



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: September 8, 2023
RE: CEO MESSAGE

“PCI...Growing in Purpose, Equity and Intentionality!”

Greetings!

I hope you enjoyed a safe 3-day Labor Day Weekend! September is always a very busy month, and I must commend all of you for a job well done! **See some of the activities below:** Recruitment and Enrollment, Grandparents’ Day, Benefits Open Enrollment, Leadership PCI, Patriots Day Celebration, Policy Council Meeting, Board Meeting, Monitoring, the Annual Agency-wide Audit, Day Care Home Trainings, Hispanic Heritage Presentations, Transition/Education Advisory, Full Enrollment Initiative Meetings, Wellness Wednesday etc. I want to thank all staff in charge of each of the listed meetings and those who assisted. Each of the listed activities has taken place in conjunction with regular daily schedules. Your work does not go unnoticed. Please know I thank you for making PCI the place that it is. Way to go!



I’d like to give our **Family Service Workers** a huge **THANK YOU!** They do an unbelievable job in assuring enrollment for our centers. PCI is funded for full enrollment, and it is a must that we have all slots filled. We are now in our second week with our goal to be fully enrolled by the end of the month! With all the competition (threats) meaning so many groups are after the same children, it is unbelievable how **the Family Service Workers** seem to come through each year. It’s all about having a **Growth Mindset** – facing the challenge and overcoming the challenge with success. I commend you all and I **thank you for a job well done!** Way to go!



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

Before I get to the message of all the events, I’d like to extend my sincere appreciation to all the center staff for hanging in there as we continue to staff our centers as well as increase enrollment. Your focus has really been on what is best for the children, and I thank you. Our theme for the year truly depicts where your heart is, and it does not go unnoticed. I know it has been challenging at times, but you have not given up! It is obvious that many of you have found your **WHY...your PURPOSE...our children and families**. I encourage you to never feel defeated, but I do implore you to be **intentional** about the health and safety of our children. **Active supervision** is a must. Maintain a **Growth Mindset**. Know we are all in this together. Your commitment to Head Start/Early Head Start and PCI **will be rewarded!**



This week began the Agency-wide Audit that is required by the Office of Head Start. The Auditors review various records from 2022-2023 to assure PCI is in compliance with all laws and acceptable accounting practices. PCI has not had any audit exceptions and we feel the outcome will be the same this year. Thanks to the Fiscal Team led by Mrs. Natalie Diaz for all the hard work.



Friday, September 8th, the Nutrition Department treated our Grandparents to danishes and juice - a light breakfast. The purpose of the breakfast was to show our grandparents that they are appreciated and play a vital role in the lives of the children we serve. This was our first Parent Engagement activity of the year. Special thanks to the Nutrition Department for supplying the danishes for the grandparents! **Celebrate National Grandparents Day Sunday, September 10th!** I know many of you are proud grandparents and we salute you as well.

Hispanic
Heritage Month
September 15-October 15



Congratulations and thank you to the children and center staff who kicked off Hispanic Heritage Month with presentations on September 8, 2023! The pictures speak volumes. Later you will be able to Please go to our PCI website/Facebook and see all the excitement! Thank you also to all the staff that witnessed these wonderful presentations and presented certificates to the ECCs on behalf of the Agency! Way to go!



As we remember the **22nd anniversary of September 11, now known as Patriot's Day**, our thoughts will once again be with all those who lost loved ones on that tragic morning. We remember the names, faces, and lives of the men, women, and children who were killed, and look for ways to ensure that each and every one of them is not forgotten. When you choose to commemorate the anniversary of 9/11, you are playing an important part in **memorializing** those who were killed, **honoring** the sacrifices of the first responders, and **remembering** the spirit of unity that emerged in the aftermath of 9/11. However, you chose to commemorate the anniversary, thank you for joining PCI as we too will use that day for remembrance and honor.



Congratulations to **Ms. Janie Pulliam and her staff** as they kicked off the first of many **Day Care Home Provider Trainings!** Day Care Homes, also known as family daycare, is exactly what it sounds like — daycare in a home instead of a center. This arrangement has been around as long as parents have had neighbors and friends nearby to help care for their kids. Today it's a way for many parents who prefer to **stay at home** and who truly enjoy taking care of children to do work they love and contribute to the family finances at the same time.



