



**TO: PCI STAFF**  
**FROM: Sharon Small, Ph.D.**  
**DATE: February 6, 2025**  
**RE: CEO MESSAGE**

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

Greetings,

February is a month filled with significant milestones and celebrations, including PCI’s 46th Anniversary, Black History Month, Staff Recognitions, Groundhog Day, Dual Language Learners Week, Valentine’s Day, the 100th Day of School, Champions for Charity, and PCI Rodeo Day. These events offer us wonderful opportunities to celebrate our achievements and the outstanding work of our team.

At the same time, we recognize the challenges presented by the new Administration regarding the future of Head Start. As you know, our recent advocacy efforts on Capitol Hill in Washington, DC, were instrumental in lifting the freeze on Head Start funds. However, the Executive Order remains in effect. To ensure the new Administration fully understands the continued importance of Head Start for children, families, and staff, it is essential that we consistently demonstrate excellence in all aspects of our work.

Additionally, we are preparing communication regarding deportation rights and how to address such situations at your centers.

We acknowledge the challenges ahead, but we urge each of you to maintain a Growth Mindset, stay positive, and remain steadfast in your commitment to our mission. The health and safety of our children and staff continue to be our highest priority, and we must ensure that we provide safe, high-quality services every day.

Thank you for your unwavering dedication and hard work. Together, we can continue to make a lasting, positive impact on the lives of the children and families we serve.

## Successful Transition/Education Advisory Meeting

Congratulations to Mrs. Lisa Walker and her team for hosting a successful Transition/Education Advisory Meeting on January 29th! With 28 attendees, it's clear that your hard work and dedication paid off—excellent job! We're also excited to share that Southwest ISD is interested in meeting with our teachers of children transitioning to kindergarten. This is a new and exciting opportunity, and we look forward to making it a successful collaboration.



## 100<sup>th</sup> Day of School – January 31, 2025

The **100th Day of School** marks a significant milestone in the school year, representing the completion of 100 days of learning and growth. From the very first day of school, classes begin tracking the number of days attended in anticipation of this exciting day. We invite you to visit our **PCI Facebook page** to see the many creative and inspiring ways the **100th Day** is being celebrated across our centers. It's a wonderful opportunity to reflect on the progress our students have made and to celebrate their hard work and achievements!



## February Staff Recognition: *Family Service Workers/ Operations & EHS-CCP Partners & Staff*

February is a special month when we honor the dedication and hard work of our **Family Service, Operations, and EHS-CCP** staff. From enrolling eligible children and providing vital services to families, to managing programs that ensure staff are qualified and well-supported in their roles, these teams play a critical part in our success. We recognize and appreciate the tireless efforts of each team member. Your commitment to ensuring high-quality services and support is truly commendable. **Congratulations to all**—your contributions make PCI proud!



## HAPPY 46<sup>th</sup> BIRTHDAY PCI!

On **February 9, 1979**, Parent/Child Incorporated (PCI) became a **Delegate** for the entire Head Start program under the City of San Antonio, which served as the Grantee. Today, in **2025**, PCI proudly serves as the Grantee for **Early Head Start, Head Start, Early Head Start-Child Care Partnership/Expansion, Head Start Grantee II, and Early Head Start Grantee II**, in addition to operating a successful **Nutrition and Day Care Home** program.

As we celebrate this remarkable journey, we honor the vision and dedication of PCI's Founder, **Blanche Russ-Glover**, whose care for the children and families of San Antonio and Bexar County laid the foundation for everything we've achieved. PCI is truly blessed to continue this legacy, but we must always remember and cherish how it all began.



## HAPPY 60<sup>th</sup> BIRTHDAY Head Start!

**Head Start turns 60 in 2025**, and we're excited to celebrate this milestone! To mark the occasion, we are aiming to collect at least **1,000 signatures** from parents, guardians, and friends—and hopefully even more! Each Head Start program has designated an ambassador to help spread the word, and we are proud to announce that **Ms. Connie Murphy**, PCI's Communications Director, is our Ambassador! We kindly ask that you sign the **birthday card** and leave a message, including **PCI**, if possible, to show your support. Together, we can reach our goal and celebrate this incredible anniversary in a meaningful way. Let's make this a memorable celebration, **we can do it! I need participation from all our centers. This is part of advocating for Head Start. I appreciate your support!**

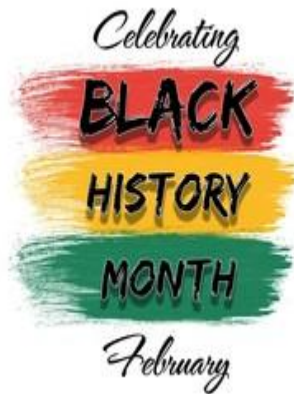
## Focus Area 1 Federal Monitoring Review is Here!

