



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: December 15, 2025 – January 5, 2026
RE: CEO MESSAGE

***“PCI...Accountability with Commitment Part 2!”
(Readiness...Excellence...Impact)***



Season's Greetings!

As we approach the end of 2025, I want to extend my warmest wishes for the holiday season to each of you. This year has been one of growth and accomplishments, strengthening our mission, deepening our commitment, and advancing enrollment. Together, we have reinforced our agency's focus on quality, accountability, and impact, both locally and nationally.

As we look forward to 2026, I want to share three key reflections that highlight the remarkable work we've accomplished and the values that will guide us in the new year:

1. **Readiness:** I am deeply grateful to each of you for staying vigilant and prepared every day, assuring the health, safety, and well-being of our

- children, families, and colleagues. Your dedication allows us to respond effectively to challenges and opportunities alike.
2. **Excellence:** Your commitment to our mission has strengthened the quality of our work and the impact we make. By embracing our purpose and “why” each day, you have elevated our programs, inspired confidence from our Board and Policy Council, and reinforced our dedication to the communities we serve.
 3. **Impact:** Every effort you make, every decision you take, and every interaction with families and colleagues reflects your commitment to creating meaningful change. The difference you make in the lives of children and families is the true measure of our success.

Our theme for 2026 – “**Accountable and Committed!**” – reflects our continued dedication to excellence, growth, and collective achievement.



CEO’s 12-Day Holiday PTO Giveaway

Congratulations to the first nine winners of the **CEO’s 12-Day Holiday PTO Giveaway!** Each winner will receive a certificate for one day of paid time off. Special thanks to our PCI headquarters team for performing the “PTO Giveaway Jingle” to the tune of the “12 Days of Christmas.”



Employee Handbook Reminder

Please review the **PCI Employee Handbook**, which contains important policies, procedures, and employee rights. Access a copy under the Staff Corner on the PCI website. Understanding these protocols ensures concerns are addressed effectively and resolved in a timely manner.



EZ Texting Alerts

As winter weather and Winter Break approach, please ensure all families and staff remain connected to our text notification system for timely updates.



Technology Security for the Holidays

Before leaving for the holidays, please follow these steps to protect your devices and ensure a smooth return:

1. **Sign out, do not shut down** your computer; shutting down may delay log-in due to system updates.
 2. **Keep power strips on** for connected devices to prevent update delays.
 3. Following these steps prevents hardware issues and ensures immediate access upon return.
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Chess in PCI Head Start

For the second year, PCI is proud to introduce chess to our Head Start children and families. Chess promotes critical thinking, concentration, memory, self-confidence, and problem-solving skills. Special thanks to **Mrs. Lisa Walker** for leading this initiative.



Teacher & Teacher Assistant of the Year 2026

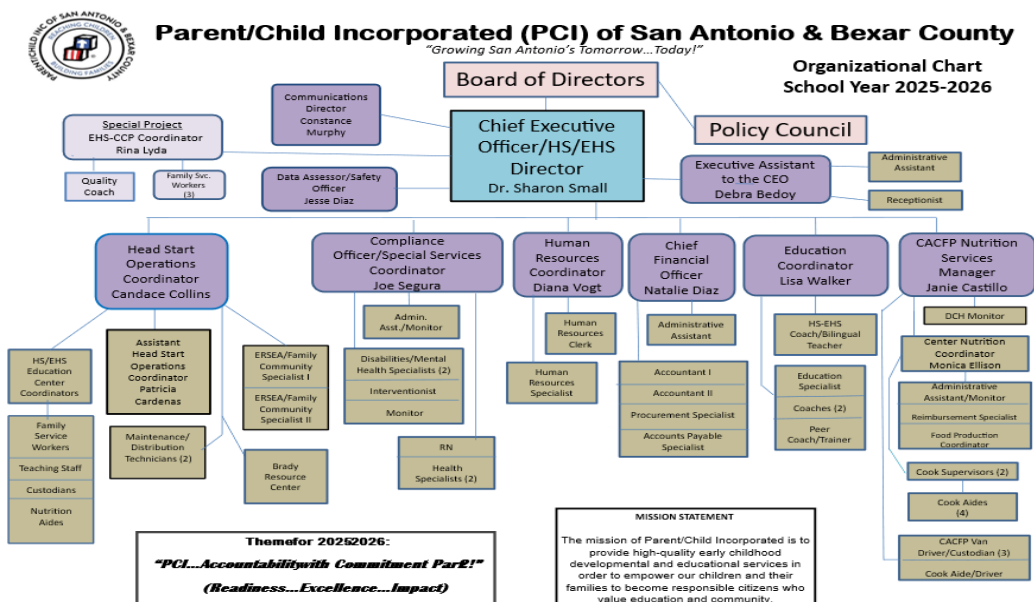
Nominations for **Teacher of the Year** are due **January 30, 2026**, and for **Teacher Assistant of the Year** by **February 28, 2026**. Recognition will take place on **May 7, 2026**. Look for further details after Winter Break.



