

— WELCOME — BACK TO SCHOOL



TO: PCI STAFF
FROM: Dr. Sharon Small
DATE: August 21, 2025
RE: CEO MESSAGE

“PCI...Accountability with Commitment Part 2!”
(Readiness...Excellence...Impact)

.....

Greetings PCI Family,

Welcome to an exciting new school year! The 2025–2026 year is here, and together we are moving forward with **Readiness, Excellence, and Impact**—all for the betterment of our children, families, and community.

The first week has been a success, thanks to your dedication and teamwork. Way to go, PCI!

As we welcome our little ones into the centers, let’s continue to share with them our **Success Motto**. When children hear it early and often, it becomes part of who they are—helping them grow in confidence, resilience, and the belief that they truly can succeed.

Welcome New Staff and Leaders

A warm welcome to all our new PCI staff members—we are thrilled to have you join our mission. We also celebrate the leadership of:

- **Ms. Candace Collins**, Head Start Operations Coordinator
- **Mrs. Patricia Cardenas**, Assistant Head Start Operations Coordinator
- **Mr. Gregory John**, ERSEA/Family Community Specialist I
- **Mrs. Lisa Sifuentes**, ERSEA/Family Community Specialist II (joining soon)

Your guidance and contributions will help us continue to move forward with excellence.

Celebrating Our Teams

To our **Education Team** led by Mrs. Lisa Walker—thank you for starting the year strong with a growth mindset that inspires staff, children, and families alike.

Special congratulations to our **Education Center Coordinators of the Year**:

— WELCOME — BACK TO SCHOOL

- Mrs. Zella Burns
- Mrs. Patricia Cardenas

Your leadership, dedication, and innovation are shining examples for all of us.

To our **teachers, TAs, and ECCs**—you are the heart of our classrooms. Many of you went above and beyond to prepare learning environments, and it shows.

To our **Family Service Workers**—your commitment ensures we reach and maintain full enrollment.

And to our **Kitchen staff, CACFP drivers, Fiscal, Management, and Clerical teams**—your behind-the-scenes dedication keeps PCI strong. **Together, we are unstoppable.**

The Importance of Full Enrollment

Full enrollment is more than just a number—it's the foundation of our success. Every seat filled means another child has access to high-quality early education, nutritious meals, health services, and the tools they need to thrive.

Maintaining full enrollment also ensures PCI continues to receive the funding and resources needed to support our mission. **When we stay fully enrolled, we stay fully empowered.**

Each of us plays a role in this effort: from creating welcoming classrooms and engaging family partnerships, to keeping accurate records and following up with care. Together, we make it possible for children and families to succeed.

Let's remain intentional, persistent, and united in reaching and maintaining full enrollment—because every child deserves a strong start.

Leadership PCI & The Bridge

This year, we proudly celebrated **Leadership PCI Class #7 graduates** and welcomed **Class #8!** Leadership PCI prepares the next generation of leaders, and we look forward to seeing these rising stars grow in their roles.

We are also excited to launch a new leadership initiative: **The Bridge**. Designed for leaders and emerging leaders who haven't yet participated in Leadership PCI, The Bridge will provide opportunities to:

— WELCOME — BACK TO SCHOOL

- Learn from PCI leaders
- Reflect and grow through shared experiences
- Collaborate on meaningful projects

Invitations will be going out soon!

Parent Orientation

Parent Orientation will be held on **Saturday, August 23, 2025, from 10:00 a.m. to 12:00 p.m. via Zoom**. This important session will provide families with key information to help start the school year strong.

Benefits Open Enrollment Information

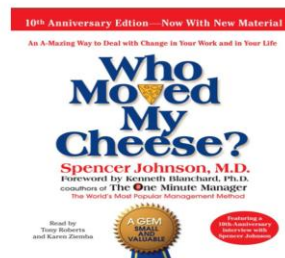
Human Resources will host two Zoom informational sessions to review benefits for the **2025–2026 plan year**. Dates and times will be announced soon.

Open Enrollment will begin **Friday, August 29, 2025**, and close on **Monday, September 8, 2025**.

Additional information will be provided by Human Resources as it becomes available.

The Cheese is Moving... Are You? 🧀

Change is constant—and at PCI, we embrace it! Our staff read for this year is ***Who Moved My Cheese?***, a simple yet powerful story about adapting, growing, and thriving when things shift around us. 🧀 Don't Hem and Haw—find your cheese! Let's all read, reflect, and be ready for the opportunities ahead.



— WELCOME — BACK TO SCHOOL

2025 CEO Convocation Highlights

The 2025 CEO Convocation reminded us that **Accountability and Commitment** remain at the core of who we are—while also challenging us to embrace change through lessons from the book *Who Moved My Cheese*.

