

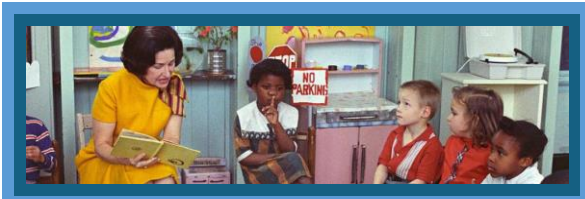


TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 14, 2024 – Celebrating Head Start Awareness Month
RE: CEO MESSAGE

“PCI...Accountability with Commitment!”

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 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.



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 thirty-two 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



PCI says 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	Rina Lyda
Patricia Cardenas	Rosalva Lozano
EDUCATION/TRAINING /COACHING STAFF	
Lisa Walker	Laura Galindo
David Davis	Victoria Redwine

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 1 –Tailgate Party / Wear you Mum</p>
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October 5 – President/Officers Summit



October 7 – Open House at Centers



**October Staff Recognition Month
ECCs and Education/Training/Coaching Staff**



October 7 - Leadership PCI



October

Wellness Wednesdays



**October 9 – Policy Council Meeting
Parent Council Meeting**



October 4-10

World Space Week Online Campaign



**October 16
Boss's Day**





October 25

Fall Literacy Festival at Kiddie Park – Group 1

Parent/Child Incorporated (PCI)

Literacy Fall Festival
Friday, October 25th
6:00 p.m. - 8:00 p.m.
Kiddie Park
3903 N. St Marys

HALLOWEEN COSTUME CONTEST

1st, 2nd, and 3rd place prizes will be given.

Age Groups
Infant - 2 years
3 Years - 5 years
6 years - 12 years

Food and Game tickets can be purchased at the park with Cash.

ATM NOT AVAILABLE

All children must have a pre-purchased wristbands for unlimited rides.

Drop off all non perishable items at the center for Adult entry.

Please contact your Center Coordinator for more information.

Free Children Books

Reading Corner

October 21 - 25 – Red Ribbon Week



RED RIBBON WEEK

- 21**
MONDAY

Proud to be Drug-Free
Wear Red to help kick off Red Ribbon Week!
- 22**
TUESDAY

Peace out to Drugs!
Peace Signs and or Tie Dye!
- 23**
WEDNESDAY

Team up Against Drugs
Wear your favorite Sports Shirt or Jersey!
- 24**
THURSDAY

LEI off Drugs!
Wear a LEI and/ or Hawaii clothes!
- 25**
FRIDAY

Say "Boo" to Drugs!
Wear your favorite character costume!

October 23 – Incredible Years Parent Training



October 23 – Health/Nutrition Advisory Meeting

Parent/Child Incorporated (PCI)
"We're Growing San Antonio's Tomorrow... Today!"

Join us for our
Health/Nutrition Advisory Meeting



October 14 – Breast Cancer Awareness/Staff Development Day



October 24 – Cardboard Challenge



October 30 - Staff Pumpkin Carving Challenge



October 31– Children’s Perfect Attendance Recognition Day!

I'M A SUCCESS
by
DR. SHARON SMALL

I'M A SUCCESS AND I KNOW WHY
Soy un éxito y sé por qué

MY MOTTO IS TO TRY, TRY, TRY
Mi lema es tratar, tratar, tratar

TO DO AND BE MY VERY BEST
Para hacer y ser mi mayor esfuerzo

THAT IS WHY, I'M A SUCCESS!
Por eso, ¡Soy un éxito!

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

October 31





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!*

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



Leadership PCI

The seventh class of Leadership PCI held its second official session of the school year on October 8th on Zoom . The session featured **Mr. Joe Segura**, Compliance Officer/Special Services Coordinator and we thank him for a very informative session. Session #3 will be held on November 6, 2024 with the session focusing on the Self-Assessment and Community Assessment featuring **Mr. Jesse Diaz**, Data Assessor/Safety Officer and **Mrs. Catherine Padilla-Ortas**, Interim HS/EHS Coordinator and Early Head Start-Child Care Partnership Coordinator.



Staff Development

Monday, October 14, 2024, was a student holiday for the children, but a Staff Development Day for all staff. All PCI staff were *required* to be present at the designated site stipulated by the Training Department. The major focus of this month's Staff Development was **Child Health and Safety** and the **Pyramid Model**.

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 a crucial 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 was a *required* workday for all staff, and I hope the training was beneficial to you. Thank you to the training department for a job well done.



