

**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** November 18, 2022  
**RE:** CEO MESSAGE



*“PCI...Our WHY...Children and Families!”*

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Greetings!

What chilly mornings we have had lately! We often assimilate cold weather with the Thanksgiving and Christmas holidays. **Thanksgiving break is in a matter of hours!** For the fourth year, we will enjoy an entire week for Thanksgiving break! After the break, there will only be a few days before December!

***\*Important Message: Due to the Thanksgiving Holiday Closure week, the payroll for November 25<sup>th</sup> will be paid on November 18, 2022.***

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.

Parent/Child Incorporated (PCI)  
Veterans Day  
November 11, 2022

Dr. Sharon Small  
Chief Executive Officer / HS/EHS Director  
MEd, MA, PhD

*“Growing San Antonio’s Tomorrow...Today!”*

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



The **Christmas Drive by parade** was a resounding success! It gladdened my heart to see all the smiling faces of both children and staff on Tuesday the 15<sup>th</sup>. I was unable to attend on the 16<sup>th</sup>, but I have seen pictures and have heard great stories. Thanks to Santa, the Grinch and all the Elves for making the parade so much fun. And a special thank you to the mind behind the idea, Ms. Connie Murphy, Communications Director. Please go to the PCI Facebook page and enjoy all the great pictures! *It's beginning to look a lot like Christmas, PCI!!!*



The **Male Initiative Face to Face and Virtual** meeting was held November 16<sup>th</sup> beginning at 6:00 p.m.! This year, Mr. Joe Segura and the Male Initiative Team provided turkeys 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. 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 turkeys and funds to purchase the turkeys for this event. Way to go!



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 17th! Mrs. Doxie shared with me the number of parent participations at the feast this year at each center – way to go! The numbers were outstanding. I hope you were able to take pictures. Remember, a picture is worth a thousand words! You all have such wonderful events and do such a great job with the children!

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

- Wellness Wednesdays
- Election Day
- Veterans Day
- Christmas Drive by Parade
- Fatherhood (Male Initiative) Meeting
- Thanksgiving Luncheons at the Centers
- Thanksgiving Break – Happy Thanksgiving

**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!

**PARENT/CHILD INC OF SAN ANTONIO & BEXAR COUNTY**  
REACHING CHILDREN  
BUILDING FAMILIES

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



My Thanksgiving Message to PCI  
Dr. Sharon Small, CEO  
Parent/Child Incorporated of San Antonio & Bexar County

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**. 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 (my puppies)*

# NOVEMBER

**\*Important Information:** Compliance/Facilities/Disabilities/Mental Health  
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \* EHS/CCP Parent  
 Teacher Conference I and Fall TSG Assessments, \*Parent Gazette Holiday Addition  
 (November-December), \*Wellness Wednesday, \*Family Day

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

SEPT 12- DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 14 – Early Process Payroll
  - Fiscal Budget Meeting
  - Operations Staff Meeting
- ❖ 16 – Male Initiative Meeting – 6:00 pm
- ❖ 17 – Executive Team Meeting
  - Thanksgiving Luncheon @ Centers
- ❖ 18 – Early Payday
  - Southwest Early Release – 1 Hour
  - 90 Days Activities Due
  - Food Order
  - Education/Training Staff Meeting
  - EHS/CCP Team Meeting
- ❖ 21-22 – Southwest Student Holiday/Teacher Flex Day
- ❖ 21-25 – Thanksgiving Break – Centers & Offices Closed
- ❖ 21-23 – Agency Paid Leave
- ❖ 23-25 – Southwest Student/Staff Holidays
- ❖ 23 – Thanksgiving Celebrations at CCP Sites
- ❖ 24-25 – Agency Holiday
- ❖ 24 – Thanksgiving Day
  - CCP Sites Closed
- ❖ 25 – CCP Sites Closed
- ❖ 28 – PCI Centers and Offices Re-open/ Students and Staff Return
- ❖ 29 – Giving Tuesday
- ❖ 30 – Incredible Years Parent Curriculum Training
  - Children’s Perfect Attendance Recognition Day

