

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: January 17, 2025
RE: CEO MESSAGE



“PCI...Accountability with Commitment!”

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Greetings!

I hope this message finds you safe, warm, and in good spirits as we navigate the current cold weather. As we anticipate another drop in temperatures next week, particularly on Tuesday and Wednesday, we will closely monitor the situation and keep you informed of any updates, including the possibility of freezing conditions and a wintry mix in San Antonio. Please stay informed by checking KSAT 12, the PCI website, and our Facebook page for any relevant announcements.

Martin Luther King, Jr. Day



As we approach **Martin Luther King, Jr. Day** on January 20, I want to take a moment to reflect on **Dr. King’s** enduring legacy. The Corporation for National and Community Service encourages all Americans to observe this day not as a day off, but as a day of service. In 1994, Congress designated this day as a National Day of Service, amplifying its significance. This year’s theme, **“We Are the Dream... It Takes All of Us,”** reminds us of the power of collective action in achieving positive change.

On **Monday, January 20**, PCI will observe MLK Day as a holiday in alignment with the theme: *King’s Legacy for Peace is Justice for All*. This celebration spans 16 days and includes numerous public events throughout San Antonio, including the city’s largest MLK march, which draws around 300,000 participants each year. As we honor Dr. King, let us reflect on his recognition of the power of service to strengthen communities and

advance shared goals. While participating in these events, let us also remember the potential within every child and family we serve.

2024 Year in Review:

As we near the close of PCI's Head Start fiscal year on January 31, 2025, I am proud to reflect on the significant progress we've made throughout 2024. A detailed overview will be provided in our upcoming Annual Report to the Public, but here is a *brief snapshot* of our key achievements:

Our Theme & Motto for 2024:

- **Theme:** *PCI... Accountability with Commitment*
- **Motto:** "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!" — This motto continues to inspire perseverance and excellence across staff, children, and parents alike.

Notable Accomplishments:

- Promoted a Growth Mindset among staff, fostering continuous learning and adaptability.
- Reaffirmed our commitment to our Mission and Vision.
- Secured and maintained funding for five vital programs: Early Head Start, Head Start I, Early Head Start/Child Care Partnership, CACFP, and Head Start II.
- Implemented a Cost-of-Living Adjustment.
- Established a Safety Hub at Mainland and appointed a Safety Officer.
- Led recruitment initiatives to increase and maintain enrollment.
- Launched **Mom-Net** for parents, offering vital support and resources.
- Introduced an agency box truck for recruitment events and three transport vans for field trips.
- Organized enriching field trips, including visits to the Bandera Indoor Safety Theme Park.
- Graduated the Sixth Year Class of Leadership PCI and welcomed the Seventh Year Class for 2024-2025.
- Achieved a successful financial audit with no exceptions.
- Continued impactful initiatives such as *Parents Ask – Understanding Disabilities One Question at a Time*.

Staff Recognition:

This January, we proudly recognize the continued efforts of our Maintenance, Custodial, and Compliance/Special Services teams, whose dedication ensures PCI remains a safe and supportive environment. Special thanks to Mr. Joe Segura, Compliance Officer/Special Services Coordinator; Mr. Rudy Pacheco, Facilities/Transportation Supervisor; and our Education Center Coordinators for their outstanding leadership.

PTO Reminders:

As we approach the end of the fiscal year, many of you may be planning to use PTO. While we encourage everyone to take the time they need to recharge, please ensure proper coordination and approval to minimize any disruptions to services. Additionally, we ask that staff refrain from taking two or more consecutive days off, unless it is an emergency. We recommend planning vacations for the summer months, considering the nature of our educational services.

Looking Ahead to 2025: FA1 Review Notification

While 2024 was marked by numerous successes, much lies ahead as we move into 2025. We've received the 45-Day Monitoring Review Notification Letter for the FA1 Review, which is exciting news! I trust you're as eager as I am to receive this important update. With the Growth Mindset we've consistently championed, I know we're ready to demonstrate the progress we've made.

To the leadership team and all PCI staff, I want to share some affirmations as we prepare for the review:

- "The work we do every day is important and impactful, and this review will show just how committed we are to our mission."
- "We have the knowledge, experience, and determination to navigate any challenges and come out stronger on the other side."
- "This is our chance to demonstrate how far we've come and how well we've aligned with the standards and goals set before us."
- "We are prepared, confident, and capable. Let's use this opportunity to showcase the great work we've accomplished."
- "Together, we've built something truly strong, and this review is just another opportunity to prove that to others."
- "Our ability to adapt, collaborate, and continuously improve will make this review a success."

Thank you all for your ongoing dedication to PCI. Together, let's continue our momentum and make 2025 even more successful!

2024 – 2025 Teacher & Teacher Assistant of the Year



PCI will conduct the *Annual EHS, HS Teacher of the Year* and *Teacher Assistant of the Year* to recognize outstanding center teachers and teacher assistants! One teacher and one teacher assistant (if applicable) are selected from each center to represent their center. Teacher nominee information will be due January 30, 2025, and Teacher Assistant information will be due February 28, 2025. The *EHS & HS Teachers and Assistants of the Year* will be recognized in **May**.

Coming February 3, 2025!

A graphic for a rodeo fundraiser. At the top is a brown wooden sign with the word "RODEO" in large, bold, white letters and "For PCI" in a white script font below it. The sign is decorated with silhouettes of a cowboy hat, a horseshoe, and a lasso. Below the sign is a silhouette of a cowboy riding a bucking horse, with another cowboy on a blue horse in the background. The scene is framed by green cacti and brown barbed wire. At the bottom, a brown banner contains the text: "MONDAY | FUNDRAISER KICK-OFF" and "3 FEBRUARY | All PCI's Centers and Facilities". Below this banner are icons for a phone and a website, with the text "210-226-6232" and "www.parentchildinc.com". At the very bottom of the banner, it says "Wear your favorite rodeo gear on 2/3/25!".

MONDAY | FUNDRAISER KICK-OFF
3 FEBRUARY | All PCI's Centers and Facilities

📞 210-226-6232 🌐 www.parentchildinc.com

Wear your favorite rodeo gear on 2/3/25!



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

- ❖ 13 – Education Staff Meeting
 - Process Payroll
- ❖ 14 – Operations Staff Meeting
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 15 – Policy Council Meeting – 6:00 p.m.
 - Parent Curriculum Training
 - Family Service Workers Meeting
- ❖ 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
 - Quick Fixin’ – via Zoom – 6:00 pm
- ❖ 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**

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JAN 6 – JAN 10	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	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...Growing San Antonio's Tomorrow...Today!”