

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: January 8, 2024
RE: CEO MESSAGE



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



Greetings All!

I hope you are staying safe and warm as we go through some extremely cold weather. Cold, but not dangerous enough to close centers and schools.



As you know by now due to concerns around the weather conditions the City of San Antonio’s 36th Annual MLK Day March commemorating Dr. Martin Luther King, Jr.’s legacy and service, planned for Monday, January 15, 2024, was canceled prioritizing the health and safety of our community. I hope you still reflected on his **life** and **legacy** during the day.

While we are looking ahead to a better and brighter 2024, 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*.

2023 Year in Review Snapshot

As we near the end of PCI’s Head Start **fiscal year** (January 31, 2024), it is obvious that we have accomplished much together in 2023, so here’s 2023 Year in review with the understanding that you will hear more about the year in our upcoming *Annual Report to the Public*.

OUR THEME & MOTTO:

- Our theme for the year... *“PCI...Growing in Purpose, Equity and Intentionality!”*
- Our Success Motto continues to be 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!”*

- Focus on each staff maintaining a **Growth Mindset** and not a Fixed Mindset
- We continue to understand our WHY...children and families
- We are **Grantees** over five programs – Early Head Start, Head Start I, Early Head Start/Child Care Partnership, CACFP and what we call Head Start II: Head Start/Early Head Start grant.
- Graduated the Fifth Year Class of Leadership PCI
- Inducted the Sixth Year 2023 – 2024 Class of Leadership PCI
- Fifth year of a week-long Thanksgiving Holiday break
- Cost of Living Adjustments (increase)
- **Proposals** submitted, approved by PCI Board of Directors, and proven to be successful

- from all staff
- ❑ Javier Morales Disabilities and Mental Health Specialists approved proposal submission *Parents Ask – Understanding Disabilities One Question at a Time*
 - Continuing as a Trauma Informed Approach /Trauma Attuned Agency become
 - Continued Enrollment Initiatives to include...
 - Enrollment Video
 - Enrollment t-shirts for all staff
 - Street Banners
 - Maintaining PPE Inventory for all Staff, Parents, and Children.
 - A successful and completed 2023 Self-assessment.
 - A successful state of the art CEO Convocation and Pre-Service
 - Continued use of Zoom and Microsoft Teams for Virtual Meetings/Trainings.
 - Successful EHS/CCP program with three strong partners
 - Newest EHS/CCP Partnership Green Oak Learning Center on the Southside of San Antonio
 - Continuing Early Release/Dismissal days for Planning
 - Offer Community Training to parents
 - Continuing to Offer CPR Classes on Saturdays
 - Virtual Trainings/Meetings
 - Staff Development
 - Parent Trainings
 - Transition Meetings
 - Parent Center Committee Meetings conducted monthly
 - Successful Fatherhood (Male Initiative) program with a dynamic speaker
 - Children were excited to present Hispanic and Black Heritage activities
 - The Health Advisory was well represented by parents and community health representatives in February, April, and October. Meetings were held Virtually thru Zoom.
 - Marquees at many of our centers
 - Leadership PCI Sessions featuring Executive & Cabinet Staff
 - Leadership PCI a prerequisite for moving forward within PCI
 - 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
 - Exciting Agency Web Site and social media
 - Successful Financial audit with no exceptions
 - Monthly Staff Recognitions
 - Ad-Hoc Awards (grants)
 - Digital Newsletters
 - Wellness Wednesdays
 - Parent Gazettes
 - STREAM Solar System Week & Cardboard Challenge
 - “We are not Mum for Head Start and Early Head Start” campaign!
 - Coats for Kids Initiative
 - Scrubs and Uniforms for center, custodial and driving staff
 - Introduction of the PCI Card (Parents Care Initiative) to start in 2024

- Chess Introduced to Head Start children
- Other activities PCI has initiated
 - ❑ Trainings, Advisories, Parent Newsletters, cultural events, and many others to name a few.

While we have accomplished and implemented much in two thousand twenty-three (2023), there's still more work to be done in 2024 to complete our 2023-2024 program year mission; and we are on our way to doing so. Way to go, PCI! Let's continue to "Grow in Purpose, Equity and Intentionality!"



This month, January, we recognize our dedicated **Maintenance, Custodial & Compliance/Special Services Staff!** Thank you for all you do to make PCI a better place to work and for everyone to be safe! With the leaders at the helm, special thanks to Mr. Joe Segura Compliance Officer/Special Services Coordinator and Mr. Rudy Pacheco, Facilities/Transportation Supervisor as well as our Education Center Coordinators (ECCs) for their leadership. Way to go!

PAID TIME OFF (PTO)

I know around now, everyone with PTO is trying to use it prior to January 31, 2024. Even though you are using PTO, we must be cognoscente of when PTO is taken and how it will affect the children and other staff. Appropriate coordination and approval are vital. **I also ask that staff not take 2 or more consecutive days unless there is a documented emergency. All vacations are taken during the summer months due to the nature of our business – we are an education entity.**

EARLY RELEASE/DISMISSAL – JANUARY 24, 2024

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. The Board of Directors approved our teachers to have additional planning time. The first day for early dismissal will be Wednesday January 24, 2024. 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.



