

CEO CONVOCATION
PARENT/CHILD INCORPORATED (PCI)
OF SAN ANTONIO & BEXAR COUNTY
"Growing San Antonio's Tomorrow...Today!"



Dr. Sharon Small
Chief Executive Officer/HS/EHS Director
MEd, MA, PhD

[Boeing_Center at Tech Port](#) | 907 Billy Mitchell Blvd | San Antonio, TX 78226



CEO MESSAGE

Greetings and Welcome to Parent/Child Incorporated where PCI is Growing San Antonio's Tomorrow...Today!

I am more excited this year than ever for us to come together and embrace a new way of thinking about successes and challenges. As we strive to be both fully staffed and fully enrolled, we realize there are challenges – which is just what we want... an opportunity to learn, improve and grow. It may sound a bit strange to you now, but as we grow together, you will embrace this concept just as I have – not just in your PCI life, but in your personal life as well!

In a city, state and nation that is experiencing a shortage of staff, PCI is striving to break that shortage mold showing that we are a **caring agency**, with **competitive wages, unspeakable benefits, and experienced staff**. We continue to be intentional regarding our hiring practices. We are vetting employees that understand the **purpose** or “**why**” of wanting to be an employee of PCI. The passion and commitment for children and the families we serve is a must for employment. We also provide periodic bonuses when the budget allows. All because we care!

We are also excited to hold our CEO Convocation at the **Boeing Center at Tech Port** - a state-of-the-art facility that embraces technology; a showplace that generates interest in, and provides a place for, the delivery of tech careers and education opportunities. A facility that embraces our Mission and desire to grow the workforce of tomorrow, as we “*Grow San Antonio's Tomorrow...Today!*” We thank them for the opportunity to experience this venue.

At each CEO Convocation, we try to share exciting innovations with you such as the announcement of our **theme for the year**. You will also hear about **PCI's new security hub** where all of our centers and offices will be monitored to assure safety. PCI is focused on making every center, department, child, staff, and family safe. To help make this happen, we have received funding from the Office of Head Start to assist with upgrades.

The mental wellness of all staff, children and parents, is a concern and PCI is here to assist in this area as well. As you can tell, I am so excited about the possibilities for 2023-2024! More will be shared during the CEO Convocation, but I can feel this will be the year of understanding and embracing challenges as a growth opportunity. **Why?** Because we **know our Purpose...our Why...Children and Families! This is what PCI is all about!**

Welcome Back, PCI!

A handwritten signature in black ink that reads "Dr. Sharon M. Small". The signature is fluid and cursive.

Dr. Sharon M. Small

Chief Executive Officer/HS/EHS Director MED,
MA, PhD

Pre-Service

August 21, 2023

Category of Staff: CEO Office/HR/Operations/Compliance/Fiscal/Nutrition

Site: PCI Headquarters

7815 Mainland Drive

San Antonio, TX 78250

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	CACFP Regulations/Civil Rights In this session, participants will understand basic guidance and information regarding the civil rights compliance requirements in the administration of federally funded food programs, this includes ensuring that everyone has equal access to the program(s).	Janie Castillo CACFP Nutrition Services Manager
9:00 a.m. - 12:00pm	Head Start Orientation In this session, participants will learn critical information required to work or volunteer in Head Start and Early Head Start classrooms. The course covers core topics to support children's well-being and school-readiness skills. Head Start Orientation helps programs quickly expand their temporary staffing capacity by preparing new substitutes and volunteers to have high-impact interactions with children. In addition to introducing Head Start policies, procedures, and guidelines, Head Start Orientation prepares learners to successfully implement positive strategies such as active supervision and positive redirection. On-Line -Self-Pace Course 1 Hour Course Submit Certification to Education/Training Completion Timeline/Duration: One Month	Head Start Academy+ Head Start Orientation Zuly Vazquez Course Author
12:00 p.m. - 1:00 p.m.	Lunch on your Own	

<p>1:00 p.m. - 2:00 p.m.</p>	<p>Recognition, Prevention and Reporting Child Maltreatment</p> <p>In this session participants will learn factors indicating a child is at risk for child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will also receive community resources that have training programs available for Employees, children, and Parents.</p>	<p>Felicia Avalos Child Safe Prevention & Community Awareness Manager</p>
<p>2:00 p.m. - 3:00 p.m.</p>	<p>Bias Buster Basics</p> <p>In this session, participants will learn that Bias Buster Basics is an ideal pre-service experience for all staff to ensure everyone is using a similar language and coming to the work with consistent sensitivities and understanding. In just a few hours, your staff will experience the positive energy Dr. Kimberly Johnson brings to an incredibly challenging topic.</p>	<p>Dr. Deborah Bergeron Head Start Academy+</p>
<p>3:00 p.m. - 4:00 p.m.</p>	<p>Substance Abuse</p> <p>This session will help participants distinguish between substance abuse and dependency. Trainer will also outline the sociocultural, psychodynamic, cognitive-behavioral, and biological factors that are associated with substance abuse.</p>	<p>Andrea Salazar Youth Prevention Director, San Antonio Council on Drug and Alcohol & Drug Awareness.</p>

Pre-Service
August 21, 2023
 Category of Staff: ECCs
Site: PCI E.L. Academy
535 New Laredo Hwy
San Antonio, TX 78211

