

# — WELCOME — BACK TO SCHOOL



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** August 20, 2021  
**RE:** CEO MESSAGE

*“PCI...BACK...to Basics... With Quality!”*

.....  
Greetings!

Welcome to the beginning of the 2021-2022 school year! Monday, August 23, 2021, is our first day of school! We’re going “Back to Basics, with Quality” at PCI. Monday is our first official day back with majority of our centers up and running! Way to go PCI! I appreciate your hard work and dedication in preparing for the beginning of school. As you bring in those little ones this year, please share with them our **Success Motto!** Starting it early on, will make the motto become intrinsic – they truly will become to believe they can and are successful.

Thanks to **Mrs. Doxie** and **Mr. Segura** for working diligently to get our new centers, **Midcrown, Culebra and Timberhill Early Learning Centers** functional. Though Culebra and Timberhill may take a bit more time, they are well on their way to begin successfully. **Mr. Pacheco, Mr. Rodriguez, Mr. Perez,** and our **Custodial staff** have also done an excellent job to assure you have the supplies needed and to make sure our centers look welcoming to our parents and children. Thanks to all the ECCs and teachers and TAs for the wonderful job you have done in getting your rooms ready for the start of school. Yes, there are some things that we still need to work on, but I believe we can look forward to a successful start next week. Thanks to **everyone** at PCI for doing such a great job, to include the **Management and Clerical** staff. We are truly a team, and I am blessed to be your CEO!

Words cannot express the incredible job our **Family Service Workers** have done and are continuing to do in assuring PCI reaches the full enrollment status of both Early Head Start and Head Start. Thank you, **Ms. Almares, Ms. Perez,** and all the **Family Service Workers** for **HS, EHS, and CCP** for the work that you do! We are not at full enrollment yet, but I have no doubt it’s just a matter of time before we’re there! Also, our **Kitchen and CACFP** drivers are doing an excellent job in preparing for breakfast, lunch, and snacks to our Centers as well as to our non-PCI locations.

I also want to thank each of you for participating in the **2021 – 2022 Virtual Pre-service and the CEO Convocation!** The **CEO Convocation was a huge** success as we focused on getting back to the basics. The theme means we all really need to understand the purpose of Head Start and do all the things Head Start was meant to be...working with the **WHOLE CHILD, THE WHOLE FAMILY AND THE WHOLE COMMUNITY!** Without a true understanding of Head Start and the culture of Head Start, it will be difficult to understand our children and families and what their needs are to assure success in the community. The Family Service Workers are vital in this process. Knowing what the families need, providing referrals, offering jobs even within PCI *\*which does not count for the new referral program you will hear about later in this CEO Message;* and of course, following up to ensure the goals are being met, cannot be understated.

In the classroom, understanding each child for their individual needs, backgrounds and circumstances is important. Knowing that not all children learn in the same way and knowing

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how to implement those changes makes each educator that much more special in my eyes and I'm sure in the eyes of each parent.



Each year, the **Executive team** tries to come up with something special to let our dedicated staff see another side of us. When we have to go virtual, the task is a little harder. So, this year, as last year, we thought about showing you how and why Head Start began and letting you know we appreciate and love each of you and for sticking with PCI all these years. We used the song "**Thank You**" using the first comeback song by **Ms. Diana Ross!** Thanks to our Communications Coordinator, **Ms. Connie Murphy** for producing the video with all the past pictures of PCI staff, both of yesterday and today. Did you recognize anyone? I certainly did.

I'd also like to welcome **all new to PCI staff to the agency!** I look forward to the quality our new to PCI staff will bring to PCI. *I'm Glad You're Here!*

I believe our **Keynote Speakers, Coach Sidney Moncrief and Dr. Takisha Moncrief** helped us to tell our story, but also spoke of empathy, mindfulness, developing a love language, etc. Remember, you touch lives each day of a child that has the potential to be great! It doesn't matter where you live or your circumstances, if you have caring individuals that believe in each child, success develops. It's what you **think**, what you **say**, what you **believe**, and what you **do** that let children know how you feel about them - which ultimately leads to success or the lack of it. **Be remembered** as that special teacher/person. You can be that special person in a child's life as well.



Remember our affirmation. It's all about making a child as well as yourself feel the success. I hope that each of you will use the affirmation daily with your children. The Affirmation states:

***"I'm a Success and I Know Why  
My Motto is to Try, Try, Try  
To do and be my very best  
That is Why, I'm a Success!"***

Please **say** this daily. You will see **success** be a part of not only the children you work with but you as well. Try it with your own children and see the difference over time.

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The job of an ECC is not an easy one. You must exude **leadership, patience, kindness, understanding, have experience, an eagerness to learn and tact** as they work with many different personalities. I am so proud of the work the ECCs are doing and going to do. They are the **Site Leaders (Principals)** of our Early Learning Centers. Please thank them for the job that they do daily.

