



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 2, 2023 – Celebrating Hispanic Heritage Month
RE: CEO MESSAGE

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

.....
 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.



Government Shutdown Averted

As you know, the President has signed into law a continuing resolution to fund the federal government at Fiscal Year 2023 (FY23) levels through November 17, 2023. What this means is Congress has 45 days to come up with a budget that is pleasing to both the House and Senate. As I shared before, PCI is in a good place because our fiscal year begins February 1 of each year. We are already funded. We hope Congress can come to an agreement so that Head Start and Early Head Start can possibly get another increase for FY 24-25.



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 Coaching 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 Education Training/Coaching 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
Megan Smith	Stacy Almendarez
Rosemary Marin	Katrice Harris
Terri Galloway	Ana Pastrano
Lisa Sifuentes	Cristal Scott
Tanya Flores	Erma Marshall
Patricia Cardenas	Michelle Salsedo
Lutene Nunn	

EDUCATION/TRAINING /COACHING STAFF	
Helen Lopez	Lisa Walker
Laura Galindo	David Davis



TCP is the official Coat Drive Sponsor for Parent/Child Incorporated! TCP coats once again to our centers. Thank you, TCP, and Mr. Tony Puga, for your continued generosity and partnership!



Mask Wearing Continues to be Optional

COVID-19 continues to be alive and well in San Antonio and has hit the PCI family – both children and staff. Mask wearing is optional, so if you feel a mask can help prevent the spread of COVID, you may consider wearing one.

Please be aware that in the event of heightened community levels that put our children and staff in the danger zone of safety, PCI reserves the right to mandate the wearing of masks once again. But, as of today, *mask wearing is optional*. Stay safe!

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. Please note specific dates not specific to the date order shown:

<p>Through October 15 – Hispanic Heritage Month</p> 	<p>October 2 –Open House</p> 
<p>October Staff Recognition Month ECCs and Education/Training/Coaching Staff</p> 	<p>October 7 – President/Officers Summit</p> 



October 4,11,18,25

Wellness Wednesdays



October 11 – Policy Council Meeting

Parent Council Meeting



October 9-13

STREAM Solar System Week



**October 14
STREAM Ring of Fire**

Parent Make-N-Take

**October 16
Boss's Day**



October 20

Fall Literacy Festival at Kiddie Park



October 23 - 27– Red Ribbon Week



October 24 – Incredible Years Parent Training



October 25 – Health/Nutrition Advisory Meeting





October 13 – Global Cardboard Challenge



October 31– Children’s Perfect Attendance Recognition Day!



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 us all participate as much as possible. *For pictures of all the excitement happening at PCI, please view our Facebook page!*



Leadership PCI



The sixth class of Leadership PCI will hold its second official session of the school year on October 10th at the Brady Environmental Resource Center . The session will feature **Mr. Joe Segura**, Compliance Officer/Special Services Coordinator and **Mr. Rudy Pacheco**, Facilities/Transportation Supervisor. Session #3 will be held on November 8, 2023 with the session focusing on the Self-Assessment and Community Assessment featuring **Mr. Jesse Diaz**, Data & Assessment Coordinator and **Mrs. Catherine Padilla-Ortas**, Early Head Start-Child Care Partnership Coordinator.

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



Staff Development

Monday, October 9, 2023, is a student 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 of developing 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 below a schedule of sessions provided by the Education/Training Department.