Fall Literacy Fest at Kiddie Park

The 2024 Fall Literacy Fest will be held at Kiddie Park, one of San Antonio’s oldest theme parks, on **Friday, October 25, 2024**, 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 **\$7.00 for children ages 4-12**. The rides are unlimited. Adults are asked to bring a non-perishable item for the food basket. Limited to two adults. **Kiddie Park is located at 3903 N St. Mary's St., San Antonio, TX 78212 San Antonio, TX 78212.** Games and Food Booths will be available. Come out and have fun!


Tailgate Party a Success!

An exciting time was had by all at PCI’s First Accountability Tailgate Party! Cheerleaders, games, food, fellowship and more was the theme of the day! Another exciting event created by Ms. Connie Murphy, PCI’s Communication Director! Way to go, PCI. I even wore sneakers... 😊





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

Full Enrollment Centers	Fire Marshall Inspections Passings at the Centers
Health Department	PCI Compliance Department – Health and Safety
*Licensing	TDPRS Audit – Human Resources 



Veteran’s Day November 11th, 2024

Since 2010, PCI has published a special **Veterans Day Commemorative Edition** honoring and saluting our family members that serve or have served in the military. All PCI staff who wish to take part in this salute must submit the name(s) of your family members who served in the armed forces. Additionally, please let me know if you (PCI Staff) are a Veteran. We want to give you special recognition. Your submissions are due by **Tuesday, October 29, 2024**. Please use the sample format below to submit your information to our PCI receptionist, Ms. Amie Arevalo at aarevalo@pcitx.com.

Name of Veteran	Retired/Active Duty and Branch of Service	Relationship to PCI Staff
Ernest S. Small	Retired Veteran US Air Force	Husband of Dr. Sharon Small



November 5th Election Day is also **PCI's Staff Development Day**. We have put plans in place for you to still be able to exercise your right to vote on that day. With more information coming regarding Staff Development Day on the fifth, I have acquired a sample ballot of those who are running for various offices to include the Presidency. Please take time at your leisure to review. The more informed you are, the better decisions you will make. *PCI is not affiliated with any party nor or we telling you who to vote for; we just want you to let your voice be heard by voting.* Click on the link below to have access to a sample ballot.

[Generic-Sample-Ballot-PDF \(bexar.org\)](http://bexar.org)



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 Staff

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin *Bus Evacuation Training*Crime Prevention Month*Learning Disabilities Awareness Month*Presidents/Officers Summit
FOCUS AREA REVIEW

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 1 – CLASS Observations Begins – 1st Cycle
 - Texas National Night Out
 - **PCI Tailgate Accountability Party at Brady**
 - Wear Your Head Start Awareness Mum
 - Leadership PCI 4:30 pm - 6:00 pm
- ❖ 2 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm



- Data Initiative Meeting
- EHS/CCP Directors' Round Table
- ❖ 3 – Executive Team Meeting
 - GGA/PCI Meeting 2:00 p.m.
- ❖ 4 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Food Order
 - World Smile Day
- ❖ 4-10 – Online Campaign/Parent Letter: World Space Week – Night Out with The Stars
- ❖ 5 – President/Officers Summit – 9:00 am – 12:00 pm Zoom
 - National World Teacher Day
- ❖ 6 – Fiscal Staff Meeting
- ❖ 7-11 – New Staff Orientation
- ❖ 7 – Process Payroll
 - Centers Open House
 - Education Staff Meeting
- ❖ 8 – Operations Staff Meeting
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 9 – Integrated Service Meeting – 2:00 p.m.
 - Family Service Workers Meeting
 - Policy Council Meeting – 6:00 pm
- ❖ 10 – Pregnant Women Training– 4:30 pm
- ❖ 11 – Fiscal Budget Meeting
 - Payday
 - Food Order
- ❖ 13 – Breast Cancer Awareness Day
- ❖ 14 – Indigenous People Day/Children's Holiday/Staff Development
 - PCI Observing Breast Cancer Awareness Day-Wear Pink
 - PCI Teacher Planning
 - Southwest Staff Development Day



