



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 8, 2021 – Celebrating Hispanic Heritage Month
RE: CEO MESSAGE
“PCI...BACK...to Basics... with Quality!”

.....
 Greetings!

October is Head Start Awareness Month! October was first proclaimed Head Start Awareness Month by President Ronald Reagan on October 22, 1982. Ever since, October has been a month for our community to celebrate the life changing impact of Head Start.



A National Commitment

Head Start is the national commitment to give every child, regardless of circumstances at birth, an opportunity to succeed in school and in life. In the 50 years since its inception, Head Start has improved the lives of more than 32 million children and their families. Head Start alumni - or “Head Start babies,” as they often call themselves - are in all walks of the nation’s life.

Educators, doctors, lawyers, military personnel, artists, engineers, religious and civic leaders, and scientists - from across the country - remember Head Start as the place where, at an early age, they acquired a life-long love of learning.

In addition to life and school preparedness, Head Start is also the nation’s laboratory for early learning innovation. Head Start offers a unique whole child/whole family program design coupled with a delivery system that includes local programs, national standards, monitoring, professional development, and family engagement. This has been the basis for many subsequent statewide and community initiatives.

Staff Recognition – ECCs and Education/Training Staff

As shared in the previous CEO Message, PCI is bringing back the recognition of all staff. We want you to know you are appreciated. Congratulations to the October recognitions – our Education Center Coordinators and our Training Staff! Way to go! Your importance to the agency does not go unnoticed! THANK YOU!

EDUCATION CENTER COORDINATORS	
JoAnn Ross	Zella Burns
Valerie Mireles	Mevelon Lott
Erika Trevino	Maricella Nuno



Vivian Ibarra	Stacy Almendarez
Rosemary Marin	Katrice Harris
Terri Galloway	Leticia Aldaba
Lisa Sifuentes	Monica Guerrero-Rodriguez
Tanya Flores	Della Misher
Patricia Cardenas	Erma Marshall
Lutene Nunn	Michelle Salsedo

EDUCATION/TRAINING STAFF	
Helen Lopez	Lisa Walker
Gregory John	Norma Bernal

Head Start Awareness Month Activities!

As we celebrate **Head Start Awareness Month**, activities and events for PCI's Head Start Awareness Month events include the following so please plan to participate:

October Staff Recognition Month ECCs and Training Staff 	October 9 - President/Officers Summit 
October 13, 20, 27 Wellness Wednesdays	October 13 – Policy Council Meeting 



October 19 – Champions fore Charity Kickoff



October 25 - 29– Red Ribbon Week



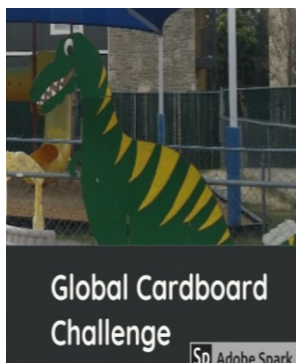
October 26 – Incredible Years Parent Training



October 27 – Health/Nutrition Advisory Meeting



October 27 – Cardboard Challenge



October 29 – Pumpkin Carving Competition



October 29– Children’s Recognition Day!



October 29 – Trunk or Treat





Not only are the above activities a part of recognizing Head Start Awareness Month, but they also represent family engagement, ongoing recruitment, and Family Days! Let's all participate as much as possible.

Staff Development

Monday, October 11, 2021, is a Columbus Day holiday for the children, but a Staff Development Day for all staff. All PCI staff will be *required* to be present at the designated site stipulated by the Training Department.

Staff development days are important to provide needed staff training and development, provide time for center and department needs, hold parent conferences, as well as to work on required mandates and standards. These days are an important step towards the goal to develop a cohesive program that helps all staff benefit and experience high levels of individual and corporate success. Again, this is a *required* workday for all staff, and I look forward to this being a day beneficial to you. Please see the schedule of sessions below.



Parent/Child Incorporated (PCI) of San Antonio & Bexar County

"Growing San Antonio's Tomorrow...Today"
Dr. Sharon Small, Chief Executive Officer/HS/EHS Director



