



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

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

Greetings!

As February wraps up, it’s amazing how quickly the school year is flying by! March brings several important events, including the continuation of **PCI’s CLASS Federal Monitoring Review**. This review provides a key opportunity to showcase the incredible teaching and dedication happening across our classrooms.

To illustrate the level of attention given during the video review, the Review Lead shared the following feedback with me from the video submitted from **Ms. Reyes’ classroom video shoot at Place for Life**:

“I reviewed the video for Classroom D at PCI Place for Life Head Start Early Learning Center. It passed the quality control check, and I identified two 20-minute cycles. Here are the highlights:

- *Audio was clear.*
- *The instructor could be seen throughout the video.*
- *Many activities were recorded: whole group, transitions, small group, free choice.*
- *No furniture obstructed the view of the teacher or the children.*
- *The camera was placed strategically and moved appropriately throughout the recording.”*

This feedback demonstrates the attention to detail and dedication that make PCI classrooms exceptional. Next, the Reviewer will score what was seen in the video based on the Domains and the key Dimensions of each Domain (see below):

Domains & What They Measure

Domain	Focus	Key Dimensions
Emotional Support	Warmth & positive interactions	Positive Climate, Negative Climate (inverse), Teacher Sensitivity, Regard for Student Perspectives
Classroom Organization	Smooth routines & engagement	Behavior Management, Productivity, Instructional Learning Formats
Instructional Support	Cognitive & language growth	Concept Development, Quality of Feedback, Language Modeling

Each of us plays an essential role in fulfilling PCI's mission: providing **high-quality early childhood education** that empowers children and families to become responsible, engaged members of their communities. Let's continue to demonstrate **excellence and commitment** as we move forward!



PCI Rodeo Fundraiser – Thank You!

A heartfelt thank you to all PCI staff for your generous contributions to the **Rodeo for PCI Fundraiser!** Your support is greatly appreciated. Once all contributions are finalized, we will share the total amount raised. Congratulations to everyone who participated – your efforts make a difference!

Remember, **100% of the funds raised go directly to Parent/Child Incorporated**, so every contribution has a meaningful impact on our programs and the children we serve.



Early Payroll Announcement

In observance of **Spring Break (March 9–13, 2026)**, payroll will be processed **early on Wednesday, March 4, 2026**. Please note that **payday will remain on Friday, March 13, 2026**. For detailed information, be sure to review the email from **Ms. Alicia Espinoza** carefully. Understanding the updated payroll process is essential to avoid any discrepancies in your pay. We encourage all staff to review the message thoroughly.

PCI Celebrates Read Across America Spirit Week – March 2, 2026

On **March 2, 2026**, PCI will celebrate **National Read Across America Day**, also known as **Dr. Seuss Day**. This special day honors the power of literacy and the joy of reading. Books not only entertain but also spark imagination, introduce new ideas, and open doors to diverse cultures and experiences.

As we celebrate, let us recognize the parents, educators, authors, librarians, and mentors who inspire children to read. By supporting literacy, we empower young minds, fuel creativity, and promote positive growth.

Join us in the week's activities as we celebrate reading, learning, and the joy of exploring new worlds – 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 February 25th!** The turnout was excellent, a testament to the hard work and dedication of everyone involved. Important information was shared from each department represented.



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 to the Public - 2026 | Parent Child Inc.](#)



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 Annual Self-Assessment - Your Participation Matters

When we return from **Spring Break**, PCI will begin its **annual Self-Assessment**, a key process that helps us evaluate how well we are meeting program goals and maintaining compliance with federal Head Start standards. This year's assessment will involve the **Policy Council, Board of Directors**, and community members. **Staff input is an important part of this process**, and interviews may be conducted to gather feedback and insights from our team. We appreciate your collaboration and engagement as we work together to ensure PCI continues to provide **high-quality early childhood education** for the children and families we serve. More details from **Mr. Jesse Diaz** will be shared as the process begins.



Introducing the Updated 2025–2026 Head Start Preschool Teacher and Teacher Assistant of the Year Nomination Process

The selection process for our 2025–2026 Teacher of the Year and Teacher Assistant of the Year is now underway.

Due to the current CLASS observation cycle for Head Start teachers, the nomination process will follow a revised format this year. Nominees will be selected based on CLASS video submissions that showcase teachers in action, highlighting instructional quality, teacher-child interactions, and overall classroom effectiveness.

Each center will continue to have one nominee for Teacher of the Year and one nominee for Teacher Assistant of the Year. However, selections will be determined through the review of CLASS video evidence.

Being nominated for this distinction reflects the high standards of excellence, professionalism, and dedication demonstrated by our teaching staff. We look forward to celebrating those who exemplify outstanding practice 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.