Congratulations to the parents that will be representing each center this year! The next meeting of the PCI Board of Directors and the newly elected Policy Council will focus on the 2023-2024 refunding applications. Both groups' input will be extremely valuable as we move forward in finalizing the application. I wish to thank the 2022 – 2023 Policy Council members for their fantastic work and their commitment to PCI. We look forward to working with the 2023-2024 members. The first Policy Council meeting of the new school year will be held Wednesday September 13, 2023.

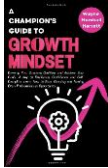


PCI will be reinstating Employee Recognition Days beginning in October to say “Thank you” for all you do to make PCI a great place to work and for parents to feel it is a great place to bring their children. Please note when your special day will occur below! (Your Executive will plan the specific date of recognition) **This year, we would also like to recognize our Volunteers & Substitutes in May.**

- *October – ECCs & Training Staff*
- *January – Maintenance, Custodial & Compliance/Special Services Staff*
- *February – Family Service & Fiscal Staff*
- *March – Nutrition Staff & HR Staff*
- *April – Administrative Professionals & Operations Staff*
- *May – Teacher / Teacher Assistant/Nurse/EHS-CCP Partners*
- *June – CEO Office Staff*



The sixth class of Leadership PCI held its first official session of the school year on September 5th via Zoom. We are blessed with another enthusiastic group ready to learn and looking forward to bring innovative ideas to PCI. The next session will focus on Compliance/Special Services as well as Facilities and Transportation and the expectations at PCI. I look forward to seeing the leadership qualities evolve among this new team. Session #2 will be held on October 4, 2023 with Mr. Joe Segura, Compliance Officer/Special Services Coordinator and Mr. Rudy Pacheco, Facilities/Transportation Supervisor.



Intentional reading is another aspect of learning for Leadership PCI. Class #6 will focus this year on what it means to have a **Growth Mindset** as they read the leadership book, *A Champions Guide to Growth Mindset*.



The Parent/Child Incorporated “ad hoc” grants are awarded to fund innovative projects or programs supplemental above and beyond the provisions of the regular agency budget for resources, supplies, and other items. These internal supplemental grants help to enhance PCI children and staff experiences, support innovative ideas, and expand upon existing programs. Currently, there are three types of Ad hoc grants available. **Resource Grants** fund up to \$250, **Innovation Grants** can award up to \$500, and **TEAM grants** award projects up to \$1,500. Projects of particular interest are those that build partnerships, enhance the agency, and meet the Agency's Strategic Plan and School Readiness Goals. The grant also supports staff in providing grants for special projects. *Please note you can only apply for one of the above grants per project.*

Application Process:

To complete the application, please include:

1. Brief Cover Letter
2. A detailed “project” budget for which funding is sought
3. Project timeline
4. Answer questions as applicable

SAMPLE 2023 Ad hoc Grant Application Questions

(This opportunity is open to all PCI staff)

Note: If interested in receiving an application, please contact the CEO Executive Assistant, Mrs. Debra Bedoy at dbedoy@pcitx.com.

Name of Project *

How much total funding are you requesting? *

Summarize what the funds will be used for *

Name of person coordinating, implementing/directing proposed project? *

Phone *

Position *

Approximately how many people will this grant serve? *

Additional information you wish to share.

Submit application when complete in a sealed envelope to:

CEO Office

Dr. Sharon Small, CEO

Parent/Child Incorporated of San Antonio & Bexar County



It's always wonderful to hear positive comments about our agency. Whether it's about our staff or the children, good news always makes me proud. As always, I want to share the good news with you! Congratulations and **Way to Go** to the

following:

- *Congratulations to our Family Service Workers on a job well done in enrolling our children moving towards full enrollment! Way to go!*
- *Congratulations to **Carla Mandujano**, teacher at Timberhill, who is a scholarship recipient for the San Antonio Women's Chamber of Commerce Foundation! **Way to go!***
- *Congratulations to our **ECCs and Center Staff** on a great start to the school year. Way to go!*
- *Way to go to our **children and teachers** on the Hispanic Heritage Center Presentations! Way to go!*

Note: Regulatory Reports will be given next week from TDFPS, SAMHD, Fire Marshall and PCI's Compliance Department

September is National Attendance Awareness Month

Remember, Your Attendance Matters!