The purpose of **Leadership PCI** is to enable qualified PCI staff to undergo “on-the-job” training so they will be better qualified to take over the reins as future PCI leaders. The meaning of “on the job” in this case is to provide them with access and knowledge from current PCI leadership in various positions and roles to gain insight into the workings of the agency. **Congratulations to the Leadership PCI Class #3 of 2020-2021** who officially graduated in June: **Lisa Sifuentes, Carla Mandujano, Jennifer Coronado, Monica Rodriguez, Sylvia Leija, Gregory Flores-John.** Way to go! These individuals will act as mentors for the 2021-2022 Leadership Class!

**Speaking of the 2021-2022 Leadership PCI Class, congratulations to the 2021-2022 Inductees: Rosemary Marin, Lilia Rivera, Diane Thomas, Erika Trevino, Margaret Rodriguez, Laura Galindo, and Ana Pastrano!** Way to go! We look forward to sharing the ins and outs of PCI with these exciting individuals. Our first meeting will be held September 7, 2021, at the Mainland Headquarters. The schedule will be provided for planning purposes.

Congratulations to the CACFP Nutrition Team on receiving 100% compliance on their TDA Review! Great job and way to go!

Thank you to those centers and staff who participated in the **Miranos Project!** Though the project is over, I hope you still utilize the lessons learned and the good eating habits with your children as well as share with the parents. **Thank you UTSA!**



During the CEO Convocation, I spoke about new things happening for the year to include all staff being encouraged to get fully vaccinated and if not to receive the weekly COVID-19 test. All staff and children ages 2 and above must wear masks. I shared that you would receive a COLA (Cost of Living Adjustment). However, I failed to tell you about the following message, because it is hot off the press: *“Congratulations! I am very pleased to inform you that your organization has been ranked among the top companies to work in San Antonio for this year’s [San Antonio Express-News Top Workplaces 2021.](#)”* Way to go, PCI!!!! The rankings and overall results will

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be showcased in the Top Workplaces 2021 special section publishing in the Express-News on Sunday, October 24, 2021. You can be proud to say that you work for a company that is being recognized as one of the top places to work in San Antonio!

The **Employee Benefit Open Enrollment** for Health and Supplemental Insurance **September 1-15**. More information will be provided from Human Resources.

## PCI Staff Incentive Program

Parent/Child Incorporated is rewarding staff with bonuses worth 1 (one) day of PTO (Paid Time Off) for each referral of an applicant. If the referred applicant is offered a job at PCI after going through all the requirements, and stays at the agency for three months, the referral staff member will receive a coupon worth one day! The number of referrals is unlimited, but the referred individual must remain at the agency for 3 months. Positions needed are as follows: **BA Teachers, EHS CDA Teachers, Teacher Assistants, Family Service Workers, Nutrition Aides, Custodians, Substitutes/Floaters, CACFP Drivers, Compliance Monitor.**

*Applicants may apply online but must share who referred them when contacted by Human Resources. This Incentive Program is effective immediately, so start referring!*

## Remember

Our emphasis must continue to be on the health and safety of each of our children. Being watchful of the children always and reporting incidents in a timely manner is vital. The safety of every child is priority. Also, remember that communication is the key to developing a positive partnership between staff and parents in working for the best interest of children. A “**family friendly**” attitude goes a long way. I’m excited about the many wonderful things happening and that are going to happen at the centers, but it only takes a few negative incidents to give the Agency unfavorable press. Attitude is everything. Exude **enthusiasm, excitement, keen interest, and kindness** as you go through your day. Let’s model that behavior each day – all year long. Be **intentional**. Be the change you wish to see in the world. **Model Success!**

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 mayor esfuerzo

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

Parent/Child Inc. of San Antonio & Bexar County  
REACHING CHILDREN  
BUILDING FAMILIES

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

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**CALENDAR OF EVENTS**  
*\*Events are subject to change\**

**AUGUST 2021**

**PERFORMANCE EVALUATION CYCLE TIMELINE**

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
AUG 16- SEPT 30	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 28- SEPT 10	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR