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 9, 2023

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

	Centers Head Start Teachers/ Teacher Assistants	Centers ECC's Early Head Start Teachers	Head Start/Early Head Start New Teaching Staff Teachers/Teacher Assistants	CEO Office Fiscal HR Compliance/Special Services
Training Sites: PCI Centers Headquarters Crestway PCI Academy PCI Bandera Staff Development Day: All Staff must clock-in and out. All staff must participate in training as assigned. 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, CEO for approval. PAYCOM All staff must clock in/out 8:00-In Lunch Out- 12:00 Lunch-In-1:00 5:00 Out for the day	Training Site: PCI Head Start Centers Topic: Bus Evacuation Video Time: 8:00am - 9:00am Presenter: NHSA Academy+ Online Time: 9:00am - 12:00pm Participants: Head Start Teachers Topic: Active Supervision/ Powerful Interactions with Preschoolers Presenter: NHSA Academy + Online Time: 8:00 am - 12:00pm Participants: ECC's Topic: Bias Busters Basics	Training Site: PCI Early Head Start Centers Time: 8:00am - 9:00am Topic: Bus Evacuation Video Presenter: Presenter: NHSA Academy + Online Time: 9:00a.m- 12:00pm Participants: Early Head Start Teachers Topic: Engaging in meaningful Interactions with Infants/Toddler Promoting Physical Development for Infants and Toddlers Presenter: NHSA Academy + Online Time: 8:00 am - 12:00pm Participants: ECC's Topic: Bias Busters Basics	Training Site: 8500 Bandera Road Presenters: Education Team Time: 8:00am - 5:00pm Participants: New Teaching Staff Topics: How to use Curriculum with Fidelity, Early Learning Framework, Quality Management Tool, <u>The</u> importance of Small Group, How to conduct an Academic Large group with Fidelity, Hoe to use the curriculum essential elements. Bus Evacuation Video	Training Site: PCI Headquarters Presenter: NHSA Academy + Online Time: 8:00am - 12:00pm Participants & Topics: CEO Office Staff: Policy Council Basics Data/Assessment Data Collection for Head Start- Research Disabilities/Mental Health/Monitoring Staff Head Start Standards Fiscal: Blackbaud - Purchase Orders HR-Paycom Update
	Nutrition CACFP Drivers/Central Kitchen/Nutrition Aides	Facilities/Custodians	Operations/Health Staff Family Service Workers	EHS-Child Care Partnership
	Training Site: Headquarters Presenter: NHSA Academy + Online Time: 8:00am - 12:00p.m Participants: Nutrition Staff/Center Nutrition Aides Topics: Food Safety	Training Site: Brady & Distribution Center Presenter: Rudy Pacheco Time: 8:00am - 5:00pm Participants: Facilities/Custodians Topic: Organizing Distribution Center	Training Site: Centers/Bandera Presenter: Mary Doxie Time: 8:00am - 12:00 pm Participants: Health Staff Topics: Early Childhood Health and Wellness School readiness begins with health! Training Site: Centers Presenter: NHSA Academy+ <u>Online</u> Time: 8:00am - 12:00pm Participants: Family Service Workers Topic: Family Engagement Basics	Training Site: Center Presenter: NHSA Academy + Online Time: 8:00am - 12:00pm Participants: CCP-Coordinator and Family Service Workers Topic: Family Engagement Basics




Fall Literacy Fest at Kiddie Park

The 2023 Fall Literacy Fest will be held at Kiddie Park, one of San Antonio's oldest theme parks, on Friday, October 20, 2023, from 6:00 pm to 8:00 p.m. Wristbands will be sold, and parents can get them from their ECC. Wristband sales are as follows: **\$5.00 for children ages 1-3** and **\$8.00 for children ages 4-12**. The rides are unlimited. Adults are asked to bring a non-perishable item for the food basket. Kiddie Park is located at *3015 Broadway Street, San Antonio, TX 78209*. Come out and have fun!

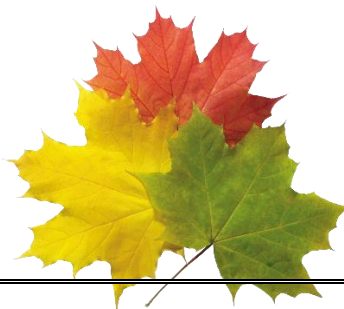


I am always excited to share the great things that are happening within PCI. In this CEO Message, I'd like to share the compliances we have seen for centers and departments since the beginning of the school year!

