



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



"PCI...Growing in Purpose, Equity and Intentionality!"

Greetings!

February is an exciting month! PCI's 45th Anniversary, Black History Month, Staff Recognitions, Groundhog Day, Dual Language Learners Week, Valentine's Day, 100th Day of School, Champions fore Charity, PCI Rodeo Day... *Way to go!*



100th Day of School – Thursday February 12, 2024

The 100th day of school is literally the 100th day of the school year. From the very first day of school, classes begin keeping track of the number of days they have been in school in anticipation of the 100th day. I cannot wait to see all the ways the 100th day is represented at our centers!



February Staff Recognition: *Family Service & Fiscal Staff*

February is the month when we recognize our dedicated **Family Service Staff and Fiscal Staff!** From assuring we have children and families to assuring the bills are paid, these two groups are vital to the pulse of the agency. We recognize them for all their hard work and dedication. Congratulations all. You make PCI proud!

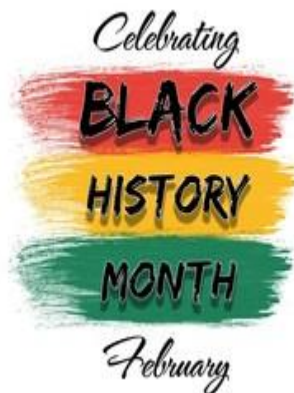


HAPPY 45th BIRTHDAY PCI!

On **February 9, 1979**, Parent/Child Incorporated became a Delegate for the entire Head Start program under the City of San Antonio who was the Grantee. Now in 2024, PCI is the Grantee for **Early Head Start, Head Start, Early Head Start-Child Care Partnership/Expansion** and **Head Start Grantee II** and **Early Head Start Grantee II** as well as having a successful **Nutrition** and **Day Care Home** program. We celebrate the **Founder of PCI, Blanche Russ-Glover** for her vision and care for the children and families of San Antonio and Bexar County. PCI is blessed, but we can never forget how it all began.

NEXT EARLY RELEASE/DISMISSAL – Wednesday, FEBRUARY 14, 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/Coaching staff. The Board of Directors approved our teachers to have additional planning time. Early dismissal will be Wednesday February 14, 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.



Friday, February 9, 2024, the children and staff of PCI will celebrate **Black History** with various presentations at each of our centers. With such creative ECCs and Teachers, I know the children will do a fantastic job. Please follow our Facebook page to see our children in action!

The 2024 BLACK HISTORY THEME: African Americans and the Arts

The Black History Month 2024 theme, "**African Americans and the Arts.**" The theme explores the key influence African Americans have had in the fields of "visual and

performing arts, literature, fashion, folklore, language, film, music, architecture, culinary and other forms of cultural expression.



"In the United States, the month of February is observed as Black History Month or National African American History Month, and we use the month to remember the important contributions and achievements of African Americans throughout our nation's history."

-Regina Edmondson

A Proclamation on National Black History Month, 2024
JOSEPH R. BIDEN JR.

This National Black History Month, we celebrate the vast contributions of Black Americans to our country and recognize that Black history is American history and that Black culture, stories, and triumphs are at the core of who we are as a Nation.

The soul of America is what makes us unique among all nations. We are the only country in the world founded on an idea. It is the idea that we are all created equal and deserve to be treated with equal dignity throughout our lives. While we still grapple today with the moral stain and vestiges of slavery — our country's original sin — we have never walked away from the fight to fully realize the promise of America for all Americans. Throughout our history, Black Americans have never given up on the promise of America. Unbowed by the forces of hate and undaunted as they fought for centuries against slavery, segregation, and injustice, Black Americans have held a mirror up to our Nation, allowing our country to confront hard truths about who we are and pushing us to live up to our founding ideals. They have helped redeem the soul of our Nation, ensuring the promises in our founding documents were not just words on a page but a lived reality for all people. In the process, the vibrancy of Black history and culture has enriched every aspect of American life.

Since taking office, the Vice President and I have worked to continue this legacy of progress and lay down a foundation for a stronger, more equitable Nation. On my first day as President, I signed a historic Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government. In February 2023, I signed an additional Executive Order to acknowledge the unbearable human costs of systemic racism and to direct the entire Federal Government to advance equity for those who have been historically underserved, marginalized, and adversely affected by persistent discrimination, poverty, and inequality, including the Black community. That includes building an economy that grows from the middle

out and bottom up, not the top down. So far, we have created over 14 million jobs and in 2023, the Black unemployment rate was lower than in any other year on record.

