

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: January 10, 2023
RE: CEO MESSAGE



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

Greetings and Happy New Year!

I hope you had a wonderful holiday break and spent safe-quality time with family. I also hope you were able to steer clear of the FLU, COVID, and RSV. We continue to have children and staff getting the virus, but the effect is not as bad as it would have been without the vaccinations. Thank you for caring about yourselves and others.



We are currently at the **medium risk level**, so continue to be safe!



MLK Holiday and March - Celebrate the Dream, Monday, January 16, 2023

The City of San Antonio, in partnership with District 2 Councilman Jalen McKee-Rodriguez and the San Antonio Martin Luther King, Jr. Commission chaired by Dwayne Robinson, is inviting the community to take part in the largest march in the nation. The 36th Martin Luther King, Jr. March and Celebration will take place in person on Monday, Jan. 16, 2023, at 10 a.m.

The 2023 celebration will begin with the in-person march kickoff at 10 a.m. at the Dr. Martin Luther King, Jr. Academy, followed by the park celebration at Pittman-Sullivan Park. The park celebration will include a main stage with multicultural performances, a health and wellness area, a youth area, food and merchandise vendors, and information booths.



MLK Day – Background Information in San Antonio -*A Day of Community Service*

During the 1950s and '60s, civil rights leader **Martin Luther King, Jr.** recognized the power of service to strengthen communities and achieve common goals. Initiated by Congress in 1994, **King Day of Service** builds on that legacy by transforming the federal holiday honoring **Dr. King** into a **National Day of Community service** grounded in his teachings of **nonviolence and social justice**. Each year, a variety of educational, inspirational, and celebratory events honor one of the nation's most revered civil rights leaders.

On January 19, 1987, the MLK, Jr. Commission and the City of San Antonio held its first official Martin Luther King, Jr. March.

Remember to help *celebrate the dream* - for in each of the children and families you serve lie potential.



“Stand up for justice. Sometimes it gets hard, but it is always difficult to get out of Egypt, for the Red Sea always stands before you with discouraging dimensions. And even after you've crossed the Red Sea, you have to move through a wilderness with prodigious hilltops of evil and gigantic mountains of opposition. But I say to you this afternoon: Keep moving. Let nothing slow you up.

Move on with dignity and honor and respectability.”

— King, Martin Luther, Jr.



Reflection

What a year! We have focused on our **WHY** and understand how important we all are to the existence of Parent/Child Incorporated. We have dealt with side bars, but we have also had many blessings. While we are looking ahead to a better and brighter 2023, we also wanted to look back for a moment and recap some **highlights better known as Way to go's!** from the past year. Remember, this is just a *snapshot*.

2022 Year in Review Snapshot

As we near the end of PCI's Head Start **fiscal year** (January 31, 2023), it is obvious that we have accomplished much together in 2022, so here's 2022 Year in review with the understanding that you will hear more about the year in our upcoming **Annual Report to the Public in February**.

OUR THEME & MOTTO:

- Our theme for the year... **“PCI...Our WHY...Children and Families!”**
- Our Success Motto has been welcomed by staff, children, and parents in the past and present. Affirmations become intrinsic in nature and a vital part to how we feel, respond and progress in life.

*“I’m a Success and I Know Why
My Motto is to Try, Try, Try
To do and be my very best
That is Why, I’m a Success!”*

- We are **Grantees** over five programs – Early Head Start I, Early Head Start II, Head Start I, Early Head Start II, Early Head Start Child Care Partnership & Expansion: and a Sponsor of the CACFP (Child and Adult Care Food Program)
- Graduated the Fourth Year Class of Leadership PCI
- Inducted the Fifth Year 2022 – 2023 Class of Leadership PCI
- Leadership PCI Sessions featuring Executive & Cabinet Staff
- Leadership PCI Class 5 members moved into various positions
- Fourth year of a week-long Thanksgiving Holiday break
- Scholarship presented to a Class 4 Leadership PCI member
- PCI provided incentives to show PCI Cares.
- **Proposals** submitted, approved by PCI Board of Directors, and proven to be successful from all staff
- Continuing to focus on becoming a Trauma Informed Approach Agency now seeking to become Trauma Attuned
- 100% of PCI Staff or Vaccinated or have an approved exemption
- Maintaining COVID PPE Inventory for all Staff, Parents, and Children.
- A successful and completed 2022 Self-assessment.
- A successful in person Pre-Service and Convocation.
- Continuing to use Zoom and Microsoft Teams for Virtual Meetings/Trainings.
- Early Head Start slots are fully enrolled; Head Start Slots continue to improve
- Continue to have three viable Early Head Start Partnerships
- Early Release/Dismissal days for Planning
- One center offering after-school care opportunities for parents
- Offer Community Training to parents
- Offer CPR Classes on Saturdays
- Staff Development continues
- Advisory Meetings continues
- New Education Advancement Program offered by the Education Team
- Provided tour for Legislative Assistant to Congressman Tony Gonzalez
- Parent Center Committee Meetings were conducted monthly
- Children were excited to present Black Heritage activities and a special program to their parents throughout the month of February 2022.
- Centers were equipped with new outdoor furniture for extra outdoor time due to **COVID.**
- Acquired a Safety Consultant to assist in making our centers and facilities safe
- Established a Safety Committee
- Established CARE for Head Start Educators
- Head Start Continuation Grant Funded
- Early Head Start Continuation Grant Funded
- Head Start and Early Head Start II Continuation Grant Funded
- Early Head Start/Child Care Partnership and Expansion Grant Funded
- Successful Financial audit with no exceptions

