



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: December 11, 2023 – January 2, 2024
RE: CEO MESSAGE



“PCI...Growing in Purpose, Equity and Intentionality!”

.....
 Greetings!

Happy Holidays to you all! 2023 has gone by so quickly! It has been a year of Growth...growth in our purpose/our Why, growth in our enrollment, growth in understanding our Mission and growing to make our agency one of the best not only in the city but in the country focusing on **Quality** and not Quantity. This year has only amplified why we love the work that we do. As 2023 comes to a close, I wanted to share three things that are on the top of my mind heading into 2024:

- 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** – Understanding the importance of **Quality** in what we do and not **Quantity**.
- 3rd** – We have increased the understanding of our Purpose/ 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.

With that said, 2024 will be another year of new beginnings, new understanding, and new appreciation of what we all must encounter and endure. As our theme states, we are ***Growing in Purpose, Equity and Intentionality!***



Congratulations to all 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!***

Also, a special thanks to **Mr. Bradley Shills**, PCI’s Xerox representative for providing tickets for 2 staff and a guest to see the show “Elf” at the Majestic. I heard it was a great show!

Early Payroll Processing

Once again, because of the Winter Break, PCI staff will receive an early Pay date of December 15, 2023, instead of December 22, 2023, due to the Agency closure for two weeks for Winter

Break (the weeks of December 18, 2023, to January 1, 2024). Please see detailed email sent December 5th from Ms. Alice Espinoza for additional information. Your next pay date after the 15th of December will be January 5, 2024.

Parents Care Initiative (PCI) Card Activities – January 2024

As always, whether in the classroom or at home, **parental involvement and enthusiasm** is the number one key to maintaining a positive attitude in every child's education! Beginning January, the Parents Care Initiative will begin to provide parents with an opportunity to ramp up their participation. Look forward to receiving your center's cards with your mascot when we return!



Parent Holiday Make N Take

Thank you to all that supported the Parent Make n Take held at the Brady Environmental Resource Center Saturday, December 1st. From pictures I received, those in attendance had a great time. Let's continue to promote activities that show parents we not only care about their children, but we care about the entire family! That's the Head Start way!



Chess Introduced in PCI Head Start



PCI is once again on the cutting edge as we introduced Chess to our Head Start children and families! Did you know research shows playing chess is known to...

- Improve cognitive skills, concentration, and memory
- Build self-confidence and self-esteem
- Develop better problem-solving skills
- Help with memory storage and how young brains manage information
- Help with reading and math skills
- Teaches planning and foresight
- Teaches kids to think in complex ways
- Teaches kids how to win and lose graciously

Special thanks and Way to Go to Mrs. Lisa Walker for spearheading this initiative. Another first for PCI...Way to go!!

Teacher & Teacher Assistant of the Year 2024



PCI will conduct the *Annual EHS, HS Teacher of the Year* and *Teacher Assistant of the Year* for 2024. One teacher and one teacher assistant (if applicable) are selected from each center to represent their center. All nominee information will be due January 26, 2024. 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 15, 2024**. The recognition will be held at location to be announced later. Way to go!



Leadership PCI

The sixth class of Leadership PCI held its fourth official session of the school year on December 12th featuring **Mrs. Helen Lopez and Mrs. Lisa Walker, Education Coordinators**. Our class discussion based on **Quality vs Quantity** took up additional time, so we were unable to complete the session with both Mrs. Lopez and Mrs. Walker. What a great discussion! They will be featured again on one of the upcoming sessions. Thank you to them both for being prepared and Mrs. Lopez for beginning your presentation.

New Rule Proposed to Improve Head Start Program Quality and Support the Workforce

The Office of Head Start (OHS) has proposed changes to the Head Start Program Performance Standards (HSPPS) in a notice of proposed rulemaking (NPRM) published on November 20, 2023. The proposed changes aim to ensure fair compensation is a key component of high-quality early care and education, stabilize the Head Start workforce, and improve the quality of the comprehensive services that Head Start families count on. The NPRM proposes new and enhanced changes to the HSPPS in **three** main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for wages and benefits to support the Head Start workforce. The current HSPPS remain in effect until a final rule is published. The public can provide feedback by following the “Submit a formal comment” instructions. Comments are accepted for 60 days after NPRM publication, and the closing date is January 19, 2024.