We are addressing historic health inequities for Black Americans by making systemic changes to our health care systems that increase healthcare access while lowering costs. Today, more Black Americans have health insurance than at any previous time in American history. We are working to address the Black maternal health crisis — ensuring dignity, safety, and support for Black moms. The Vice President has helped elevate this critical issue to a national priority by calling on States to extend Medicaid postpartum coverage from two months to one year.

My Administration is also working to close racial gaps in education and economic opportunity. To that end, we have delivered over \$7 billion in funding for Historically Black Colleges and Universities and are working to expand access to home-ownership — a major source of generational wealth for families — while aggressively combating racial discrimination in housing. Our update to the Thrifty Food Plan is keeping 400,000 Black kids out of poverty every month and making sure millions more have enough food to eat. By 2025, we are working to ensure that 15 percent of Federal contracting dollars goes to small disadvantaged businesses, including Black-owned small businesses. We are also replacing poisonous lead pipes so every American can turn on a faucet at home or school and drink clean water.

To deliver equal justice under the law, we are appointing judges to the Federal bench who reflect all of America, including Supreme Court Justice Ketanji Brown Jackson and more Black women to the Federal circuit courts than all previous administrations combined. I also signed a historic Executive Order that implemented key elements of the George Floyd Justice in Policing Act: banning chokeholds and restricting no knock warrants by Federal law enforcement, creating a national database of officer misconduct, and promoting effective and accountable community policing that advances public trust and safety. I also signed the first major gun safety legislation in nearly 30 years as well as a long-overdue law to make lynching a Federal hate crime in Emmett Till's name. My Administration continues to call on the Congress to pass the John Lewis Voting Rights Advancement Act and the Freedom to Vote Act to secure the right to vote for every American.

Today, I am reminded of something Amelia Boynton said when reflecting on her march across the Edmund Pettus Bridge on what would be known as Bloody Sunday: “You can never know where you're going unless you know where you've been.” America is a great Nation because we choose to learn the good, the bad, and the full truth of the history of our country — histories and truths that we must preserve and protect for the next generation. This National Black History Month, as we remember where we have been, may we also recognize that our only way forward is by marching together.

NOW, THEREFORE, I, JOSEPH R. BIDEN JR., President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim February 2024 as National Black History Month. I call upon public officials, educators, librarians, and all the people of the United States to observe this month with relevant programs, ceremonies, and activities.

IN WITNESS WHEREOF, I have hereunto set my hand this thirty-first day of January, in the year of our Lord two thousand twenty-four, and of the Independence of the United States of America the two hundred and forty-eighth.

THANK YOU, BOARD OF DIRECTORS!



February is designated as **PCI Board Recognition Month** to build awareness and understanding of the vital function our board members play in the existence of the agency. PCI expresses its appreciation of our Board members for caring about the future of every child and family enrolled in our agency. Though January is the official month of recognition, their work takes a year-round commitment. Our Board is a volunteer board, so the time they put in is strictly because of their commitment to the agency – they receive no compensation for their tireless efforts. These are extraordinary people who voluntarily tackle the enormous job of governing this agency. Their actions and decisions affect the present and future lives of all our children, families, and staff. We are blessed to have members that have withstood the test of time and have remained advocates for the agency. Our board will receive special recognition during our **February Annual Board Meeting and Annual Report to the Public**.



VITA is offering Free Tax Prep!

The Volunteer Income Tax Assistance (VITA) Program provides free income tax return preparation to hard working taxpayers earning up to \$60,000 annually. VITA helps working families take advantage of all of the tax credits they are eligible for including the Earned Income Tax Credit (EITC), Child Tax Credit (CTC), and education credits. Volunteers from the community help prepare basic, current year tax returns for eligible taxpayers free of charge. Please call the United Way Helpline at 2-1-1 for more information on VITA services, locations, and hours. You may also visit VITASA.ORG for additional information.

Let's Rodeo San Antonio! – Monday, FEBRUARY 5, 2024



“Let's Rodeo, PCI of San Antonio!” Monday, February 5th is **PCI Rodeo Day and Champions fore Charity Fundraiser Kickoff!** Children and staff are welcome to wear cowboy/cowgirl duds if they have them! See advertisement above! This is the only fundraiser PCI will have for the year. The last day to turn in donations is February 21st.

Family Day is Monday, February 19, 2024

Family Day is celebrated on the third Monday of February. The purpose of Family Day is to celebrate the importance of families and provide an opportunity for people to spend time with their loved ones. Make it a point to spend time with your family-on-Family Day!