Time	Topic	Presenter
8:00 a.m. - 10:00 a.m.	<p>Expectations, Licensing Minimum Standards In this session, participants will be introduced to changes and updates on the 2023 Minimum Standards Regulations. Participants will also learn to report center or child incidents immediately to supervisor. To include classroom observations, to ensure the health and safety of children, indoor and outdoor. To report ahead of time when safety equipment is about to expire, such as fire extinguishers, smoke detectors, Fire Inspection, Health Inspection.</p>	<p>Mary Doxie HS/EHS Coordinator</p>
10:00 a.m. - 11:30 a.m.	<p>Employee Handbook In this session, participants will receive an overview of PCI's employee handbook and will be given the opportunity to ask questions for clarification.</p>	<p>Diana Vogt Human Resources Coordinator</p>
11:30 a.m. - 1:00 p.m.	Lunch on your own	
1:00 p.m. - 2:00 p.m.	<p>Classroom Observation, Monthly report forms In this session, Participants will learn how to monitor the classroom, by periodically observing all classrooms and ensure teaching staff comply with Head Start Performance Standards on Teaching and Learning Environment, Teaching Practices, "Teacher Child Interactions, Following Daily Schedule, Implementation of Curriculum.</p>	<p>Mary Doxie HS/EHS Operations Coordinator</p>
2:00 p.m. - 3:00 p.m.	<p>Disabilities/Mental Health Services ASQ Screenings/ Child with Special Needs In this session, the participants will learn the purpose of Ages, Stages, Questionnaires and how to input in the (ASQ online) system. In addition, participants will gain knowledge about the importance of having a developmental and social emotional screening for early child identification of suspected delays or disabilities of a child, to notify the parent of any possible developmental delays and refer parents to seek assistance through the ECI program.</p>	<p>Joe Segura Compliance Officer/Special Services Coordinator</p>

3:00 p.m. - 5:00 p.m.

Child Plus System Data Entry/Child Application

In this session the participant will learn how to use ChildPlus with an emphasis on centralizing family and children's data, analyzing reports to make data-driven decisions, and track trends to improve the agency's overall impact.

**Lydia Almares
ERSEA/Community
Specialist 1**

Pre-Service
August 21, 2023
 Category of Staff: Early Head Start Teachers
Site: Oblate School of Theology
285 Oblate
San Antonio, TX 78216

Time	Topic	Presenter
<p>8:00 a.m. - 9:00 a.m.</p>	<p>Creating A Positive Climate in your Classroom/Guidance and Discipline</p> <p>In this session, the participants will learn a positive classroom environment is one in which students feel comfortable sharing their thoughts, taking risks, asking questions, and confronting challenges in their learning. The participants will learn how to create this type of environment by presenting clear classroom expectations, providing opportunities to improve social skills, building relationships with their students, and offering relevant content. Students can become more active participants in the learning process, which makes for a more productive learning environment.</p>	<p>Lisa Walker Education Coordinator</p>
<p>9:00 a.m. - 11:00 a.m.</p>	<p>ASQ Screenings/ Child with Special Needs</p> <p>In this session, the participants will learn the purpose of Ages, Stages, Questionnaires and how to input in the (ASQ online) system. In addition, participants will gain knowledge about the importance of having a developmental and social emotional screening for early child identification of suspected delays or disabilities of a child, to notify the parent of any possible developmental delays and refer parents to seek assistance through the ECI program.</p>	<p>Jennifer Barrientes Disabilities/Mental Health Specialist</p> <p>Javier Morales Disabilities/Mental Health Specialist</p>

<p>11:00 a.m.-12:00 p.m.</p>	<p>Sudden Infant Death Shaken Baby Syndrome Brain Development</p> <p>In this lesson participants will understand Sudden Infant Death and Shaken Baby Syndrome, and Review Factors that cause it. Learn practices for intervention and prevention by placing infants 12 months and younger to sleep on their back. Participants will also learn the causes and symptoms of Shaken Baby Syndrome, and learn it is a method of child abuse and if suspected to report immediately to CPS hotline. In addition, participants will also learn to foster Brain Development in the classroom that affects the Physical, Social, Cognition, and Emotional development of the child. They will prepare one activity and discuss how it fosters brain development.</p>	<p>Lisa Walker Education Coordinator</p>
<p>12:00 p.m. - 1:30 p.m.</p>	<p>Lunch on your own</p>	
<p>1:30 p.m. - 3:00 p.m.</p>	<p>Food Allergies/Civil Rights</p> <p>In this session, the participants will learn the types of foods that trigger food allergies. Participants will also learn Minimum Standards Regulation in relation to food allergies, and what forms to post in the event a child enrolls with a food allergy. Participants will also learn how to ensure children are given a special diet during breakfast, lunch, and PM snack, complying with what the law requires to accommodate food-allergic children. In Addition, participants will learn the importance of Civil Rights training. Participants will obtain a QR Code to complete self-paced Civil Rights Training.</p>	<p>Monica Ellison Center Nutrition Coordinator</p>

3:00 p.m. - 5:00 p.m.

