



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** December 3, 2018  
**RE:** CEO MESSAGE



As we celebrate this holiday, please keep those who we know and love in thoughts and prayers. In particular, we ask for your prayers for Mrs. Birdie McVea Hunter, our beloved nurse who has supported so many of our teen parents and our children in general for many years. Her dedication will never be forgotten.

# REMINDER



**All staff will come back to work on Monday, January 7, 2019! East Central, Southwest and Kindred will have an alternate calendar that will be shared with the ECC.**



*Please make note of January Events*

## JANUARY 2019

### REVIEW CENTER INSPECTION DUE DATES

#### PERFORMANCE EVALUATION CYCLE TIMELINE

DEC 18 – JAN 19	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 22 – APR 20	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

**JANUARY** \* 100<sup>th</sup> Day of School, National Book Month \*Family Literacy Night on Parent Center Committee - Literacy Caravan\*National & Statewide Mentoring Month

**Reviewers Available: NO REVIEW IN JANUARY**

- ❖ 1 – Holiday – New Year’s Day
- ❖ 1 - 4 – Christmas Winter Break Continues (Agency Paid)
- ❖ 7 – Centers Re-open
  - Payroll Processing
  - South San, East Central Staff Development (Kindred, East Central)
  - PCI on the Go Flyers – Apply & Assess (Fall Session)
- ❖ 8 - EHS-CCP Training Series – 6:00 p.m. – 8:00 p.m. (location TBD)
- ❖ 9 – Policy Council Meeting
- ❖ 10 – Executive Team Meeting
- ❖ 11 – Payday
  - CDA Renewal Classes
- ❖ 14 – PCI on the Go – Application Deadline & Computer Training
  - New Staff Orientation

- ❖ 15 – Board Meeting
  - New Staff Orientation
- ❖ 17 – Executive Team Meeting
- ❖ 18 – Process Payroll
  - Leadership PCI
  - First Aid/CPR Training – 3:00 p.m. – 5:00 p.m. @ Brady
- ❖ 21 – Holiday – Martin Luther King Jr. Day (centers/offices closed)
- ❖ 22 – EHS-CCP Training Series – 6:00 p.m. – 8:00 p.m. (location TBD)
- ❖ 23 – Education Transition Advisory Meeting
- ❖ 24 – S.T.E.A.M. Challenge (Science Discipline)
  - Executive Team Meeting
  - Incredible Years Parent Curriculum Training – 6:00 p.m. – 7:30 p.m. @ Brady
- ❖ 25 – Payday
  - CACFP Staff Meeting
- ❖ 26 – Annual Parent Training – 9:00 a.m. – 1:00 p.m. @ Brady
- ❖ 28 – EHS-CCP Director’s Meeting
- ❖ 30 – EHS-CCP Team Meeting
- ❖ 31 – HS/EHS Fiscal Year End
  - Children’s Recognition Day
  - Teacher of the Year Information due

*Looking forward to seeing you January 7, 2019*



*“PCI...Data Driven...Community Inspired...2.0!”*