- Bus Evacuation Training (Staff Development Day-Video) – 9:00 am-10:00 am
- ❖ 15 – Board of Directors Meeting – 6:30 pm
- ❖ 15-18 – Substitute Training
- ❖ 16 – National Boss’s Day
- ❖ 17-21 National School Bus Safety Week
- ❖ 17 – Executive Team Meeting
- ❖ 18 – Food Order
- ❖ 19 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 21-25 – Red Ribbon Week
- ❖ 21 – Process Payroll
- ❖ 22 – Operations Staff Meeting
- ❖ 23 – Integrated Service Meeting – 8:30 am
 - Incredible Years Parent Curriculum Training
 - Health/Mental Health/Nutrition Advisory Meeting – 11:30 am – 1:00 pm
- ❖ 24 – Executive Team Meeting
 - Cardboard Challenge
- ❖ 25 – Payday
 - Food Order
 - Literacy Fall Fest – 1st group Kiddie Park 6-8
 - EHS/CCP Team Meeting
- ❖ 29 – Carving Competition Pictures sent to Ms. Murphy by 4:00 p.m.
- ❖ 30 – Team Building Event: Staff Pumpkin Decorating – Bragging rights!
 - 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 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 p.m.
 - Paycom IRS 941/TWC Quarterly Reports Due
 - Audit Due to the Federal Clearinghouse





- Children’s Perfect Attendance Recognition Day
- Halloween

NOVEMBER

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ Online Campaign National Gratitude Month: What are you thankful for?
- ❖ 1 – CEO Office Staff Meeting
 - Head Start/Head Start II/Early Head Start II/Early Head Start Continuation/Budget Application Due
 - Food Order
- ❖ 3 – Daylight Savings Time Ends (Turn Clocks Back 1 hour)
- ❖ 4-8 – New Staff Orientation
- ❖ 4 – Education Staff Meeting
 - Process Payroll
- ❖ 5 – Children’s Holiday/Election Day/Staff Development
 - George Gervin Staff Development
 - Southwest Staff Development
- ❖ 6 – Integrated Service Meeting – 8:30 am
 - Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - EHS/CCP Directors’ Round Table
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 7 – Executive Team Meeting
 - Literacy Fall Fest – Kiddie Park 2nd group 6 - 8



- ❖ 8 – All reports due in CEO Office for Shared Program Governance Meeting and Training
 - Fiscal Staff Meeting
 - Payday
 - Food Order
 - National STEM (STEAM) Day
- ❖ 11 – Veteran’s Day
- ❖ 12 – Operations Staff Meeting
- ❖ 13 – Male Initiative Meeting – 6:00 pm
- ❖ 14 – Executive Team Meeting
 - Pregnant Women Training – 4:30 pm
- ❖ 15 – Food Order
 - Fiscal Budget Meeting
- ❖ 16 – Shared Program Governance Meeting and Training – 8:30 am
 - CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 18-22 – American Education Week
- ❖ 18 – Process Payroll
- ❖ 19 – Operations Staff Meeting
- ❖ 20 – Integrated Service Meeting – 8:30 am
 - Parent Curriculum Training
- ❖ 21 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
 - Children’s Thanksgiving Luncheon @ Centers
- ❖ 22 – Payday
 - Southwest Early Release (1 hour)
 - Children’s Perfect Attendance Recognition Day
 - EHS/CCP Team Meeting
- ❖ 25-29 – Thanksgiving Break – Centers and Offices Closed



DECEMBER

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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- ❖ 2 – Education Staff Meeting
 - Process Payroll
- ❖ 3 – Online Campaign Giving Tuesday
 - Leadership PCI – 4:30 pm – 6:00 pm
 - Giving Tuesday
- ❖ 4 – Compliance/Disability Mental Health Staff Meeting – 1:00 pm
 - Data Initiative Meeting
 - EHS/CCP Directors’ Round Table
- ❖ 5 – Executive Team Meeting
 - Early Release Day – Children released by 11:45
 - Christmas Extravaganza Bandera 4:00 -5:30 and 6:00 -7:30
- ❖ 6 – CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Payday
 - Food Order
- ❖ 7 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 10-13 – CHESS Initiative
- ❖ 11 – Integrated Service Meeting – 8:30 am
 - Parent Curriculum Training
- ❖ 12 – Executive Team Meeting
- ❖ 13 – All reports due in CEO Office for Board of Directors Meeting
 - Fiscal Budget Meeting



- Food Order
- ❖ 16 – Process Payroll
- ❖ 17 – Board of Directors Meeting – 6:30 pm
- ❖ 19 – Executive Team Meeting
 - George Gervin – PCI Meeting – 2:00 pm
 - Children’s Christmas Luncheon @ Centers
- ❖ 20 – Payday
 - Southwest Early Release (1 hour)
 - Children’s Perfect Attendance Recognition Day
 - Food Order
 - EHS/CCP Team Meeting
- ❖ 23 – Jan 3 – Winter Break – Centers and Offices Closed
- ❖ 24 – Christmas Eve
- ❖ 25 – Christmas Day
- ❖ 27 – Process Payroll
- ❖ 31 – New Year’s Eve



“PCI...Accountability with Commitment!”

*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!***