

**TO: PCI STAFF**  
**FROM:** Sharon Small, Ph.D.  
**DATE:** February 2, 2026  
**RE: CEO MESSAGE**



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

Greetings!

February is a month filled with significant milestones and celebrations, including PCI's 47th Anniversary, the FA2 Federal Monitoring Review and CLASS, 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 provide wonderful opportunities to celebrate our achievements and the outstanding work of our team.

I am also pleased to share that we have received our funding for the 2026-2027 fiscal year. As a result, we will not be affected by the limited Government Shutdown. This means we can continue providing the high-quality services we are known for to our children and families, as well as continue paying all staff without interruption.

I encourage 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 remain our highest priority, and we must ensure that we deliver 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 28th! With 38 attendees, it's clear that your hard work and dedication paid off—excellent job!

Last year, Southwest ISD expressed interest in meeting with our teachers of children transitioning to kindergarten. This meeting was a wonderful opportunity to engage with them, and we look forward to continuing this collaboration to make it even more successful in the future.

Thank you for your commitment and for representing PCI with excellence.



#### **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 deeply appreciate the tireless efforts of each team member. Your commitment to delivering high-quality services and support is truly commendable. Congratulations to all – your contributions make PCI proud!



#### **HAPPY 47<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 2026, PCI proudly serves as the Recipient 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 successful Nutrition and Day Care Home programs.

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 all that we do today. It has been my honor and privilege as CEO of PCI to carry this torch, guiding the agency to even higher heights.

PCI is truly blessed to continue this legacy, and it is important that we always remember and cherish how it all began. I look forward to seeing PCI thrive for another 47 years—and beyond!

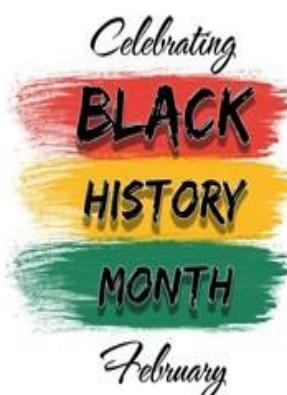
#### **Focus Area 2 Federal Monitoring Review is Here!**

The Head Start Focus Area 2 (FA2) Federal Monitoring Review is part of the broader federal oversight process, designed to ensure that 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 2 includes 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 that Head Start programs are delivering high-quality services to low-income children and their families.

We look forward to the review as an opportunity to showcase all that PCI represents. If you see unfamiliar faces visiting your center this week, please continue your work as usual. Be sure to know how many children are in your care, actively interact with them, follow the classroom schedule, and maintain a safe environment at all times.

Thank you for your dedication and professionalism in demonstrating the high-quality services PCI provides every day.



On Wednesday, February 4, 2026, 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 experience the vibrant celebrations taking place across our centers!

#### **The 2026 BLACK HISTORY THEME: A Century of Black History Commemorations**

The theme for Black History Month 2026 is **“A Century of Black History Commemorations,”** honoring 100 years since the inception of Black History Month. This milestone reminds us of the enduring importance of celebrating the achievements, contributions, and resilience of Black individuals and communities throughout history.

*"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](#)

#### **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 Board Appreciation Month, their commitment is truly year-round. Our board is entirely volunteer-based, and the

time and effort they contribute reflect their deep dedication 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 consistently advocate for PCI, standing the test of time and guiding us with passion and vision. To honor their invaluable contributions, our board will receive special recognition during our **February Annual Board Meeting** and in the **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 services are available to taxpayers earning up to **\$65,000 annually**, with trained community volunteers assisting in preparing basic, current-year tax returns at no cost.

For more information, including locations and hours of operation, please contact the **United Way Helpline at 2-1-1**.

**Let's Rodeo San Antonio! – Monday, FEBRUARY 9, 2026**



**"Let's Rodeo, PCI of San Antonio!"**

On **Monday, February 9th**, we will celebrate **PCI Rodeo Day** and the kickoff of the **Champions for Charity Fundraiser**! Children and staff are encouraged to participate by wearing their cowboy and cowgirl attire if they have it – let's make it a fun and memorable day! (See the advertisement above for more details.)

This is PCI's **only fundraiser of the year**, and we encourage everyone to contribute. The **final day to submit donations is February 20th**.

Thank you for helping us support this important initiative!

#### **2<sup>nd</sup> Male Initiative Meeting – Wednesday, FEBRUARY 18, 2026**

The **2nd PCI Male Initiative Meeting** will be held on **Wednesday, February 18, 2026, at 6:00 PM**.

