



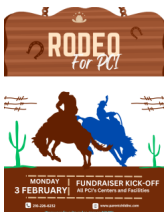
TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: February 28, 2025
RE: CEO MESSAGE

“PCI...Accountability with Commitment!”

Greetings,

As February ends and we approach March, it’s remarkable how quickly the school year is progressing. With the arrival of March, several important events are on the horizon. One of the key events at the start of the month is PCI’s **Focus Area 1 (FA1) Federal Monitoring Review**. This review is a vital process to assess, monitor, and ensure the continued quality and compliance of Head Start programs in their mission to support the development of young children and their families. We look forward to this review as an opportunity to highlight the mission of **Parent/Child Incorporated** and demonstrate how we embody that mission every day. As a part of PCI, each of you plays a crucial role in fulfilling this mission. Let’s continue to uphold it with dedication and commitment.

The mission of **Parent/Child Incorporated** is to provide high-quality early childhood developmental and educational services that empower children and their families to become responsible citizens who value education and community.



PCI Rodeo Fundraiser

Thank you to the PCI staff for your generous contributions to the **Rodeo for PCI Fundraiser!** We will share the total amount raised once all contributions are finalized. Congratulations to all who participated and thank you for your support. Remember, 100% of the funds raised will go directly to **Parent/Child Incorporated**, so every contribution is impactful.

Early Payroll Announcement

In observance of Spring Break from **March 10 – 14**, payroll will be processed earlier, on **March 7**, instead of the usual date of March 14. Human Resources will begin processing payroll on **Monday, March 3, 2025**. Please be sure to read the email from **Mrs. Diana Vogt** and **Ms. Alicia Espinoza** for detailed information. Failure to understand the process may result in inaccuracies in your pay, so we encourage you to review the message thoroughly.

PARENT/CHILD INCORPORATED
"READ ACROSS AMERICA"
CELEBRATION WEEK
MARCH 3-7, 2025



PCI Participates in the 2025 Read Across America Celebration!

3



MONDAY: BOOKS HELP US TO RELAX
Wear your favorite pajamas and get cozy for a fun day of reading!

On **March 3, 2025**, we will celebrate **National Read Across America Day**, also known as **Dr. Seuss Day**. This day is dedicated to recognizing the power of literacy and the joy of reading.

4



TUESDAY: BOOKS TAKES US TO OTHER PLACES
Dress up as a place you dream of visiting, and let your imagination take you on a reading adventure!

Reading not only entertains but also inspires imagination and opens new worlds. As we celebrate, let us honor the parents, educators, authors, librarians, and mentors who encourage children to read. Books introduce young minds to diverse ideas and cultures, fueling creativity and inspiring positive change.

5



WEDNESDAY: BOOKS BRINGS US TOGETHER
Show off your colorful style! Wear your favorite tie-dye shirt or outfit, and go wild with crazy hair!

6



THURSDAY: BOOKS BOOST OUR IMAGINATION
Bring your favorite story to life! Dress up as your favorite book character and join the adventure!

7



FRIDAY: BOOKS GIVES US SUPERPOWERS
Unleash your inner hero! Dress up as your favorite superhero and get ready for an action-packed reading adventure!

Let's continue to support literacy and ensure that every child has access to high-quality education. Join us in the week's activities, and let's enjoy **Reading Across America** together!

Successful Health/Mental Health/Nutrition Advisory Meeting

Congratulations to **Mr. Joe Segura** and his team for hosting a highly successful **Health/Mental Health/Nutrition Advisory Meeting** on **January 26th**! The turnout was excellent, a testament to the hard work and dedication of everyone involved. Additionally, important information regarding the recent measles outbreak was shared.

Measles Update

The **Metropolitan Health District** has reported potential measles exposures in the **San Antonio** community. While we currently have no reason to believe any exposures have impacted our centers, we encourage families to take the following precautions:

- Contact your healthcare provider if you believe you or a family member may have been exposed or are showing symptoms.

- Review your family’s immunization records to ensure vaccinations are up to date.
- Monitor for symptoms such as fever or unexplained rashes within 4 to 21 days of potential exposure.
- Follow your healthcare provider’s advice on when to stay home from work, school, or other gatherings. Please remember, if your child has a fever of 100°F or higher, they should remain home until they are fever-free for at least 24 hours without fever-reducing medication.

For more details, please refer to the **City of San Antonio Metropolitan Health District's** release dated **February 23, 2025**.

