

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: December 13, 2022 – January 2, 2023
RE: CEO MESSAGE



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

.....

Greetings!

Happy Holidays to you all! 2022 has gone by so quickly! It has been a year of reflecting on our WHY, understanding our Mission and growing to make our agency one of the best not only in the city but in the country. This year has only amplified why we love the work that we do. As 2022 comes to a close, I wanted to share three things that are on the top of my mind heading into 2023:

1st – How appreciative I am of each of you and the focus you maintain on the Health and Safety of our children and each other.

2nd – We have increased the understanding of our WHY, the reason we do what we do every day and have made an impact on 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 become more flexible...each day we experience a different day than the day before and we adjust to it.

With that said, 2023 will be another year of new beginnings, new understanding, and new appreciation of what we all must encounter and endure. As our theme states, *our **WHY** is children and families!*

THINK SAFETY!

PCI is a data-driven agency and as you know based on data you have done a remarkable job in reducing the number of accidents within the agency. We believe the Safety Incentive has helped in making us all aware of the importance of keeping safe. Now, in year 2 of the Safety Incentive, we will reduce the number of safety days from quarterly to biannually (every 6-months). This new Safety Incentive Campaign began December 1, 2022. Your body and your health are important of course to you but also to the agency. The incentive will be provided every 6 months now with one day of PTO if your **entire Center** or **entire Department** remain accident free for the 6 months. Instead of receiving 4 days of PTO for the year, you will now receive 2 days. 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. You have shown that you can THINK SAFETY**, so let's continue to do so!



*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!**

PCI Scholarship Recipient

Congratulations to Mrs. Carla Mandujano, Head Start Teacher at the Early Learning Academy, who was a recipient of the Lucille Gaines Scholarship! Way to go, Mrs. Mandujano! The scholarship was presented at the Leadership PCI Class 5 session at the Bandera Operations/Training Facility by Dr. Sharon Chadwell, Professor and Dissertation Coach and Mentor. Congratulations to Mrs. Mandujano who is also a graduate of Leadership PCI Class #4. We are very proud of her. There may be a partnership coming with Dr. Chadwell which can afford other staff to apply and receive scholarships, so look forward to more information.

Early Payroll Processing

Once again, because of the Winter Break, PCI staff will receive an early Pay date of December 16, 2022, instead of December 23, 2022, due to the Agency closure for two weeks for Winter Break (the weeks of December 19, 2022, to January 2, 2023). Please see detailed email sent last week from Mrs. Diana Vogt for additional information. Your next pay date after the 19th of December will be January 6, 2023.

Health and Safety

The Office of Head Start (OHS) has another focus for Head Start – **Health and Safety** of our children. The health and safety of our children has always been a focus for PCI, but it will now become more open for OHS to be aware. Continue to keep the children safe indoors, outdoors, during transitions, during lunch and snack...always. Be watchful and mindful of where each child is and know how many children you should always have in your care. Let’s keep up the good work you have done, but it only takes one incident to cause a problem. So, heads up, everyone. Know where your children are and what they are doing!



PCI will conduct the **Annual EHS, HS Teacher of the Year** and **Teacher Assistant of the Year** for 2023. One teacher and one teacher assistant (if applicable) are selected from each center to represent their center. All nominee information will be due January 27, 2023.

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 12, 2023**. The recognition will be held at location to be announced later. 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 Christmas 2022 Video produced by Constance Murphy
- Leadership PCI Session IV
- Leadership PCI Presenters: Mrs. Helen Lopez and Mrs. Lisa Walker
- Scholarship recipient, Mrs. Carla Mandujano presented by Dr. Sharon Chadwell
- 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!

A PCI Christmas Video Message – Produced by Ms. Connie Murphy – Communications Director and Co-starring the children, staff and parents of PCI

Have you had the opportunity to see the 2022 Video Message produced by Ms. Connie Murphy? If you have not, please take time to check it out. It is simply darling!!! Thank you once again Ms. Murphy for doing such an awesome job and thank **YOU, EACH OF YOU - FOR PARTICIPATING IN THE PRODUCTION! I think this video deserves to be nominated for a Grammy!** 😊 Please click on the link below to view the video!