Dealing With Active Toddlers/Guidance & Discipline

**Carlos Lopez
Consultant**

In this session, participants will learn that an active child does not mean there is a problem, it is just how they prefer to interact, explore, and learn. Participants will also understand that mobile Infants and Toddlers are movers and shakers throughout the day and how to redirect in a positive manner to help the child explore and discover. In addition, participants will learn an approach to Guidance and Discipline with positive behavior strategies that can build a trusting relationship between teachers, students, and families.

Pre-Service

August 21, 2023

Category of Staff: Head Start Teachers/Teacher Assistants

Site: PCI Bandera Operations & Training Center

8500 Bandera Road

San Antonio, TX 78250

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	<p>Creating a Positive Climate in Your Classroom</p> <p>In this session, the participants will learn a positive classroom environment is one in which students feel comfortable sharing their thoughts, taking risks, asking questions, and confronting challenges in their learning. The participants will learn how to create this type of environment by presenting clear classroom expectations, providing opportunities to improve social skills, building relationships with their students, and offering relevant content. Students can become more active participants in the learning process, which makes for a more productive learning environment.</p>	<p>Helen Lopez Education Coordinator</p>
9:00 a.m. - 10:00 a.m.	<p>Recognition, Prevention and Reporting Child Maltreatment</p> <p>In this session participants will learn factors indicating a child is at risk for child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will also be given community resources that have training programs available for employees, children, and parents.</p>	<p>Felicia Avalos Child Safe Prevention & Community Awareness Manager</p>
10:00 a.m. - 11:00 a.m.	<p>Substance Abuse</p> <p>In this session participants will learn how to distinguish between substance abuse and dependency. Trainer will also outline the sociocultural, psychodynamic, cognitive-behavioral, and biological factors that are associated with substance abuse.</p>	<p>Andrea Salazar Youth Prevention Director, San Antonio Council on Drug and Alcohol & Drug Awareness</p>

<p>11:00 a.m. - 12:00 p.m.</p>	<p>Supervision and Safety Practices</p> <p>In this session participants will learn how to effectively supervise their classrooms, reducing the risk of harm by preventing accidents and injuries as well as promoting positive, responsive, and intentional learning environments for children. Participants will also learn how to create a safe classroom and outdoor spaces for different age groups and what teachers need to do to ensure that everyone is accounted for and secure.</p>	<p>Helen Lopez Education Coordinator</p>
<p>12:00 p.m. - 1:30 p.m.</p>	<p>Lunch on Your own</p>	
<p>1:30 p.m. - 3:30 p.m.</p>	<p>Challenging Behaviors/Guidance & Discipline</p> <p>In this session, participants will learn how to deal with challenging behaviors in a classroom. Participants will learn that instead of reacting to challenging behaviors, they can proactively reduce them. In addition, participants will learn an approach to Guidance and Discipline with positive behavior strategies that can build a trusting relationship between teachers, students, and families.</p>	<p>Diane Goyette Early Childhood Consultant</p>
<p>3:30 p.m. - 5:00 p.m.</p>	<p>CLASS Model/Teacher Child Interactions</p> <p>In this session, participants will learn effective interactions, as defined by the CLASS, to help build relationships that support children's development. We can measure the quality of those interactions to build stronger and more positive connections.</p>	<p>Lisa Walker Education Coordinator</p>

Pre-Service

August 21, 2023

Category of Staff: Nutrition/Central Kitchen/Center Nutrition Aides

Site: Brady Learning Environmental Resource Center

1223 Brady Blvd.

San Antonio, Texas, 78207

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	<p>Program Meal Patterns</p> <p>In this session, participants will learn that the USDA revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the updated child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on the Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input.</p>	<p>Monica Ellison Center Nutrition Coordinator</p>
9:00 a.m. - 10:00 a.m.	<p>Meal counts</p> <p>In this session, participants will learn how to reconcile meal counts, the sponsor must use enrollment and attendance records to determine the number of participants in care during each claimed meal service, then match those numbers against the claimed breakfasts, lunches, snacks, or suppers in order to ascertain whether or not the meal counts are accurate.</p>	<p>Monica Ellison Center Nutrition Coordinator</p>
10:00 a.m. - 11:00 a.m.	<p>Claims Submission</p> <p>In this session, participants will learn to assist in preparing accurate claims and having all forms ready for submission. The agency must compile the following records for the claim month; (1) Weekly Menu and Food Service Records; (2) CACFP Enrollment Roster; (3) Income Eligibility Statements (IES); (4) Enrollment Records; and (5) Attendance Records.</p>	<p>Janie Castillo CACFP Nutrition Service Manager</p>