Thank you for all that you do as we...

"Growing in Purpose, Equity and Intentionality!"

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!"

Have a great weekend and week next week and remember...
Always do your best. What you plant now, you will harvest later. -Og Mandino

CALENDAR OF EVENTS
Events are subject to change

SEPTEMBER

National Attendance Awareness Month

HISPANIC HERITAGE MONTH

***Important Information:** Compliance/Facilities/Disabilities/Mental Health
 Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation
 Training (Times may vary), * Check on exact dates for Open Enrollment, *Check on
 DataSay Training, *Coat Drive Kickoff (September – November)

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 – CEO Office Staff Meeting
 - Payday
 - Benefits Open Enrollment Begins
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 4 – Labor Day Holiday – Centers & Offices Closed
 - Agency Holiday
- ❖ 5 – Leadership PCI – 4:30-6:00 pm
- ❖ 6 – Data Initiative Meeting
 - Agency-wide Audit begins
 - National Read a Book Day
 - EHS/CCP Directors’ Roundtable
 - Fiscal Staff Meeting
 - Education Staff Meeting
- 7 – Executive Team Meeting

- 8 – Grandparents Day Celebrations @ CCP Sites
 - Food Order
 - Grandparents Day Breakfast – @ Centers
 - ❖ Children’s Hispanic Heritage Presentation – 10:00 am @ Centers
- ❖ 10 – National Grandparents Day
- ❖ 11-15 “We are Not Mum About HS/EHS” Campaign!
- ❖ 11 – Process Payroll
 - Patriot Day
- ❖ 12 – Operations Staff Meeting
 - Fiscal Budget Meeting
- ❖ 13 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
 - Region VI FEI meeting 10-12
- ❖ 14 – Executive Team Meeting – TXHSA Leadership Forum 9 a.m. -4:30 p.m.
 - CACFP Day Care Home Training – 5:30-7:30 pm
 - Pregnant Women Training – 4:30 pm
- ❖ 15 – Payday
 - Food Order
- ❖ 16- Parent Orientation #2 – 9:00-12:00 pm (Zoom)
- ❖ 16 – CPR/First Aid Class – 9:00-12:00 pm
- ❖ 18-22 – New Staff Orientation
- ❖ 18 - 21 Fall Leadership Institute - Crystal City, Virginia
- ❖ 19 – Board of Directors Meeting – 6:30 pm
- ❖ 20 – Education Staff Meeting
- ❖ 21 – Executive Team Meeting
 - CACFP Day Care Home Training – 5:30-7:30 pm
- ❖ 22 – Food Order
- ❖ 23 – CACFP Day Care Home Training – 10:00-12:00 pm
- ❖ 25 – Process Payroll
- ❖ 26 – Operations Staff Meeting
 - Bus Evacuation Training – Meadowood – 9:00 am
 - Bus Evacuation Training – Clarice Roe – 10:00 am
 - Consultant Orientation – 10:00 – 11:00 and 1:00 – 2:00
- ❖ 27 – Transition/Education Advisory Committee Meeting – 1:30 pm
- ❖ 28 – 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
 - FEI meeting – 10:00 a.m.
 - Help Me Grow 3:30
- ❖ 29 – Payday
 - Food Order
 - EHS/CCP Team Meeting
 - Children’s Perfect Attendance Recognition Day
- ❖ 30 – CACFP Day Care Home Training (Spanish) – 10:00-12:00 pm
 - CACFP Centers Fiscal Year Ends

- CACFP Day Care Homes Fiscal Year Ends

OCTOBER

National Head Start Awareness Month

Employee Recognition: ECCs & Training Staff

***Important Information:** Head Start Awareness Month, *EHS/CCP Teacher Home Visits Due this Month, *Fall Pictures must set up dates, *Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training (Times may vary)

