




TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 27, 2021
RE: CEO MESSAGE



"PCI...BACK...to Basics...With Quality!"

Greetings!

I hope you have had a  of a week! Trick or Treat!!!!
 I know that everyone has been staying very busy especially with opening new centers, recruiting and receiving our children. I thank you for your efforts. Before you know it, Thanksgiving will be here!

The bulk of my time has been taken up with meetings, webinars, and mentoring as well as completing the 2022-2023 Continuation Refunding applications. Special thanks to Mrs. Doxie, Ms. Almares and Mr. Segura, the Policy Council, Board of Directors, Executive Staff, Cabinet, and Fiscal Staff for their hard work and input finalizing the application. As some of you may be aware, our fiscal year begins **February 1** and ends **January 31** of each program year. Therefore, each year an application must be submitted to the Regional Office Administration for Children and Families in Dallas, Texas. The application is due November 1, 2021. All four applications will be submitted prior to November 1, 2021.



TOP WORK PLACES 2021
 Parent/Child Incorporated is a 2021 Top Workplace!

"Winning the Top Workplaces award is proof-positive your organization really does put its people first. Not to mention, research shows companies that earn recognition as an organization of choice attract better job candidates, find the right talent for their organization, and have lower turnover."

Thanks to all of you, Parent/Child Incorporated is a 2021 Top Workplace in San Antonio! Even during the pandemic, we have found the positives in working for an agency that cares about staff as well as the children and families. Thanks, PCI for all you do for the agency. The work and your appreciation are proof positive of a destination workplace in San Antonio!

Watch Live: Top workplaces in San Antonio announced
<https://www.mysanantonio.com/business/top-work-places/article/Top-Workplaces->

[16551749.php?utm_campaign=CMS%20Sharing%20Tools%20\(Premium\)&utm_source=share-by-email&utm_medium=email](https://www.pci.org/16551749.php?utm_campaign=CMS%20Sharing%20Tools%20(Premium)&utm_source=share-by-email&utm_medium=email)

Countdown to PCI's Head Start Staff Pumpkin Carving Competition from our Communications Coordinator!



PCI's Head Start Staff Pumpkin Carving Competition is here! This year's competition is going to be spooktacular! **PCI's Head Start Pumpkin Carving Team Competition is designed to promote team building and promote Head Start Awareness Month.** So, instead of everyone dropping off their pumpkin for the competition, we are requesting that you take photographs of your pumpkin and enter the PCI's Head Start Pumpkin Carving Competition by submitting your pictures no later than Thursday, October 28th; at 5:00 p.m. via email! **NO EXCEPTIONS.** The judging will take place on Friday, October 29th. The winning team prize is \$140. Special thanks to our secret partners!



Thanks to the leadership of Mrs. Lisa Walker and the PCI center staff and parents, **The Global Cardboard Challenge is here!** This initiative gives children an opportunity to collaborate, learn, and build the things they imagine through a simple process called Creative Play. The Challenge lets children explore their interests and passions; teaches critical thinking, resourcefulness, perseverance, teamwork and other 21st century skills; and brings communities together to foster and celebrate child creativity! Please check out the pictures posted by Ms. Connie Murphy, Communications Coordinator, on our website and Facebook page. Way to go!

October Employee Recognitions!

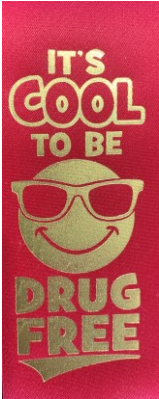


Congratulations to the **ECCs** and the **Education/Trainers** for being a vital part of the agency. Your dedication to your centers and the children and families served does not go

unnoticed. We hope you enjoyed your appreciation month, though we know you deserve much more. Way to go to the supervisors for helping make the day and month special. Also, we welcome **Ms. Zona Dargan** to PCI and the Education/Training Team. Please welcome here to the department and the centers. Way to go!