- ❖ 16-20 – Pre-Service Week – 8:00 – 11:30 and 1:00 – 5:00
- ❖ 16 – CEO Convocation – Virtual
  - **George Gervin First Day of School**
  - Process Payroll
- ❖ 17 - PIR due to CEO for Review and to Input in HSES
- ❖ 19 – Executive Team Meeting
- ❖ 20 – Payday
  - PCI Meet the Teacher (1-5)
  - Food Orders
- ❖ **23 – PCI First Day of School**
  - Human Resources Newsletter
  - PIR begins for all programs
- ❖ 26 – Executive Team Meeting
  - Individual Grantee Service Plan Meeting 2:00 (Claudia Magallanez)
- ❖ 27 – EHS/CCP Team Meeting
  - Parent Orientation – Virtual 5:30 – 6:30 p.m.
  - Food Orders
  - Education/Training Staff Meeting
- ❖ 30 – Process Payroll
  - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
  - CACFP - Sponsoring organizations, Tier 2 Renewals and/or significant changes to the previously approved application packet have been made.
- ❖ 31 – Children’s Recognition Day
  - CACFP Monthly Meeting
  - Official due date for PIR due to OHS for 2020-2021

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**SEPTEMBER**

*PERFORMANCE EVALUATION CYCLE TIMELINE*  
*Hispanic Heritage Month*

AUG 28- SEPT 10	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 14- DEC 17	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

*\*Please make note of the bus evacuation schedule following dates to remember! \**

*Hispanic Heritage Month*  
*National Attendance Awareness Month*

- ❖ 1-15 – Employees’ Benefits Open Enrollment
- ❖ 1 - EHS/CCP Directors’ Round Table
  - Wellness Wednesday
- ❖ 2 – Executive Team Meeting – Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
- ❖ 3 – CEO Office Staff Meeting
  - Payday
  - Food Orders
  - Fiscal Staff Meeting
- ❖ 6 – Labor Day Holiday – Centers & Offices Closed
  - National Read a Book Day
- ❖ 7 – STREAM Shoot
  - Leadership PCI Session I – Orientation 4:30 – 6:00
- ❖ 8 – Policy Council Meeting
  - Wellness Wednesday
  - PBC Coaching Registration Deadline
- ❖ 9 – Executive Team Meeting
- ❖ 10 – Children’s Hispanic Heritage Presentation
  - Food Orders
  - Grandparents Breakfast @ Centers
  - Education/Training Staff Meeting
- ❖ 11 – Patriot Day
- ❖ 12 – National Grandparents Day
- ❖ 13 – Process Payroll
  - Fiscal Budget Meeting
  - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 14 – EHS/CCP Parent Orientation by Center
- ❖ 15 – EHS/CCP Parent Orientation by Center
  - Open Enrollment Ends
  - Wellness Wednesday

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- CACFP Renewal Due - Independent centers and/or Tier 1 renewals.
- Family Engagement Training with Coach Moncrief
- ❖ 16 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
  - EHS/CCP Parent Orientation by Center
  - CACFP Day Care Home Training – 5:30 – 7:30 p.m.
- ❖ 17 – Data Assessment & Accountability Initiative Meeting
  - Region VI Prenatal Program Advisory 10:00 -11:30
  - Payday
  - Food Orders
  - EHS/CCP Parent Orientation by Center
- ❖ 18 – CACFP Day Care Homes Training – 10:00 a.m. – 12:00 p.m.
- ❖ 20 – New Staff Orientation
- ❖ 20 – 23 NHSA Fall Leadership Institute – Washington, DC
- ❖ 21 – Board of Directors Meeting
- ❖ 21 – 23 PBC Coaching Virtual Training
- ❖ 22 – Wellness Wednesday
  - First Day of Fall
  - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 23 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
  - CACFP Day Care Home Training – 5:30 – 7:30 p.m.
- ❖ 24 – EHS/CCP Team Meeting
  - My Family Selfie Day
  - CPR/First-Aid Class – 3:00 p.m.
  - Food Orders
  - CACFP Monthly Meeting
  - Education/Training Staff Meeting
- ❖ 25 – CACFP Day Care Home Training – 10:00 a.m. – 12:00 p.m.
- ❖ 26 – National Family Day
- ❖ 27 – Process Payroll
  - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 28 – CACFP Day Care Home Training (Spanish) – 5:30 – 7:30 p.m.
- ❖ 29 – Transition/Education Advisory Committee Meeting
  - Wellness Wednesday
- ❖ 30 – Executive Team Meeting Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
  - CACFP Centers Fiscal Year Ends
  - CACFP Day Care Homes Fiscal Year Ends
  - CACFP Day Care Home Training – 5:30 – 7:30 p.m.
  - Children’s Recognition Day

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## Bus Evacuation Training Dates

### September 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Labor Day	7	8	9	10
13	14 Adelina Fritz 9:00 am  Timberhill 10:00am	15	16 Place for Life EHS 9:00 am  Place for Life HS 10:00 am	17
20	21 Meadowood 9:00 am  Clarice Roe 10:00	22	23 Pearsall 9:00 am  Southwest 10:00 am	24
27	28 Lost Creek 9:30 am  Bailey’s Babies 10:30 am	29	30	*Times may vary.

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