

TO: PCI STAFF
FROM: Sharon Small, Ph.D.
DATE: November 13, 2024
RE: CEO MESSAGE



“PCI...Accountability with Commitment!”

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Greetings!

What an exciting couple of weeks we have had! Daylight Savings Time, Staff Development, Election 2024, Male Initiative Meeting, Pumpkin Carving Contest, Leadership PCI...I hope your Staff Development session along with Letting your voice be heard was beneficial to you. Thanks to all that planned the training.



Thank you for taking part in letting your voice be heard. If you voted, you were important in making this happen. Because you voted, your voice mattered whether your candidate won or not! If this was your first-time voting, make this an ongoing process you continue anytime there is an election. As you can see by the election, every vote really does count.



Happy 29th Birthday Early Head Start

Early Head Start is celebrating its 29th year working with infants, toddlers, and families. Through the years, EHS programs have served 3 million children—and counting!

Since 1995, the EHS program has improved child and family outcomes through comprehensive services. These services support the role of parents, foster parent-child relationships, and improve family self-sufficiency. Thank you to all our Early Head Start Teachers for all you do for our children and families! Happy 29th Birthday!



Fall Literacy Fest #2 at Kiddie Park

The 2024 Fall Literacy Fest Group #2 was held at Kiddie Park, one of San Antonio's oldest theme parks, on **Friday, November 1, 2024**, from 6:00 pm to 8:00 p.m. There were rides, food and plenty of fun for all who attended. Thank you to Mrs. Ortas and the Group 2 team for making the event a success for our children and families. Both Events turned out great!



Champions fore 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. We will kick off Champions fore Charity for PCI staff soon. More information will be coming!



Veterans Day Monday, 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. If you sent in names to be included in this special edition, I thank you. Please be sure to keep a copy as a keepsake. PCI is also proud to honor and salute our employees who have devoted time in the military. We appreciate you and **we remember**. Please take time to go to our PCI website parentchildinc.com and see all the Veterans within our PCI family. We honor our own:

- ***Rudy Pacheco, US Marine Corps***

The 2024 Commemorative has been completed and was sent out to all via email on Wednesday, November 6, 2024.



The First PCI **Male Initiative Meeting** for School Year 2023-2024 was held on Thursday, November 7, 2024, at 6:00pm via zoom. All the fathers, or a child's male significant person in attendance will receive a Turkey for Thanksgiving. According to Mr. Segura, Mr. Diaz, and Mr. Pacheco, attendance was impressive and the presenter for the evening was equally impressive. Thanks to all that made this event a success and to all our PCI men who participated.



Since 2014, PCI has put a system in place called *Taking Quality to the Next Level*, for **all staff** who wish to provide a written proposal/suggestion to be considered for approval on a need you think could benefit or enhance the agency. Worthy proposals will be shared with the Board of Directors. If approved, an incentive will be provided to the staff who sent in the proposal. Please consider making a difference by submitting your proposal soon.



Calling all Potential Bus Drivers – Male and Female

Parent/Child Incorporated has purchased transit vans for our children and staff, but we would still like to have CDL drivers for our school buses! The buses are used for two purposes only – evacuations and field trips. Are you interested in receiving the training needed to become a bus driver for PCI? If so, please let HR know. The more drivers we have, the better. The training will be paid for by PCI.



Message from Monica Ellison and the Nutrition Department:

Fall is in the air! With Fall comes cooler weather, pumpkins plus pumpkin flavored everything 😊, sweaters, scarves, and my favorite.... Thanksgiving!! With that being said, I proudly announce we will be observing our Annual Thanksgiving Luncheon at our PCI centers on **Thursday, November 21st**.

This year we are inviting our parents to join us with their children. We want to ensure our children and guests experience this special moment comfortably. To accommodate this, we are encouraging the children to invite **no more than two parents/guests per family**. Nutrition services will be sending additional servings to accommodate our guests. We are also sending some disposables to assist with meal service for the parents. Also, Nutrition Services will be providing each center with a fresh whole turkey. Whole turkeys will be delivered to each center on **Tuesday, November 19th** via the meal run. It is up to the discretion of the center on preparation of the turkey. Here is a link to Butterball on all things Turkey just in case you need it! 😊 [How to Roast a Turkey | Butterball](#) [How to Thaw a Frozen Turkey | Butterball](#)

Purpose of the whole turkey: We want to provide the aroma, the smells, and the feeling of Thanksgiving throughout the centers. All our children may not get this experience at home. What better place to ensure they receive this memory than with their EHS/HS friends and family? If you have any questions, please don't hesitate to contact Nutrition Services.



PCI Culture Climate survey. PCI will be conducting a series of surveys so staff and families can share their experiences with the PCI. The purpose is to celebrate what we do well and recognize areas where we can grow. Please stay tuned for additional information.



Have you hear of the movie/musical **Wicked**? Get ready for a **PCI Wicked Challenge** coming soon, so stay tuned!



Way To Go! to All who participated in the Following November Activities and Accomplishments

- Staff Development Day
- 2024 Election
- Wellness Wednesdays
- Leadership PCI Class 7 - Session 3
- Champions for Charity Kickoff Session (Murphy & Bedoy)
- 100% Compliance Centers
- Fully Enrolled Centers
- Bringing Quality to the Next Level
- Texas Head Start Conference (Dallas, TX – Walker, Collins, Ortas)

Wonderful things are happening throughout PCI and as always, I thank you for all you do! Remember, each step we take - takes quality to the next level, which brings us closer to our destination – **EXCELLENCE and SUCCESS!**



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
- 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

❖ 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

- 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 – 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 (rescheduled)
 - 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!***