



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

.....  
 Greetings!

Welcome back after the Thanksgiving Break. I hope you had a good break and enjoyed the time you had off. But most importantly I hope everyone got some much-needed rest and enjoyed time with family! As we come back from our Thanksgiving Break, let us remember that we have two full weeks of services before the Winter Break. It is important that we continue to focus on **quality** and assuring we are in compliance in all areas.

*The 12-Day  
 Holiday Give-O-Way!*



It's time to count down to our next holiday! It's called "**PCI's 12-Day Holiday Give-O-Way!**" Parent/Child Incorporated would like to spread holiday cheer to you, our dedicated PCI employees. So if Oprah can have a 12-day Holiday Giveaway, so can PCI! Each week day, beginning **December 4, 2018**, through **December 19, 2018** a name will be randomly selected from the PCI list of current/active employees. The employee selected will receive a **CERTIFICATE WORTH 1 - DAY OF PAID TIME OFF (PTO)!** So when you receive a call from the PCI Headquarter Staff singing the "*PTO Give-O-Way Jingle*", to the tune of the **12 Days of Christmas**, you know you're a winner! Of course we will email all staff to make everyone aware of the winner of the day. So stay tuned!



**The 18th Annual Blue Santa Parade and Festival** organized by the San Antonio Police Department South SAFTE Unit, the Southwest Communities in Action Coalition, Southwest ISD and South San Antonio ISD will be held on Saturday, December 8, 2018 from 10:00 a.m. – 3:00 p.m. This year's parade theme will be **Blue Santa's SA300 Holiday Parade**. The festivities will begin with Blue Santa arriving by helicopter at Miller's Pond Community Center at 9:30 am. Blue Santa will then lead the Parade in the Indian Creek/Hidden Cove City Subdivision. Parade Route will end at Miller's Pond Community Center where a festival will follow. Festivities will include entertainment, activities for youth, food booths, and community agency information exhibit booths. The Blue Santa Parade Committee is asking for candies and toys as donations for the needy children. This is our fifth year participating in this great event. Thanks to all that will **decorate** the PCI Early Head Start/Head Start bus and of course all the **participants on the bus** and **walking alongside** the bus to issue candy! **Way to go PCI Staff, Children and Parents!**

## TRANSITION IS HERE!

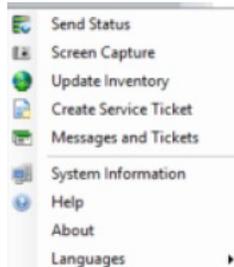
Beginning January 1, 2019, Parent/Child Incorporated will exercise its Grantee status with the New Head Start Grant! Under the Transition Leadership of Mr. Jesse Diaz and the Transition Team made up of Executive Staff and Cabinet/Special Projects staff, we will be in the following school districts: Judson ISD, North East ISD, George Gervin and Rhapsody, which is a part of North East ISD. The transition will be for six months then in June, PCI will open its Early Head Start locations. Additional Head Start locations will open beginning August of 2019. More information will be shared with you as we move further along in the process. Again, special thanks to our Transition Lead, Mr. Jesse Diaz and the OHS Transition Team consisting of Mary Doxie, Debra Bedoy, Diana Vogt, Joe Segura, Natalie Diaz and Connie Murphy for time, ideas and dedication to make the transition a success.

As stated, this is a new grant, so we will continue to operate with quality and a safe learning environment with the initial grants that we have. It is because of what you do daily to create that quality for our children and families we are able to acquire additional grants. Your actions speak for the agency. I appreciate all that you do!



Parent/Child Incorporated is blessed to have a professional technology firm that can help PCI with needs that have been contracted. Some of you have experienced problems with understanding how the new system works to include knowing how to utilize Microsoft 365 and Outlook. Some of what you are experiencing comes from **Logix** and others may be related to **Fiesta Technologies**. You cannot directly connect with Logix, but you do have access through

**Fiesta** utilizing a trouble ticket. Just click on the **FT** icon  located at the bottom of your



screen. You should then see this listing. **Simply click on Create Service Ticket, type in your concern and email it.** Matt at Fiesta generally gets back to you in a timely manner. If your email is not working at all making it impossible to send an email, please contact your supervisor and you will be directed to the appropriate PCI individual that can assist. **At the end of this CEO Message, please see what Fiesta is contracted to do. If your need is not on the list, please do not contact them.** Also, at the next Staff Development Day, training will be provided to all staff in the use of the new system. Please write your questions down so we may focus on specifics if need be. Change can be

challenging. There are some areas I'm still getting accustomed to; however it is important that everyone maintains an open mind. Remember to review the information regarding **Fiesta Technology** at the end of the CEO Message.