Red Ribbon Week

This year marked the 34th annual celebration of **Red Ribbon Week**. It was inspired by the life and work of Drug Enforcement agency Special Agent Enrique “Kiki” Camarena. He yearned to make a difference by joining this force to help fight illegal drugs. In 1985, while working undercover in Mexico, Camarena was kidnapped and killed by drug traffickers. Responding to his murder, The Citizens In his hometown of Calexico, California began wearing red ribbons. IN 1988, Congress officially proclaimed the last week of October as Red Ribbon Week. Now, over 100,000 schools and other organizations across the U.S. will use this time to spread the important message about living a drug and alcohol –free lifestyle. Thanks to all who showed their “Drug Free Spirit!” See exciting events taking place this week below!



Parent/Child Incorporated (PCI)

Red Ribbon Week October 25-29, 2021

“Drug-Free Looks Like Me”

SAY NO TO DRUGS

MON	Monday 10/25 Students are encouraged to wear their favorite sports team attire with jeans! “My Team is Drug-Free!”
TUE	Tuesday 10/26 Students are encouraged to wear crazy hair/crazy socks “From Head to Toe, I’m Drug-Free!”
WED	Wednesday 10/27 The students are encouraged to wear 50’s attire “Drugs are Old School!” – 50’s Day!
THU	Thursday 10/28 The students are encouraged to wear red “Be Brave, Be Bold, Be You & wear Red!”
FRI	Friday 10/29 Students are encouraged to wear super-hero costumes “You have the Power to Say No to Drugs!”

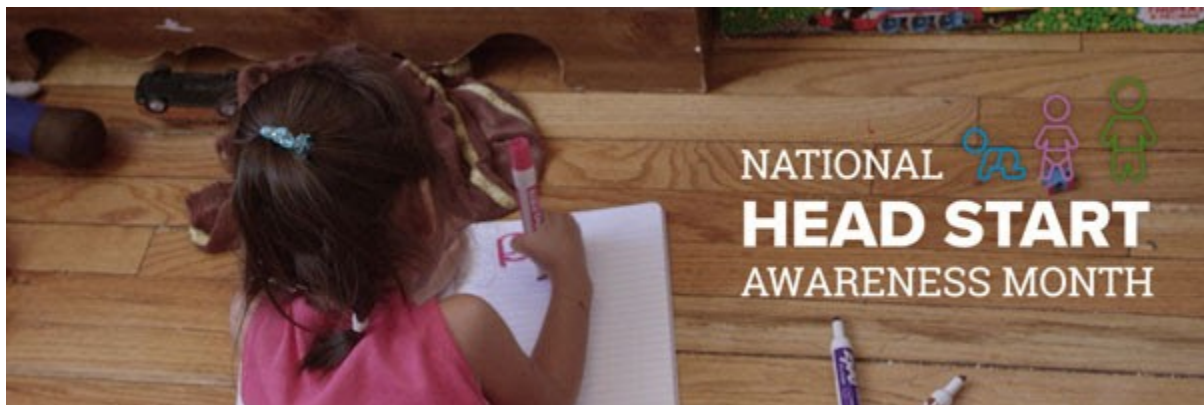


Leadership PCI

The fourth class of Leadership PCI held its second official session of the school year on October 5th. The session featured **Mr. Joe Segura**, Compliance Officer/Special Services Coordinator. Mr. Segura did an awesome job! Session #3 will be held on November 2, 2021 with the session focusing on the Community Assessment featuring **Mr. Jesse Diaz, Assessment, Accountability & Continuous Improvement Coordinator** and special guest, **Ms. Diane Salazar** speaking on Trauma Informed Leadership.



Champions fore Charity® is a fundraising program designed by Golf San Antonio to give participating organizations the opportunity to generate contributions through the Valero Texas Open. Champions for Charity is a no-cost program that gives **100%** of the funds raised back to the participating organizations. In other words, anything raised comes back to PCI. Let's all participate. It will be done virtually again this year. More information to come.



October 31st is the last day we officially recognize **Head Start Awareness Month**; however, we should never forget the purpose of Head Start and the difference Head Start makes in the lives of millions of children and families nationally and here in San Antonio! Did you know Sesame Street was created by Head Start? There are so many **firsts**' Head Start is responsible for that it doesn't get credit for. We all know Head Start is the leader of Early Childhood Education! Let's continue to lead in this area by providing **high-quality** services to prove that Head Start and Early Head Start makes a positive difference!