Leadership PCI

The eighth cohort of **Leadership PCI** held its fourth session on **December 2nd**, featuring **Mrs. Lisa Walker** and **Ms. Laura Galindo**. We thank them for their contributions and preparation.

Kudos to PCI Decision-Makers



We want to recognize and thank PCI's Executive and Cabinet leaders as well as our Board and Policy Council for their dedication, vision, and guidance. Your leadership inspires and supports all of us, helping ensure that our work

continues to make a meaningful impact for the children, families, and communities we serve.

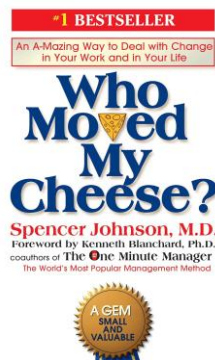
Thank You to All Participants in November and December Activities

A heartfelt thank you to all who contributed to or participated in:

- Recruitment Initiatives/Full Enrollment
- Center Compliances
- High Center Attendance
- Wellness Wednesdays
- Leadership PCI Session #4
- Chess Enrichment Day
- Shared Governance Meeting
- Fatherhood Initiative Turkey Giveaway
- Thanksgiving Baskets
- Center Holiday Luncheons
- CEO's 12-Day PTO Giveaway
- Westside YMCA Christmas Bash
- Parent Curriculum Trainings
- CPR/First Aid Classes
- And many more!

Wishing you all a Merry Christmas and a Happy New Year!

As we look ahead to 2026, let's embrace change with curiosity and courage, just as we are reminded in *Who Moved My Cheese?*. May the new year bring opportunities to learn, grow, and adapt, turning challenges into successes. Here's to a year filled with **continued growth, renewed purpose, and meaningful impact**—for yourselves, our team, and the children and families we serve.



Dr. Sharon, Ernie, Ted & Sezer Small



Calendar of Events

DECEMBER

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

FOCUS AREA 2 - CLASS REVIEW

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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Monthly Events:

- ❖ 1 – Process Payroll
- ❖ 2 - Leadership PCI – 4:30 – 6:00
 - Giving Tuesday
- ❖ 3 – EHS/CCP Directors’ Round Table
- ❖ 4 – Executive Team Meeting
- ❖ 5 – All reports due in CEO Office for Board of Directors Meeting
 - CEO Office Staff Meeting

- Food Order
- Payday
- Fiscal Staff Meeting
- International Volunteer Day
- ❖ 8 – Education Staff Meeting
- ❖ 9 – Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
- ❖ 10-12 – CHESS Initiative
- ❖ 10 – Integrated Services Meeting – 8:30 am
 - Parent Curriculum Training – 11:00 am
 - Round Table Talk, ECC, ERSEA Specialist, 11:00 am at Brady
- ❖ 11 – Executive Team Meeting
- ❖ 12 – Food Order
 - Fiscal Budget Meeting
- ❖ 13 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 15 – Process Payroll
- ❖ 16 – Board of Directors Meeting – 6:30 pm
- ❖ 18 – Children’s Christmas Luncheon @ Centers
 - Executive Team Meeting
- ❖ 19 – EHS/CCP Team Meeting
 - Food Order
 - Payday
 - Southwest Early Release (1 hour)
 - Children’s Perfect Attendance Drawing - (Bicycle Give-a-way) Aug-Dec
- ❖ 22- Jan 2 – Winter Break (Children/Staff Holiday)
- ❖ 24 – Christmas Eve
- ❖ 25 – Christmas Day
- ❖ 31 – New Year’s Eve

JANUARY 2026

Happy New Year

Employee Recognition: Maintenance/Custodial & Compliance/Special Services Staff
***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin *Early Head Start/HS Preschool Roundup*Teacher of the Year Nominations**
FOCUS AREA 2 – CLASS 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

Monthly Events:

