

HAPPY LABOR DAY!



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: September 2, 2022 – Labor Day Weekend
RE: CEO MESSAGE

“PCI...Our WHY...Children and Families!”

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Greetings!

I hope you have had a great week. I know you are ready for a long and safe weekend which you will enjoy **Monday the 5th -Labor Day!** We had a great start to the school year with no major concerns though we know the COVID-19 Variant is still around. I commend you for how you are managing each positive case and getting the results to your supervisors and HR right away. As you know our theme for the year is *“PCI...Our Why...Children and Families!”* We will focus on staff understanding the importance of what we do and why we are in the business of working with children and families. If this is truly our WHY, then each day should begin with understanding the Mission of PCI. You are important to why we exist, and we must have the right purpose and understanding. This is how you will know if being at PCI is the right place for you. It is my goal for every employee within PCI to understand the advantages that Head Start provides and how it all begins with each of us helping our children and families become a success in society. There are so many positives to being part of Head Start.



As a Head Start and Early Head Start Grantee, we are required to have systems of data collection and analysis that support data-informed, evidence-based continuous improvement and lead to better results for children and families. Use of data to inform instruction and continuous program improvement is an essential feature of early childhood education programs. Data gathering is for the entire agency. This is how data can be used per each area of the agency:

- **TEACHERS, MENTAL HEALTH COORDINATOR, BILINGUAL TEACHER** use child assessment and observation data to inform and individualize instruction and identify needs for early intervention.
- **TEACHERS** and **FAMILY SERVICE WORKERS** collect and analyze data on family needs, experiences, and engagement and use data to communicate with parents about their children’s progress and goals, as well as how the parents can support children’s learning.
- **ECCS, EDUCATION /TRAINERS, PROFESSIONAL DEVELOPMENT SPECIALIST,** and **MENTOR/ COACHES** use attendance, teacher observation, and child assessment data to provide feedback and support to teachers and family support



staff; identify children and families in need of customized support; and identify opportunities for improvement.

- **CEO, OPERATIONS COORDINATORS, COMPLIANCE, HR, FISCAL, NUTRITION, IT, COMMUNICATIONS, EDUCATION/ TRAINERS**-level leadership uses data to identify trends, needs across programs, and make adjustments to budget, staffing, and programming to improve child and family outcomes.



SEPTEMBER 15 – OCTOBER 15

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.

The term Hispanic or Latino refers to Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. On the Census form, people of Spanish, Hispanic and/or Latino origin could identify themselves as Mexican, Mexican American, Chicano, Puerto Rican, Cuban, or "another Hispanic, Latino, or Spanish origin."

Share in PCI's *early Kick-off* of the Annual Tribute by celebrating with our children their Hispanic Heritage Presentations at each Early Learning Center at 10:00 a.m. on September 9, 2022!



Wellness Wednesday will kick off next week to help all PCI staff with many ways to take better care of our minds and bodies. Look forward to receiving more information from Ms. Connie Murphy

BENEFITS



Our HR Department has announced...

Open Enrollment period is open NOW!

This is your annual opportunity to add, drop or make changes to your benefit elections for the upcoming benefit plan year. You have from now until **Monday, September 12th** when Open Enrollment will close.

You can find a summary of the benefit plans that are being offered by clicking [here](#). This year you will especially want to review your options because we are moving to a new medical insurance company – Blue Cross Blue Shield! OneDigital will also be hosting Zoom meetings to highlight this year's benefits on **September 1st** and **September 6th**. The invitations to these meetings were attached to an email sent by Mrs. Diana Vogt.

How to Enroll

To make your benefit elections, you **MUST** log in to Paycom here – <https://www.paycomonline.net/v4/ee/web.php/app/login>

If you have forgotten your password or need assistance, please reach out to Diana Vogt or Alice Espinoza in Human Resources

NEW! Introducing our new HR Library!

We have also partnered with OneDigital to create a new HR resource library! This online hub contains your benefit guide as well as benefit forms and additional company resources.

We will be continuing to update this library, so make sure you bookmark the page for a quick reference guide!

You can access the HR Library [here](#)!



If you have any questions regarding your benefits or the plans being offered, please reach out to our Benefit Advisors at One Digital (210.587.6700).

Emily Tucker – etucker@onedigital.com or Sierra campbell – sierra.campbell@onedigital.com



Head Start & PCI Leads the Way in Early Childhood Education

“Educators and Leaders of early childhood education usually enter the profession with a profound love of children. They have experience and **key skills: *patience, organization, and flexibility.*** They ***embrace diversity,*** and they can ***communicate effectively with children, teachers, parents, and the community.***” When I read this statement, I immediately thought about you, PCI. You are leading the way to help so many children and their families to a better life in the community. Is this your WHY? I thank you!

Transportation Security and Safety

PCI has acquired vans to transport our children from Clarice Roe Early Learning Center to Meadowood Early Learning Center due to renovations. Thank you to Mr. Joe Segura and Mr. Juan Garcia, our CDL Driver as well as the Meadowood staff for assuring the safety of the children, making sure transportation services are prepared for security and safety risks. Evidence has shown both children and parents are happy and feel safe with the transportation system. Thank you, Mr. Segura, for implementing effective safety practices.



“As we enter the 2022-2023 program year, I am committed to prioritizing child safety in all Head Start programs, centers, and classrooms. The vigilance and commitment of grant recipients to keep all children safe and secure is foundational to Head Start services.”