I am always excited to share the great things that are happening within PCI. In this CEO Message, I'd like to share the compliances we have seen for centers and departments this month.

I am always excited to share the great things that are happening within PCI. In this CEO Message, I'd like to share the compliances we have seen for centers and departments since the beginning of the school year!

<p>Full Enrollment Centers Head Start: Fritz, E. Central, King, Lost Creek, Midcrown, Pearsall, O'Connor, W. Hutchins, Imperial, Early Learning Academy Early Head Start: All EHS Sites</p>	<p>Fire Marshall Inspections Passings at the Centers Meadowood - Bexar County O'Connor - Bexar County</p>
<p>Health Department George Gervin</p>	<p>PCI Compliance Department - Health and Safety NA</p>
<p>*HHS Licensing Imperial</p>	<p>Audit of HR from Texas Health and Human Services NA</p>



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

- Full Enrollment Initiative Committee Meeting
- Wellness Wednesdays
- Parent Make and Take
- Leadership PCI Session #4
- Leadership PCI Presenters – Helen Lopez and Lisa Walker
- Enrichment Day – Chess for Head Start
- Board Meeting
- Christmas Luncheon at the Centers
- CEO's 12 Days of Christmas PTO Give-O-Way
- Sponsorships for Centers
- Headquarters Jingle Singers
- Westside YMCA Christmas Bash
- Merry Christmas and Happy New Year!

Parent/Child Incorporated (PCI)

We wish you a

**MERRY
CHRISTMAS**

and a

HAPPY NEW YEAR!

May this holiday season 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, friendship, and partnership!

Merry Christmas and a Joyous New Year!

Enjoy your break!

Look forward to seeing you in 2024!

-Dr. Sharon Small



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!"

December

- ❖ 11-15 – New Staff Orientation
- ❖ 11– Process Payroll
- ❖ 12 – Incredible Years Parent Curriculum Training
 - Fiscal Budget Meeting
 - Board of Directors Meeting – 6:30 pm
- ❖ 13 – Education Staff Meeting
- 14 – Executive Team Meeting
 - Christmas Luncheon @ Centers
- ❖ 15 – Early Payday
 - Food Order
 - EHS/CCP Team Meeting
 - CEO 12 Days of Christmas PTO Give-O-Way Ends
 - Children’s Perfect Attendance Recognition Day
- ❖ 16 – Westside YMCA Christmas Bash 6:00 p.m.
- ❖ 18-Jan 1 – Winter Break – Centers and Offices Closed
- ❖ 18-Jan 1 – Agency
- ❖ 21 – Winter Begins
- ❖ 24 – Christmas Eve
- ❖ 25 – Christmas Day
- ❖ 31 – New Year’s Eve



JANUARY 2024

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 due this month

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

PERFORMANCE EVALUATION CYCLE TIMELINE

- ❖ 1 – New Year’s Day
 - Holiday – Winter Break – Centers and Offices Closed
 - Agency Holiday
- ❖ 2 – Student Holiday/Staff Work/Development Day
 - Process Payroll
- ❖ 3 – EHS/CCP Directors’ Roundtable
- ❖ 4 – Executive Team Meeting
- 5 – Payday
 - CEO Office Staff Meeting
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 8 – Fiscal Staff Meeting
- ❖ 9 – Operations Staff Meeting
 - National Law Enforcement Day
 - Leadership PCI – 4:30 – 6:00 pm
- ❖ 10 – Policy Council Meeting – 6:00 pm
 - Data Initiative Meeting
 - Education Staff Meeting
- ❖ 11 – Executive Team Meeting
 - Pregnant Women Training – 4:30 pm
- ❖ 12 – Food Order
 - Family service Workers Staff Meeting
 - Fiscal Budget Meeting
- ❖ 13 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 15 – Martin Luther King Jr. Day Holiday – Centers & Offices Closed
- 16 – Board of Directors Meeting – 6:30 pm
 - Process Payroll
 - Incredible Years Parent Curriculum Training
- ❖ 17 – Quick Fixing-Zoom – 6:00 pm

