

— WELCOME —
BACK TO SCHOOL



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: August 23, 2024
RE: CEO MESSAGE

“PCI...Accountability with Commitment!”

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Greetings!

Welcome to the beginning of the 2024-2025 school year where we are demonstrating the importance of being Accountable and Committed for the betterment of our Children our Families and PCI. The first week of school has run quite smoothly! Way to go PCI! I appreciate your hard work and dedication in preparing for the beginning of the school year as well. As you bring in those little ones this year, please share with them our *Success Motto!* Starting it early on, will make the affirmation become intrinsic – they truly will come to believe they can be and are successful. I’d also like to welcome **all new PCI** staff to the agency and to welcome our **Interim Operations Coordinators, Ms. Candace Collins and Mrs. Catherine Padilla-Ortas!** Mrs. **Mary Doxie** has informed us she will be retiring effective immediately, so these two ladies will oversee Operations. I look forward to the quality our new PCI staff will bring to PCI and the leadership of Ms. Collins and Mrs. Ortas. We will celebrate **Mrs. Doxie** and her retirement after being part of PCI for thirty plus years in May during the **Teacher and Teacher Assistant of the Year Awards and Reception.** Mrs. Doxie will be missed.



Thanks to **Mrs. Lisa Walker and the Education Team** for a great start to the year. The team has received many accolades due to their Growth Mindset mentality as they work with PCI staff, children and even outside consultants. There have been changes with this group with the retirement of Mrs. Helen Lopez, but they are doing an awesome job. Keep up the wonderful job! Do know you are appreciated!

Thanks to all the ECCs, teachers and TAs for the wonderful job you have done in getting your rooms ready for the start of school. Some of you even volunteered your time to come in early and get your centers and classrooms ready to avoid the big rush. Thanks to **everyone** at PCI for doing such a wonderful job, including the **Fiscal, Management and Clerical** staff. We are truly a team, and I am blessed to be your CEO!

Words cannot express the incredible job our **Family Service Workers** continue to do in assuring PCI reaches the full enrollment status of both Early Head Start and Head Start. Thank you, **Ms. Almares, Mr. John,** and all the **Family Service Workers** for **HS, EHS,** and **CCP** for the work that you do! As you know, the Office of Head Start expects full enrollment for 2024-2025 plus have a healthy wait list. Also, our **Kitchen and CACFP** drivers are doing an excellent job in preparing the breakfasts, lunches, and snacks to our Centers as well as to our non-PCI locations.

I also want to thank each of you for participating in the **2024 – 2025 Pre-service and the CEO Convocation!** Thank you, Education Staff and special thanks to our **Keynote Speaker – ECC of W Hutchins Early Learning Center, Mrs. Zella Burns!** Way to go, Mrs. Burns. We also

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celebrated the retirements of **Mrs. Helen Lopez**, **Ms. Lutene Nunn**, and **Mr. Jose Alcantar**. The CEO Convocation was held at the Boeing Center Tech Support and was what I considered a **tremendous success** as we focused on **Accountability and Commitment**. The theme means it is important to **accept responsibility** for the outcomes expected of each of us. Periodically ask yourself “can people count on me to do what I am expected to do?” What is our Purpose? Are we Passionate about working with children and families? Do we have a zeal for the Mission of PCI? Without a true understanding of Head Start and the culture of Head Start and the Mission of our Agency, it will be difficult to understand our children and families and what their needs are to assure success in the community. The Family Service Workers are vital in this process. Knowing what the families need, providing referrals, offering jobs even within PCI, and of course, following up to ensure the goals are being met, cannot be understated.

In the classroom, understanding each child for their individual needs, backgrounds and circumstances is important. Knowing that not all children learn in the same way and knowing how to implement those changes makes each educator that much more special in my eyes and I am sure in the eyes of each parent.

Themes 2007 - 2023



Each year, the **Executive team** tries to produce something special to let our dedicated staff see another side of us. This year we tried to entertain you by bringing back all the previous themes from 2007!!! We were the Best of PCI – letting you see the impact a theme has in the focus of each school year! The song by the **Emotions “Best of My Love”** was the theme song as we were donned with cowboy hats carrying each theme prepared by **Ms. Candace Collins** from the Brady Resource Center! We missed the creativity of our Communications Director, **Ms. Connie Murphy**, but enjoyed the video production of the **ECCs** prior to announcing the ECC of the Year. Look forward to seeing all the wonderful pictures of PCI staff on our Facebook! You all looked beautiful!