These are the words from the Office of Head Start reminding us of the importance of keeping our children safe. Please be watchful of our children both inside and outside the classroom as I know you always do.

HAPPY LABOR DAY!

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!"

Success Corner

Nothing gladdens my heart more than seeing the great work teachers do with our children 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. Last year, many of you did a fantastic job in assuring the **Success Motto** was shared daily. Let us do it again this year. Way to go! If staff know and believe the motto, our children will as well. So, please be sure to share the Success Motto daily.

Leadership PCI



Leadership PCI Class #5 will hold its first official session of the school year on September 6th at the Mainland Headquarters beginning at 4:30 p.m. This will be considered the **Orientation to Leadership PCI**. We are looking forward to another creative and enthusiastic group ready to learn and share their innovative ideas as well.

Have a SAFE and RESTFUL Labor Day Weekend and THANK YOU for all you do!





"Treat people as if they were what they ought to be, and you help them become what they are capable of becoming." -- Goethe

CALENDAR OF EVENTS

SEPTEMBER

National Attendance Awareness Month

Events are subject to change

HISPANIC HERITAGE MONTH

***Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training, *EHS/CCP Parent Orientation TBD, *Parent Gazette (September-October Addition), *Wellness Wednesday,

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 29- SEPT 9	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 12- DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

- ❖ 1 – Executive Team Meeting
 - Employees’ Open Benefits Enrollment **Begins**
- ❖ 2 – Payday
 - Employees’ Open Benefits Enrollment
 - CEO Office Staff Meeting
 - Food Order
- ❖ 3 – CPR/First-Aid Class – 9:00-11:00 am
- ❖ 5 – **Labor Day Holiday – Centers & Offices Closed**
 - Agency Holiday
 - CCP Sites Closed
- ❖ 6 – **Leadership PCI Session I Orientation – 4:30 – 6:00 pm**

HAPPY LABOR DAY!

- Employees' Open Benefits Enrollment
 - National Read a Book Day
- ❖ 7 – Employees' Open Benefits Enrollment
 - Data Initiative Meeting
 - EHS/CCP Directors' Roundtable
 - Wellness Wednesday
- ❖ 8 – Executive Team Meeting
 - Employees' Open Benefits Enrollment
- ❖ 9 – Employees' Open Benefits Enrollment
 - Food Order
 - Grandparents Breakfast – @ Centers
 - Fiscal Staff Meeting
 - Children's Hispanic Heritage Presentation – 10:00 am @ Centers
 - Education/Training Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting
 - Grandparents Day Celebrations @ CCP Sites
- ❖ 11 – Patriot Day
 - National Grandparents Day
- ❖ 12 – Process Payroll
 - Employees' Open Benefits Enrollment **Ends**
 - Fiscal Budget Meeting
 - New Staff Orientation – TDFPS-New Staff
 - Operations Staff Meeting
- ❖ 13 – New Staff Orientation – Curriculum
 - Bus Evacuation Training – Meadowood – 9:00 am
 - Bus Evacuation Training – Clarice Roe – 10:00 am
- ❖ 14 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - New Staff Orientation – Disability/Mental Health
 - Wellness Wednesday
- ❖ 15 - Executive Team Meeting
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - New Staff Orientation – TDFPS-8 Hours
 - Bus Evacuation Training – Pearsall – 9:00 am
 - Bus Evacuation Training – Southwest – 10:00 am
- ❖ 16 – Payday
 - Food Order
 - Madonna Center Inc. Door Decorating
- ❖ 17 – CACFP Day Care Home Training – 10:00-12:00 pm
- ❖ 20 – Board of Directors Meeting – 6:30 pm
 - Bus Evacuation Training – Bailey's Babies – 9:00 am
 - Bus Evacuation Training – Lost Creek – 9:30 am
- ❖ 21 – Early Dismissal/Teacher Planning Time



- Wellness Wednesday
- ❖ 22 – Executive Team Meeting
 - First Day of Fall
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - Bus Evacuation Training – Place for Life EHS – 9:00 am
 - Bus Evacuation Training – Place for Life HS – 10:00 am
- ❖ 23 – Food Order
 - Education/Training Staff Meeting
- ❖ 24 – CACFP Day Care Home Training – 10:00-12:00 pm
- ❖ 26 – Process Payroll
 - Operations Staff Meeting
- ❖ 27 – CACFP Day Care Home Training (Spanish) – 5:30-7:30 pm
 - Bus Evacuation Training – PCI Early Learning Academy EHS/HS – 9:00 am
- ❖ 28 – Transition/Education Advisory Committee Meeting – 1:30 pm
 - Final FFR due HE Grant in GrantSolutions
 - Wellness Wednesday
- ❖ 29 – Executive Team Meeting
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - Bus Evacuation Training – Imperial – 9:00 am
 - Bus Evacuation Training – Madonna – 10:00 am
- ❖ 30 – Payday
 - Food Order
 - CACFP – Centers Fiscal Year Ends
 - CACFP – Day Care Homes Fiscal Year Ends
 - Children’s Perfect Attendance Recognition Day
 - EHS/CCP Team Meeting
 - Madonna Center Inc. Hispanic Heritage Family Lunch & Door Contest

“PCI...Our WHY...Children and Families!”