

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: December 6, 2024
RE: CEO MESSAGE



“PCI...Accountability with Commitment!”

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Season’s Greetings!

As we approach the end of 2024, I would like to extend my warmest wishes for the holiday season to each of you. This year has passed swiftly, marked by significant growth in multiple areas: our purpose, mission, and enrollment. We've deepened our understanding of being accountable and committed, positioning our agency as one of the leading organizations not only in the city, but across the country, prioritizing quality over quantity. The events of 2024 have reinforced our passion for the important work we do.

As we look ahead to 2025, I want to share three key reflections that are top of mind as we prepare for the new year:

1. **Gratitude:** I am profoundly appreciative of each of you for maintaining an unwavering focus on the health and safety of our children, families, and one another.
2. **Accountability:** We have strengthened our understanding of our "why"—the reason we commit ourselves each day to this work—and have made a notable impact on our Board and Policy Council, demonstrating our dedication to the children, families, staff, and communities we serve.
3. **Commitment to Quality:** The importance of commitment continues to be a guiding principle in all that we do.

Looking ahead, 2025 promises to be another year of fresh beginnings, deeper understanding, and greater appreciation for the challenges we will face together and the Focus Area Monitoring Reviews. As our theme for the year states, we are "Accountable and Committed!"



CEO's 12-Day Holiday PTO Giveaway

Congratulations to our first two winners of the "CEO's 12-Day Holiday PTO Giveaway!" This initiative is just one of the many ways Parent/Child Incorporated (PCI) spreads holiday cheer to our dedicated team members. Each selected employee will receive a certificate worth one day of paid time off (PTO). Special thanks to the PCI headquarters

staff for their creativity in performing the “PTO Giveaway Jingle” to the tune of the “12 Days of Christmas.”



Additionally, we extend our gratitude to **Dr. Sharon Michael-Chadwell** for generously providing tickets for staff members and their guests to see the show *Wicked*. I’ve heard it was a fantastic performance! Here are a couple of reviews:

“I just wanted to take the time and thank you again for putting together the Wicked Tickets. My husband and I attended today and we really enjoyed ourselves! The movie was amazing and the hospitality was wonderful!”
- **Mr. Gregory John**

I had forgotten to give a big “Thank You” to PCI, you, Ms. Murphy, and the educational organization that donated “Wicked” tickets to PCI staff. Mrs. Diaz and I attended, and it was NOT “Wicked” but “Wonderful!” We thoroughly enjoyed the movie, the food, and the whole experience. Our Thanksgiving holiday break, kicked off marvelously. Please express our gratitude to those on the outside that donated the tickets and sponsored the event.
- **Mr. Jesse Diaz**



In observance of the upcoming Winter Break, please be advised that PCI staff will receive early payroll on **Friday, December 13, 2024**, instead of the usual pay date of December 20, 2024. A second early payroll will be issued on **Friday, December 20, 2024**, in place of the regularly scheduled payroll on January 3, 2025. Therefore, you will receive payments on **December 13, 2024**, and **December 20, 2024**. This adjustment is due to the agency’s two-week closure for Winter Break, which will take place from December 23, 2024, to January 5, 2025. **The next regular pay date following December 20th will be January 17, 2025. Please plan accordingly.**

Additionally, Human Resources will distribute timesheets for the weeks of **December 9, 2024**, and **December 16, 2024**. During this period, staff will not be using Paycom for timesheet submissions. Should you have any questions or require further clarification, please don’t hesitate to reach out to Human Resources.



Employee Rights

The PCI Employee Handbook contains essential information regarding our policies, procedures, and your rights as an employee. We strongly encourage you to review the

handbook to ensure you understand the appropriate protocols for exercising your rights. Adhering to these protocols will help address concerns effectively and may facilitate a timely resolution.

If you do not have a physical copy of the handbook, please visit the PCI website under **the staff corner** to access it. Familiarizing yourself with the handbook is important to fully understand how PCI operates and supports its employees.



EZ Texting Alert! Sign up on December 9, 2024

As the winter weather sets in and with Winter Break approaching, it is essential to ensure that all families and staff remain connected to our text notification system for timely updates. Please take a moment to complete the following steps to stay informed:

EZ Texting Sign-Up:

- ECCs and Family Service Workers: Kindly confirm that all parents, guardians, and staff members have enrolled in EZ Texting or have them sign up during drop off or pickup Monday, December 9, 2024.
- To sign up, simply text “JOIN” to (210) 226-6232 from a cell phone. You will receive a confirmation message reading: “Welcome to EZ Texting Alerts.” It’s that easy to stay connected.