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 12– DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 2 – CLASS Observation Begins – 1st Cycle
 - Centers Open House
 - Parent Orientation Ends
 - Fiscal Budget Meeting
- ❖ 3 – Bus Evacuation Training – Adelina Fritz – 9:00 am
 - Bus Evacuation Training – Culebra – 9:30 am
 - National Night Out
- ❖ 4 – Data Initiative Meeting
 - Leadership PCI – 4:30 – 6:00 pm
 - EHS/CCP Directors’ Roundtable
 - Education Staff Meeting
- ❖ 5 – Executive Team Meeting
 - Bus Evacuation Training – Timberhill – 9:00 am
 - Bus Evacuation Training – George Gervin – 10:00 am
 - World Teacher Day
- ❖ 6 – CEO Office Staff Meeting
 - Food Order
 - Fiscal Staff Meeting
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
 - World Smile Day
- ❖ 7 – President Officers Summit – 9:00-12:00 pm
- ❖ 9-13 – STREAM Night out with the Stars Week

- ❖ 9 – Process Payroll
 - Student Holiday/Staff Development Day – Centers & Office Closed
 - Columbus Day/Indigenous/People Day
- ❖ 10 – Operations Staff Meeting
 - Bus Evacuation Training – Evelyn King – 9:00 am
 - Bus Evacuation Training – E. Central – 9:30 am
- ❖ 11 – Policy Council Meeting – 6:00 pm
 - Family Service Workers Staff Meeting
- ❖ 12 – Executive Team Meeting – Criselda Gonzales visit
 - Pregnant Women Training – 4:30 pm
 - Bus Evacuation Training – W. Hutchins – 9:00 am
 - Bus Evacuation Training – Terry O’Connor – 10:00 am
- ❖ 13 – Payday
 - Food Order
 - Global Cardboard Challenge
- ❖ 14 – Parent Make N Take
 - CPR/First-Aid Class – 9:00-12:00 pm
 - STREAM – Ring of Fire
- ❖ 16-20 – National School Bus Safety Week
- ❖ 16-20 – New Staff Orientation
 - 16 – Boss’s Day
- ❖ 16-19 – Substitute Training
- ❖ 17 – Board of Directors Meeting – 6:30 pm
 - Bus Evacuation Training – Midcrown – 9:00 am
- ❖ 19 – Executive Team Meeting
 - Bus Evacuation Training – PCI Early Learning Academy EHS/HS – 9:00 am
- ❖ 20 – Fall Literacy Fest
 - Food Drive Begins
 - Food Order
- ❖ 23-27 – Red Ribbon Week Begins
- ❖ 23 – Process Payroll
- 24 – Operations Staff Meeting
 - Incredible Years Parent Curriculum Training
 - Bus Evacuation Training – Southwest – 10:00 am
- ❖ 25 – Health/Nutrition Advisory Meeting – 11:30-1:00 pm
 - Education Staff Meeting
- ❖ 26 – Executive Team Meeting
 - Bus Evacuation Training – Bailey’s – 9:00 am
 - Bus Evacuation Training – Lost Creek – 9:30 am
- ❖ 27 – Payday
 - Food Order
 - EHS/CCP Team Meeting
 - Red Ribbon Week Ends
- ❖ 28 – National First Responders Day
- 30 – SF-425 Semi-Annual Reports Due – HS/HSII-EHSII/EHS

- SF-425 Annual Report Due – EHS-CCP
- SF-428 Annual Report Due – EHS-CCP
- ❖ 31- Paycom IRS 941/TWC Quarterly Reports Due
 - Audit Due to the Federal Clearinghouse
 - Bus Evacuation Training – Pearsall – 9:00 am
 - Children’s Perfect Attendance Recognition Day
 - Halloween



If you have a **growth mindset**, you believe that your talents and abilities can be developed over time through effort and persistence. People with this mindset believe that everyone can get smarter or more talented if they work at it.



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.



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