<p>11:00 a.m. - 12:00 p.m.</p>	<p>Claims Review Procedures In this session, participants will learn how crucial it is for programs to have sufficient edit checks in place to ensure the claim information has been consolidated and reported accurately. Programs must have monthly attendance to support their claim, as well as suggested edit checks on programs to utilize when consolidating monthly claim information to ensure accuracy.</p>	<p>Janie Castillo CACFP Nutrition Service Manager</p>
<p>12:00 p.m. - 1:30 p.m.</p>	<p>Lunch on your Own</p>	
<p>1:30 p.m. - 3:00 p.m.</p>	<p>CACFP Recording Keeping Requirement In this session, participants will learn that Record keeping Requirements from each institution shall establish procedures to collect and maintain all program records required by 226.16(e), as well as any records required by the State Agency. Failure to maintain such records shall be grounds for the denial of reimbursement for meals served during the period covered by the records in question and for the denial of reimbursement for costs associated with such records.</p>	<p>Monica Ellison Center Nutrition Coordinator</p>
<p>3:00 p.m. - 4:00 p.m.</p>	<p>Recognition, Prevention and Reporting Child Maltreatment In this session participants will learn factors indicating a child is at risk for child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will also be given community resources that have training programs available for Employees, children, and Parents.</p>	<p>Felicia Avalos Child Safe Prevention & Community Awareness Training Coordinator</p>
<p>4:00 p.m. - 5:00 p.m.</p>	<p>Civil Rights In this session, participants will learn that no discrimination based on race, color, national origin, age, sex, or disability of an employee will be tolerated. This includes the following to ensure compliance:</p> <ul style="list-style-type: none"> • Program will operate in compliance with all nondiscrimination laws, regulations, instructions, policies, and guidelines. • Program will compile data, maintain records, and submit reports. • Program will allow reviews & access to records. 	<p>Janie Castillo CACFP Nutrition Service Manager</p>

Pre-Service
August 21, 2023
 Category of Staff: Facilities/Center Custodians
Site: PCI E.L. Academy
535 New Laredo Hwy
San Antonio, TX 78211

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	<p>Inventory Management</p> <p>In this session, participants will learn how the incoming supply inventory is used to ensure supervisors are advised that items needed have been received in the distribution center and are delivered to the centers and offices in a timely manner. Documented communication between the supervisors and the department is vital to ensure supplies are made available as needed for daily operations of the agency.</p>	<p>Rudy Pacheco Facilities/Transportation Supervisor</p>
9:00 a.m. - 10:00 a.m.	<p>How to use Fire Extinguishers/ Cleaning & Sanitization Compliance</p> <p>In this session, participants will learn how to properly use a Fire Extinguisher and understand the Head Start/CDC Policy on how to handle, store and dispose of hazardous materials in a childcare setting such as:</p> <ul style="list-style-type: none"> • Bodily fluid spills and required equipment • Universal Precautions • Strategies for decontamination 	<p>Rudy Pacheco Facilities/Transportation Supervisor</p>
10:00 a.m. - 11:00 a.m.	<p>Recognition, Prevention and Recognition Child Maltreatment</p> <p>In this session participants will learn factors indicating a child is at risk for child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will also be given community resources that have training programs available for employees, children, and parents.</p>	<p>Felicia Avalos Child Safe Prevention & Community Awareness Training Coordinator</p>

<p>11:00 a.m. - 12:00 p.m.</p>	<p>Substance Abuse</p> <p>This session will help participants distinguish between substance abuse and dependency. The Trainer will also outline the sociocultural, psychodynamic, cognitive-behavioral, and biological factors that are associated with substance abuse.</p>	<p>Andrea Salazar Youth Prevention Director, San Antonio Council on Drug and Alcohol & Drug Awareness.</p>
<p>12:00 p.m. - 1:30 p.m.</p>	<p>Lunch on Your Own</p>	
<p>1:30 p.m. - 3:00 p.m.</p>	<p>Building and Physical Premises Safety</p> <p>In this session, participants will understand how to maintain a safe environment for children both indoors and out. Preventing injury is a top priority and it requires an understanding of hazards and strategies to alleviate them. In this session participants will also learn how to use indoor and outdoor safety checklists. In addition, participants will review important Texas regulations regarding building and physical premises safety.</p>	<p>Rudy Pacheco Facilities/Transportation Supervisor</p>
<p>3:00 p.m. - 4:30 p.m.</p>	<p>Handling, Storing and Disposing of Hazardous Materials</p> <p>In this session, participants will gain knowledge on how to how to safely manage, store, and dispose of hazardous materials. Professionals will learn common hazardous materials in a childcare setting and protective strategies to always ensure caregiver and child safety.</p>	<p>Rudy Pacheco Facilities/Transportation Supervisor</p>




**PARENT/CHILD INCORPORATED (PCI)
OF SAN ANTONIO & BEXAR COUNTY**

2023-2024 CEO CONVOCATION

**BOEING CENTER AT TECH PORT
3331 GENERAL HUDNELL DRIVE S.A, TEXAS, 78226
TUESDAY, AUGUST 22, 2023**

**DR. SHARON SMALL
CHIEF EXECUTIVE OFFICER/HS/EHS DIRECTOR
MED, MA, PHD**

Time	Topic	Presenter/Consultant
7:30 - 8:00 Registration	Parent/Child Incorporated Presents CEO CONVOCATION 	Dr. Sharon Small Chief Executive Officer/EH/EHS Director & Executive Team PCI Video "Hippie Walk Thru" Mistress of Ceremony Candace Collins
8:00 - 8:30 Breakfast		
8:55 - 9:15		
9:15 - 10:30	Keynote Speaker	Mills Rodgers <i>"You Can Win Being You"</i> <i>Success Is A Process, Not An Event</i>
10:30 - 10:40	Break	
10:40 - 10:50	Solar Eclipse of the Heart	Constance Murphy Communications Director
10:50 - 11:50	CEO Message	Dr. Sharon Small Chief Executive Officer/EH/EHS Director <i>"PCI... Growing in Purpose, Equity and Intentionality!"</i>
11:50	Break	
12:00 - 1:00	Lunch	