**Birdies for Charity®** is a fundraising program to give participating non-profit organizations the opportunity to generate contributions through the Valero Texas Open.

### **Parent/Child Incorporated Campaign**

**Begins: November 30, 2018 – Ends: December 12, 2018**

*Special Thanks to Mrs. Mary Doxie for spearheading this event!*



### *12 Days of Giving Birdies for Charity Fundraising Campaign*

It's December! You know what that means.... 12 Days of Giving! Purchase Valero Texas Open tickets for \$25 and \$10 goes back to PCI! Please go to the following link to purchase your ticket: [www.valerotexasopen.com/general-admission/](http://www.valerotexasopen.com/general-admission/) purchase at least one \$25.00 ticket. When you checkout it will ask you what organization you would like to support. Find to Parent/Child Incorporated of San Antonio & Bexar County on the drop down list. Your credit card information will be asked for as well. Please send a copy of your receipt to Mrs. Mary Doxie at [mdoxie@pcitx.com](mailto:mdoxie@pcitx.com) so she can keep track of PCI's standing. Thank you for your support!



### **A New Christmas Concept for PCI 2018...PCI Christmas Wishes!**

Each year, Ms. Connie Murphy, PCI Program Communications Coordinator develops a creative way to reach out to our staff, children, families, partners and friends to wish them a blessed Christmas and New Year. This year she has created a video Christmas card which

includes all our staff and children. Please read what Ms. Murphy has to say about this new concept for PCI:

“Christmas is a time of year when we reach out to our family, friends and co-workers and tell them how much we really appreciate all that they do. One way to show our appreciation is to send a meaningful Christmas Card. Words are a powerful gift to share with someone. Words can change a life and encourage someone to stay the course. Author and Publisher of the Daily Motivator, Ralph Marston states, *“Make it a habit to tell people thank you. Express your appreciation, sincerely and without the expectation of anything in return. Truly appreciate those around you, and you’ll find many others around you. Truly appreciate life and you’ll find that you have more of it.”*

PCI has much to be grateful for this Holiday Season. Why not show how grateful we are through a **holiday greeting video** thanking our parents for their continuous support? Without our parents, PCI would not exist. **PCI Christmas Wishes** is designed to share a little bit of joy in the lives of our parents/guardians and wish them a ***Merry Christmas and a Happy New Year!***”

Thank you in advance for working with Ms. Murphy during the video recordings. I have had the opportunity to see some of the finished work and it is simply darling! The staff and children are so genuine. Thank you PCI for helping Ms. Murphy take us to the next level in video! I look forward to seeing your videos featured on our website and Facebook page!



PCI will conduct the ***Annual EHS, HS Teacher of the Year*** and ***Teacher Assistant of the Year*** to recognize outstanding center teachers and teacher assistants! One teacher and one teacher assistant (if applicable) are selected from each center to represent their center. All nominee information will be due January 31, 2019. Information will be going out to the centers soon. The ***EHS & HS Teachers of the Year*** will be recognized in **May**. Way to go!



As we approach the holidays, we are aware that there are families in need of food this holiday season. Fourteen (**14**) of these families (1 family per center) will be provided with a Christmas basket. Your support of this initiative is greatly needed in order to make this a success. Donations of can goods and other non-perishable items are being requested. How can we all pitch in and help? Each center and department should have a box in a visible area of your building to place your items. If every PCI employee donated one or two can items, it would help to make this initiative an overwhelming success. Please contact **Ms. Candace Collins** at [ccollins@pcitx.com](mailto:ccollins@pcitx.com) or **210-475-5140** for details if needed. Baskets will be issued out to these **14 families on December 20<sup>th</sup>** so we are asking to donate items by **Monday, December 14<sup>th</sup>** - *don't delay!*

**I'm always pleased to hear the great things that are happening for our children and staff. Here are accomplishments and/or activities for this week's Message! Way to go to you all!**



## **SCHOLASTIC** ICE CREAM SOCIAL

Congratulations to all of our centers on a job well-done in the Scholastic Book Fair! Way to go! As you can see below, our centers worked very hard, but most importantly, we continue to encourage the love for reading! I am so proud of each of you...Way to go! The top sales winner will receive an ice cream social or pizza party as advertised! Congratulations Lost Creek Early Learning Center ECC, Staff, Children and Parents! We will coordinate an ice cream party for you.