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A couple of years back, we solicited the assistance of an FBI Secret Service Consultant, Mr. Rene Salinas, who answered questions regarding security at PCI. He also assessed each of our sites and provided suggestions to enhance security. We have implemented and continue to implement these safety measures. Our Safety Officer, Mr. Jesse Diaz, has done an impressive job in surveillance of our sites to enhance our security measures. More is in the works to be accomplished, but we are on the right track. We must continue to be vigilant. If you see something that looks out of the normal, please report it to your supervisor so our Safety Officer can get on top of it. Please do not try to handle or confront an unknown individual without following appropriate protocol. It is for your safety.

Remember our affirmation. It is all about making a child as well as yourself feel successful. I hope that each of you will use the affirmation daily with your children. The Affirmation states:

*“I’m a Success and I Know Why
My Motto is to Try, Try, Try
To do and be my very best
That is Why, I’m a Success!”*

Please **say** this daily. You will see **success** be a part of not only the children you work with but you as well. Try it with your own children and see the difference over time.



The job of an ECC is not an easy one. You must exude **leadership, patience, kindness, understanding, have experience, an eagerness to learn and tact** as they work with many different personalities. ACCOUNTABILITY must include a passion for children and families. I am so proud of the work the ECCs are doing and going to do. They are the **Site Leaders (Principals)** of our Early Learning Centers. Please thank them for the job that they do daily and congratulate **Ms. Mevelon Lott**, ECC of Evelyn L. King Early Learning Center for being the 2023-2024 ECC of the Year!

- The purpose of **Leadership PCI** is to enable qualified PCI staff to undergo “on-the-job” training so they will be better qualified to take over the reins as future PCI leaders. The meaning of “on the job” in this case is to provide them with access and knowledge from current PCI leadership in various positions and roles to gain insight into the workings of the agency. **Congratulations to the Leadership PCI Class #6 of 2023-2024** who officially graduated in June and received their jackets: **Jennifer Barrientes, Paloma Benavides, Jacqueline Bowens, Zella Burns, Mevelon Lott, Rosalva Lozano and Rebecca Melendez.**

Way to go! These individuals will function as mentors for the 2024-2025 Leadership Class!

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Speaking of the 2024-2025 Leadership PCI Class, congratulations to the 2024-2025 Class #7 Inductees: **Henry Alonzo, Victoria Redwine, Rina Lyda, Cynthia Estrada, and Catalina Rivera!** Way to go! We look forward to sharing the ins and outs of PCI with these exciting individuals. Our first meeting will be held September 3, 2024, at the Mainland Headquarters.



During the CEO Convocation, I spoke about CEO Goals for the agency, you receive a COLA (Cost of Living Adjustment) and Innovations that PCI plans to provide for Longevity and Newness. I also need to emphasize the importance of our upcoming **Focus Area I Federal Review**. Your supervisor will be going over specifics as you will also receive updates from the CEO office, so please read your emails. In our last review, PCI was told that we are in the top ten in the nation when it comes to providing quality education and services to our children and families. You can be proud to say that you work for a company that has been recognized as one of the top! It is because your WHY is all about the children and families we serve and doing your best to make our children and families successful, and we strive to maintain a **Growth Mindset!** Thank you, PCI!

The **Employee Benefit Open Enrollment** for Health and Supplemental Insurance **timeframe will be shared by our Human Resources Department** in the upcoming **HR Bulletin**. Also please contact HR about making appointments to see some of the Vendors that attended the Convocation if you need additional information or assistance.

PCI Bandera Field Trips Coming Soon!

Parent/Child Incorporated is preparing to utilize the Bandera Training Facility not only for training but for a Field Trip Experience for our children! **The Stream Dream Team** will be the featured attraction along with child appropriate activities for our children to **play, learn** and **grow**. The technology van will be there as well for use. Stay tuned for more details as we prepare to bring field trips to PCI at the Bandera Training Facility!

