

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: September 21, 2020
RE: CEO MESSAGE



“PCI...Demonstrating Resilience, Commitment and Heart!”

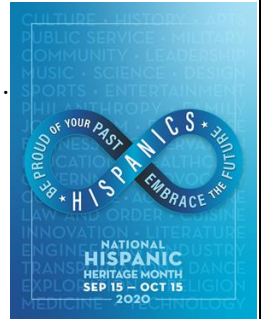
Celebrating Hispanic Heritage Month!

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Greetings!

It’s Official...**Fall has arrived!!!** I can’t quite feel the change in the air, but the fact that I know cooler weather is inevitable makes me feel great!

PCI...Demonstrating Resilience, Commitment and Heart

Before I get to the message of all the events, I’d like to extend my sincere appreciation to all the center staff for your resilience as we deal with the change during COVID-19. Our theme for the year truly depicts your resilience, commitment and heart in all that you do. The word resilience is a noun meaning the capacity to recover quickly from difficulties, toughness. This definition, when you think about it, is each of you! I know it has been challenging, but you have not given up! Though at times you may have thought about doing so, but you have not... **YOU ARE COMMITTED** to what you do and for whom you do it for...our children and families. I encourage you to never feel defeated. Know we are all in this together. As long as you are doing your part, in particular reading items that are sent to you regarding COVID-19, you will continue to be resilient. Information shared is to assure your safety as well as the children are provided, so please follow protocol. If you still have questions after you have read, please reach out to any of us. Again, *we are in this together...Demonstrating Resilience, Commitment and Heart!*



Hispanic Heritage Month 2020 – Theme: *Hispanics: Be Proud of Your Past and Embrace Your Future*

President Lyndon Johnson first declared Hispanic Heritage Week in 1968 and President Ronald Regan extended it to a full month in 1988. During National Hispanic Heritage Month (September 15 to October 15) we recognize the contributions made and the important presence of Hispanic and Latino Americans to the United States and celebrate their heritage and culture. Hispanics have had a profound and positive influence on our country through their strong commitment to family, faith, hard work, and service. They have enhanced and shaped our national character with centuries-old traditions that reflect the multiethnic and multicultural customs of their community. In the past, we have always **shared in PCI’s special Annual Tribute by celebrating with our children their Hispanic Heritage Presentations at each Early Learning Center. We have placed on the calendar to celebrate with presentations on October 8, 2020. This year will be a bit different. I am asking center staff to be creative in celebrating this day through reading stories, showing pictures, reading poems and have children color pictures of this rich heritage. Please feel free to share your thoughts of additional creative activities you are providing in the classroom.**

National Family Day

Monday, September 28 is **National Family Day**– pictures with family. Founded in 2001 by **The National Center on Addiction and Substance Abuse**, Family Day works with organizations across the country to educate parents about how everyday activities, like sharing a meal, playing a game, or asking about their day, can make a difference in the life of a child. With the support of corporations, community leaders, Major League Baseball teams, schools and

thousands of local groups, Family Day helps communities prevent teen drug use. The simple, little things you do with your kids make a big difference. These activities create strong, healthy relationships that can prevent future drug use. On September 28, Family Day brings together communities across the country to celebrate the positive influence parents have on their kids.

Please see information below from Ms. Connie Murphy:

“On September 28th is National Family Day. Click on the link below to get a little bit of background information to share with our parents and staff (who do not have a computer). Check out the video by clicking

here: <https://spark.adobe.com/video/qeQS0W26qkndV>.

"Simple daily activities such as sharing a meal, a conversation, or a book can have an enormous impact on the life of a child. Strong and engaged families help build a strong America, and it is our responsibility as concerned family members to discuss the dangers of substance abuse."

-Former President Barack Obama

September

has been a busy month for PCI...the Annual Agency-wide Audit, Benefits Open Enrollment, Leadership PCI, Patriots Day Celebration, Policy Council Meeting, Board Meeting, Submission of an EHS Expansion Grant, Day Care Home Trainings, Distance Learning Training, Trauma Informed Approach Training and App development. I wish to thank all staff in charge of each of the listed meetings and those who assisted. Each of the listed activities has taken place in conjunction with regular daily schedules. Your work does not go unnoticed. Please know I thank you for making PCI the place that it is. Way to go!