<p>Full Enrollment Centers</p> <ul style="list-style-type: none"> Evelyn King E. Central Imperial Lost Creek Midcrown Pearsall Southwest Terry O'Connor W. Hutchins All Early Head Start 	<p>Fire Marshall Inspections Passings at the Centers</p> <ul style="list-style-type: none"> Place for Life Early Learning Academy Midcrown George Gervin Terry O'Connor
<p>Health Department</p> <ul style="list-style-type: none"> Crestway Kitchen 	<p>PCI Compliance Department – Health and Safety</p> <ul style="list-style-type: none"> 90% - 100% of all Centers Green Oak
<p>*Licensing</p> <ul style="list-style-type: none"> Pearsall Imperial Lost Creek 	<p>TDPRS Audit – George Gervin</p> <ul style="list-style-type: none"> Human Resources 100% 

Great Job and let's keep up the great work!
**Groups mentioned in this message is as of September 28, 2023*

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





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

Employee Recognition: ECCs & Education Training/Coaching 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
 - 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 Solar System 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
 - Leadership PCI – 4:30 – 6:00 pm – Brady Environmental Resource Center
- ❖ 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 – Kiddie Park
 - 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
 - Reb 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

NOVEMBER

***Important Information:** Compliance/Facilities/Disabilities/Mental Health Departmental Daily/Weekly Debriefing Meeting with Staff 8:00 a.m., *Bus Evacuation Training (Times may vary), * EHS/CCP Teaching Strategies Gold Fall Assessments and Parent Teacher Conference

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 12– DEC 16	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – Head Start/Head Start II/Early Head Start II/Early Head Start Budgets Due
 - Fiscal Staff Meeting
 - EHS/CCP Directors’ Roundtable
 - Cardboard Challenge
 - All Saints Day
- ❖ 2 – Executive Team Meeting
 - Bus Evacuation Training – Place for Life EHS – 9:00 am
 - Bus Evacuation Training – Place for Life HS – 10:00 am
- ❖ 3 – CEO Office Staff Meeting
 - Food Order
 - Compliance/Disabilities/Mental Health Staff Meeting – 8:00 am
- ❖ 4 - CPR/First Aid Class – 9:00-12:00 pm
- ❖ 5 – Daylight Savings Time Ends (turn clocks back 1 hour)



- ❖ 6 – Process Payroll
- ❖ 7 – Staff Development Day/Student Holiday – Centers Closed
 - Election Day
- ❖ 8 – Leadership PCI – 4:30 -6:00 pm
 - Data Initiative Meeting
 - Education Staff Meeting
- ❖ 9 – Executive Team Meeting
- ❖ 10 – Payday
 - Food Order
 - Food Drive Ends
- ❖ 11– Shared Program Governance Training & Meeting – 8:30 am
 - Veterans Day
- ❖ 13-17 – New Staff Orientation
- ❖ 13 – Process Payroll
- ❖ 14 – Incredible Years Parent Curriculum Training
 - Fiscal Budget Meeting
- ❖ 15 – Male Initiative Meeting – 6:00 pm
- ❖ 16 - Pregnant Women Training – 4:30 pm
 - Executive Team Meeting
 - Thanksgiving Luncheon @ Centers
- ❖ 17 – Early Payday
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 18-21 - NAEYC Conference - Nashville, TN
- ❖ 20-24 – Thanksgiving Break – Centers & Offices Closed
- ❖ 20-24 – Agency
- ❖ 22 – Thanksgiving Celebrations at CCP Sites
- ❖ 23-24 – CCP Sites Closed
- ❖ 23 – Thanksgiving Day
- ❖ 27 – New Staff Orientation
- ❖ 28 – Operations Staff Meeting
 - Giving Tuesday
- ❖ 29 – Education Staff Meeting
- ❖ 30 – Executive Team Meeting
 - CEO 12 Days of Christmas PTO Give-O-Way Begins
 - Children’s Perfect Attendance Recognition Day



*Remember...Mistakes are proof that you are trying. Learn from it, move forward, and do not continue making the same mistake. That is proof of a **growth mindset!***



Accomplish BIG Things With a
GROWTH MINDSET!

Success Begins With Believing You Can



Instead of Thinking...

- I can't do it.
- I'm not good at this.
- It's good enough.
- It's too hard.
- I'm afraid of making a mistake.
- They are better at it than I am.
- I don't know how.
- I can't make this any better.
- I don't like challenges.
- I give up.

Think This...

- I'm still learning. I'll keep trying!
- What can I learn to get better at this?
- Is this the best I can do?
- With more practice it will get easier!
- Mistakes are how I learn & get better!
- What can I learn from them?
- I can learn how!
- I can always find ways to improve!
- Challenges make me better!
- I'll try a different way!