Staff Development Day - October 11, 2021

Training Sites: PCI Centers PCI Headquarters PCI Crestway PCI Bandera Operation/Training Center	Sessions and Locations				
	Centers Head Start Teachers/Teacher Assistants Session # 1	Centers Head Start Teachers/Teacher Assistants Session # 2	Centers Head Start Teachers/Teacher Assistants Session # 3	Centers Head Start Teachers/Teacher Assistants Session # 4	Centers Early Head Start Teaching Staff
Staff Development: All Staff must clock-In. Please ensure that all staff participates in training from 8:00-12:00 Lunch 12:00-1:00 Blackout Day: If you need to be absent due to an emergency or special circumstance, you must submit your request in writing to Dr. Small for approval.	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 8:00a.m.-12:00p.m. Participants: ECC's/Head Start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. AM Session: #1-Hatch Ignite Centers: Fritz, Clarice Roe, East Central, Evelyn King	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 8:00a.m.-12:00p.m. Participants: ECC's/Head start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. AM Session: #2-Hatch Ignite Centers: George Gervin, Imperial, Lost Creek, Meadowood	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 1:00p.m.-3:00p.m. Participants: ECC's/Head start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. PM Session: #3-Hatch Ignite Centers: Academy HS, Pearsall, Midcrown	Training Site: PCI Head Start Centers-Via Zoom Presenter: Hatch Ignite Time: 1:00p.m.-3:00p.m. Participants: ECC's/Head start Teachers/Teacher Assistants Topic: Hatch Ignite App. How to use APP and how to enroll children. PM Session: #4-Hatch Ignite Centers: Place for Life, Terry O'Connor, W. Hutchins, Culebra, Timberhill	Training Site: PCI Early Head Start Centers-Via Zoom Presenter: Education/Trainers Time: 8:00a.m.-12:00p.m. Participants: Early Head Start ECC's/Teachers Topic: Practice Base Coaching-Self Assessment, Lesson Plans, Fidelity Checklist
	CEO Office Communication/ Clerical/Human Resources/Assessment Improvement/Fiscal	Operations/ Family Service Workers	Compliance/ Facilities/Custodians/ Monitoring/ Mental Health/ Disabilities	Nutrition/CACFP Drivers/Central Kitchen/Nutrition Aides	EHS-Child Care Partnership/ Partnership Family Service Workers
PAYCOM All staff must clock in/out 8:00-In Lunch Out-12:00 Lunch-In-1:00	Training Site: PCI Headquarters Presenter: Executives Time: 8:00a.m.-12:00p.m. Participants: Corporate Staff Topics: CEO: On the Job Training Communications: Microsoft Teams Human Resources: Paycom Updates Fiscal: Blackbaud Software Assessment, Accountability & Continuous Improvement: Hatch Ignite Head Start Training Session	Training Site: PCI Bandera Operations & Training Center Via Zoom Presenter: Dea Polk-Consultant Time: 8:00a.m.-12:00p.m. Participants: Family Service Workers/ERSEA/Health Staff Topic: Customer Service	Training Site: PCI Headquarters -Via Zoom Presenter: Gladys Ojeda-Child Safe Time: 8:00-12:00 p.m. Participants: Facilities/Custodians/ Monitors/Mental Health/Disabilities Topic: Child Abuse/ Environmental Health	Training Site: PCI Crestway Central Kitchen-Via Zoom Presenter: Janie Castillo/Monica Ellison Time: 8:00a.m.-12:00p.m. Participants: Central Kitchen/Nutrition Aides Topics: CACFP Reimbursement Reports, Kitchen Management/ Kitchen Inventory, Special Diets, Daily Meal Production, Monitoring Visits	Training Site: PCI Headquarters-Via Zoom Presenter: Dea Polk Time: 8:00a.m.-12:00pm Participants: CCP Family Service Workers CCP Coordinator Topics: Customer Service



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**.

Enjoy Head Start Awareness Month!
Thank you for all that you do!

Calendar of Events

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

- ❖ 1 – Fiscal Staff Meeting
 - Payday
 - Food Orders
 - Education/Training Staff Meeting
 - Consultant Orientation via Zoom 2:00 – 3:00
 - Technology Protocol Paperwork due
- ❖ 2 – World Smile Day
- ❖ 4 – Class Observation Begins
 - New Staff Orientation
- ❖ 5 – EHS/CCP Directors' Round Table
 - National Night Out
 - STEAM Shoot (Cardboard Challenge)



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

- ❖ 1 – Fiscal Staff Meeting
 - Payday
 - Food Orders
 - Education/Training Staff Meeting
 - Consultant Orientation via Zoom 2:00 – 3:00
 - Technology Protocol Paperwork due
- ❖ 2 – World Smile Day
- ❖ 4 – Class Observation Begins
 - New Staff Orientation
- ❖ 5 – EHS/CCP Directors’ Round Table
 - National Night Out
 - **STEAM Shoot (Cardboard Challenge)**
 - Leadership PCI Session II Regulatory Compliance/Facilities 4:30 – 6:00
- ❖ 6 – End of 45 Days Screenings
 - Wellness Wednesday
 - Software Update 10-11
- ❖ 7 – 45-Day Activities Due
 - Executive Team Meeting
- ❖ 8 – Food Orders
 - LEA Orientation 10-11
 - ECI Orientation – 2:00 – 3:00
- ❖ 9 – President Officers Summit
- ❖ 11 – Staff Development/Columbus Day – Centers Closed
 - Process Payroll
 - Fiscal Budget Meeting
- ❖ 12-15 – Substitute Training



- ❖ 12 - Operations ECC/Content Area Staff Meeting – 3:00 p.m.
- ❖ 13 – Policy Council Meeting
 - Wellness Wednesday
- ❖ 14 – Executive Team Meeting
- ❖ 15 – Data Assessment & Accountability Initiative Meeting
 - Payday
 - Food Orders
 - Boss’s Day
 - Education/Training Staff Meeting
- ❖ 19 – Board of Directors Meeting
- ❖ 20 – 24 – National School Bus Safety Week
- ❖ 20 – Wellness Wednesday
 - Compliance/Disabilities/Mental Health Staff Meeting
- ❖ 21 – Executive Team Meeting - Focus Refunding Applications (HS I, EHS I, HS II, EHS II)
- ❖ 22 – EHS/CCP Team Meeting
 - Food Orders
 - Fall Literacy Ideas
- ❖ 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
 - 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/EIS 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 Gerwin 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 EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
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
- ❖ 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*

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!"

PARENTCHILD INC OF SAN ANTONIO & BEXAR COUNTY
REACHING CHILDREN
BUILDING FAMILIES

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