# DECEMBER

**\*Important**

Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \*Wellness Wednesday,

**Information:**

***PERFORMANCE EVALUATION CYCLE TIMELINE***

SEPT 12- DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – Executive Team Meeting
  - CEO 12 Days of Christmas PTO Give-O-Way Begins
- ❖ 2 – CEO Office Staff Meeting
  - Food Order
- ❖ 5 – Process Payroll
  - Operations Staff Meeting
- ❖ 6 – Leadership PCI Session IV Instruction – 4:30 – 6:00 pm
  - EHS/CCP Directors’ Roundtable
- ❖ 7 – Data Initiative Meeting
  - Pearl Harbor Remembrance Day
- ❖ 8 – Executive Team Meeting
- ❖ 9 – Payday
  - Food Order
  - Fiscal Staff Meeting
  - Education/Training Staff Meeting
  - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 12 – Early Process Payroll
  - Fiscal Budget Meeting
- ❖ 13 – Board of Directors Meeting – 6:30 pm
- ❖ 14 – Family Service Workers Staff Meeting
- ❖ 15 – Executive Team Meeting
  - Christmas Luncheon @ Centers
- ❖ 16 – Early Payday
  - Southwest Early Release – 1 Hour
  - CEO 12 Days of Christmas PTO Give-O-Way Ends
  - Food Order
  - Children’s Perfect Attendance Recognition Day
  - EHS/CCP Team Meeting
- ❖ 19-Jan 2 – Winter Break – Centers and Offices Closed
- ❖ 19-23 – Agency Paid Leave
- ❖ 21- Winter Begins
- ❖ 22 – Madonna Center Inc. Posada & Holiday Luncheon
- ❖ 23 – Green Oak Learning Center Closed

- Bailey’s Child Development Center Christmas Festival
- ❖ 24 – Christmas Eve
- ❖ 25 – Christmas Day
- ❖ 26 – Agency Holiday
  - CCP Sites Closed
- ❖ 27-29 – Agency Paid Leave
- ❖ 27-30 – Bailey’s Child Development Center Closed
- ❖ 30 – Agency Holiday
- ❖ 31 – New Year’s Eve

# JANUARY 2023

***Employee Recognition: Maintenance, Custodial & Compliance/Special Services Staff***

**\*Important Information:** \*Compliance/Facilities/Disabilities/Mental Health  
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., \*EHS/CCP  
 Teacher Home Visits, \*Wellness Wednesday,

***PERFORMANCE EVALUATION CYCLE TIMELINE***

Jan 3 – JAN 13	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 17 – APR 14	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 1 – New Year’s Day
- ❖ 2 – Holiday (Winter Break)
  - Agency Holiday
  - Southwest Staff Development Day
  - Madonna Center Inc. Closed
  - Green Oak Learning Center Closed
- ❖ 3 – Students/Staff Return
  - Process Payroll
  - Leadership PCI Session V Communication, Partnerships, Community Engagement 4:30 – 6:00 pm
- ❖ 4 – EHS/CCP Directors’ Roundtable
- ❖ 5 – Executive Team Meeting
- ❖ 6 – Teacher/Teacher Assistant of the Year Criteria Submitted to ECCs  
 Teachers and Listed Staff
  - Payday
  - CEO Office Staff Meeting

- Food Order
- Fiscal Staff Meeting
- Education/Training Staff Meeting
- Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 7 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 9 – New Staff Orientation TDFPS-8 Hours
  - Operations Staff Meeting
- ❖ 10 – New Staff Orientation Curriculum
  - Madonna Center Inc. Lunch n’ Learn
- ❖ 11 – Policy Council Meeting – 6:00 pm
  - Family Service Workers Staff Meeting
  - New Staff Orientation Disabilities/Mental Health
  - Data Initiative Meeting
  - Bailey’s Child Development Center Lunch n’ Learn
- ❖ 12 – Executive Team Meeting
  - New Staff Orientation TDFPS-8 Hours
- ❖ 13 – Early Process Payroll
  - Mid-Year Evaluations Due to Human Resources
  - Food Order
  - Fiscal Budget Meeting
- ❖ 16 – Martin Luther King Jr. Day Holiday – Centers & Offices Closed
  - Agency Holiday
  - Bailey’s Child Development Center Closed
  - Green Oak Learning Center Closed
- ❖ 17 – Board of Directors Meeting – 6:30 pm
  - Madonna Center Inc. Lunch n’ Learn
- ❖ 18 – Incredible Years Parent Curriculum Training
  - Bailey’s Child Development Center Lunch n’ Learn
- ❖ 19 – Executive Team Meeting
- ❖ 20 – Payday
  - Food Order
- ❖ 23 – Operations Staff Meeting
- ❖ 25 – Transition/Education Advisory Committee Meeting – 1:30 pm
  - Early Dismissal/Teacher Planning
- ❖ 26 – Executive Team Meeting
- ❖ 27 – Teacher of the Year Nominee Information Due
  - Education/Training Staff Meeting
  - Food Order
  - EHS/CCP Team Meeting
- ❖ 28 – Annual Parent Training
- ❖ 30 – Process Payroll
  - SF-425 Semi-Annual Report Due – EHS-CCP
- ❖ 31 – 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/COVID-19 Fiscal Year Ends
- Head Start II/Early Head Start II/COVID-19 Fiscal Year Ends
- Early head Start/COVID-19 Fiscal Year Ends
- Paycom IRS 941/TW Quarterly Reports Due
- Children's Perfect Attendance Recognition Day



*"PCI...Our Why...Children and Families!"*