I am always excited to share the great things that are happening within PCI. During our Executive/Cabinet meetings, we always give a "Way to Go!" to staff doing an outstanding job. In this CEO Message, I'd like to share the following *Way to gos!*

- **Ms. Laura Galindo** and **Mr. David Davis**, both Education Coaches who have passed the CLASS Reliability training course and are now CLASS Reliable! Way to go! This is not an easy feat, so I congratulate them both! Way to go!
- Ms. Connie Murphy with the new PCI News cast featuring news anchors, a weather segment, a sports segment and special announcements. If you have not seen the news cast, please click on the below link! Way to go!
<https://youtu.be/DMPVR4oRqAY?si=LGWNDHhKkK1UP8xr>



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
 - Teacher/Teacher Assistant of the Year Criteria goes out

- Parents Care Initiative (PCI cards) and information goes out
- ❖ 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
- ❖ 19 – NPRM comments due
- 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
 - Teacher/Teacher Assistant of the Year Nominations due
- ❖ 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
 - Teacher Assistant of the Year Nominations due
- ❖ 29 – Executive Team Meeting
 - Children’s Perfect Attendance Recognition Day

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., *Teaching
 Strategies Gold Spring Assessments and Parent, Spring Pictures (need to setup dates),

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 – Payday
 - CEO Office Staff Meeting
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 2 – Texas Independence Day
 - ❖ Read Across America Day
- ❖ 4-8 – New Staff Orientation
 - National School Breakfast Week
 - Texas Public School Week
- ❖ 4 – Class Observation 2nd Cycle
 - Process Payroll
 - Fiscal Staff Meeting
- ❖ 5 – Leadership PCI – 4:30 – 6:00 pm
 - Operations Staff Meeting
- ❖ 6 – EHS/CCP Director’s Roundtable
 - Education Staff Meeting
- 7 – Executive Team Meeting
 - Data Initiative Meeting
- ❖ 8 – Early Payroll
 - Food Order
 - Kite Festival – Lunch @ Texadelphia
- ❖ 10 – Daylight Savings Time Begins (Turn clock head 1 hour)
- ❖ 11-15 – Spring Break – Centers & Offices Closed
 - Agency Closedown
- ❖ 17 – St. Patrick’s Day
- ❖ 18 – Fiscal Budget Meeting
 - New Staff Orientation
- ❖ 19 – Operations Staff Meeting
 - Spring Begins
- ❖ 20 – Shared Program Governance Meeting Agency Self-Assessment Training – 6:00 pm
 - Family Service Workers Staff Meeting

- ❖ 21-April 8 – Self-Assessment Timeframe Begins
- ❖ 21 – Executive Team Meeting
 - Bingo Night – 6:00 pm
- ❖ 22 – Food Order
 - EHS/CCP Team Meeting
- ❖ 23 - CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 24 – Palm Sunday
- ❖ 25 – Process Payroll
- ❖ 26 – Incredible Years Parent Curriculum Training
- ❖ 27 – Transition/Education Advisory Committee Meeting – 1:30 pm
 - Education Staff Meeting
- ❖ 28 – Executive Team Meeting
 - Children’s Perfect Attendance Recognition Day
- ❖ 29 – Good Friday Holiday – Centers & Offices Closed
 - Payday
 - Agency Holiday
- ❖ 31 – Easter

APRIL IS CHILD ABUSE AWARENESS MONTH

**APRIL
COMMUNITY ASSESSMENT MONTH**

Employee Recognition: Administrative Professional & Operations Staff

***Important Information:** Compliance/Facilities/Disabilities/Mental Health
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Teacher Home
 Visits Due this month *Child Abuse Awareness Month,

PERFORMANCE EVALUATION CYCLE TIMELINE

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

- ❖ 1-7 – Week of the Young Child
- ❖ 1-5 – New Staff Orientation
- ❖ 1 – EHS-CCP Budget Due
 - April Fool’s Day
- ❖ 2 – Leadership PCI – 4:30 – 6:00 pm
 - Operations Staff Meeting
 - Children’s Book Day
- ❖ 3 – Fiscal Staff Meeting
 - Education Staff Meeting
 - EHS/CCP Directors’ Roundtable
 - Data Initiative Meeting
- ❖ 4 – Executive Team Meeting
- 5 – CEO Office Staff Meeting
 - Food Order
 - Education Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 8 – Process Payroll
 - STREAM – Solar Eclipse Day
 - Self-Assessment Timeframe Ends
- ❖ 10 – Policy Council Meeting – 6:00 pm
 - Early Release
 - Family Service Workers Staff Meeting
 - Fiscal Budget Meeting
- ❖ 11 – Executive Team Meeting
 - Pet Show & Tell – 6:00 pm
- ❖ 12 – Payday
 - Food Order
- ❖ 13 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 15 – New Staff Orientation
- ❖ 15 – 19 Volunteer Appreciation Week
- ❖ 16 – Board of Directors Meeting – 6:30 pm
 - Operations Staff Meeting
 - Incredible Years Parent Curriculum Training
- ❖ 17 – Education Staff Meeting
- 18 – Executive Team Meeting
- ❖ 19 – EHS/CCP Team Meeting
 - Food Order
- ❖ 22 - Process Payroll
 - Earth Day
 - Passover Begins
- 23 – Distribution Annual Evaluations to all Supervisors’
- ❖ 24 – Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Administrative Professional Day