- **Agency-wide audit** – Mrs. Natalie Diaz & Staff
- **Benefits Open Enrollment** – Mrs. Diana Vogt & Ms. Alice Espinoza
- **Meal Deliveries** – Mrs. Monica Middleton-Ellison & Ms. Janie Pulliam & Staff
- **Leadership PCI** – Mr. Jesse Diaz, Mrs. Debra Bedoy, Ms. Connie Murphy & Dr. Sharon Small
- **Board Meeting** – Mrs. Debra Bedoy, Ms. Liz Rodriguez, Executive Team
- **Day Care Home Trainings** – Ms. Janie Pulliam & Staff
- **Distance Learning** – Mrs. Michelle Zamora & Education Team
- **Family Development Credential Training** – Mrs. Kim Wilson, Catherine Padilla- Ortas
- **EHS-CCP Meetings and Trainings** – Catherine Padilla Ortas-Padilla, Ms. Terri Galloway

Success Corner

Nothing gladdens my heart more than seeing the great work teachers do with our children, both face to face and remotely, which helps fulfill the mission of PCI. As you all know the **Success Motto** is something, I want all PCI children to learn and understand as well as you the staff. Prior to the reopening of centers, the West Hutchins staff sent me a video of them saying the motto! Way to go! If staff know and believe the motto, our children will as well. So, be it face to face or remote, please be sure to share the Success Motto daily.

Family Development Credential Training

Way to go! to the following Family Service Workers who SUCCESSFULLY completed and passed the Family Development Credential Test:

- Ana Pastrano at East Central Early Learning Center
- Margaret Rodriguez - Madonna Center
- Sylvia Sandoval - Naomi's Child Development Center

- Eva Sanchez - Bailey's Babies and Madonna

Federal Monitoring

The Head Start Act requires periodic federal review of all Head Start programs. On September 28, 2020 we will experience the Office of Head Start FY2021 Monitoring Kickoff webcast! This review will allow management to understand all the necessary requirements to prepare for the federal review of our systems and services. There will be an introduction to monitoring, review protocols, reviewer resources, and reports. PCI will receive the Focus Area II Review. We had Focus Area I and CLASS last school year in which we did very well. We have done well in the past and I have no doubt we will continue to do so. More information coming soon.

Leadership PCI



The third class of Leadership PCI held its first official session of the school year on September 10th at the newly upgraded Brady Environmental Resource Center. What a diverse and enthusiastic group ready to learn and looking forward to bring inovative ideas to PCI. The next session will focus on Compliance and how it looks and the expectations at PCI. I look forward to seeing the leadership qualities evolve among this new team. Session #2 will be held on October 6, 2020 with Mr. Joe Segura, Compliance Officer/Special Services Coordinator.

Important Change to Calendar

Please note the change in staff development calendar dates for **October and November**. The Board of Directors have approved the following changes:

- **October 12** is not a holiday/ staff development day. It will be a regular school and work day.
- **November 3** will be a Student Holiday/Staff Development Day.

Please make the above changes on your calendars and share with parents as well.

Justice Ruth Bader Ginsburg - RIP

The nation mourns a trailblazer, a feminist, and civil rights icon, Justice Ruth Bader Ginsburg, the second woman to serve on the U.S. Supreme Court, after Sandra Day O'Connor. It has been stated that Northside ISD will vote tonight on the new High School to be named in her honor. Northside has for years named their high schools after Supreme Court Justices. This will be an honor for Northside and for the City of San Antonio to have the first school named in her honor. To learn more about Justice Ginsberg (RBG) simply google her name and read about her unwavering dissents. She truly stood tall, with such a small stature, for the rights of others.

Calendar of Events

PLEASE NOTE THIS CALENDAR IS FOR STAFF PLANNING PURPOSES ONLY. EXECUTIVE AND CABINET PLEASE REVIEW YOUR CALENDARS FOR ITS ENTIRETY

SEPTEMBER

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 28- SEPT 11	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 14- DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

Hispanic Heritage Month
National Attendance Awareness Month

SEPTEMBER*Election of POLICY COUNCIL Reps and Officers *(Parent Meetings)
*Training for Day Home Providers *Picture Days *Department Team Meetings *Annual Food Inventory *Matrix * Daily/Weekly Compliance Debriefing, * Governance Screener (POLICY COUNCIL & Board), *Important Information – Center Visits – CLASS*United Way *Cancer Awareness Month