COVID-19

Here is a reminder that COVID-19 is still alive and well. Therefore, please be aware of all safety protocols as well as sanitation procedures. See information below.

COVID-19: Risk Reduction Strategies

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Head Start and Early Head Start programs must take steps to reduce the risk of the spread of COVID-19. COVID-19 spreads primarily through the air when an infected person breathes, talks, laughs, or sings before people nearby breathe in their germs. A person does not have to feel sick or be coughing and sneezing to spread the virus if they have it.

Strategies to Reduce the Spread

Use these strategies to reduce the spread of COVID-19 when there is notification of someone having it.

1. Wash your hands.
2. Wear a mask (when warranted).
3. Stay physically distant when possible and socially connected.
4. Increase fresh air.
5. Clean and disinfect.
6. Check for symptoms daily and stay home if you are sick.



PARENT ORIENTATION OVERVIEW PART I

The first Parent Orientation will be held Saturday, September 24, 2024, via Zoom from 10:00 a.m. to 12:00 p.m. The link has been provided. Please encourage parents to attend. This will be the first opportunity for parents to get a sticker on their PCI Card!

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Inchy's Bookworm Vending Machine

Parent/Child Incorporated has a book vending machine for our children at the Bandera Training Center. This will be a featured attraction for the children when they take field trips. The Inchy Bookworm Vending Machine is a vending machine which vends books using a golden token. Inchy's Bookworm Vending Machine works by rewarding our children for good behavior, trying their best, and perfect attendance, field trips or your own reward system. Just as you put your money in a vending machine for snacks, this book machine works the same way! Token in, select, book drops! Just that simple. We believe that the combination of vending books and your own personalized reward system could bridge the gap between literacy and engagement. This system directs our children and families towards literacy and the love of reading and prepares children for the future. Let's bring engagement and excitement to reading books again! The machines are located at our Bandera Operations/Training facility and the Brady Resource Center. More information is coming!



Remember

Our emphasis must continue to be on the **health** and **safety** of each of our children. Being watchful of the children always and reporting incidents in a timely manner is vital. The safety of every child is a priority. Also, remember that communication is the key to developing a positive partnership between staff and parents in working for the best interests of children. A “*family friendly*” attitude goes a long way. I’m excited about the many wonderful things happening and that are going to happen at the centers, but it only takes a few negative incidents to give the Agency unfavorable press. Attitude is everything. Exude *enthusiasm, excitement, keen interest, and kindness* as you go through your day. Let’s model that behavior each day – all year long. Be

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intentional. Be the change you wish to see in the world. *Model Success...Be Accountable with Commitment!*

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!"

CALENDAR OF

EVENTS

2024-2025

Theme for 2024-2025:



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“PCI...Accountability with Commitment!”

AUGUST

***Important Information: *Pre-Service *PIR due in HSES *Governance Reports Due* Integrated Services Meeting *HR Bulletin *Benefits Open Enrollment
 *LPCI Class 7 Interviews
 FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 12- SEPT 29	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 12- SEPT 6	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR

- ❖ 1 – Executive Team Meeting
- ❖ 2 – Last Day for Summer Dress Code
 - Food Order
 - Payday
- ❖ 3 –Recruitment – 9:00 am – 12:00 pm
- ❖ 6-7 – Update Process HS Laid Off Staff
- ❖ 7 – Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
- ❖ 8 – Executive Team Meeting
 - EHS/CCP Directors’ Round Table
- ❖ 9 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Food Order
 - EHS Centers Close for the School Year
- ❖ 10 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
- ❖ 12-16 – Pre-Service Training and Convocation
 - George Gervin Pre-Service Training with PCI
 - Southwest Pre-Service Training with PCI
- ❖ 12 – Process Payroll
 - Education Staff Meeting
- ❖ 13 – CEO Convocation