<p>1:00 - 1:30</p>	<p>Leadership PCI Class 5 Graduates/Presentation Announcement of Leadership PCI Class #6 Inductees</p>	<p>Dr. Sharon Small Chief Executive Officer/EH/EHS Director</p>
<p>1:45 - 3:40 Vendors</p>	<p>Benefits Open Enrollment 1:45 RBFCU 2:05 One Digital 2:25 Colonial 2:45 Gold's Gym 3:05 Paycom 3:25 Legal Shield</p>	<p>Diana Vogt, Human Resources Coordinator Erica Bernal Janna Hamstra & Emily Tucker Kelly Rushing Charity Rodriguez Marissa Flannery Milton Dennie</p>
<p>3:40 - 5:00 Visits</p>	<p>Educational Booth Visits Alamo Classroom Solutions NES-National Education Systems Lakeshore Learning Store Event Direct Marketing Excess Telecom</p>	<p>Mariam Guzman Daniel Amador Patrick Kelly Benjamin & Oralia Fargos Prosper Melody & Mike</p>

Keynote Speaker

You Can Win Being You!

Success Is A Process, Not An Event!

**CEO Convocation
August 22, 2023**



**Mills Rodgers
Speaker & Author**

Mills "Mr. Rodge" Rodgers is a top speaker on topics related to educational equity, DEI, leadership and service, and personal development. He has a passion for working with people, having been an educator for over a decade & an Army medic/mental health specialist. While willing and able to relate to all audiences, part of Mr. Rodge's platform targets those that that society has either marginalized or overlooked. He is also a champion of children with special needs, with his oldest daughter being disabled and having been a special education teacher. He feels it is important to provide insights concerning children and adults with disabilities.

CEO Convocation Message

"PCI...Growing in Purpose, Equity and Intentionality!"



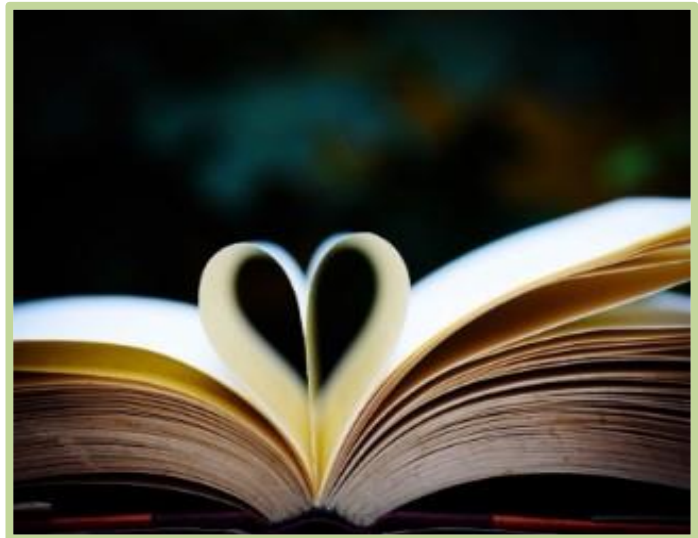
There are two basic mindsets: **fixed and growth**. If you have a fixed mindset, you believe your abilities are fixed traits and therefore can't be changed. You may also believe that your talent and intelligence alone lead to success, and effort is not required. On the flip side, if you have a **growth** mindset, you believe that your talents and abilities can be developed over time through **effort** and **persistence**.



LEADERSHIP PCI

CLASS #5 GRADUATES

CLASS #6 INDUCTEES



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

MEET OUR BENEFITS PARTNERS





Daniel Amador



Mariam Guzman



Patrick Kelly

EVENT DIRECT MARKETING
Benjamin & Oralia Fargos Prosper



Melody & Mike

VISIT OUR
EDUCATION
VENDOR
PARTNERS

MEET THE MANAGERS



CEO Office – Dr. Sharon Small

- Executive Assistant – Debra Bedoy

Operations - Mary Doxie

Compliance/ Special Services - Joe Segura

Human Resources - Diana Vogt

Fiscal - Natalie McGarity-Diaz

Education/Training - Helen Lopez/Lisa Walker

Communications - Constance Murphy

Data & Assessment - Jesse Diaz

Nutrition Services - Janie Castillo/Monica Ellison

Data & Assessment - Jesse Diaz

Staff,

We want to express our heartfelt gratitude for the incredible work you have been doing. Your dedication, commitment, and positive attitude have not only made a significant impact on our team but have also helped propel our organization forward.

Your unwavering efforts have not gone unnoticed. Your passion for your work, willingness to take on challenges, and continuous drive to exceed expectations are commendable. You are an integral part of our team, and your contributions are vital to our shared success. Your collective hard work allows us to achieve our goals and thrive in our endeavors. Your creativity, teamwork, and willingness to go the extra mile inspire those around you and contribute to a positive and motivating work environment.

As we navigate various projects and initiatives, please know your efforts are highly valued and deeply appreciated. Your dedication reflects the true spirit of our organization, and we are fortunate to have you on board.