Technology Security Guidelines for the Holidays: Before departing for the Christmas and New Year holidays, please follow these essential technology precautions to ensure the security and functionality of your devices:

1. **Sign Out, Do Not Shut Down:** Be sure to sign out of your computer rather than shutting it down. If you choose to shut it down, please note that signing back in may take longer due to necessary system updates.
2. **Power Strips:** If your computer, speakers, and other devices are connected to a shared power strip, please avoid turning off the power strip after signing out of your computer.
3. **Prevent Delays:** Failure to follow these guidelines could result in hardware malfunctions and a 24-hour delay in accessing your computer upon return, as critical updates will run automatically when the device is powered back on.

We appreciate your cooperation in these matters, as it will help ensure seamless communication and a smooth return to work after the holidays.



Chess in PCI Head Start

For the second year, PCI is proud to be at the forefront of introducing chess to our Head Start children and families. Research shows that chess can significantly enhance cognitive skills, concentration, memory, self-confidence, and problem-solving abilities. It also teaches critical thinking, planning, and the important life skills of winning and losing graciously. Special thanks to Mrs. Lisa Walker for leading this initiative—another remarkable first for PCI!



Teacher & Teacher Assistant of the Year 2025

PCI will soon be conducting the Annual Teacher of the Year and Teacher Assistant of the Year selection process for both Early Head Start (EHS), and Head Start (HS) for 2025. Nomination information will be due by January 30, 2025; Teacher Assistants are due February 28, 2025. Recognition will take place on May 8, 2024, at a location to be announced. Please look out for further information coming your way after the Winter Break.



Leadership PCI

The seventh cohort of Leadership PCI will hold its fourth official session on December 10th, with Mrs. Lisa Walker, Education Coordinator presenting to the class. We appreciate Mrs. Walker's preparation and contributions to this session.



I'M A SUCCESS
by
DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY
Soy un éxito y sé por qué

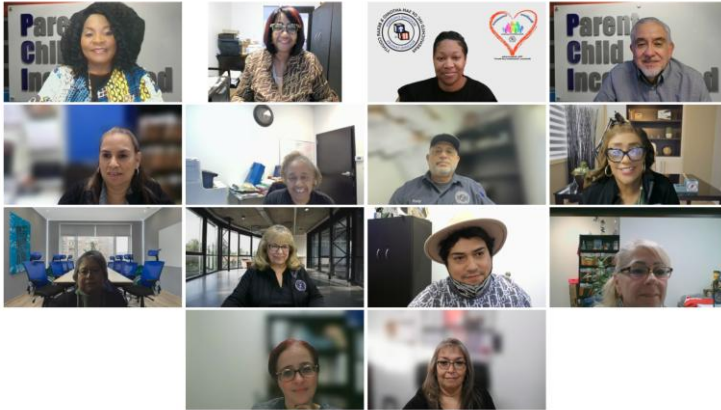
MY MOTTO IS TO TRY, TRY, TRY
Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST
Para hacer y ser mi mejor esfuerzo

THAT IS WHY, I'M A SUCCESS!
Por eso, ¡soy un éxito!

"PCI... Growing San Antonio's Tomorrow...Today!"

Kudos to PCI Decision-Makers



We extend our sincere gratitude to PCI's Executive and Cabinet decision-makers who play a pivotal role in driving PCI's commitment to excellence. Pictured from left to right: **First row:** Dr. Sharon Small, Mrs. Lisa Walker, Mrs. Monica Ellison, Mr. Jesse Diaz; **Second row:** Ms. Alice Espinoza, Mrs. Natalie McGarity-Diaz, Mr. Rudy Pacheco, Ms. Candace Collins; **Third row:** Mrs. Debra Bedoy, Ms. Lydia Almares, Mr. Gregory John, Mrs. Diana Vogt; **Fourth row:** Mrs. Catherine Padilla-Ortas, and Mrs. Janie Castillo.

Thank You to All Participants in November and December Activities

A special thanks to all who contributed to or participated in the following activities in November:

- Recruitment Initiatives
 - Wellness Wednesdays
 - Leadership PCI Session #3
 - Enrichment Day – Chess for Head Start
 - Shared Governance Meeting
 - Fatherhood Initiative Turkey give-away
 - Thanksgiving Baskets
 - Thanksgiving and Christmas Luncheon at the Centers
 - CEO's 12 Days of Christmas PTO Giveaway
 - Westside YMCA Christmas Bash
 - And many more!
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Wishing you all a Merry Christmas and a Happy New Year. Here's to a prosperous 2025 filled with continued growth, purpose, and impact.