Season's Greetings
FROM PARENT/CHILD INCORPORATED (PCI)

Enjoy a holiday video message from our PCI family to you and yours. May you have a blessed Christmas and a safe, healthy, and prosperous 2023!

https://youtu.be/S_I-pgSKyF8

A Christmas Message



Christmas is and has always been a time for reflecting, sharing and giving. It is a time for peace, love, understanding and goodwill among human kind. It is the season for celebration, compassion and for renewal. It is a time for us to forget the things that have divided us during the course of the year and to celebrate the things that binds us together as a community, as a city and people.

May this holiday season come to represent an oasis of warmth, love and appreciation of what is good. Let it be a time for hope and renewed promise, of joyful expectation for young and old alike, a time for the giving and receiving of gifts - especially the greatest gifts of love and friendship.

As we reflect on our collective good fortune and blessings as a community, as a city, and as a country even during COVID-19, RSV and the FLU, it is also important that we reflect on the true and eternal spirit of the season. It is only by doing this can we strive to make the holidays a time of celebration for all, especially those less fortunate than ourselves.

I wish to extend to each and every one of you a Christmas filled with happiness, good cheer, God's grace, togetherness, peace and above all love for one another. I also wish you and yours a prosperous and happy 2023.

Thank you for doing your part in helping PCI "Grow San Antonio's Tomorrow...Today!"

Merry Christmas and a Happy New Year!

Dr. Sharon Small
Chief Executive Officer/HS/EHS Director



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 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!





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
-----------------	------------------------------	-------------------	------------

- ❖ 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 – Happy New Year!
- ❖ 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

FEBRUARY

AFRICAN AMERICAN HISTORY MONTH

Employee Recognition: Family Service & Fiscal Staff

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *EHS/CCP Parent Teacher Conference and Winter TSG Assessments *Black History Month, *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 – Champions for Charity Month Campaign
- ❖ 2 – Executive Team Meeting
 - 100th Day of School
 - Groundhog Day
- ❖ 3 – Payday
 - CEO Office Staff Meeting
 - Food Order
 - Education/Training Staff Meeting
- ❖ 4 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 6 – New Staff Orientation TDFPS-8 Hours
 - HS/EHS Round-up Begins

- ❖ 7 – Leadership PCI Session VI Organizational and Staff Development 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ 8 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
- ❖ 9 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
- ❖ 10 – Food Order
 - Black History Presentation – 10:00 am @ Centers
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 13 – Process Payroll
 - Fiscal Budget Meeting
 - Operations Staff Meeting
- ❖ 14 – Annual Board of Directors Meeting – 6:30
 - Rodeo for PCI Day
 - Valentine’s Celebrations at CCP Sites
 - Valentine’s Day
- ❖ 15 – Male Initiative Meeting – 6:00 pm
 - **Early Dismissal/Teacher Planning**
- ❖ 16 – Executive Team Meeting
- ❖ 17 – Payday
 - Food Order
 - National Random Act of Kindness Day
- *20 – Southwest Staff Development
 - Staff Development Day/Student Holiday/Bad Weather Make-up Day – Centers Closed
 - Presidents Day
- ❖ 21-24 – Dual Language Learners Celebration
- ❖ 22 – Incredible Years Parent Curriculum Training
 - Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Ash Wednesday
- ❖ 23 – Executive Team Meeting
- ❖ 24 – Teacher Assistant of the Year Nominee Information Due
 - Education/Training Staff Meeting
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 27 – Process Payroll
 - Operations Staff Meeting
- ❖ 28 – Miscellaneous 1099’s Due to IRS
 - Children’s Perfect Attendance Recognition



*Merry Christmas
And
Happy New Year*

Best wishes for Peace and
Joy this Holiday Season
and a New Year
of Health, Happiness
and Prosperity



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

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