- ❖ 25 – Executive Team Meeting
 - Food Order
 - MCI Fiesta Parade
 - Fiesta Float Parade
- ❖ 26 – Payday
 - Battle of Flowers Holiday – Centers & Offices Closed
- ❖ 30 – 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
 - Paycom IRS 941/TWC Quarterly Reports Due
 - Children’s Perfect Attendance Recognition Day

MAY

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

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

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 – EHS/CCP Directors’ Roundtable
 - Fiscal Staff Meeting
- ❖ 2 – Executive Team Meeting
 - National Day of Prayer
- ❖ 3 – CEO Office Staff Meeting
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am

- ❖ 5 – Cinco De Mayo
- ❖ 6-10 – National Teacher Week
 - Teacher Appreciation Week
- ❖ 6 – Process Payroll
 - National Nurses Day
- ❖ 7 – Leadership PCI – 4:30 – 6:00 pm
 - Operation Staff Meeting
 - National Teachers Day
- ❖ 8 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - Data Initiative Meeting
 - Education Staff Meeting
- ❖ 9 – Executive Team Meeting
- 10 – Payday
 - Food Order
 - Muffins for Mom @ Centers
 - Muffins with Mom @ CCP Sites
- ❖ 11 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 12 – Mother’s Day
- ❖ 13 – Distribute Lay-off Letters to Head Start Staff
 - Fiscal Budget Meeting
 - PCI Communications Day
- 14 – Incredible Years Parent Curriculum Training
- ❖ 15 – Staff Development/Teacher of the Year/EAP Recognition
- ❖ 16 – Executive Team Meeting
- ❖ 17 – Food Order
 - Annual Evaluations Due to HR
- ❖ 18 – Armed Forces Day
- ❖ 20-24 – New Staff Orientation
 - Process Payroll
- ❖ 21 – Board of Directors Meeting – 6:30 pm
 - Operation Staff Meeting
- ❖ 22 – Male Initiative Meeting – 6:00 pm
- ❖ 23 – Executive Team Meeting
- ❖ 24 – Payday
 - Food Order
- ❖ 27 – Memorial Day Holiday – Centers & Offices Closed
 - Agency Holiday
- ❖ 29 – Education Staff Meeting
- ❖ 30 – Executive Team Meeting
 - Children’s Perfect Attendance Recognition Day
 - The agency must liquidate all obligations incurred under the Federal award no later than 5/30/2024

- ❖ 31 – Food Order
 - George Gervin’s Last Day

JUNE

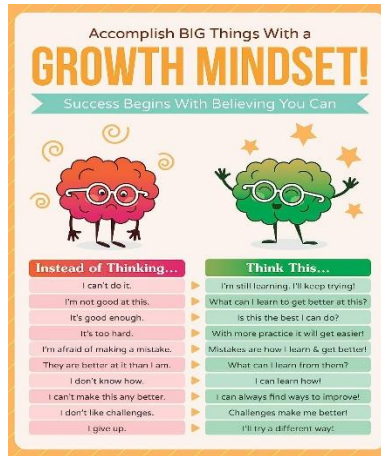
Employee Recognition: CEO Office Staff

***Important Information:** No Board or Policy Council Meetings Schedule for this month, *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m.,

- ❖ 3 – Process Payroll
 - Fiscal Staff Meeting
- ❖ 4 – Leadership PCI Class Dinner – 4:30-6:30 pm
- ❖ 5 – EHS/CCP Directors’ Roundtable
 - Education Staff Meeting
- ❖ **6 – Last Day for Head Start**
 - Transition Ceremonies
 - Executive Team Meeting
 - Children’s Perfect Attendance Recognition Day
 - **PIR last day for HS**
- ❖ 7 – Payday
 - CEO Office Staff Meeting
 - Food Order
 - Last Day for HS Teachers/ECCs/Custodians
- ❖ 8 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 13-14 – Planning Retreat
- ❖ 13 – Executive Team Meeting
 - ❖ 14 – Food Order
 - Donuts for Dad @ Centers
 - Donuts with Dad @ CCP Sites
 - Flag Day
- ❖ 16 – Father’s Day
- ❖ 17 – Process Payroll
 - Vacations Begin
- ❖ 19 – Juneteenth Holiday Emancipation Day – Centers & Offices Closed
 - Agency
- ❖ 20 – Executive Team Meeting
 - Summer Begins

- ❖ 21 – Payday
 - Food Order
- ❖ 24-28 – New Staff Orientation
- ❖ 26 – Education Staff Meeting
- ❖ 27 – Executive Team Meeting
 - New Staff Orientation
- ❖ 28 – Food Order
 - EHS/CCP Team Meeting
- 30 – EHS-CCP Fiscal Year Ends

“Great things in business are never done by one person, they’re done by a team of people.”
 - Steve Jobs



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