PCI has been notified of a date in which we will have our Focus Area 1 Review. The **Head Start Focus Area 1 Federal Monitoring Review** is part of the broader federal oversight process aimed at ensuring Head Start programs operate effectively and comply with the regulations and standards set by the **Head Start Act** and **Head Start Program Performance Standards**.

Focus Area 1 specifically focuses on **program management and service delivery**. During this review, federal monitors assess the following key areas:

1. **Program Governance and Administration:** Examining how the program is managed, including leadership, staff qualifications, and oversight of operations.
2. **Health and Safety:** Ensuring that Head Start centers meet health, safety, and facility requirements, providing a safe environment for children.
3. **Educational Programming:** Assessing whether the educational content and services meet the needs of the children, supporting their development in line with Head Start goals.
4. **Family Engagement:** Reviewing how the program engages and supports families in the child's education and development.
5. **Compliance with Federal Regulations:** Ensuring that the program follows all federal policies related to budgeting, staffing, and service delivery.

**Focus Area 2** involves a combination of document review, interviews with staff and parents, and observations of classrooms and other services. The goal is to identify areas for improvement, provide technical assistance, and ensure Head Start programs are delivering high-quality services to low-income children and their families. We look forward to the review to share just what PCI is all about.



On **Thursday, February 6, 2025**, the children, and staff of PCI will come together to celebrate **Black History Month** with a series of presentations at each of our centers. Thanks to the creativity and dedication of our **ECCs**, teachers, and center staff, we are confident that the children will showcase their talents in a truly remarkable way. We invite you to follow our **Facebook page** to see our children in action and witness the vibrant celebrations happening across our centers!

## The 2025 BLACK HISTORY THEME: African Americans and Labor

The theme for **Black History Month 2025** is "**African Americans and Labor**". This theme highlights the significant and diverse ways in which work—both free and unfree, skilled,

and unskilled, vocational, and voluntary—has intersected with the collective experiences of Black people throughout history. It provides an opportunity to reflect on the profound impact that African Americans have had in shaping the labor force and contributing to society, often in the face of adversity.



*"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, 2025**  
**Donald J. Trump**

Today, I am very honored to recognize February 2025 as National Black History Month.

Every year, National Black History Month is an occasion to celebrate the contributions of so many black American patriots who have indelibly shaped our Nation's history.

Throughout our history, black Americans have been among our country's most consequential leaders, shaping the cultural and political destiny of our Nation in profound ways. American heroes such as Frederick Douglass, Harriet Tubman, Thomas Sowell, Justice Clarence Thomas, and countless others represent what is best in America and her citizens. Their achievements, which have monumentally advanced the tradition of equality under the law in our great country, continue to serve as an inspiration for all Americans. We will also never forget the achievements of American greats like Tiger Woods, who have pushed the boundaries of excellence in their respective fields, paving the way for others to follow.

This National Black History Month, as America prepares to enter a historic Golden Age, I want to extend my tremendous gratitude to black Americans for all they have done to bring us to this moment, and for the many future contributions they will make as we advance into a future of limitless possibility under my Administration.

NOW, THEREFORE, I, DONALD J. TRUMP, 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 2025 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 appropriate 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-five, and of the Independence of the United States of America the two hundred and forty-ninth.

Source: Office of the White House

### THANK YOU, BOARD OF DIRECTORS!



February is designated as **PCI Board Recognition Month**, a time to raise awareness and deepen understanding of the critical role our board members play in the success of our agency. PCI extends its heartfelt appreciation to our board members for their unwavering dedication to the future of every child and family enrolled in our programs.

While **January** is officially recognized as the month for board appreciation, their commitment is year-round. Our board is a **volunteer board**, and the time and effort they contribute is driven by their deep commitment to our mission—without any compensation. These extraordinary individuals take on the monumental responsibility of governing our agency, and their decisions and actions directly impact the lives of our children, families, and staff. We are fortunate to have board members who have consistently advocated for PCI, standing the test of time, and continuing to guide us with passion and vision. To honor their invaluable contributions, our board will receive special recognition during our **February Annual Board Meeting** and **Annual Report to the Public**.



