

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: January 9, 2026
RE: CEO MESSAGE



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

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Greetings and Happy New Year!

I hope you had a wonderful holiday break and spent safe, quality time with family. I certainly enjoyed time with my husband and puppies and have returned with renewed energy.

Though our energy is renewed, we’ve started the year with several of our children and staff experiencing the flu – and with the 45-day letter notifying us that both the **FA2** and **CLASS Monitoring Reviews** are coming! I’m genuinely excited about these reviews because they give PCI an opportunity to showcase who we truly are – a program I believe is one of the most innovative and creative Head Start programs in the nation!

 Administration for Children & Families



What is the FA2?

The **Focus Area 2 (FA2) Review** is part of how the Office of Head Start checks that programs are giving children and families high-quality services. During FA2, reviewers look at:

- **Program design and management** – How we plan, organize, and improve our services.
- **Use of data** – How we track progress, set goals, and make decisions.
- **Services for children and families** – How we meet each child’s needs and support families.
- **Staff support and supervision** – How teachers and staff are trained, coached, and guided.

Why it matters: FA2 gives PCI the chance to **show the great work we do every day**, highlight our successes, and learn how to grow even stronger.



What is CLASS?

CLASS (Classroom Assessment Scoring System) is a tool used to look at what happens **in the classroom**. It measures how teachers and staff interact with children in three main areas:

1. **Emotional Support** – How we build strong, caring relationships with children.
2. **Classroom Organization** – How we keep routines, manage behavior, and make learning run smoothly.
3. **Instructional Support** – How we help children think, learn, and solve problems.

Why it matters: CLASS helps us see what's working well, celebrate our strengths, and find ways to grow so children have the best learning experience.



Maintenance/Custodial & Compliance/Special Services Staff

As we reflect on the accomplishments of 2025 and look forward to 2026, it's important to recognize the **dedicated Maintenance, Custodial, Compliance, and Special Services teams**. These staff members ensure that our centers are safe, clean, functional, and compliant – allowing teachers, children, and families to thrive.

A few highlights of their contributions:

- **Maintenance & Custodial Staff:** Keeping our facilities clean, safe, and welcoming every day, supporting smooth operations and the well-being of staff and children.
- **Compliance & Special Services Staff:** Ensuring we meet all federal, state, and program requirements, and providing specialized support that strengthens our programs and services.
- Their **commitment, reliability, and teamwork** make a direct impact on PCI's ability to provide high-quality Head Start services.

Way to Go!

We are grateful for your tireless dedication and the difference you make every day. You are truly the backbone of PCI, and your work does not go unnoticed!



Happy 250th Anniversary!

As we celebrate the 250th anniversary of our nation, we reflect on the principles of **opportunity, service, and community** that continue to shape our work. This milestone reminds us of the shared responsibility we have to support children and families and strengthen the communities we serve.

What a Year!

Thanks to **Operations, ECCs, and our Family Service Workers**, we are continually moving toward **100% full enrollment**. It hasn't been easy, but as you see – it can be done!

Our Year In Review

Before we look ahead to a brighter 2026, let's take a moment to celebrate **2025 highlights**, better known as **"Way to Go's!"** Remember, this is just a snapshot – you'll hear more in our **Annual Report to the Public**.

2025 Year in Review Snapshot

As we near the end of PCI's Head Start fiscal year (January 31, 2026), it's clear we accomplished so much together in 2025:

OUR THEME & MOTTO

- Theme: **"PCI...Accountability with Commitment Part 2!"**
(Readiness...Excellence...Impact)
- Success 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!"

Key Achievements

- Implemented our 5-Year Strategic Plan
- Grantees across five programs: Early Head Start, Preschool Head Start I, Early Head Start/Child Care Partnership, CACFP, and Head Start II
- Received the **Nutrition and Healthy Eating for Head Start Children and Families grant**
- Graduated the **7th Leadership PCI class**; inducted **8th class (2025–2026)**