Thank you for your exceptional contributions and for making a difference every day. Your commitment drives our accomplishments, and we are excited to continue this journey together.

~ From the Management Team



Dr. Sharon Small,
Chief Executive Officer/HS/EHS Director
MEd, MA, PhD

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!





Special *Thanks* to the
Keynote Speaker – Mills Rodgers
Staff at Boeing Center at
Tech Port
Alamo Classrooms Solutions
RBFCU- Erica Bernal (staff bags, calendars, and swag)
Lakeshore
NES
Event
Excess Telecom
All Benefits Partners
and the
PCI Program Committee

**Pre-Service
August 23, 2023**

Category of Staff: CEO Office/HR/Operations/Compliance/Fiscal/Nutrition

**Site: PCI Headquarters
7815 Mainland Drive
San Antonio, TX 78250**

Time	Topic	Presenter
8:00 a.m. – 12:00 p.m.	<p>Head Start Basics This course supports programs in meeting <u>1302.92 Training and professional development</u> requirements of the Head Start Program Performance Standards. It satisfies about 75% of the OHS training requirements in the Head Start Program Performance Standards. It is recommended this course be taken with <u>Bias Busters Basics</u> to meet more of the OHS required training.</p> <p>On-Line -Self-Pace Course 4 Hour Course Submit Certification to Education/Training Completion Timeline/Duration: One Month</p>	Dr. Deborah Bergeron Head tart Academy+
12:00 p.m. – 1:00 p.m.	Lunch on your own	
1:00 p.m. – 5:00 p.m.	Departmental Training	Department Supervisors

Pre-Service
August 23, 2023
 Category of Staff: Early Head Start Teachers/ECC's
Site: Oblate School of Theology
285 Oblate Drive
San Antonio, TX 78216

Time	Topic	Presenter
8:00 a.m. - 9:00 a.m.	<p>Circle Time/Tummy Time & Supervision/Safety Practices</p> <p>In this session, participants will learn the following when conducting Tummy Time or Circle time for Infants and Toddlers:</p> <ul style="list-style-type: none"> • Tummy Time -opportunity for Infants to develop skills, such as rolling over, sitting up, crawling...etc. • Circle Time-Opportunities for toddlers to socialize with each other and learn to be in a group. <p>Safety Practices is Vital when caring for young children whether during Tummy Time or Circle Time.</p>	<p>Lisa Walker Education Coordinator</p>
9:00 a.m. - 10:00 a.m.	<p>Recognition, Prevention and Reporting Child Maltreatment</p> <p>In this session, participants will learn about factors indicating a child is at risk for child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will also be given community resources that have training programs available for employees, children, and parents.</p>	<p>Felicia Avalos Child Safe Prevention & Community Awareness Training Coordinator</p>
10:00 a.m. - 11:00 a.m.	<p>Substance Abuse</p> <p>This session will help participants distinguish between substance abuse and dependency. The trainer will also outline the socio-cultural, psychodynamic, cognitive-behavioral, and biological factors that are associated with substance abuse to participants.</p>	<p>Andrea Salazar Youth Prevention Director, San Antonio Council on Drug and Alcohol & Drug Awareness.</p>

<p>11:00 a.m. - 12:00 p.m.</p>	<p>Administering Medication In this session participants will gain an understanding of our policies and procedures regarding administering medicine to the children in our care. This will ensure that the right child, right drug, right dose, right time, and the right documentation is conducted per Licensing Minimum Standards.</p>	<p>Virginia Ledesma Registered Nurse</p>
<p>12:00 p.m. - 1:30 p.m.</p>	<p>Lunch on your Own</p>	
<p>1:30 p.m. - 2:30 p.m.</p>	<p>Handling, Storing and Disposing of Hazardous Materials In this session, participants will gain knowledge on how to safely manage, store, and dispose of hazardous materials. Professionals will learn common hazardous materials in a childcare setting and protective strategies to always ensure caregiver and child safety.</p>	<p>Helen Lopez Education Coordinator</p>
<p>2:30 p.m. - 5:00 p.m.</p>	<p>Age-appropriate Activities/ Curriculum/Lesson Plan In this session teachers will plan age-appropriate activities on Lesson Plan using the Creative Curriculum unit studies, themes and topics and lesson plan.</p>	<p>Laura Galindo HS/EHS Coach</p>

**Pre-Service
August 23, 2023**

Category of Staff: ECCs/Head Start Teachers/Teacher Assistants

Site: PCI Bandera Operations & Training Center

8500 Bandera Road

San Antonio, TX 78250

Time	Topic	Presenter
8:00 a.m. - 10:00 a.m.	ASQ Screenings/ Child with Special Needs In this session, the participants will learn the purpose of Ages, Stages, Questionnaires and how to input in the (ASQ online) system. In addition, participants will gain knowledge about the importance of having a developmental and social emotional screening for early child identification of suspected delays or disabilities of a child, to notify the parent of any possible developmental delays and refer parents to seek assistance through the ECI program.	Jennifer Barrientes Disabilities/Mental Health Specialist Javier Morales Disabilities/Mental Health Specialist
10:00 a.m. - 11:00 a.m.	Handling, Storing and Disposing of Hazardous Materials In this session, participants will gain knowledge on how to how to safely manage, store, and dispose of hazardous materials. Professionals will learn common hazardous materials in a childcare setting and protective strategies to always ensure caregiver and child safety.	Helen Lopez Education Coordinator
11:00 a.m. - 12:00 p.m.	Administering Medication In this session participants will gain an understanding of our policies and procedures regarding administering medicine to the children in our care. This will ensure that right child, right drug, right dose, right time, and the right documentation is conducted per Licensing Minium Standards.	Virginia Ledesma Registered Nurse