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- CACFP – Centers/Day Homes Budget Due
- ❖ 14 – Policy Council Meeting – 6:00 pm
- ❖ 15 – Executive Team Meeting
- ❖ 16 – Payday
 - Food Order
 - Meet the Teacher – 1:00 pm-5:00 pm
- ❖ 17 – 1st Parent Orientation – 10:00 am – 12:00 pm
- ❖ 19 – First Day of School
 - George Gervin 1st Day of School
 - Southwest 1st Day of school
- ❖ 20 – Board of Directors Meeting – 6:30 pm
- ❖ 21 – Benefits Open Enrollment Begins
- ❖ 22 – Executive Team Meeting
- ❖ 23 – Food Order
- ❖ 24 – 1st Parent Orientation 10-12 via zoom
- ❖ 26 – Process Payroll
- ❖ 27 – CACFP Part II Documents Required
- ❖ 28 – OHS Webinar 12 :30
- ❖ 29 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
- ❖ 30 – Payday
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 31 – PIR due

HISPANIC HERITAGE MONTH

SEPTEMBER

National Attendance Awareness Month

***Important Information: *Governance Reports Due* Integrated Services Meeting
*HR Bulletin *Emergency Preparedness*National Hispanic Heritage Month*National
Attendance Awareness Month*National Suicide Prevention Awareness Month
FOCUS AREA REVIEW

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PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 12- SEPT 6	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

September 2024

- ❖ Online Campaign: National Childhood Obesity Month
- ❖ Online Campaign: Register to Vote Campaign
- ❖ Online Campaign/Parent Letter: Emergency Preparedness Month
- ❖ 1-4 – Make Plan – Emergency Preparedness Week 1
- ❖ 2 – Labor Day Holiday – Centers & Offices Closed
- ❖ 3 – Leadership PCI – 4:30 pm – 6:00 pm
 - Virtual CACFP Entrance Conference
 - New Staff Orientation
- ❖ 4 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - EHS/CCP Directors’ Round Table
- ❖ 5-11 – Build A Kit – Emergency Preparedness Week 2
- ❖ 5 – Executive Team Meeting
 - Texas A&M meeting 3-4
- ❖ 6 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
 - Grandparents Day Breakfast @ PCI Centers
 - National Read a Book Day
- ❖ 8 – National Grandparents Day
- ❖ 9 – Education Staff Meeting
 - Process Payroll
 - Agency-wide Audit begins
- ❖ 10 – Operations Staff Meeting

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- ❖ 11 – Patriot Day
 - Integrated Service Meeting – 8:30 am
 - Family Service Workers Meeting
 - Policy Council Meeting – 6:00 pm
- ❖ 12-18 – Low-Cost, No-Cost Preparedness-Emergency Preparedness Week 3
- ❖ 12 – Executive Team Meeting
 - Pregnant Women Training – 4:30 pm
 - NHSA meeting 1-4
- ❖ 13 – Fiscal Budget Meeting
 - Payday
 - Food Order
 - Focus Area I meeting at Bandera 10:00 a.m.
- ❖ 16-20 – New Staff Orientation
- ❖ 17 – Board of Directors Meeting – 6:30 pm
- ❖ 19-25 – Engage Your Community on Preparedness-Emergency Preparedness Week 4
- ❖ 19 – Executive Team Meeting
 - CACFP Day Care Homes Training – 5:30 pm – 7:30 pm
- ❖ 20 – Food Order
 - Children’s Hispanic Heritage Presentation – 10:00 am @ Centers
- ❖ 21 – CACFP Day Care Homes Training – 10:00 am – 12:00 pm
 - 2nd Parent Orientation – 9:00 am – 12:00
- ❖ 23 – National Family Day - Online Classroom Campaign-Parent Letter/Family Tree Flyer for students in classroom
 - Process Payroll
- ❖ 23 – 24 Practice Based Coaching - EVENT Region VI – Bandera Training Facility
- ❖ 24 – Operations Staff Meeting
 - National Family Day

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- ❖ 25 – **Transition/Education Advisory Meeting – 1:30 pm**
 - Integrated Service Meeting – 8:30 am
 - Consultant Orientation – 10:00 am
- ❖ 26 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
 - CACFP Day Care Homes Training – 5:30 pm – 7:30 pm
 - National Family Day
- ❖ 27 – Payday
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 28 – CACFP Day Care Homes Training – 10:00 am – 12:00 pm (Spanish)
- ❖ 30 – CACFP – Centers Fiscal Year Ends
 - CACFP – Day Care homes Fiscal Year Ends
 - Children’s Perfect Attendance Recognition Day



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