

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



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

Greetings!

I hope you had a good week and are looking forward to our Spring Break **March 13 - 17** and having time off. Hopefully you will be able to enjoy getting away and doing something different...but safe!

Nutrition Staff 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!

Annual Board Meeting a Virtual Success!

ANNUAL REPORT

Parent/Child Incorporated San Antonio & Bexar County
“Growing San Antonio's Tomorrow...Today!”



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

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 Trainers/Coaches Chosen for KLRN Trainer for Trainers Program

Congratulations to **Karen Fillinger, Laura Galindo, and Catherine Padilla-Ortas** who responded and chosen to participate in the **Train the Trainers** course to be held March 4-9 at KLRN studios. Way to go! The course will include the required 15 clock hours of training in Core Competencies for Trainers Topics which will include: Training Deliver and Methodologies, Transfer of Learning, Training Content Development, Monitoring and Evaluating Training Characteristics of Effective Trainers Effectiveness

This information will of course benefit these individuals but will also be brought back to PCI to make our staff better equipped for teaching and learning. Congratulations, Ladies!

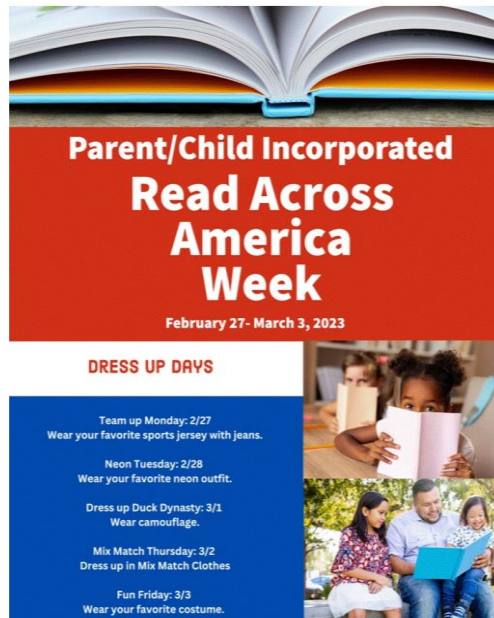
Early Payroll

Since we will be closed for the week of March 13 – 17 for Spring Break, payroll will be paid on March 10 instead of March 17th. Human Resources will be processing payroll on Monday, March 6, 2023. Please read the email dated February 28, 2023, from Ms. Alicia Espinoza for more details. Not understanding the process in a timely manner could cause your pay to be inaccurate. Please read the email.

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.

Let's Participate in the 2023 Read Across America Celebration!



March 2, 2023 is **Read Across America Day!** Wonderful books read, and activities will take place at all our centers. **Way to go...PCI!** Please go to 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!

April is National Child Abuse Prevention Month

April 6, 2023 is Cardboard Kids Reveal Day!



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

ChildSafe created its Cardboard Kids campaign to raise awareness and remove secrecy around the issue of child abuse by “putting a face on it.” Each one of these cutouts represent a child in our community who is suffering in silence.

Cardboard Kids will begin distribution of the **Cardboard Kids** will take place every **Wednesday in March from 9:00 a.m. – 5:00 p.m. by appointment.** These kids will be decorated and placed all over San Antonio on “**Reveal Day,**” **Thursday, April 6, 2023.** 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!



The quality in teaching remains the same. **High Quality.** As in prior years, there will be one nominee representing each center. Training Staff are working to assure the nomination criteria and procedures are doable and are followed by both the teacher and teacher assistant nominated. All nominees should have been submitted by now and will go through an interview process. To be nominated is an honor!

PCI Rodeo Fundraiser

Thank you, PCI staff, for contributing to Rodeo for PCI Fundraiser! We raised **\$4,690** during our big fundraiser, thanks to each of you! Congratulations to all and thank you for donating! Remember, **100%** of the funds will go to Parent/Child Incorporated, so everyone is a winner!

PCI Big Giveaway Winners Announced

Thanks to all for participating the “Rodeo for PCI Day Fundraiser! Without your participation such an event would not have taken place! Based on all participants, a drawing was held, compliments of Xerox representative, Bradley Shield, for tickets to the Majestic Theatre with free parking and accommodations! *And the winners are...*

- **Ms. Mirtha Garza and Ms. Gracie Garcia!**

Congratulations! Please enjoy the live shows and accommodations. Way to go!

Major form of Communication for PCI...Email

As you may already know, it is impossible for all information that goes on throughout PCI can be provided to you without the use of email. All PCI are required to have an email address and to read their emails daily. Information coming from me, such as the CEO Messages and other forms of FYI communication that affects you should be read. Without doing so, you miss out on pertinent information. I ask all supervisors to do the following:

- Follow up to assure each of your staff has an email address and can access it!
- If they do not have one, please contact Human Resources

Thank you in advance for assuring all are aware of what is taking place at PCI. This is a major form of communication for the agency.



Kite Festival- March 24th at PCI

PCI is hosting a Kite Festival on Friday, March 24th – after Spring Break! We had a wonderful event last year. More information will be coming to get you in the mood and learn how to make a kite.



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 – over 40 participants
- Male Initiative Meeting – Guest Speaker Retired FBI Agent, Mr. Rene Salinas
- Family Service Workers and Fiscal Team on their Recognition Month
- PCI Staff on the Rodeo Fundraiser
- Winners of the Majestic Theatre Tickets
- Leadership PCI Session VII Presenters
- Dual Language Learners Week Celebration and Activities
- Read Across America Participants
- 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!"