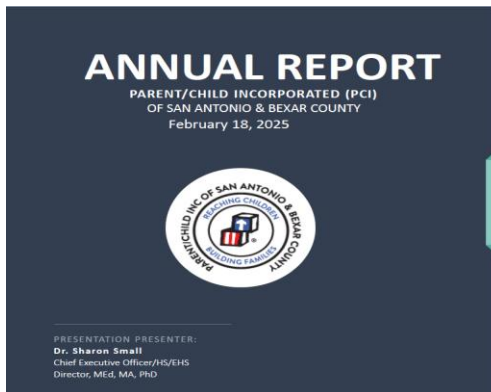


March Staff Recognition

In March, we will honor the **Nutrition Services Staff & Nutrition Aides, Fiscal Staff, and HR Staff** for their outstanding dedication and contributions. Your tireless efforts ensure the success of PCI, and we deeply appreciate your commitment to providing exceptional services and support. Congratulations to all – your hard work truly makes PCI proud!

Annual Board Meeting a Virtual Success!

[Annual Report | Parent Child Inc.](#)



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

Parent/Child Incorporated’s Annual Report to the Public was a tremendous success! This report, required by Head Start agencies, provides transparency about the funds received, the number of children and families served, and the overall performance of the agency. It reaffirms PCI’s commitment to high-quality service and the integrity with which we serve our children and families.

Thank you for your continued dedication to advancing early childhood education and development. To view the full report, please follow the link above.

PCI's Self-Assessment

Upon returning from Spring Break, PCI will begin its annual **Self-Assessment**. This process, as mandated by the **Head Start Program Performance Standards**, involves evaluating our effectiveness in meeting program goals and complying with federal regulations. The assessment will involve the participation of the **Policy Council, Board of Directors**, and, where applicable, community members. Please note that interviews may be conducted as part of the assessment. Additional information will be shared as the process begins.



Teacher/Teacher Assistant of the Year Nomination

The search for **Teacher of the Year** and **Teacher Assistant of the Year** nominees is underway. Each center will have one nominee, and the selection process will include an interview. The honor of being nominated reflects the high standards of teaching and dedication upheld by our staff.



Happy 60th Birthday, Head Start!

In **2025**, Head Start celebrates its **60th Anniversary**, and PCI is proud to be a part of this historic milestone. Thanks to the efforts of our Ambassador, PCI has received over 1,000 birthday wishes and has ranked **#2** nationally in advocacy efforts. Let's continue to support and promote the importance of **Head Start** and the vital work we do in early childhood education.

Major Forms of Communication for PCI

Effective communication is crucial for keeping everyone informed. Email remains the primary method for disseminating important updates and information. It is essential that all PCI staff have an active email address and check it regularly. Supervisors are asked to ensure that all staff members can access their emails and are reading the relevant

communications. If anyone does not have an email address, please contact **Human Resources** for assistance.



Festival – March 7th at PCI

PCI will host a **Kite Festival** on **March 7th**, just before Spring Break. Last year's event was a great success, and we are excited to enjoy another fun-filled day with the children. You should have received materials and instructions for creating kites, so please get ready for a wonderful experience. We look forward to favorable weather and a fantastic event!

In closing, I want to acknowledge the exceptional work our staff does every day on behalf of **Parent/Child Incorporated**. Each member of our team contributes to fulfilling our mission and positively impacts the lives of the children and families we serve. Thank you for your ongoing dedication and commitment to excellence.



It is important that I acknowledge the fine work staff are doing each day on behalf of Parent/Child Incorporated. In one way or another, all PCI staff should feel good each day when they leave, knowing that they have accomplished at least one thing that has effected positively affected the lives of our children and families to satisfy our Mission.

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

- Presenters of the Annual Report to the Public
- Health/Mental Health/Nutrition Advisory Meeting
- Male Initiative Meeting
- PCI Staff on the Rodeo Fundraiser
- Leadership PCI Session 7 Presenters – Candace Collins and Catherine Padilla-Ortas
- Dual Language Learners Week Celebration and Activities
- Read Across America Participants
- FA1 Review Participants

Great 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 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!"



FUTURE REMINDER...

TURN YOUR CLOCK FORWARD 1- HOUR SUNDAY, MARCH 9, 2025!



March 10 - 14! Stay Safe!!!!