- Cost of Living Increase
- Ad-Hoc Awards (grants)
- Staff Monthly Recognitions to show appreciation
- Teacher and Teacher Assistant of the Year recognition
- ECC of the Year recognition
- Digital Newsletters continue
- Wellness Wednesdays continue
- Holiday Video Message sent to staff, vendors, and friends of PCI
- Give-A-Ways
- Video Shoots
- Other activities PCI has initiated
 - ❑ Parent Newsletters, cultural events, and many others to name a few.

While we have accomplished and implemented much, there's still more work to be done in 2023 to complete our program year mission; and we are on our way to doing so. Way to go, PCI! Let's continue to emphasize "Our **WHY**... *Children and Families!*"



2022 – 2023 Teacher & Teacher Assistant of the Year



PCI will conduct the *Annual EHS, HS Teacher of the Year* and *Teacher Assistant of the Year* to recognize outstanding center teachers and teacher assistants! One teacher and one teacher assistant (if applicable) are selected from each center to represent their center. Teacher nominee information will be due January 27, 2023, and Teacher Assistant information will be due February 24, 2023. The *EHS & HS Teachers and Assistants of the Year* will be recognized in **May**.

Calendar of Events:

Jan 6	Teacher/ Assistant of the Year Criteria Submitted to ECCs, Teachers and Listed Staff
Jan 27	Teacher of the Year Nominee Information Due
Feb 24	Teacher Assistant of the Year Nominee information Due
May 12	Teacher/Teacher Assistant of the Year Celebration/Reception

PAID TIME OFF (PTO)

I know everyone with PTO is trying to use it prior to January 31, 2023. I thank you for putting your center and department first before determining when you want to take PTO, especially if it has not been needed. We are going to work on a solution as to how you can use your PTO and not wait until the end to try and take it all. We always have the concern of being short-staffed especially if you are a classroom teacher. Appropriate child-staff ratio is always a must.

Also, as a reminder, vacations are to be taken during the summer months. PCI has been very generous in providing paid holidays. **All vacations are taken during the summer months due to the nature of our business – we are an education entity. So please remember to let your**

family know that taking a surprise or gifted trip during the school year is not advisable. I'm sure they will still love you! 😊

EARLY RELEASE/DISMISSAL – JANUARY 25, 2023

The quality of instruction for our PCI children 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 as well as our ECCs. All children should be picked up by parents at 11:45 a.m. The Nutrition Department will share with you when children should be fed lunch and their snack. Please remember the purpose of this day. I look forward to hearing the outcome.



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
- ❖ 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
 - Leadership PCI Session V Communication, Partnerships, Community Engagement 4:30 – 6:00 pm
 - 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
 - THSA Board Meeting Austin, TX 9 – 3
 - Recruitment – Academy
- ❖ 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

MARCH

Employee Recognition: Nutrition Staff/Nutrition Aides/HR Staff

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training, *EHS/CCP Women’s History Month, *National Nutrition Month, *Parent Gazette Spring Addition, *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 – Class Observation 2nd Cycle
- ❖ 2 – Executive Team Meeting
 - Texas Independence Day
 - Read Across America Day
- ❖ 3 – Payday
 - CEO Office Staff Meeting
 - Food Order
- ❖ 4 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 6-10 – Child Nutrition Appreciation Week
 - Texas Public School Week
 - National School Breakfast Week
- ❖ 6 – Process Payroll
 - New Staff Orientation TDFPS-9 Hours
- ❖ 7 – Leadership PCI Session VII Food Service – 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - Bus Evacuation Training – Meadowood – 9:00 am
 - Bus Evacuation Training – Clarice Roe – 10:00 am
 - EHS/CCP Director’s Roundtable
- ❖ 8 – Family Service Workers Staff Meeting
 - New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
- ❖ 9 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
 - Bus Evacuation Training – Pearsall – 9:00 am
 - Bus Evacuation Training – Southwest – 10:00 am

