



TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: October 30, 2024 – Celebrating Head Start Awareness Month
RE: CEO MESSAGE

“PCI...Accountability with Commitment!”

Greetings!

I hope you have a great “Head Start” to your week! I know that everyone has been very busy. October is **Head Start Awareness Month**, which ends on the 31st, so throughout this Message, there will be small posters to share the importance of what takes place within Head Start programs not just locally but nationally!



What do Head Start programs do?

- 1 Head Start programs promote the school readiness of infants, toddlers, and preschool-aged children from low-income families.
- 2 Head Start services are provided in a variety of settings including centers, family child care, and children's own home.
- 3 Head Start programs build relationships with parents or other key family members, supporting program leadership and family well-being.

HEAD START AWARENESS MONTH

Exciting Month

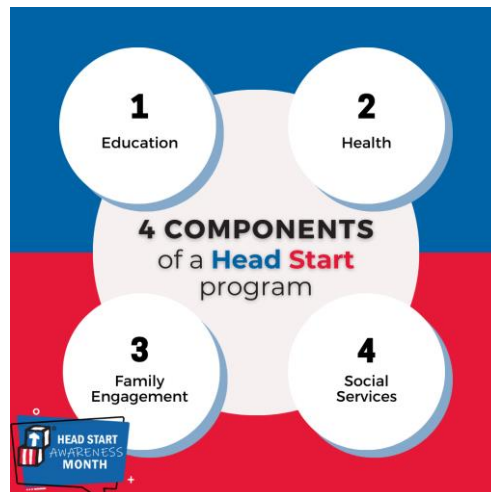
The month of October we are celebrating Head Start Awareness Month! All scheduled activities have been going well and children enjoyed the first Fall Literacy Festival, and I know they will enjoy the second one to be held November 1, 2024. Way to go! What a busy month...Hispanic Heritage Month, Breast Cancer Awareness Month, , Cardboard Challenge, Red Ribbon Week, President/Officers Summit which had a wonderful turnout, Policy Council in which all officers were elected, Board meeting, Boss’s Day, Health/Mental Health/Nutrition Advisory meeting, Pumpkin Carving Contest and the list goes on. Thanks to everyone for the role you played in



making each of these family engagement events a success! You really are helping to *grow San Antonio's Tomorrow...Today!*



The 2025-2026 Continuation Refunding and Baseline applications have been submitted. Special thanks to Mr. Segura, Ms. Almares, Ms. Collins, Ms. Ortas and Mrs. Walker, the Policy Council, Board of Directors, Executive Staff, Cabinet, and Mrs. Natalie Diaz for the hard work and input in finalizing the application. As some of you may be aware, our fiscal year begins **February 1** and ends **January 31** of each program year. Therefore, each year an application must be submitted to the Regional Office Administration for Children and Families in Dallas, Texas. The application is due November 1, 2024. All four applications were submitted prior to November 1, 2024.



Children's Recognition Day!

The last weekday of each month is Children's Recognition Day at PCI. This day recognizes those children who have had perfect attendance for the entire month! Way to go! We cannot recognize children without acknowledging their parents. Attendance **Helps Children Succeed in Life**. Most importantly, attending school regularly is one of the best ways for children to set themselves up for success in life. Children who attend school regularly are more likely to graduate from high school and college, find a good job, and establish strong relationships. So, let's congratulate our children and parents for helping... *"Grow San Antonio's Tomorrow...Today!"*



October Employee Recognitions!



Congratulations to the **ECCs** and the **Education Trainers/Coaches** for being a vital part of the agency. Your dedication to your centers and the children and families served does not go unnoticed. We hope you enjoy your appreciation month, though we know you deserve much more. Way to go to the supervisors for helping make the day and month special. The next **Employee Recognitions** will be observed in January as we celebrate and recognize our **Maintenance/Custodial** and **Compliance/Special Services** staff!



Red Ribbon Week

Red Ribbon Week (21-25) marked the 37th annual celebration of **Red Ribbon Week**. It was inspired by the life and work of Drug Enforcement agency Special Agent Enrique "Kiki" Camarena. He yearned to make a difference by joining this force to help fight illegal drugs. In 1985, while working undercover in Mexico, Camarena was kidnapped and killed by drug traffickers. Responding to his murder, The Citizens In his hometown of Calexico, California began wearing red ribbons. IN 1988, Congress officially proclaimed the last week of October as Red Ribbon Week. Now, over 100,000 schools and other organizations across the U.S. will use this time to spread the important message about living a drug and alcohol -free lifestyle. PCI children and staff showed their "Drug Free Spirit" by taking part in the dress up activities found on our Facebook page. Please check all the exciting pictures shared by the centers and departments!



Leadership PCI

The seventh class of Leadership PCI will hold its third official session of the school year on November 6th featuring **Mr. Jesse Diaz, Data Assessor/Safety Officer and though Mrs. Ortas is the Interim HS/EHS Coordinator** along with Ms. Collins, she will share what she does as the **EHS-CCP Coordinator** for this segment.