12:00 p.m. - 1:30 p.m.	Lunch on Your Own	
1:30 p.m. - 2:30 p.m.	<p>Preventing the Spread Communicable Diseases/Immunization</p> <p>In this session the participants will learn about communicable diseases and how to protect your children from illness. Participants will also look at symptoms and action steps for the most common diseases, proper cleaning, and handwashing techniques to include how to prevent the spread of these diseases. Lastly, the participants will learn the immunizations needed for our children.</p>	Virginia Ledesma Registered Nurse
2:30 p.m. - 3:30 p.m.	<p>Food Allergies/Civil Rights</p> <p>In this session, the participants will learn the types of foods that trigger food allergies. Participants will also learn Minimum Standards Regulation in relation to food allergies, and what forms to post in the event a child enrolls with a food allergy. Participants will also learn how to ensure children are given a special diet during breakfast, Lunch and PM snack, complying what the law requires to accommodate food-allergic children. In Addition, Participants will learn the importance of Civil Rights training. Participants will be given a QR Code to complete self-pace Civil Training.</p>	Monica Ellison Center Nutrition Coordinator
3:30 p.m. - 5:00 p.m.	<p>Age-appropriate Activities/ Curriculum/Lesson Plan</p> <p>In this session teachers will plan age-appropriate activities for their caseload of children using the creative curriculum unit studies, themes and topics and lesson plan.</p>	Helen Lopez Education/Training & Curriculum Coordinator

Pre-Service
August 23, 2023
 Category of Staff: Nutrition/Central Kitchen/Center Nutrition Aides
Site: Brady Learning Environmental Resource Center
1223 Brady Blvd.
San Antonio, Texas, 78207

Time	Topic	Presenter
8:00 a.m. - 10:00 a.m.	<p>Kitchen Sanitation- “What’s your Score.”</p> <p>Safety is always the top priority in every aspect of life. In the workplace, your well-being should always come first. For the kitchen, proper sanitation is one of the safety measures you should take. This is not only to avoid food contamination that might cause food poisoning but to stop accidental transmission of potential diseases.</p>	<p>Monica Ellison Center Nutrition Coordinator</p>
10:00 a.m. - 11:30 p.m.	<p>The importance of having a reimbursement system in a CACFP Program</p> <p>In this session, participants will learn the importance of getting reimbursement for serving children healthy and nutritious meals and free training and learn that participating in CACFP is a benefit to parents as well. Parents know their children are eating safe, healthy meals and snacks. Parents know their children are learning about nutritious meals and the benefits of eating healthy.</p>	<p>Janie Castillo CACFP Nutrition Service Manager</p>
11:30 p.m. - 1:00 p.m.	Lunch on your own	

<p>1:00 p.m. - 2:00 p.m.</p>	<p>Recognition, Prevention and Reporting Child Maltreatment</p> <p>This session participants will learn factors indicating a child is at risk for child abuse and neglect and will learn procedures for Reporting Child Abuse and Neglect as the Texas Law requires it. Participants will also be given community resources that have training programs available for Employees, children, and Parents.</p>	<p>Felicia Avalos Child Safe Prevention & Community Awareness Training Coordinator</p>
<p>2:00 p.m. - 3:00 p.m.</p>	<p>Substance Abuse</p> <p>This session will help participants distinguish between substance use, abuse, and dependence. outline the sociocultural, psychodynamic, cognitive-behavioral, and biological factors that are associated with substance abuse.</p>	<p>Andrea Salazar Youth Prevention Director, San Antonio Council on Drug and Alcohol & Drug Awareness.</p>
<p>3:00 p.m. - 5:00 p.m.</p>	<p>Working in the Central Kitchens-Hands On</p> <p>In this session participations will learn to receive shipments of food commodities, and learn how to Inventory, and observed menu of food commodities used. Participants will also learn how to review meal portions for each classroom.</p>	<p>Janie Castillo CACFP Nutrition Service Manager</p>

Pre-Service
August 23, 2023
 Category of Staff: Facilities/Center Custodians
Site: PCI Distribution Center
157 Lone Star
San Antonio, TX 78204