- Held **week-long Thanksgiving Holiday break** (9th year)
- Proposals submitted, approved by the Board, and successful
- Hired **Interventionist** for children with special needs
- Continued as **Trauma Informed/Trauma Attuned Agency**
- Procured **1232 Chromebooks** for Virtual Learning
- Successful **FA1 review** and **2025 Self-assessment**
- Pre-Service and Convocation successful
- Expanded **Zoom and Teams** for virtual meetings/trainings
- Successful **EHS/CCP program** with three partners
- Operations and Training moved to **Mainland HQ**, with training at **Bandera Facility**
- Broadened field trip experiences for PCI children
- Community training opportunities for parents
- CDA classes offered in partnership with Ready to Work SA
- CPR classes offered on Saturdays
- Ongoing staff development and **parent engagement**
- Leadership PCI sessions led to promotions and new positions
- Continuation grants **funded for all programs**
- Upgraded **agency website and social media**
- Instituted **PCI News** and “Good News” highlights
- Agency-wide use of **Microsoft 365, Zoom, and Teams**
- Successful **financial audit with no exceptions**
- Wellness Wednesdays and other staff-focused initiatives
- Trainings, advisories, newsletters, cultural events, and more

While we accomplished much in 2025, there’s still more work ahead in 2026 to complete our 2025–2026 program year mission. **Way to go, PCI! Let’s continue to show “Accountability with Commitment!”**



Leadership PCI

The **eighth cohort of Leadership PCI** held its **fifth session on January 6**, featuring an informative and inspiring presentation by **Mrs. Monica Ellison** from the **CACFP Nutrition Department**. During the session, Mrs. Ellison shared valuable insights on nutrition best practices, compliance requirements, and strategies to support the health and wellness of the children and families we serve. Her expertise provided practical guidance that our emerging leaders can immediately apply within their centers.

This session was especially impactful as it reinforced **one of the core goals of Leadership PCI**—developing leaders who can combine strong management skills with a deep understanding of the programs and services that directly support our children and families. By engaging with experts like Mrs. Ellison, cohort members enhance their

knowledge, strengthen their decision-making abilities, and gain the confidence to lead initiatives that improve the overall quality and impact of our services.

We sincerely **thank Mrs. Ellison** for her time, dedication, and thoughtful contributions, which not only enriched this session but also strengthened our collective commitment to excellence, innovation, and continuous learning at PCI.



Now Accepting Nominations: Teacher & Teacher Assistant of the Year (2025–2026)

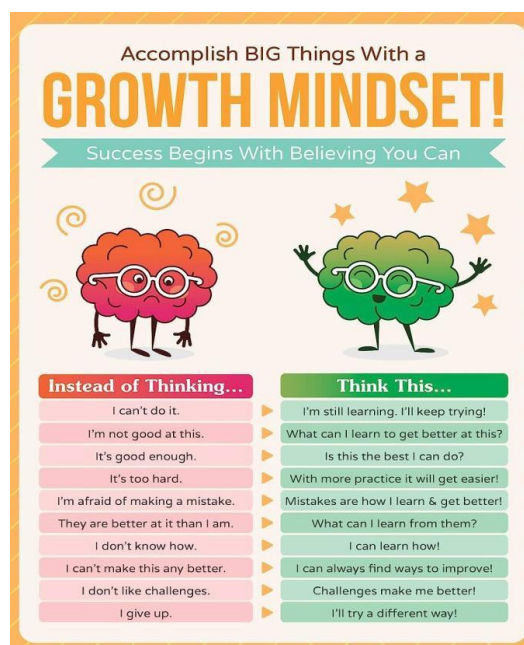
PCI is excited to recognize the incredible dedication and impact of our educators! Nominations are now open for the **2025–2026 Teacher and Teacher Assistant of the Year Awards**, celebrating staff who go above and beyond to support children, families, and their centers.

Each center may nominate:

- **One Early Head Start (EHS) Teacher**
- **One Head Start (HS) Teacher**
- **One Head Start Teacher Assistant**

Remember: Nominations should include specific examples showing how the nominee demonstrates excellence, leadership, and commitment to our mission.

All forms, criteria, and deadlines have been emailed to your center. Let's honor the outstanding educators who make a difference every day!



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
 - Annual Parent Training at Bandera Training Facility
- ❖ 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)
- ❖ 24 – EHS-CCP Partnership Teacher Training – Bandera Training Facility 9:00 a.m. – 1:00 p.m.
- ❖ 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
 - Preschool Head Start Teacher of the Year Nominations Due

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 - FA2 Monitoring Review Begins

- Ground Hog Day
- ❖ 3 - Leadership PCI – 4:30 – 6:00 (rescheduled)
- ❖ 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 – CLASS Video Review Begins
- ❖ 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
- ❖ 28 – 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!***