Champions for Charity® is a fundraising program designed by Golf San Antonio to give participating organizations the opportunity to generate contributions through the Valero Texas Open. Champions for Charity is a no-cost program that gives **100%** of the funds raised back to the participating organizations. In other words, anything raised comes back to PCI. Let's all participate. More information to come.

A graphic for Head Start Programs. At the top left, there is a blue banner with a white border containing the text "HEAD START AWARENESS MONTH" in white. To the left of the banner is a small American flag icon. To the right of the banner is a circular inset image showing a woman smiling and interacting with two young children who are playing with colorful blocks. Below the banner, the text "HEAD START PROGRAMS" is written in a large, bold, blue font. Underneath this, the text "are helping children get ready to succeed in school and in life" is written in a smaller, black font. Below this text are four circular icons arranged in a 2x2 grid. The top-left icon is blue and contains a white silhouette of a child's head and shoulders. The top-right icon is red and contains a white silhouette of a family (two adults and a child). The bottom-left icon is red and contains a white silhouette of a person sitting at a desk with a computer. The bottom-right icon is blue and contains a white silhouette of a person sitting at a desk with a computer. At the bottom of the graphic, the text "Office of Head Start" is written in a small, black font, accompanied by a small American flag icon.



October 31st is the last day we officially recognize **Head Start Awareness Month**; however, we should never forget the purpose of Head Start and the difference Head Start makes in the lives of millions of children and families nationally and here in San Antonio! Did you know Sesame Street was created by Head Start? There are so many ***firsts*** Head Start is responsible for that it doesn't get credit for. We all know Head Start is the leader of Early Childhood Education! Let's continue to lead in this area by providing ***high-quality*** services to prove that Head Start and Early Head Start make a positive difference!

Perhaps the most significant factor in the success of Head Start has been the involvement of parents, volunteers, and the community. Their commitment and the services provided by dedicated Head Start staff have been instrumental in creating a **quality** program that truly provides young children with a "head start" in life.

REMEMBER...SUNDAY, NOVEMBER 3, 2024

Time to fall back

Remember to set your
clocks back one hour.





November 5th Election Day is also **PCI's Staff Development Day**. It is a day off for the children, but **All PCI Staff** are required to be present. We have put plans in place for you to still be able to exercise your right to vote on that day. The training calendar with additional details of the day will be coming out soon, but you will be able to exercise your right to vote after lunch. I am including again in this message 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. I continue to emphasize *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)



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. Thank you for your participation and special thanks to Ms. Amie Arevalo's attention to detail and Ms. Murphy's creation of the booklet. The Commemorative Edition will be ready for publication soon so look forward to receiving your copy.



Way To Go! to All who have participated in the Following October Activities

- Employee Recognitions – ECCs and Education/Trainers/Coaches



- Wellness Wednesday
- Recruitment and Enrolling
- **Centers in 100% Compliance from the Fire Marshall and Licensing**
- Hispanic Heritage Month Activities and Children’s Presentations
- Policy Council and Board Meetings
- President/Officers Summit
- New Staff Orientations
- Cardboard Challenge
- Head Start Awareness Month Activities
- Red Ribbon Week
- Fall Literacy Festival
- Pumpkin Carving Team Building
- Leadership PCI Session #2
- Boss’s Day
- Continuation and Baseline Funding Applications
- Incredible Years Parent Training
- Health/Mental Health/Nutrition Advisory Meeting

Great things are happening throughout PCI and as always, I thank you for all you do! Remember, each step we take – shows our WHY and brings us closer to our destination - **EXCELLENCE!** Have a safe **Halloween** and a fun **Literacy Fall Festival #2** and remember we are **SUCCESSFUL** when we **TRY** our **BEST!**

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!"

“Cherishing children is the mark of a civilized society.” - Joan Ganz Cooney



PLEASE NOTE THIS CALENDAR IS FOR STAFF PLANNING PURPOSES ONLY. EXECUTIVE AND CABINET PLEASE REVIEW YOUR CALENDARS FOR ITS ENTIRETY

CALENDAR OF EVENTS

Employee Recognition: ECCs & Education/Training Staff

OCTOBER

National Head Start Awareness Month

***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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- ❖ 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: For what are you thankful?
- ❖ 1 – CEO Office Staff Meeting
 - Head Start/Head Start II/Early Head Start II/Early Head Start Continuation/Budget Application Due
 - Food Order
 - Literacy Fall Fest – Kiddie Park 2nd group 6 - 8
 - 3 – Daylight Savings Time Ends (Turn Clocks Back 1 hour)
- ❖ 4-8 – New Staff Orientation
- ❖ 4 – Education Staff Meeting
 - Process Payroll

Time to fall back
Remember to set your clocks back one hour.



- ❖ 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
 - 13 – Male Initiative Meeting – 6:00 pm
- ❖ 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 – 14 – Texas Head Start Conference
- ❖ 12 – Operations Staff Meeting
- ❖ 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
- ❖ 6 – CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Payday
 - Food Order
- ❖ 7 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 10-13 – CHES 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!”