September

- ❖ 1 – Family Development Credential Training – Virtual 8:00 – 4:00
 - EHS/CCP Directors ZOOM calls
- ❖ 2 – Training for Staff on Face to Face – Zoom 2:00 p.m.
- ❖ 3 - Executive Team Meeting – 9:30 /Trauma Informed training w/D. Salazar 10:00
 - Training for Parents on Face to Face – Zoom 6:00 p.m.
- ❖ 4 - Payday
- ❖ 6 – National Read a Book Day
- ❖ 7 – Labor Day Holiday /Centers & Offices Closed
- ❖ 8 - 10-EHS/CCP ZOOM Preservice
- ❖ 8 – All Centers Open – Face to Face Instruction
 - Family Development Credential Training – Virtual 8:00 – 4:00
 - CEO/Fiscal Budget Meeting
- ❖ 9 – Policy Council Meeting
 - Agency-wide Audit begins
- ❖ 10 - Leadership PCI Session I – Orientation 4:30 – 6:00
 - Executive Team Meeting
- ❖ 11 – Patriot Day
 - 11-CPR/First-Aid Class-3:00-Fenfield
 - 11- OPEN ENROLLMENT ENDS
- ❖ 13 – National Grandparents Day
- ❖ 14 - New Staff Orientation-Zoom

- Resource Center Startup – 8 - 5
- ❖ 14 - 17 EHS/CCP Parent Orientation by center (reschedule)
- ❖ 15 – October 15 Hispanic Heritage Month
 - Board of Directors Meeting
 - Family Development Credential Training – Virtual 8:00 – 4:00
- ❖ 17 - Virtual CACFP Day Care Home Training 5:30-7:30
 - CACFP Zoom Training – DePaul Wesley
 - Executive Team Meeting
- ❖ 18 - Data Assessment & Accountability Initiative Meeting (reschedule)
 - Parent Orientation – Virtual (postpone)
 - Payday
- ❖ 21 - 24- NHSA Fall Leadership Institute
- ❖ 22 – First Day of Fall
 - EHS/CCP Parent Orientation by center 9:00 a.m.
 - Virtual CACFP Day Care Home Training 5:30-7:30
- ❖ 24 - Virtual CACFP Day Care Home Training 5:30-7:30
 - Champions *fore* Charity webinar 9:30 – 10:30
- ❖ 25-CPR/First-Aid Class-3:00-Fenfield
 - 25-EHS/CCP Team Meeting
- ❖ 26 - Virtual CACFP Day Care Home Training 10:00 – 12:00 (Saturday)
- ❖ 28 - Transition/ Education Advisory Board Meeting
 - National Family Day – pictures with family
- ❖ 29 - Virtual CACFP Day Care Home Training 5:30-7:30
- ❖ 30 - Virtual CACFP Day Care Home Training 5:30-7:30
 - Children Recognition Day
 - Parent Zoom Meeting

OCTOBER

National Head Start Awareness Month

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

PERFORMANCE EVALUATION CYCLE TIMELINE

OCTOBER * Champions for Charity* (National Head Start Awareness Month / National Book Month / National Crime Prevention Month) *Officers’ Orientation Summit *Breast Cancer Awareness * Daily/Weekly Compliance Debriefing *Important Information – Center Visits – CLASS * Pictures,

October

- ❖ 1 - Executive Team Meeting
 - Champions *fore* Charity Kickoff
 - CLASS – Virtual/Face to Face Observations Begin
- ❖ 2 – World Smile Day
 - Payday
- ❖ 5- 9 Head Start Awareness Week
- ❖ 6 - Leadership PCI Session II – Regulatory Compliance/Facilities 4:30 – 6:00
 - EHS/CCP Directors ZOOM calls
 - National Night Out
 - Substitute Training - Zoom
- ❖ 8 - Executive Team Meeting
 - Children’s Hispanic Heritage Presentation
- ❖ 9 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 12 – Columbus / Regular School Day
- ❖ 13 - CEO/Fiscal Budget Meeting
 - Substitute Training - Zoom
- ❖ 14 – Policy Council Meeting and Orientation
 - Parent Curriculum Training - Zoom
- ❖ 15 - Executive Team Meeting
- ❖ 16 – Boss’s Day
 - President/Officers Zoom Summit 5:00 p.m.
 - Data Assessment & Accountability Initiative Meeting