Please mark your calendars and stay tuned for additional details from **Mr. Joe Segura**.

#### **Celebrate Dual Language Learner Week February 18-20!**

Join **Parent/Child Incorporated** in celebrating **Dual Language Learner (DLL) Week**! This annual virtual event honors DLL children and their families, recognizing their vital role in our communities.

During DLL Week, we celebrate the **strength, resilience, and innovation** that support the growth and development of these children. We extend our gratitude to **Ms. Laura Galindo** and the classroom staff for their dedicated work with our DLL children, as well as to **Mrs. Lisa Walker** for her invaluable assistance in facilitating this collaboration.



**Monday, February 16, 2026, is Staff Development Day.**

All PCI employees are expected to report to their assigned centers, departments, or sessions. Additional information regarding schedules and activities will be shared soon.

Thank you for your attention and participation.

#### **Health/Mental Health/Nutrition Advisory Meeting -February 25<sup>th</sup>! Mark your calendars!**

The **Health/Mental Health/Nutrition Advisory Meeting** will be held on **Tuesday, February 25th, 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 children, families, and staff.

We look forward to your valuable input and engagement!

#### **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 and will culminate in the selection of an overall **Teacher of the Year** for 2025–2026 in both categories.

Nominations for teachers were originally due **January 30th**, but due to the Federal Monitoring Review, we are extending the deadline to **February 13th**. The deadline for **Teacher Assistant nominations** remains **February 28, 2025**.

We look forward to recognizing and celebrating the outstanding contributions of our dedicated educators and teacher assistants!

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

- FA2 Federal Monitoring Review
- Happy 47<sup>th</sup> Anniversary PCI
- Staff Recognition – Family Service Workers, Operations & EHS/CCP Partners and Staff! Way to go!
- Pregnant Women Training
- Spirit Day at PCI
- PCI Rodeo Day
- Leadership PCI Session VI Presenters
- 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
- Teacher of the Year Nominees
- Teacher Assistant of the Year Nominees

\*\*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!**



**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

**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
  - Teacher of the Year Nominees Due
- ❖ 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
  - Last day to submit Birdies for Charities Fundraiser Donation
- ❖ 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

## MARCH

### SELF ASSESSMENT MONTH

*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

# March 2026

## Monthly Events:

- ❖ Online Campaign: What to Do on Spring Break Fun Video
- ❖ 2-6 – National School Breakfast Week
  - 2 – 6 HS Preschool Transition Meetings at centers continues
- ❖ 2 – Read Across America
  - Early Payroll Process
- ❖ 3 – Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
  - CLASS Observations Begin- 2nd Cycle
    - Leadership PCI – 4:30 – 6:00
- ❖ 4 – EHS/CCP Directors’ Roundtable
- ❖ 5 – Pregnant Women Training – 4:00 pm
  - Executive Team Meeting
- ❖ 6 – All reports due in CEO Office for Shared Program Governance Meeting and Agency Self-Assessment Training
  - CEO Office Staff Meeting
  - Food Order
  - Payday
  - Fiscal Staff Meeting
  - Southwest Early Release (1 hour)
- ❖ 8 – Daylight Savings Time Begins (Spring Forward)
- ❖ 9-13 – Spring Break – Centers and Offices Closed
- ❖ 9 – Education Staff Meeting
- ❖ 16 – Student Holiday/Staff Planning Day/Data Day
- ❖ 17 – St. Patrick’s Day
- ❖ 18 – Shared Program Governance Meeting and Agency Self-Assessment Training–6:00 pm
  - Integrated Services Meeting – 8:30 am
- ❖ 19 – Start of Self-Assessment
  - Executive Team Meeting
- ❖ 20 – Team Building Event-Fly Your Kite Day at PCI
  - Food Order
  - Fiscal Budget Meeting
- ❖ 21 – CPR/First Aid Class – 9:00 am – 12:00 pm

- ❖ 23-27 - New Staff Orientation
- ❖ 23 - Process Payroll
- ❖ 25 - Parent Curriculum Training - 11:00 am
  - Transition/Education Advisory Meeting - 1:30 pm
- ❖ 26 - CACFP Day Care Homes Training - 5:30 pm - 7:30 pm (New Providers)
  - Executive Team Meeting
- ❖ 27 - EHS/CCP Team Meeting
  - EHS Pet Show - 5:30 pm
  - Food Order
  - Payday
- ❖ 26 - Palm Sunday

## ***“PCI...Accountability with Commitment Part 2!”***

*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**!*

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