DECEMBER

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 2 – Education Staff Meeting
 - Process Payroll
 - Meeting with Mrs. Hawkins (GGA) MOU
- ❖ 3 – Online Campaign Giving Tuesday
 - Giving Tuesday
- ❖ 4 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - EHS/CCP Directors’ Round Table
- ❖ 5 – Executive Team Meeting
- ❖ 6 – CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Payday
 - Food Order
- ❖ 7 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 9 – Parents and staff sign up for the push notification (FSW and ECC during sign-in and CEO Message)
- ❖ 10-13 – CHESS Initiative
- ❖ 10 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 11 – Integrated Service Meeting – 8:30 am
 - Parent Curriculum Training
- ❖ 12 – Executive Team Meeting
- ❖ 13 – All reports due in the CEO Office for the Board of Directors Meeting
 - Fiscal Budget Meeting

- Food Order
- Family Service Worker Training at Brady 8 - 12
- ❖ 16 – Process Payroll
- ❖ 19 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
 - Children’s Christmas Luncheon @ Centers
- ❖ 20 – Payday
 - Southwest Early Release (1 hour)
 - Children’s Perfect Attendance Recognition Day
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 23 – Jan 3 – Winter Break – Centers and Offices Closed
- ❖ 24 – Christmas Eve
- ❖ 25 – Christmas Day
- ❖ 27 – Process Payroll
- ❖ 31 – New Year’s Eve

JANUARY 2025

Employee Recognition: Maintenance/Custodial & Compliance/Special Services Staff

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin *Teacher of the Year Nominations * Head Start Roundup begins
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 6 – JAN 10	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 13 – APR 11	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 1-3 – Winter Break – Centers and Offices Closed
- ❖ 1 – New Year’s Day
 - 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 Gervin 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 Gervin – 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
 - 100th Day of School

AFRICAN AMERICAN HISTORY MONTH

FEBRUARY

Employee Recognition: Family Service Workers/ Operations & EHS-CCP Partners & Staff

***Important Information: Governance Reports Due* Integrated Services Meeting *HR Bulletin*Teacher Assistant of the Year Nominations
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

JAN 6 – JAN 10	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
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JAN 13 – APR 11	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – Rodeo for PCI Campaign Launch
- ❖ 2 – Groundhog Day
- ❖ 4 – Operations Staff Meeting
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 5 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - Family Service Workers Meeting
 - EHS/CCP Directors’ Round Table
- ❖ 6 – Executive Team Meeting
 - Pregnant Women Training – 4:30 pm
 - Children’s Black History Presentation – 10:00 am @ Centers
- ❖ 7 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
 - Team Building Event: Superbowl Spirit Day – Wear Your Favorite Football Jersey
- ❖ 10 – Process Payroll
 - Education Staff Meeting
- ❖ 12 – Integrated Service Meeting – 8:30 am
 - Policy Council Meeting – 6:00 pm
- ❖ 13 – Executive Team Meeting
- ❖ 14 – Fiscal Budget Meeting
 - Payday
 - Food Order
 - Valentine’s Day
 - Online Campaign: Read to Your Child Day
 - PCI Rodeo Day
- ❖ 17-21 – New Staff Orientation
- ❖ 17 – Children’s Holiday/Presidents’ Day/Staff Development Day/Bad Weather Makeup Day Centers Closed
 - George Gervin – Staff Development

- Southwest – Staff Development
- ❖ 18 – Board of Directors Meeting – 6:30 pm
 - Operations Staff Meeting
- ❖ 19-21 – Dual Language Learner Celebration Week
- ❖ 19 – Parent Curriculum Training
 - Male Initiative Meeting – 6:00 pm
 - Family Service Workers Meeting
- ❖ 20 – Executive Team Meeting
 - Pregnant Women Training – 4:30 pm
- ❖ 21 – Food Order
- ❖ 22 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 24 – Process Payroll
- ❖ 26 – Integrated Service Meeting – 8:30 am
 - Health/Nutrition Advisory Meeting – 11:30 am – 1:00 pm
- ❖ 27 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
- ❖ 28 – Miscellaneous 1099’s Due to IRS/AATRIX
 - Payday
 - Children’s Perfect Attendance Recognition Day
 - Food Order
 - EHS/CCP Team Meeting
 - Teacher Assistant of the Year Nominations Due



“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!***