- Payday
- ❖ 19 – New Staff Orientation - Zoom
- ❖ 19 - 23 – National School Bus Safety Week
- ❖ 20 – Board of Directors Meeting
 - Substitute Training - Zoom
- ❖ 22 - Executive Team Meeting
 - Cardboard Challenge
- ❖ 23 - CPR/First-Aid Class-3:00-Fenfield
 - EHS/CCP Team Meeting
- ❖ 24 - 30 – Red Ribbon Week
- ❖ 28 – National First Responders Day
 - Health/Nutrition Advisory (Virtual)
 - Flu and Shingle vaccination (pending)
- ❖ 29 - Executive Team Meeting
 - SF-425 Semi-Annual Report Due HS/HSII/EHS/EHSII
 - SF-425 Final Annual Report Due EHS-CC
 - PMS Federal Cash Transaction Report Due
- ❖ 30 – Children’s Recognition Day
 - Payday
- ❖ 31 - Audit Due to Federal Clearinghouse
 - Paycom IRS 941/TWC Quarterly Report Due

NOVEMBER

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14– DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

NOVEMBER * Good Nutrition Month* Quarterly Parent Gazette*Quarterly Strategic Plan Update* USAA Season of Sharing*Refunding Application due * Daily/Weekly Compliance Debriefing, * Important Information – Center Visits – Class

November

- ❖ 1 – Daylight Saving Time Ends (Turn clocks back 1 hour)
 - All Saints’ Day
 - HS/EHS/HSII Refunding Due
- ❖ 3 – Student Holiday/Staff Development Day
 - Election Day
- ❖ 4 - Leadership PCI Session III – Community Assessment 4:30 – 6:00
 - Substitute Training - Zoom
- ❖ 5 - Executive Team Meeting
- ❖ 6 - CPR/First-Aid Class-3:00-Fenfield
- ❖ 10 - EHS/CCP Directors ZOOM calls
 - CEO/Fiscal Budget Meeting
- ❖ 11 – Veterans Day
 - Head Start Consortium Meeting Zoom 8:30 – 10:30
 - Substitute Training - Zoom
- ❖ 12 - Executive Team Meeting
 - Big Give SA Kickoff
- ❖ 13 - South San Specialized Training
 - CPR/First-Aid Class-3:00-Fenfield
 - Data Assessment & Accountability Initiative Meeting
 - Payday
- ❖ 14 – Shared Program Governance Meeting and Training
- ❖ 16 – New Staff Orientation - Zoom
- ❖ 17 – Board of Directors Meeting
- ❖ 18 – Fatherhood (Male) Initiative Meeting – Virtual – 6:00 – 8:00
 - Substitute Training 9-12/ Zoom
 - Parent Curriculum Training - Zoom
- ❖ 19 - Executive Team Meeting
- ❖ 20 - EHS/CCP Team Meeting
 - Children’s Recognition Day

- ❖ 23 – 27 – Thanksgiving Break/ Centers & Offices Closed
- ❖ 26 - Executive Team Meeting
- ❖ 27 – Payday
- ❖ 30 – Dec. 3 - Family and Parent Engagement Conference. New Orleans, LA

- ❖ 21 - 24- NHTSA Fall Leadership Institute
- ❖ 22 – First Day of Fall
 - EHS/CCP Parent Orientation by center 9:00 a.m.
 - Virtual CACFP Day Care Home Training 5:30-7:30
- ❖ 24 - Virtual CACFP Day Care Home Training 5:30-7:30
 - **Champions *fore* Charity webinar 9:30 – 10:30**
- ❖ 25-CPR/First-Aid Class-3:00-Fenfield
 - 25-EHS/CCP Team Meeting
- ❖ 26 - Virtual CACFP Day Care Home Training 10:00 – 12:00 (Saturday)
- ❖ 28 - Transition/ Education Advisory Board Meeting
 - National Family Day – pictures with family
 - Office of Head Start FY2021 Monitoring Kickoff – 12:30
- ❖ 29 - Virtual CACFP Day Care Home Training 5:30-7:30
- ❖ 30 – Dec 3 – Parent & Family Engagement Conference – New Orleans, LA
- ❖ 30 - Virtual CACFP Day Care Home Training 5:30-7:30
 - Children Recognition Day
 - Parent Zoom Meeting

I'M A SUCCESS
by
DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY
Soy un éxito y sé por qué

MY MOTTO IS TO TRY, TRY, TRY
Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST
Para hacer y ser mi mejor esfuerzo

THAT IS WHY, I'M A SUCCESS!
Por eso, ¡Soy un éxito!

"PCI...Growing San Antonio's Tomorrow...Today!"

“PCI...Demonstrating Resilience, Commitment and Heart!”