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



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
JAN 13 – APR 11	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 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

MARCH

Employee Recognition: Nutrition Services Staff & Nutrition Aides, Fiscal Staff and HR staff

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

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

- ❖ 2 – Texas Independence Day
- ❖ 3 – CLASS Observation Begins – 2nd Cycle
 - Education Staff Meeting
 - Early Payroll Processing
 - Read Across America Day
- ❖ 3 – 7 FA 1 Federal Monitoring Review
- ❖ 3-7 – National School Breakfast Week
- ❖ 3-7 - Texas Public Schools Week
- ❖ 5 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - Operations Staff Meeting
 - Ash Wednesday
 - EHS/CCP Directors’ Round Table
- ❖ 6 – Executive Team Meeting
- ❖ 7 – All reports due in CEO Office for Shared Program Governance Meeting and Agency Self-Assessment Training
 - Team Building Event-Fly Your Kite Day at PCI
 - CEO Office Staff Meeting
 - Early Payroll
 - Food Order
 - Southwest Early Release (1 hour)
 - Fiscal Staff meeting
- ❖ 9 – Daylight Savings Time Begins (Turn Clocks ahead 1 hour)
- ❖ 10-14 – Spring Break – Centers and Offices Closed
 - Agency Close Down
- ❖ 16-22–National Child Nutrition Education Week
- ❖ 17-21 – New Staff Orientation
- ❖ 17 – St. Patrick’s Day

- ❖ 18 – Operations Staff Meeting
 - Fiscal Budget Meeting
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 19-April 6 – Self Assessment Timeframe
- ❖ 19 – Shared Program Governance Meeting and Agency Self-Assessment Training– 6:00 pm
 - Integrated Service Meeting – 8:30 am
 - Family Service Workers Meeting
- ❖ 20 – Executive Team Meeting
 - Bingo Night– 6:00 pm
- ❖ 21 – Food Order
- ❖ 24 – Process Payroll
- ❖ 26 – Integrated Service Meeting 8:30 am
 - Parent Curriculum Training
 - Transition/Education Advisory Meeting – 1:30 pm
- ❖ 27 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
 - CACFP Day Care Homes Training – 5:30 pm – 7:30 pm (New Providers)
- ❖ 28 – Payday
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 31 – Children’s Perfect Attendance Recognition Day

APRIL IS CHILD ABUSE AWARENESS MONTH

APRIL

COMMUNITY ASSESSMENT MONTH

Employee Recognition: Administrative Professionals & CEO Office Staff

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

FOCUS AREA REVIEW

PERFORMANCE EVALUATION CYCLE TIMELINE

APRIL 1 - 11	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 18	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE

- ❖ 1 – April Fool’s Day
 - Leadership PCI – 4:30 pm – 6:00 pm
 - EHS-CCP Budget Due
- ❖ 2 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - Operations Staff Meeting
 - EHS/CCP Directors’ Round Table
 - Children’s Book Day
- ❖ 3 – Executive Team Meeting
- ❖ 4 – All reports due in CEO Office for Shared Program Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
- ❖ 5-11 – Week of the Young Child
- ❖ 5 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 7-11 – New Staff Orientation
- ❖ 7 – Process Payroll
- ❖ 9 – Integrated Service Meeting – 8:30 am
 - Policy Council Meeting – 6:00 pm
- ❖ 10 – Executive Team Meeting
 - Family Service Workers Meeting
- ❖ 11 – Fiscal Budget Meeting
 - Payday
 - Food Order
 - Pet Show & Tell – 6:00 pm
- ❖ 13 – Palm Sunday
- ❖ 14 – Education Staff Meeting
- ❖ 15 – Distribution of Annual Evaluations to Supervisors
 - Board of Directors Meeting – 6:30 pm
- ❖ 16 – Parent Curriculum Training
 - Operations Staff Meeting
- ❖ 17 – Executive Team Meeting
- ❖ 18 – Good Friday Holiday – Centers and Offices Closed
- ❖ 20-26 – National Volunteer Appreciation Week
- ❖ 20 – Easter Sunday

- ❖ 21 – Student Holiday/Teacher Planning Day
 - Process Payroll
- ❖ 22 – Earth Day
- ❖ 23 – Integrated Service Meeting – 8:30 am
 - Administrative Professionals’ Day
- ❖ 24 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
 - Health/Nutrition Advisory Meeting – 11:30 am – 1:00 pm
- ❖ 25 – Payday
 - Food Order
 - George Gervin – Holiday
 - EHS/CCP Team Meeting
- ❖ 30 – SF-425 Semi-Annual Report Due – HS/HSII-EHS II/EHS
 - SF-425 Annual Report Due – HS/HSII-EHSII/EHS
 - SF-428 Annual Report Due – HS/EHS
 - Paycom IRS 941/TWC Quarterly Report Due
 - Children’s Perfect Attendance Recognition Day
 - Fiesta Float Parades at Centers - 10:00 am

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