Kite Festival Rescheduled – April 10, 2026

PCI's Kite Festival has been rescheduled to **April 10, 2026**, rather than March 20, due to the ongoing CLASS video recording process.

Last year's event was a tremendous success, and we are excited to host another fun-filled day for our children and staff. Additional materials and instructions for kite creation will be distributed soon, so please begin preparing for an engaging and memorable experience.

We look forward to favorable weather and another fantastic Kite Festival – this time in April!



Exciting News: Kindergarten is Coming to PCI!

We are thrilled to announce that PCI will be launching **Kindergarten programs** for the upcoming school year! This is an exciting opportunity to expand our impact and continue providing high-quality early education for our students.

More information will be shared soon, including:

- The **two locations** where the Kindergarten classes will be held
- How to **apply for Kindergarten teaching positions**
- Additional details about the program, curriculum, and enrollment

We are excited for this new chapter at PCI and look forward to keeping you informed as plans are finalized. Stay tuned for updates and opportunities to get involved!

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 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

- 100% Compliance Centers from Licensing and our PCI Compliance Team
- Ms. Alyssa Reyes, Lead Teacher at Place for Life for allowing her video of her teaching to be shared with staff – Excellent Job, Ms. Reyes!
- 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 Patricia Cardenas
- Black History Month Children’s Presentations
- Dual Language Learners Week Celebration and Activities
- Read Across America Participants
- FA2 Review Participants
- CLASS Teachers and Assistant Teacher
- HS Preschool Pet Show
- Transition Meetings

Great things are happening across PCI, and I want to sincerely thank each of you for all that you do!

We are a SUCCESS...Because we TRY!





**FUTURE REMINDER...
TURN YOUR CLOCK FORWARD
1- HOUR SUNDAY, MARCH 8, 2026!**



March 9 - 13! 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

❖ 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**

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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
- ❖ 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
 - Early Payroll Process
- ❖ 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 - 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
- ❖ 29 - Palm Sunday

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

Monthly Events:

- ❖ 1 - Parent Gazette - Summer Editon will be distributed
 - EHS/CCP Directors' Roundtable
 - EHS CC Partnership/EHS Expansion Due
 - April Fool's Day
 - Process Payroll
- ❖ 2 - All reports due in CEO Office for Shared Program Governance Meetings
 - Executive Team Meeting
 - Food Order
 - **Cardboard Kids Reveal Day**
- ❖ 3 - Good Friday Holiday - Centers and Offices Closed
- ❖ 5 - Easter Sunday
- ❖ 6 - Easter Break - Centers and Offices Closed
- ❖ 7 - Compliance/Disability/Mental Health Staff Meeting - 1:00 pm

- End of Self-Assessment
- HS Preschool Field Trips begin
 - Leadership PCI - 4:30 - 6:00
- ❖ 8 - Policy Council Meeting - 6:00 pm
 - Integrated Services Meeting - 8:30 am
 - What's Unique About Me Day! Celebrating Our Wonderful Differences
- ❖ 9 - Executive Team Meeting
- ❖ 10 - Food Order
 - Payday
 - CEO Office Staff Meeting
 - Fiscal Budget Meeting
- ❖ 13-17 - New Staff Orientation
- ❖ 13 - Education Staff Meeting
- ❖ 15 - Parent Curriculum Training - 11:00 am
 - Round Table Talk, ECC 11:00 am (Brady)
- ❖ 16 - Pregnant Women Training - 4:00 pm
 - Executive Team Meeting
- ❖ 17 - EHS/CCP Team Meeting
 - Food Order
 - Parent Engagement Spring BINGO - 5:30 pm
- ❖ 20 - Distribution of Annual Evaluations
 - Process Payroll
- ❖ 21 - Board of Directors Meeting - 6:30 pm
 - Distribution of Layoff Letter for HS Staff
- ❖ 22 - Health/Mental Health/Nutrition Advisory Meeting - 11:30 am
 - Earth Day
 - Administrative Professionals Day
- ❖ 23 - Executive Team Meeting
 - Food Order
 - Fiesta Children's Float Parade at Centers - 10:00 am
- ❖ 24 - Battle of Fowers Holiday - Centers and Offices Closed
 - Payday
- ❖ 29 - PCI Male Initiative Meeting - 6:00pm
- ❖ 30 - SF-425 Semi-Annual Report Due-HS/HSII-EHS II/EHS
 - SF-425 Annual Report Due-HS/HSII-EHS II/EHS
 - SF-428 Annual Report Due-HS/EHS

- Paycom IRS 941/TWC Quarterly Report Due
- High Attendance Center Party
- Executive Team Meeting

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