2nd Male Initiative Meeting – Wednesday, FEBRUARY 21, 2024

The 2nd PCI Male Initiative Meeting will be held on Wednesday, February 21, 2024, at 6:00pm. Please mark your calendars and stay tuned for more details from Mr. Joe Segura.

Celebrate Dual Language Learner Week February 20-23!



Celebrated the last full week in February, join Parent/Child Incorporated for Dual Language Learner (DLL) Celebration Week! This annual virtual celebration is all about children who are DLLs and their families. Children who are DLLs are part of all our communities, and we will highlight the strength, beauty, heroism, and innovative work being done to support them and their families. Special thanks to Ms. Laura Galindo and to the classroom staff for working closely with our DLL children. Also, thank you to Mrs. Lisa Walker for assisting in the collaboration.



Monday, Feb 19, 2024, is Staff Development Day. All PCI employees are expected to report to their assigned centers, departments, or sessions. More information will be forth coming.

Health/Nutrition Advisory Meeting -February 28th!

Mark your calendars for the Health/Nutrition Advisory Meeting on February 28th beginning at 11:30 a.m. Take part in assuring PCI implements health and safety guidelines.

Annual Teacher and Teacher Assistant of the Year Celebration!



Soon we will celebrate the nominee representatives for ***Teachers of the Year and Teacher Assistants of the Year for each center!*** The purpose of this event is to recognize the outstanding teachers and/or teacher assistants in each PCI Early Head Start and Head Start center and select an overall ***Teacher of the Year for 2023- 2024*** in both groups. Teacher nomination was due in January. Teacher Assistant nominee information will be due February 28, 2024.

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

- PCI News
- Happy 45th Anniversary PCI
- Staff Recognition – Family Service Workers and Fiscal! Way to go!
- PCI Rodeo Day
- Leadership PCI Session V Presenters
- 100th Day of School
- Children’s Black History Presentations
- Policy Council Meeting
- Annual Board of Directors Meeting
- Dual Language Learner Week

**Please see calendar for specific events.

Remarkable 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 Iratar, Iratar, Iratar

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!"



CALENDAR OF EVENTS: EVENTS AND DATES ARE SUBJECT TO CHANGE!



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
- ❖ 1-16 Conduct Mid-Year Evaluations/ due in HR 19th
- ❖ 2 – Payday
 - CEO Office Staff Meeting
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
 - Groundhog Day
- ❖ 5 – Rodeo for PCI Kickoff
 - Annual Report information due
- ❖ 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
 - **Happy Birthday PCI – 45th Anniversary**
- ❖ 10 – CPR/First-Aid Class – 9:00-12:00 pm
- ❖ 12 – Process Payroll
 - Fiscal Budget Meeting
 - 100th Day of School
- ❖ 13 – Policy Council Meeting – 6:00 pm
- ❖ 14 - **Early Release**
 - Valentine’s Celebrations @ CCP Sites
 - Happy Valentine’s Day!
 - Ash Wednesday
- ❖ 15– Executive Team Meeting
- ❖ 16 – Food Order
 - Process Payroll
- ❖ 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**
- ❖ **20 – 24 Dual Language Learner Celebration Week**
- ❖ 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 Nominations due**
- ❖ 29 – Executive Team Meeting
 - Children’s Perfect Attendance Recognition Day

MARCH

SELF ASSESSMENT MONTH

Employee Recognition: Nutrition Staff/Nutrition Aides/HR Staff

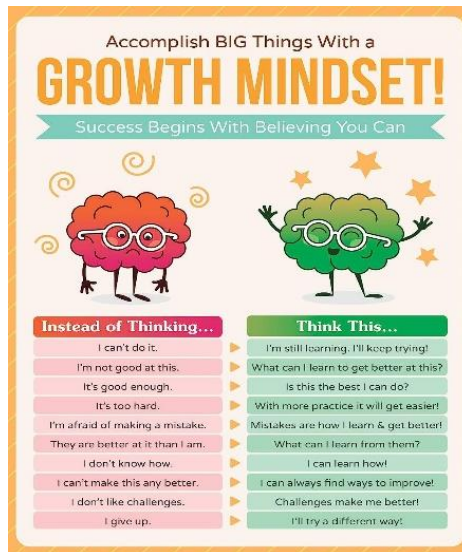
***Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Teaching Strategies Gold Spring Assessments and Parent, Spring Pictures (need to setup dates),

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
- ❖ 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



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