EHS-CCP
  - Federal Cash Transaction Report
- ❖ 29 – Food Orders
  - *Movie Night – 7:00 – 10:00 Brady*
- ❖ 31 - Paycom IRS 941/TWC Quarterly Reports Due

## **AUGUST**

### **\*Important**

Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \* EHS/CCP Back to School/Meet the Teacher, \*Parent Gazette, \*Wellness Wednesday, \*National Night Out,

### **Information:**

### ***PERFORMANCE EVALUATION CYCLE TIMELINE***

- ❖ 1 – Process Payroll
- ❖ 2-4 – Employee Update
- ❖ 2 – EHS/CCP Directors’ Roundtable
- ❖ 4 – Executive Team Meeting
- ❖ 5 – Payday
  - CEO Office Staff Meeting
  - Education/Training Staff Meeting
  - Compliance/Disabilities/Mental Health Staff Meeting
  - Bailey’s Child Development Center Meeting the Teacher
- ❖ 6 – CPR/First-Aid Class – 9:00-11:00 am

- Madonna Child Incorporated Preservice
- ❖ 8-12 – George Gervin Preservice Week
- ❖ 9 – George Gervin Meet the Teacher
- ❖ 10 – Policy Council Meeting – 6:00 pm
- ❖ 11 – Executive Team Meeting
- ❖ 12 – Food Order
  - CACFP – Center /Day Care Homes Budget Due
  - \*Last Day for Summer Dress
- ❖ 15-19 – Preservice Week 8:00-11:30 am and 1:00-5:00 pm
- ❖ 15 – Process Payroll
  - George Gervin First Day of School
- ❖ 16 – CEO Convocation Day
  - Board of Directors Meeting – 6:30 pm
- ❖ 17 – Benefits Information Session
- ❖ 19 – Payday
  - Meet the Teacher – 1:00-3:00 pm
- ❖ 20 – Parent Orientation – 9:00-12:00 pm
- ❖ 22 – **First Day of School**
  - Southwest First Day of School
- ❖ 23 – Human Resources Newsletter
- ❖ 25 – Executive Team Meeting
- ❖ 26 – Education/Training Staff Meeting
  - Food Order
  - EHS/CCP Team Meeting
- ❖ 27 – Bailey’s Child Development Center Preservice
- ❖ 29 – Process Payroll