- ❖ 18 – Executive Team Meeting
- 20 – Payday
 - Food Order
- ❖ 22-25 – NHSA Winter Leadership Institute, Crystal City, VA
- ❖ 22-26 – New Staff Orientation
- ❖ 23 – Operations Staff Meeting
- ❖ 24 – Early Release / Teacher Planning Time
 - Transition/Education Advisory Committee Meeting – 1:30 pm
 - Education Staff Meeting
- ❖ 25 – Executive Team Meeting
- ❖ 26 – Food Order
 - EHS/CCP Team Meeting
- ❖ 27 – Annual Parent Training
- ❖ 29 – Head Start/Early Head Start Roundup Begins
- ❖ 30 – 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 Fiscal Year Ends
 - Head Start II/Early Head Start II Fiscal Year Ends
 - Early Head Start Fiscal Year Ends
 - Paycom IRS 941/TW Quarterly Reports Due
 - Art Gallery
 - Children's Perfect Attendance Recognition Day

AFRICAN AMERICAN HISTORY MONTH

FEBRUARY

Employee Recognition: Family Service & Fiscal Staff

***Important Information:** Compliance/Facilities/Disabilities/Mental Health
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Teaching
 Strategies Gold Winter Assessments and Parent Teacher Conference

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 – Executive Team Meeting

- ❖ 2 – Payday
 - CEO Office Staff Meeting
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
 - Groundhog Day
- ❖ 5 – Rodeo for PCI Kickoff
- ❖ 6 – Operations Staff Meeting
 - Fiscal Staff Meeting
 - Leadership PCI – 4:30 – 6:00
- ❖ 7 – Data Initiative Meeting
 - EHS/CCP Directors’ Roundtable
 - Pregnant Women Training – 4:30 pm
 - Education Staff Meeting
- ❖ 8 – Executive Team Meeting
 - Parent-Make N Take
- ❖ 9 – Food Order
 - Black History Presentation – 10:00 am @ Centers
- ❖ 10 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 12 – Process Payroll
 - Fiscal Budget Meeting
 - 100th Day of School
- ❖ 14 – Policy Council Meeting – 6:00 pm
 - Early Release
 - Valentine’s Celebrations @ CCP Sites
 - Valentine’s Day/Waffle Breakfast
 - Ash Wednesday
- ❖ 15 – Executive Team Meeting
- ❖ 16 – Food Order
 - Process Payroll
 - PCI Rodeo Day
- ❖ 19-23 – New Staff Orientation
- ❖ 19 - Staff Development Day/Student Holiday/Bad Weather Make-up Day – Centers Closed
 - Family Day
 - Presidents Day
- ❖ 20 – Annual Board of Directors Meeting – 6:30 pm
 - Operations Staff Meeting
 - Incredible Years Parent Curriculum Training
- ❖ 21 – Male Initiative Meeting – 6:00 pm
 - Family Service Worker Meeting
- ❖ 22 – Executive Staff Meeting
- ❖ 23 – Food Order
 - EHS/CCP Team Meeting
- ❖ 26 – Process Payroll
- ❖ 28 – Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Miscellaneous 1099’s Due to IRS

- Education Staff Meeting
- ❖ 29 – Executive Team Meeting
 - Children’s Perfect Attendance Recognition Day



Accomplish BIG Things With a
GROWTH MINDSET!

Success Begins With Believing You Can

Instead of Thinking...

- I can't do it.
- I'm not good at this.
- It's good enough.
- It's too hard.
- I'm afraid of making a mistake.
- They are better at it than I am.
- I don't know how.
- I can't make this any better.
- I don't like challenges.
- I give up.

Think This...

- I'm still learning. I'll keep trying!
- What can I learn to get better at this?
- Is this the best I can do?
- With more practice it will get easier!
- Mistakes are how I learn & get better!
- What can I learn from them?
- I can learn how!
- I can always find ways to improve!
- Challenges make me better!
- I'll try a different way!

“PCI...Growing San Antonio’s Tomorrow...Today – with a **Growth Mindset!**”