Perhaps the most significant factor in the success of Head Start has been the involvement of parents, volunteers, and the community. Their commitment and the

services provided by dedicated Head Start staff have been instrumental in creating a **quality** program that truly provides young children with a "head start" in life.



Veteran's Day November 11th, 2021

Since 2010, PCI has published a special **Veterans Day Commemorative Edition** honoring and saluting our family members that serve or has served in the military. All PCI staff who wish to take part in this salute must submit the name(s) of your family members who served in the armed forces. **Additionally, please let us know if you (PCI Staff) are a Veteran.** We want to give you special recognition. Your submissions are due by **Tuesday, November 2, 2021**. Please use the format below and example below to submit your information to erodriguez@pcitx.com.

Example: Veteran's Name - Branch of Service - Relation to you, your name and center/department

Richard Petty Sr. - US Army – Father of Monica Middleton @ Crestway



Recruitment is Everyone's Business

Kudos to our Family Service workers for doing a great job in recruiting and enrolling families/children into Head Start and Early Head Start. But did you know we all are responsible for recruiting and putting the word out about our programs? Recruitment is everyone's business here at PCI. Find out from Ms. Lydia Almares, Ms. Desiree Perez or your supervisor how you can help with our child recruitment efforts.

PATH OUT OF THE PANDEMIC

PRESIDENT BIDEN'S COVID-19 ACTION PLAN

The deadline for remaining employed with PCI due to not being fully vaccinated has passed. All two-week notices for resignations must be submitted to HR by **November 1, 2021**, with the last day of employment being November 19, 2021. Providing the two-week notice allows you to be rehired by PCI if the position is available and you have been fully vaccinated. There are very few staff that will need to be terminated, but just having one staff leaving is far too many. **We are a family!** We love all our employees and wish them well in their future endeavors. Remember, if you become fully vaccinated and wish to **come back** to PCI, we welcome you if the positions are available.



The incentive for bringing **qualified** staff to be hired at PCI is still underway! For more information, please contact our Human Resources Department or to see what positions are needed, please visit our website.



Way To Go! to All who participated in the Following October

Activities

- San Antonio Top Workplace 2021
- Employee Recognitions – ECCs and Education/Trainers
- Consultant, ECI and LEA Orientations
- STREAM Shoot
- Wellness Wednesday
- Recruitment and Enrolling
- Centers in 100% Compliance (Licensing and PCI Monitoring)
- Hispanic Heritage Month Activities and Children’s Presentations
- Policy Council and Board Meetings
- New Policy Council Officer Call Meeting
- Data Assessment & Accountability Meetings
- EHS-CCP Directors Meeting
- President/Officers Summit
- Staff Development Day Trainings
- New Staff Orientations
- Cardboard Challenge
- Head Start Awareness Month Activities
- Red Ribbon Week
- Pumpkin Carving Contest
- Trunk or Treat
- Champions Fore Charity Kickoff
- Leadership PCI Session #2
- Boss’s Day
- Bus Evacuation Safety
- Continuation Refunding Applications
- Children Recognition – Perfect Attendance

Great things are happening throughout PCI and as always, I thank you for all you do! Remember, each step we take - takes quality to the next level, which brings us closer to our destination - **EXCELLENCE!** Have a fantastic Friday and safe Halloween weekend and remember we are **SUCCESSFUL** when we **TRY** our **BEST!**

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!



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

"Cherishing children is the mark of a civilized society." - Joan Ganz Cooney



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

CALENDAR OF EVENTS

Events are subject to change

OCTOBER

National Head Start Awareness Month

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
SEPT 14- DEC 17	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

STRATEGIC PLAN – FIRST QUARTER REPORT

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***Important Information:** ECC/Content area Meetings – Mondays Bi-weekly, *EHS/CCP Teacher Home Visits, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff 8:00 a.m., * Follow Up Fridays