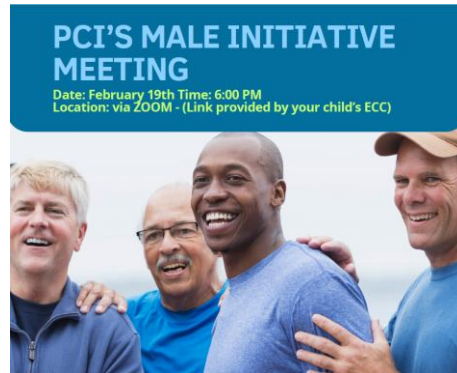
**VITA is offering Free Tax Prep!**

The **Volunteer Income Tax Assistance (VITA) Program** provides **free income tax return preparation** to eligible taxpayers, helping working families maximize the tax credits they are entitled to, including the **Earned Income Tax Credit (EITC)**, **Child Tax Credit (CTC)**, and **education credits**. VITA is available to taxpayers earning up to **\$60,000 annually**, with **community volunteers** offering their assistance in preparing basic, current-year tax returns at no cost. For more information about VITA services, including locations and hours of operation, please contact the **United Way Helpline at 2-1-1**.

### Let's Rodeo San Antonio! – Monday, FEBRUARY 3, 2025



***"Let's Rodeo, PCI of San Antonio!"*** On Monday, February 3rd, we celebrated PCI Rodeo Day and the kickoff of the Champions for Charity Fundraiser! Children and staff participated by wearing their cowboy and cowgirl attire to join in the fun if they had it! (See the advertisement above for more details.) This is PCI's only fundraiser for the year, and we encourage everyone to contribute. The final day to submit donations is February 28th.



**2<sup>nd</sup> Male Initiative Meeting – Wednesday, FEBRUARY 19, 2025**

The 2<sup>nd</sup> PCI Male Initiative Meeting will be held on Wednesday, February 19, 2025, at 6:00pm. Please mark your calendars and stay tuned for more details from Mr. Joe Segura.

**Celebrate Dual Language Learner Week February 19-21!**

Join Parent/Child Incorporated in celebrating Dual Language Learner (DLL) Week! This annual virtual event honors children who are DLLs and their families. DLL children are integral members of our communities, and we will celebrate the strength, resilience, and innovation that support their growth and development. We extend our gratitude to Ms. Laura Galindo and the classroom staff for their dedicated efforts in working with our DLL children, as well as to Mrs. Lisa Walker for her invaluable assistance in facilitating this collaboration.



**Monday, Feb 17, 2025, is Staff Development Day. All PCI employees are expected to report to their assigned centers, departments, or sessions. More information will be forthcoming.**



### **Health/Mental Health/Nutrition Advisory Meeting -February 28<sup>th</sup>!**

Mark your calendars for the Health/Mental Health/Nutrition Advisory Meeting on February 26<sup>th</sup>, starting at 11:30 a.m. Join us in helping ensure that Parent/Child Incorporated (PCI) effectively implements health and safety guidelines. Your participation is crucial in supporting the well-being of our community.

### **Annual Teacher and Teacher Assistant of the Year Celebration!**



We are excited to soon celebrate the nominees for Teachers of the Year and Teacher Assistants of the Year at each center! This event honors the exceptional educators and teacher assistants across all PCI Early Head Start and Head Start centers, culminating in the selection of an overall Teacher of the Year for 2024–2025 in both categories. Nominations for teachers were due in January, and the deadline for Teacher Assistant nominations is February 28, 2025.

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

- Transition/Education Advisory Meeting (Jan 29<sup>th</sup>)
- Advocacy for PCI and Head Start
- Happy 46<sup>th</sup> Anniversary PCI
- Staff Recognition – Family Service Workers and Fiscal! Way to go!
- PCI Rodeo Day
- Leadership PCI Session VI Presenters
- 100<sup>th</sup> Day of School
- Children’s Black History Presentations
- Policy Council Meeting
- Annual Board of Directors Meeting
- Dual Language Learner Week
- Male Initiative Meeting
- Health/Mental Health/Nutrition Advisory Meeting

\*\*Please see the 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 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!"



**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

❖ 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

## **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
- ❖ 4 – Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 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
- ❖ 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



**"Happy Valentine's Day"** to an incredible team! Each of you brings something unique and special to our work, and I am so grateful for the dedication, passion, and care you put into everything you do. Your hard work makes a difference in the lives of those we serve, and I feel incredibly lucky to work alongside such a wonderful group of individuals. Wishing you all a day filled with love, appreciation, and joy. Thank you for everything you do, your commitment never goes unnoticed!"

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