- ❖ 1-2 – Winter Break
- ❖ 1 – New Year’s Day
- ❖ 5 – Student Holiday/Staff Planning Day (***Staff returns only***)
 - Southwest Staff Development
- ❖ 6 – Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
 - Leadership PCI – 4:30 – 6:00
 - Parent Gazette – Winter Editon will be distributed
 - Southwest Staff Development Day
- ❖ 7 – EHS/CCP Directors’ Roundtable
- ❖ 8 – Executive Team Meeting
- ❖ 9 – All reports due in CEO Office for Governance Meetings
 - National Law Enforcement Day
 - CEO Office Staff Meeting
 - Food Order
 - Fiscal Staff Meeting
- ❖ 10 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 12 – Education Staff Meeting
 - Process Payroll
- ❖ 14 – Policy Council Meeting – 6:00 pm
 - Parent Curriculum Training – 11:00 am
- ❖ 15 – Pregnant Women Training – 4:00 pm

- Executive Team Meeting
- ❖ 16 – Food Order
 - Payday
 - Fiscal Budget Meeting
- ❖ 19 – Martin Luther King Jr. Holiday – Centers and Offices Closed
- ❖ 20 – Board of Directors Meeting – 6:30 pm
- ❖ 21 – Integrated Services Meeting – 8:30 am
- ❖ 22– Children’s Art Gallery Show at PCI Centers
 - Executive Team Meeting
- ❖ 23 – Food Order
 - Parent Engagement (all centers)
- ❖ 26-30 – New Staff Orientation
- ❖ 26 – Process Payroll
- ❖ 28 –Transition/Education Advisory Meeting – 1:30 pm
- ❖ 29 – Executive Team Meeting
- ❖ 30 – EHS/CCP Team Meeting
 - High Attendance Center Party
 - Head Start Fiscal Year Ends
 - Head Start II/Early Head Start II Fiscal Year Ends
 - Early Head Start Fiscal Year Ends
 - SF-425 Semi-Annual Report Due-EHS-CCP
 - W-2s Due to Employees
 - NEC/Miscellaneous 1099’s Due to Vendors
 - NEC 1099s Due to IRS/AATRIX
 - Paycom IRS/TWC Quarterly Reports Due
 - 1095s Due to Employees
 - Food Order
 - Payday

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

Monthly Events:

- ❖ 2 – Ground Hog Day
- ❖ 3 - Leadership PCI – 4:30 – 6:00
- ❖ 4 – EHS/CCP Directors’ Roundtable
 - Children’s Black History Presentation – 10:00 am (All Centers)
- ❖ 5 – Pregnant Women Training – 4:00 pm
 - Executive Team Meeting
- ❖ 6 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Spirit Day at PCI – Agency-Wide Celebrates Football Fever-wear your favorite football jersey with jeans
 - Food Order
 - Fiscal Staff Meeting
- ❖ 9 – Education Staff Meeting
 - Rodeo for PCI Fundraiser Kick-Off-wear your favorite western gear
 - Process Payroll
- ❖ 10 – Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
- ❖ 11 – Integrated Services Meeting – 8:30 am

- Policy Council Meeting – 6:00 pm
- ❖ 12 – Executive Team Meeting
 - Perfect Attendance Valentine’s Drawing for Parents
- ❖ 13 – Food Order
 - Payday
 - Fiscal Staff Meeting
- ❖ 14 – Valentine’s Day
- ❖ 14 – 20 – Random Acts of Kindness Week
- ❖ 16 – Student Holiday/Staff Development/Bad Weather Makeup Day/Data Day
 - President’s Day
 - Southwest Holiday
- ❖ 17 – Annual Board of Directors Meeting /Board Appreciation – 6:30 pm
- ❖ 18-20 – Dual Language Learner Celebration Week
- ❖ 18 – Parent Curriculum Training – 11:00 am
 - Male Initiative Meeting – 6:00 pm
 - Ash Wednesday
 - Round Table Talk (Operations)
- ❖ 19 – Executive Team Meeting
- ❖ 20 – Food Order
- ❖ 21 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 23 – 27 – HS Preschool Transition Meetings at centers begins
- ❖ 25 – Health/Mental Health/Nutrition Advisory Meeting – 11:30 am
- ❖ 26 – Executive Team Meeting
- ❖ 27 – EHS/CCP Team Meeting
 - HS Preschool Pet Show – 5:30 pm
 - Food Order
 - Payday
 - Miscellaneous 1099’s Due to IRS/AATRIX
- ❖ Assistant Teacher 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!***