FUTURE REMINDER...

TURN YOUR CLOCK FORWARD 1- HOUR SUNDAY, MARCH 12, 2023!



March 13 - 17! Stay Safe!!!!

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



Please make note of
 *March*April * May* Events
 (Note: Event date and times are subject to change)

MARCH

SELF ASSESSMENT MONTH

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
 - 2 - 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 MOVED TO MARCH 24TH
- ❖ 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
 - Kite Festival
- ❖ 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

MAY

Employee Recognition: Teacher/Teacher Assistant/Nurse/EHS-CCP Partners, Volunteers, Substitutes

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *EHS/CCP Teacher Appreciation Week 1-5, *Parent Teacher Conference and Spring TSG Assessments, *National Pet Month, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

MAY 1 – MAY 12	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
MAY 15 – MAY 25	9. Formal Performance Evaluation	CONDUCT ANNUAL PERFORMANCE CONFERENCE	SUPERVISOR
May 26	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR

- ❖ 1 – New Staff Orientation TDFPS-8 Hours
- ❖ 2 – Leadership PCI Session IX Leadership Panel Q & A – 4:30 – 6:00 pm
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ 3 – New Staff Orientation Disabilities/Mental Health
 - Data Initiative Meeting

- ❖ 4 – Executive Team Meeting
 - New Staff Orientation TDFPS-8 Hours
 - National Day of Prayer
- ❖ 5 – CEO Office Staff Meeting
 - Food Order
 - Cinco De Mayo
- ❖ 6 – CPR/First-Aid Class – 9:00-11:00 am
 - National Nurses Day
- ❖ 8-12 – Teacher Appreciation Week
- ❖ 8 – Process Payroll
 - Operations Staff Meeting
- ❖ 9 – National Teacher Day
- ❖ 10 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
- ❖ 11 – Executive Team Meeting
- ❖ 12 – Muffins for Mom @ Centers
 - Payday
 - Food Order
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- Education/Training Staff Meeting
 - Muffins with Mom at CCP Sites
- ❖ 14 -Mother’s Day
- ❖ 15 – Distribute Lay-off Letters to Head Start Staff
 - Fiscal Budget Meeting
- ❖ 16 – Board of Directors Meeting – 6:30 pm
 - Madonna Center Inc. Lunch and Learn
- ❖ 17 – Male Initiative Meeting – 6:00 pm
 - Bailey’s Child Development Center Lunch and Learn
 - Staff Development/Teacher & Teacher Assistant of the Year Celebration
- ❖ 18 – Executive Team Meeting
- ❖ 19 – Submit Annual Evaluations to Human Resources
 - Food Order
- ❖ 20 – Armed Forces Day
- ❖ 22 – Process Payroll
 - Operations Staff Meeting
- ❖ 23 – Madonna Center Inc. Lunch and Learn
- ❖ 24 – Food Order
 - Bailey’s Child Development Center Lunch and Learn
- ❖ 25 – Executive Team Meeting
- ❖ 26 – Payday
 - Education/Training Staff Meeting
 - EHS/CCP Team Meeting
- ❖ 29 – Memorial Day Holiday – Centers & Offices Closed
 - Agency Holiday

- CCP Sites Closed
- ❖ 31 – Children’s Perfect Attendance Recognition Day

JUNE

Employee Recognition: CEO Office Staff

***Important Information:** *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *EHS/CCP Teacher Home Visits, *National Safety Month, *Parent Gazette Summer Addition, *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

- ❖ **1 – Last Day for Head Start**
 - Transition Ceremonies
 - Southwest Last Day of School/Early Release - 1 Hour
 - Executive Team Meeting
- ❖ **2 – Last Day of Head Start Staff**
 - CEO Office Staff Meeting
 - Food Order
 - Bad Weather Make-up Day
 - Last reporting day for PIR – (all programs) HS/EHS/EHS-CCP
- ❖ **5 – Process Payroll**
 - New Staff Orientation TDFPS-8 Hours
- ❖ **6 – Leadership PCI Class Dinner**
 - New Staff Orientation Curriculum
 - EHS/CCP Directors’ Roundtable
- ❖ **7 – New Staff Orientation Disabilities/Mental Health**
- ❖ **8-9 – Planning Retreat**
- ❖ **8 – Executive Team Meeting**
 - New Staff Orientation TDFPS-8 Hours
- ❖ **9 – Payday**
 - Food Order
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ **14 – Flag Day**
- ❖ **15 – Executive Team Meeting**
- ❖ **16 – Early Payroll Process**
 - Food Order
 - Education/Training Staff Meeting
 - Donuts for Dad @ Centers
 - Donuts for Dad @ CCP Sites
- ❖ **18 – Father’s Day**
 - ❖ **19 – Juneteenth Holiday – Centers & Offices Closed**

- Agency Holiday
- Bailey’s Child Development Center Closed
- ❖ 21 – Summer Begins
- ❖ 22 – Executive Team Meeting
- ❖ 23 – Payday
 - Food Order
- ❖ 26-30 – Green Oak Learning Center Closed
- ❖ 29 – Executive Team Meeting
- ❖ 30 – Food Order
 - EHS-CCP Fiscal Year Ends
 - Education/Training Staff Meeting
 - (EHS) Children’s Perfecto Attendance Recognition Day
 - EHS/CCP Team Meeting



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