- ❖ 25-29 – Red Ribbon Week – Theme Contest
- ❖ 25 – Process Payroll
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 26 – Incredible Years Parent Curriculum Training
- ❖ 27 – Health/Nutrition Advisory Meeting (rescheduled)
 - Wellness Wednesday
 - Cardboard Challenge
- ❖ 28 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
 - National First Responders Day
 - SF-425 Semi-Annual Reports Due – HS/HSII-EHSII/EHS
 - SF-425 Annual Report Due – EHS-CCP
 - SF-428 Annual Report Due – EHS-CCP
 - Federal Cash Transaction Report Due
- ❖ 29 – CPR/First-Aid Class – 3:00 p.m.
 - Pumpkin Carving Competition
 - Payday
 - Food Orders
 - Children's Recognition
 - CACFP Monthly Meeting
 - Paycom IRS 941/TWC Quarterly Reports Due
- ❖ 31 – Audit Due to the Federal Clearinghouse



**Parent/Child Incorporated (PCI)
Of San Antonio & Bexar County**
"Growing San Antonio's Tomorrow... Today!"

Bus Evacuation Training Dates

October 2021				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7 PCI Early Learning Academy EHS/HS 9:00 am	8
11 Staff Development	12	13	14 Imperial 9:00 am Madonne 10:00 am	15
18	19 Evelyn King 9:00 am Midcrown 10:00 am	20	21 Culebra 9:00 am George Gervin 10:00 am	22
25	26 Kindred 9:00am West Hutchins 10:00 am	27	28 East Central 9:00 am Terry O'Connor 10:00 am	29 *Times may vary.



NOVEMBER

PERFORMANCE

CYCLE TIMELINE

EVALUATION

<i>TIMELINE</i>	<i>PERFORMANCE EVALUATION COMPONENT</i>	<i>ACTIVITY/DESCRIPTION</i>	<i>RESPONSIBILITY</i>
SEPT 14– DEC 17	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 ***Important Information:** ECC/Content area Meetings – Mondays Bi-
 weekly, *EHS/CCP Parent Teacher Conferences and Teaching Strategies Gold Fall Assessments; Fall
 EHS/CCP Training Series, *Compliance and Facilities Departmental Daily Debriefing Meeting with Staff
 8:00 a.m., * Follow Up Fridays

- ❖ 1 – Head Start/Head Start II/Early Head Start II/Early Head Start Budgets Due
 - New Staff Orientation
 - All Saints’ Day
- ❖ 2 – EHS/CCP Directors’ Round Table
 - STREAM Shoot (Science of Sound)
 - Election Day
 - Wellness Wednesday
 - Leadership PCI Session III Community Assessment 4:30 – 6:00
- ❖ 4 – Executive Team Meeting
- ❖ 5 – CEO Office Staff Meeting
 - Food Orders
 - Fiscal Staff Meeting
 - Education/Training Staff Meeting
- ❖ 7 – Daylight Savings Time Ends (Turn clock back 1 hour)
- ❖ 8 – Process Payroll
 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 9-12 – Substitute Training
- ❖ 10 - Wellness Wednesday
 - Fiscal Budget Meeting
 - Health/Nutrition Advisory Meeting
- ❖ 11 – Executive Team Meeting
 - Veterans Day
 - Deadline for both COVID-19 Vaccination doses
- ❖ 12 – Data Assessment & Accountability Initiative Meeting
 - Payday
 - Food Orders
 - 12 – Fiscal Budget Meeting
- ❖ 13 – Shared Program governance Training and Meeting
- ❖ 15 – Human Resources Newsletter
- ❖ 17 – Male Initiative Meeting – 6:00 p.m.
 - Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 18 – Executive Team Meeting
 - Thanksgiving Luncheon @ Centers
- ❖ 19 – 90-Day Activity Due (21st)

- *Headquarters Luncheon – Bandera Location*
- *EHS/CCP Team Meeting*
- *Process Payroll*
- *CPR/First-Aid Class – 3:00 p.m.*
- *Food Orders*
- *Education/Training Staff Meeting*
- ❖ *22-26 – Thanksgiving Break – Centers & Offices Closed*
- ❖ *26 – Payday*
- ❖ *30 – Incredible Years Parent Curriculum Training*
 - *Giving Tuesday*
 - *Children’s Recognition*
 - *CACFP Monthly Meeting*



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