- ❖ 10 – Early Payday
 - Southwest Early Release – 1 Hour
 - Food Order
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
 - National School Breakfast Weekends
- ❖ 12 – Daylight Savings Time Begins
- ❖ 13-17 – Spring Break – Centers & Offices Closed
 - 13-17 – Agency Paid Leave
 - 13-17 – Southwest Spring Break – Center Closed
- ❖ 16 – Madonna Center Inc. Kite Festival
- ❖ 17 – Bailey’s Child Development Center Kite Festival
 - St. Patrick’s Day
- ❖ 20 – Spring Begins
 - Very Hungry Caterpillar Day
- ❖ 21 – HR Newsletter
 - Bus Evacuation Training – Bailey’s Babies – 9:00 am
 - Bus Evacuation Training – Lost Creek – 9:30 am
 - Kite Festival - TBA
- ❖ 22-April 6 – Self-Assessment Timeframe and Trainings
- ❖ 22 – Shared Program Governance Meeting Agency Self-Assessment Training – 6:00 pm
 - Fiscal Budget Meeting
 - Incredible years Parent Curriculum Training
- ❖ 23 – Executive Team Meeting
 - Bus Evacuation Training – Place for Life EHS – 9:00 am
 - Bus Evacuation Training – Place for Life HS – 10:00 am
- ❖ 24 – Food Order
 - EHS/CCP Team Meeting
- ❖ 27 – Process Payroll
 - Operations Staff Meeting
- ❖ 28 – Bus Evacuation Training – PCI Early Learning Academy EHS/HS – 9:00 am
- ❖ 30 – Executive Team Meeting
 - Bus Evacuation Training – Imperial – 9:00 am
 - Bus Evacuation Training – Madonna – 10:00 am
- ❖ 31 – Payday
 - Food Order
 - Coronavirus Response and Relief Supplement Appropriations (CRRSA) Act Ends
 - American Rescue Plan (ARP) Act Program Ends
 - Children’s Perfect Attendance Recognition Day

APRIL

COMMUNITY ASSESSMENT MONTH

Employee Recognition: Administrative Professionals & Operations Staff

APRIL IS CHILD ABUSE AWARENESS MONTH

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training, * EHS/CCP Week of the Child 15-21, *Child Abuse Awareness Month, *Fiesta San Antonio 20-30, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

APRIL 1 - 14	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 21	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

- ❖ 1 – EHS-CCP Budget Due
 - CPR/First-Aid Class – 9:00-11:00 am
 - April Fool’s Day
- ❖ 2 – Children’s Book Day
 - Palm Sunday
- ❖ 3 – Fiscal Staff Meeting
 - New Staff Orientation TDFPS-8 Hours
- ❖ 4 – Leadership PCI Session VIII Human Resources – 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ 5 – New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting
 - Passover Begins
- ❖ 6 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
 - Food Order
 - Madonna Center Inc. Egg Hunt
 - Self-Assessment Timeframe and Trainings Ends
- ❖ 7 – Good Friday Holiday – Centers & Offices Closed
 - Agency Holiday
 - Bailey’s Child Development Center Egg Hunt
- ❖ 9 – Easter
- ❖ 10 – Process Payroll
 - Fiscal Budget Meeting
 - Southwest Holiday/Bad Weather Make-up Day (Specialized Training)

- Operations Staff Meeting
- ❖ 11 – Bus Evacuation Training – Adelina Fritz – 9:00 am
 - Bus Evacuation Training – Culebra – 9:30 am
- ❖ 12 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - Early Dismissal/Teacher Planning
- ❖ 13 – Executive Team Meeting
 - Bus Evacuation Training – Timberhill – 9:00 am
 - Bus Evacuation Training – George Gervin – 10:00 am
 - Passover Ends
- ❖ 14 – Payday
 - Food Order
 - CEO Office Staff Meeting
 - Education/Training Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
 - CCP Sites Cardboard Kids Reveal
- ❖ 15-21 – Week of the Young Child
- ❖ 16 – National Volunteer Week Begins
- ❖ 18 – Board of Directors Meeting – 6:30 pm
 - Bus Evacuation Training – Evelyn King – 9:00 am
 - Bus Evacuation Training – E. Central – 9:30 am
- ❖ 19 – Transition/Education Advisory Committee Meeting – 1:30 pm
- ❖ 20 – Executive Team Meeting
 - Bus Evacuation Training – W. Hutchins – 9:00 am
 - Bus Evacuation Training – Terry O’Connor – 10:00 am
- ❖ 21 – STEAM Art Gallery Auction-Bandera
 - Food Order
 - EHS/CCP Team Meeting
 - Madonna Center Inc. Earth Day Events
- ❖ 22 – Earth Day
 - National Volunteer Weekends
- ❖ 24 – Process Payroll
 - Distribution Annual Evaluations to all Supervisors’
 - Operations Staff Meeting
- ❖ 25 – Bus Evacuation Training – Midcrown – 9:00 am
 - Bus Evacuation Training – Green Oak 10:00 am
- ❖ 26 – Incredible Years Parent Curriculum Training
 - Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Administrative Professional Day
- ❖ 27 – Executive Team Meeting
 - Food Order
 - 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
 - Fiesta Float Parade
 - Children’s Perfect Attendance Recognition Day

- Madonna Center Inc. Fiesta Parade
- ❖ 28 – Payday
 - Agency Holiday
 - Battle of Flowers Holiday – Centers & Offices Closed
 - Bailey’s Child Development Center Fiesta Parade
 - Arbor Day
- ❖ 30 – Paycom IRS 941/TWC Quarterly Reports Due



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