<b>**Lost Creek with sales of \$803.53</b> <b>Adelina Fritz - \$499.62</b> <b>W. Hutchins - \$331.17</b> <b>Clarice Roe - \$333.13</b> <b>Pearsall - \$170.90</b> <b>Place for Life EHS - \$442.19</b> <b>E. Central - \$228.16</b>	<b>Evelyn King - \$415.69</b> <b>Hernandez - \$201.00</b> <b>Place for Life HS - \$242.28</b> <b>Mainland - \$574.09</b> <b>Terry O'Connor - \$315.17</b> <b>Kindred - \$33.52</b> <b>Southwest \$128.39</b> <b>Imperial - \$58.99</b>
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Tis' the season for giving and sharing! A special thanks to USAA, Bexar County Sheriff, and Southwest Transportation and others for their giving spirit.

# 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 December and January Events*

## DECEMBER

### PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 18- DEC 15	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
DEC 18 - JAN 19	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR

**DECEMBER\*** Blue Santa Parade \*USAA Season of Sharing \* Daily/Weekly Compliance Debriefing,\* Important Information – Center Visits – CLASS, \* USAA Parties,

**DECEMBER Reviewers Available: 1 - 19**

- ❖ 3 – Paycom Year-End Review
  - New Staff Orientation
- ❖ 4 – CDBG Billing
  - New Staff Orientation
- ❖ 4 -

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**BEGINS**

- ❖ 6 – Executive Team Meeting
- ❖ 7 – Food Order
  - Leadership PCI



- ❖ 8 - Blue Santa Parade
- ❖ 10 - Payroll Processing
  - EHS-CCP Director's Meeting
- ❖ 11 - DCH Billing
  - Board Meeting
- ❖ 12 - EHS-CCP Team Meeting
  - Birdies for Charity 12 Days of Giving ends
- ❖ 13 - Executive Team Meeting
- ❖ 14 - Payday
  - First Aid/CPR Training - 3:00 p.m. - 5:00 p.m. @ Brady
  - Food basket items due



❖ 15 - New Staff Orientation for Transition Center Staff

❖ 17 - Payroll Processing

❖ 19 -

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THE END!

❖ 20 - Christmas Luncheon

- Executive Team Meeting
- Incredible Years Parent Curriculum Training - 6:00 p.m. - 7:30 p.m. @ Brady
- Southwest Specialized Staff Development

❖ 21 - CACFP Staff Meeting

- Food Orders
- Children Recognition

❖ 24 - Jan 4 Winter Break (centers/offices closed) (Agency Paid)

❖ 25 - Holiday - Christmas Day

❖ 31 - Holiday - New Year's Eve

# 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

There is a natural holiday momentum that we experience in December. There is simply "something in the air" that is different than the rest of the year. I continue to emphasize PCI is a great agency with great staff and **quality** programs. All of you are doing great things to help children and that is what we are all about. And I thank you!

Have a wonderful week!



“Luxury is building tomorrows, living today’s, and cherishing yesterday’s.” - Adlai Stevenson



## **Fiosta IT Team: Who they are?**

The Fiosta IT team is a group of professionals that provide advice and expertise on IT strategy, infrastructure, design, building, and maintenance within Parent/Child Incorporated.

## **What they do?**

- Fiosta manage the computers with the Fiosta device - authorizing access and connectivity to applications general configurations and upkeep as well as monitoring security.
- Fiosta is responsible for the overall network infrastructure, troubleshooting, and maintenance for the computers on the devices and the Firewall and Switch.
- Fiosta is responsible for managing multi-user access to applications such as Office 365/ Microsoft Outlook.
- Fiosta establish communication with an employee through “Create a Ticket,” or send an email at [support@fiosta.com](mailto:support@fiosta.com) in which the user can communicate to the IT issues involving software issues.
- Fiosta will install software on computers with the Fiosta devices.

## **Fiosta is not responsible for:**

- Fiosta is not responsible for equipment failure from Dahill/Brother (printers/scanners).
- Fiosta is not responsible for computers not under the device.
- Fiosta is not contracted to be overseer of Logix Communication plans or outages.
- Fiosta is not responsible for creating accounts on Blackbaud or Child Plus – Fiosta will install the software.
- Fiosta is not responsible for setting up a signature Email/ with Logo.
- Fiosta is not responsible for Hardware.

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