



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** December 17, 2024 – January 6, 2025  
**RE:** CEO MESSAGE



***“PCI...Accountability with Commitment!”***

**Season’s Greetings!**



*As we approach the holiday season, I want to express my heartfelt gratitude to each of you for your dedication, hard work, and the positive energy you bring to the workplace. Your Growth Mindset along with Accountability and Commitment has been beyond reproach. This year has been a journey of challenges and successes, and your unwavering commitment has made all the difference.*

*May this Christmas bring you joy, peace, and precious time with your loved ones. Thank you for being such an integral part of our team. Your efforts have truly made this year special, and I am excited about what we will accomplish together in the year ahead.*

*Wishing you a Merry Christmas and a Happy New Year filled with happiness, good health, and success; and a prosperous 2025 filled with continued growth, purpose, and impact as we “Grow San Antonio’s Tomorrow Today...Together!” See you January 6, 2025.*

*Dr. Sharon Small*

# JANUARY 2025 CALENDAR of EVENTS



- ❖ 1-3 – Winter Break – Centers and Offices Closed
- ❖ 1 – New Year's Day – Happy New Year!!!
  - Parent/Staff Letter Online Event: Rodeo for PCI Campaign Kick Off
- ❖ 3 – Payday
  - Winter Break Ends (Centers/Offices Closed)
- ❖ 6 – Children's Holiday/Staff Planning Day/Staff Development
  - George Gerwin Staff Development
- ❖ 7 – Southwest Staff Development
  - Data Initiative Meeting
  - PCI Centers Re-Open
- ❖ 8 – Integrated Service Meeting – 8:30 am
  - Compliance/Disability Mental Health Staff Meeting – 1:00 pm
  - EHS/CCP Directors' Round Table
- ❖ 9 – Executive Team Meeting
  - National Law Enforcement Appreciation Day
- ❖ 10 – All reports due in CEO Office for Governance Meetings
  - CEO Office Staff Meeting
  - Annual Report to the Public Information Due
  - Fiscal Staff Meeting
  - Food Order
- ❖ 11 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 13 – Education Staff Meeting
  - Process Payroll
- ❖ 14 – Operations Staff Meeting
  - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 15 – Policy Council Meeting – 6:00 pm
  - Parent Curriculum Training
  - Family Service Workers Meeting
  - Quick Fixin' – via Zoom – 6:00 pm
- ❖ 16 – Executive Team Meeting
  - Pregnant Women Training– 4:30 pm
- ❖ 17 – Fiscal Budget Meeting
  - Payday
  - Food Order
- ❖ 20 – Martin Luther King Jr. Holiday – Centers & Offices Closed
- ❖ 21 – Board of Directors Meeting – 6:30 pm
- ❖ 22 – Integrated Service Meeting – 8:30 am
- ❖ 23 – Executive Team Meeting
  - George Gerwin – PCI Meeting – 2:00 pm
  - Children's Art Gallery Show at Centers

- ❖ 24 – Food Order
- ❖ 25 – Annual Parent Training
- ❖ 27-31 – New Staff Orientation
- ❖ 27 – Process Payroll
- ❖ 28 – Operations Staff Meeting
- ❖ 29 – Transition/Education Advisory Meeting – 1:30 pm
- ❖ 30 – Executive Team Meeting
  - SF – 425 Semi – Annual Report Due – EHS – CCP
  - Teacher of the Year Nominations due
- ❖ 31 – W-2's Due to Employees
  - Payday
  - Children's Perfect Attendance Recognition Day
  - Food Order
  - 1095's Due to Employees
  - NEC/Miscellaneous 1099's Due to Vendors
  - NEC 1099's Due to IRS/AATRIX
  - Head Start/Early Head Start Fiscal Year Ends
  - Head Start II/Early Head Start II Fiscal Year Ends
  - Paycom IRS 941/TWC Quarterly Reports Due
  - EHS/CCP Team Meeting
  - 100<sup>th</sup> Day of School

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!"*

## ***“PCI...Accountability with Commitment!”***

*Remember...Mistakes are proof that you are trying. Learn from it, move forward, and do not continue making the same mistake. That is proof of a **growth mindset!***