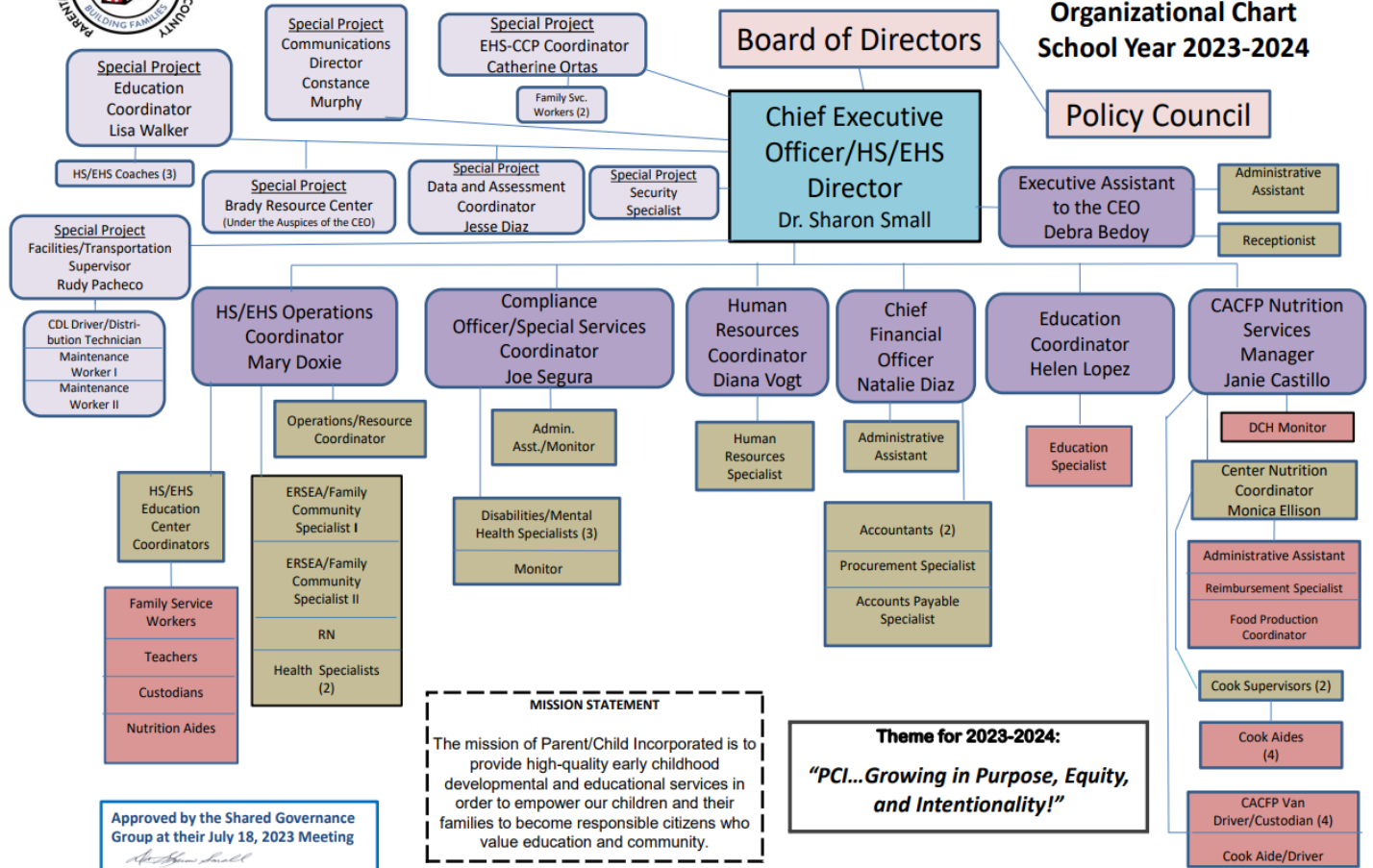
Time	Topic	Presenter
8:00 a.m. - 12:00 p.m.	<p>Center Curb Appeal and Preventative Maintenance</p> <p>In this session, participants will learn the importance of center curb appeal. The participants will be trained in the proper use of lawn maintenance equipment.</p> <p>In this session, participants will learn the importance of taking steps to ensure minor repairs are made on a timely basis to prevent major repairs needing to be conducted.</p>	<p>Rudy Pacheco Facilities/Transportation Supervisor</p>
12:00 p.m. – 1:00 p.m.	<p>Lunch on your own</p>	
1:00 p.m. – 5:00 p.m.	<p>Preparing supplies for the opening of the school year</p> <p>In this session, participants will learn firsthand how to safely select, and load supplies requested from the Distribution Center for delivery to the centers. The participants will learn how to deliver, unload, and secure the storing of supplies inside the centers, and get the ECC or designee to check the list and sign for supplies received.</p>	<p>Rudy Pacheco Facilities/Transportation Supervisor</p>

Organizational Chart



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

**Organizational Chart
School Year 2023-2024**



Approved by the Shared Governance Group at their July 18, 2023 Meeting
Dr. Sharon Small
Dr. Sharon Small, CEO

MISSION STATEMENT

The mission of Parent/Child Incorporated is to provide high-quality early childhood developmental and educational services in order to empower our children and their families to become responsible citizens who value education and community.

Theme for 2023-2024:
"PCI...Growing in Purpose, Equity, and Intentionality!"

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



Mission Statement

The mission of Parent/Child Incorporated is to provide high-quality early childhood developmental and educational services in order to empower our children and their families to become responsible citizens who value education and community.

Vision

Our vision is to provide the best quality child development program for all eligible children using the Head Start/Early Head Start Model which enables families, children, and staff to be empowered by creating a caring, safe and healthy environment that encourages learning.