A heartfelt thank you to all who participated, including:

- Keynote speaker **Mr. Shawn Brown, Role Model Productions**
- Our honored retirees

We left energized, inspired, and reminded of our purpose: **to serve children and families with readiness, excellence, and impact.**

Looking Ahead: PCI Innovations & Initiatives

- **Safety, Health, and Wellness** – ensuring every child has a secure, nurturing environment.
- **Inchy's Bookworm Vending Machine** – sparking joy and a love of reading.
- **Artificial Intelligence (AI)** – opening doors for innovation and efficiency.
- **PCI Apprenticeship Program** – through the Ready to Work Initiative.
- **Summer Schedule Changes** – for Early Head Start and 12-month employees.
- **Bandera Operations Facility** – a new hub for play, exploration, and STEM-based learning.
- **Five-Year Strategic Plan** – our vision for today and the future.



Key Lessons from the Story

1. Change Happens – They keep moving the cheese.
2. Anticipate Change – Be ready for cheese to move.
3. Monitor Change – Smell the cheese often so you know it's getting old.
4. Adapt Quickly – The quicker you let go of old cheese, the sooner you can enjoy new cheese.
5. Change – Move with the cheese.
6. Enjoy Change – Savor the adventure and enjoy the taste of new cheese!
7. Be Ready to Change Again – The cheese will keep moving.

— WELCOME — BACK TO SCHOOL

✦ Don't forget our staff goals for 2025–2026! Let's stay focused and intentional as we move forward together.



*Continue to promote...*the whole child, the whole family and the whole community*

*Continuation of becoming a Trauma Informed Approach/Trauma Attuned Agency – identify when children and staff are in need

*Learn the “Success” Motto (children, staff and parents)

*Assure all staff have access and utilize email

*Read all correspondence thoroughly

*Use technology responsibly

*Understand and Follow the Strategic Plan

*Utilize Data to inform decisions

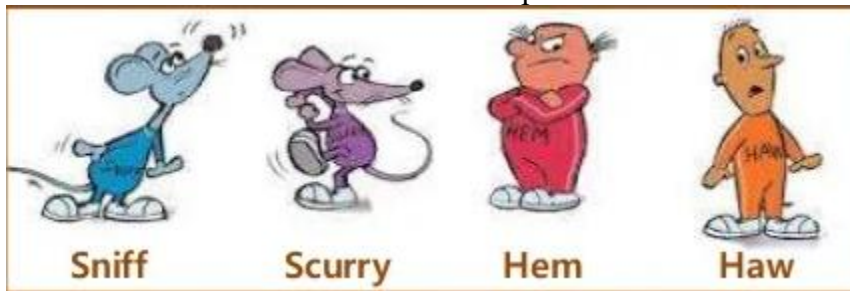
A Final Word

As always, let's keep modeling positivity and professionalism. Our attitude sets the tone. With enthusiasm, kindness, and intentional action, we create spaces where children, families, and staff thrive.

And remember—**change is inevitable**. Just like Sniff and Scurry from *Who Moved My Cheese*, let's stay alert, adaptable, and ready to embrace new opportunities. When we welcome change with courage and creativity, we grow stronger as individuals and as a

— WELCOME — BACK TO SCHOOL

team—and our children and families reap the rewards.



Let's make 2025–2026 a year to remember. Together, let's live our mission every day, in every interaction.

✦ **“Be ready. Be excellent. Be impactful.”**

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!"

— WELCOME —
BACK TO SCHOOL

CALENDAR OF

EVENTS

2025-2026

Theme



"PCI... ACCOUNTABILITY WITH COMMITMENT PART 2!"

"PCI...Accountability with Commitment Part 2!"

(Readiness...Excellence...Impact)

— WELCOME —
BACK TO SCHOOL
Evaluation Cycle

*Theme for 2025-2026:
 “PCI...Accountability with Commitment Part 2!”*

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
AUG 4- SEPT 30	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 4- SEPT 5	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 8- DEC 19	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
JAN 5 – JAN 9	4. Mid-Year Performance	MID-YEAR PERFORMANCE CONFERENCE	SUPERVISOR
JAN 12 – APR 11	5. Continue Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
APRIL 1 - 11	6. Self-Evaluation	EMPLOYEE SELF-EVALUATION	SUPERVISOR AND EMPLOYEE
APRIL 24	7. Portfolios	EMPLOYEE SUBMIT PORTFOLIO	EMPLOYEE
APRIL 24-27	8. Annual Written Performance Evaluation	PREPARE WRITTEN PERFORMANCE EVALUATION	SUPERVISOR
APRIL 27 – MAY 8	9. Formal Performance Evaluation	CONDUCT ANNUAL PERFORMANCE CONFERENCE	SUPERVISOR
MAY 8	10. Performance Evaluation completed on all employees	SUBMIT ANNUAL PERFORMANCE EVALUATION TO HUMAN RESOURCES	SUPERVISOR

— WELCOME — BACK TO SCHOOL

AUGUST

***Important Information: *Pre-Service *PIR due in HSES *Governance Reports
Due* Integrated Services Meeting *HR Bulletin *Benefits Open Enrollment
*LPCI Class 8 Interviews
FOCUS AREA REVIEW**

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 4- SEPT 30	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 4- SEPT 5	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR

Monthly Events:

- ❖ 1 – CEO Office Staff Meeting
 - Food Order
 - Pay Day
- ❖ 4-8 – Pre-Service Training and Convocation
 - Southwest Pre-Service Training
- ❖ 4 – Return of all Layoff Staff
- ❖ 6 – CEO Convocation
 - Announcement of PCI Class 8 Inductees (Class of 2025 – 2026)
- ❖ 7 – Executive Team Meeting
- ❖ 8 – All reports due in CEO Office for Governance Meetings
 - Meet the Teacher (All centers) 1:00 – 5:00
 - Food Order
 - Last Day for Summer Dress Code
- ❖ 11 – First Day of School
 - Southwest 1st Day of School
 - Process Payroll
 - Food Order
 - Education Staff Meeting
- ❖ 13 – Policy Council Meeting – 6:00 pm
 - EHS/CCP Directors’ Round Table
- ❖ 14 – Executive Team Meeting

— WELCOME — BACK TO SCHOOL

- ❖ 15 – CACFP Centers & DCH Refunding Due
 - Pay Day
 - Food Order
- ❖ 19 – Board of Directors Meeting – 6:30 pm
 - ECC Training and Meeting (Bandera)
- ❖ 21 – Executive Team Meeting
 - Food Order
- ❖ 23 – 1st Parent Orientation via Zoom – 10:00 am – 12:00 pm
- ❖ 25 – Process payroll
- ❖ 27 – Round Table Talk, ECC, ERSEA Specialist, 11:00 am - Brady
- ❖ 28 – Executive Team Meeting
- ❖ 29 – Pay Day
 - Food Order
 - EHS/CCP Team Meeting
 - SF-425 Semi-Annual Reports Due HS/HSII-EHSII/EHS
 - Children's Perfect Attendance Recognition Day
 - Benefits Open Enrollment Begins

— WELCOME — BACK TO SCHOOL

HISPANIC HERITAGE MONTH

SEPTEMBER

*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*National Childhood Obesity Month *Self-Care Awareness
Month *Wellness Wednesday Kickoff *Broadcast News
**FOCUS AREA REVIEW

PERFORMANCE EVALUATION CYCLE TIMELINE

AUG 4- SEPT 30	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 4- SEPT 5	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 8- DEC 19	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

Monthly Events:

- ❖ 1 – 30 National Attendance Month Activities
- ❖ 1 – Labor Day Holiday – Centers and Offices Closed
- ❖ 2 – Parent Gazette – Fall Editon will be distributed
 - Leadership PCI – 4:30 – 6:00
- ❖ 3 – EHS/CCP Directors’ Round Table
- ❖ 4 – Executive Team Meeting
- ❖ 5 – Grandparents Day (PCI) - All Centers (Breakfast)
 - All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
- ❖ 6 – National Read a Book Day
- ❖ 7 – National Grandparents Day
- ❖ 8 – Process Payroll
 - ❖ End of Benefits Enrollment
- ❖ 9 – Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
- ❖ 10 – Policy Council Meeting – 6:00 pm
 - Integrated Services Meeting – 8:30 am
- ❖ 11 – Pregnant Women Training – 4:00 pm
 - Patriots’ Day
 - Executive Team Meeting

— WELCOME — BACK TO SCHOOL

- ❖ 12 – Fiscal Budget Meeting
 - Food Order
 - Payday
- ❖ 13 – Parent Orientation #2 via Zoom– 10:00 am – 12:00 pm
- ❖ 15-Oct. 15 – Hispanic Heritage Month
- ❖ 15-19 – New Staff Orientation
- ❖ 15 – Education Staff Meeting
- ❖ 16 – Board of Directors Meeting – 6:30 pm
- ❖ 17 – Children’s Hispanic Heritage Presentations (All Centers) – 10:00 am
- ❖ 18 – CACFP Day Care Homes Training – 5:00 pm – 7:30 pm
 - Executive Team Meeting
- ❖ 19 – Food Order
- ❖ 20 – CACFP Day Care Homes Training – 10:00 am – 12:00 pm
- ❖ 22 – National Family Day – Online Campaign/Flyer
 - Process Payroll
- ❖ 23-26 – Substitute Training
- ❖ 24 – Consultation Orientation – 10:00 am
 - Transition/Education Advisory Meeting – 1:30 pm
- ❖ 25 – CACFP Day Care Homes Training – 5:30 pm – 7:30 pm (Spanish)
 - Executive Team Meeting
- ❖ 26 – Parent Engagement at All Centers
 - EHS/CCP Team Meeting
 - Food Order
 - Payday
- ❖ 27 – CACFP Day Care Homes Training – 10:00 am – 12:00 pm
- ❖ 29 – Fall Pictures for Centers (Lifetouch)
- ❖ 30 – CACFP Day Care Homes Training – 5:30 pm – 7:30 pm
 - CACFP-Centers Fiscal Year Ends
 - CACFP-Day Care Homes Fiscal Year Ends
 - Operations – One-on-One Meeting



***“PCI...Accountability with Commitment Part 2!
(Readiness...Excellence...Impact)***