

TO: PCI STAFF
FROM: Dr. Sharon Small
DATE: October 17, 2025
RE: CEO MESSAGE

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



Greetings!

What a fun and festive October we're having! **Head Start Awareness Month** and **Hispanic Heritage Month** have both been exciting and successful celebrations!

So far, we've enjoyed **mums, aliens, the Cardboard Challenge, the President/Officers Summit, Staff Development, Breast Cancer Awareness and Boss's Day** — and there's still more to come! We're looking forward to the **Fall Literacy Festival, Red Ribbon Week, and Halloween** to close out this lively month! Way to go, PCI!

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



Leadership PCI Class #8

The eighth class of Leadership PCI held its second official session of the school year on **October 14** via **Zoom**. The session featured **Mr. Joe Segura, Compliance Officer/Special Services Coordinator**, who led a very informative and engaging presentation.

Session #3 is scheduled for **November 5, 2025**, and will focus on the **Self-Assessment and Community Assessment** processes. The session will be facilitated by **Mr. Jesse Diaz, Data Assessor/Safety Officer**, who also oversees the **Early Head Start–Child Care Partnership** program.

REFLECTIONS AND REMINDERS



Staff Development

Staff Development Day – October 13, 2025

REFLECTION: Monday, October 13, 2025, was a **student holiday** for the children, but a **Staff Development Day** for all PCI staff. All employees were required to report to their designated training sites as outlined by the Training Department.

The primary focus of this month's Staff Development was **Child Health and Safety** and **Agency-wide Data**.

Staff Development Days are essential for providing valuable training and professional growth opportunities, addressing center and departmental needs, conducting parent conferences, and ensuring compliance with required mandates and standards. These days are a vital step toward building a cohesive program that promotes both individual and organizational success.

Once again, this was a required workday for all staff, and I trust the training proved beneficial and informative. **Thank you to the Training Department for the job well done!**

REMINDER: Fall Literacy Fest #1 at Kiddie Park – 2025 🌞



Join us for the **2025 Fall Literacy Fest** at **Kiddie Park**, one of San Antonio's oldest and most beloved theme parks!

📅 **Date:** Friday, October 24, 2025

🕒 **Time:** 5:00 PM – 8:00 PM

📍 **Location:** Kiddie Park, 3015 Broadway Street, San Antonio, TX 78209

🍷 **Adult Guests:** Please take **non-perishable items** to contribute to our food basket to the centers and not the park.

Come out, have fun, and celebrate literacy with **rides, games, and family-friendly excitement!**

NEW:



Veteran's Day – November 11, 2025

Since **2010**, PCI has proudly published a **Veterans Day Commemorative Edition** to honor and salute our family members who serve or have served in the military.

All PCI staff who wish to participate in this year's tribute are invited to submit the **name(s)** of their family members who have served in the **Armed Forces**. Additionally, if **you are a Veteran**, please let us know so we can give you special recognition in this year's edition.

📅 **Submission Deadline:** Wednesday, October 29, 2025

✉️ **Submit To:** Ms. Sophia Balderas, PCI Receptionist – sbalderas@pcitx.com

Please use the **sample format** below when submitting your information.

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 4th 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, the following will be on the ballot:

What the November 2025 Election is For

1. **Texas Constitutional Amendments**

Texans will vote on **17 proposed amendments** to the state constitution.

2. **Local Propositions in Bexar County**

In San Antonio/Bexar County, two major local propositions are on the ballot:

- **Proposition A** – pertains to facility upgrades such as the Frost Bank Center and other venues
- **Proposition B** – proposes using hotel and car-rental tax revenue to fund a new downtown Spurs arena

3. **School District Bond Elections**

Some local school districts will have bond or funding measures on the ballot. For example, **North East ISD** has a **\$495 million bond election** in November 2025.

4. **U.S. House Special Election – Texas Congressional District 18**

There will be a special election for the **U.S. House seat in Texas's 18th Congressional District**, to fill the vacancy left by the late Representative Sylvester Turner.

PCI is **not affiliated with any political party**, nor are we endorsing or telling you for whom to vote. We simply encourage you to have your **voice heard** by participating in the election.

Click the link below to access a **sample ballot**:

[Generic-Sample-Ballot-PDF](#)



Government Shutdown – Week 3 What PCI Staff Should Know / What We Are Doing

- At present, **our program continues to operate** under existing funding sources (state funds, local funds, grants not dependent on annual federal appropriations).

- We are **monitoring developments daily** and will inform you immediately if any federal changes force operational adjustments (e.g., pauses in particular supports or services).
- If you hear rumors or see news about “furloughs” or “cutbacks,” please bring them to me first — we’ll validate and communicate clearly.

Please continue working as usual unless you receive direct instructions otherwise. To see all the excitement happening at PCI, be sure to check out **our Facebook page** for photos and updates!

CALENDAR OF
EVENTS
2025-2026

Theme



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

(Readiness...Excellence...Impact)

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

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 *Breast Cancer Awareness Month
FOCUS AREA 2 REVIEW and CLASS**

OCTOBER

National Head Start Awareness Month

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
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Monthly Events:

- ❖ 13 – Children’s Holiday/Staff Development/CLASS Symposium /Data Day
 - Breast Cancer Awareness Day – Wear Your Breast Cancer T-Shirt with Jeans
- ❖ 14 - Leadership PCI – 4:30 – 6:00
- ❖ 15 – Fiscal Budget Meeting
- ❖ 16 – National Boss’s Day
 - Executive Team Meeting
- ❖ 17 – Food Order
- ❖ 18 – CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 19 – 25 – Safe Centers Week
- ❖ 20-24 – National School Bus Safety Week/Safe Centers Week
- ❖ 20 – Process Payroll
- ❖ 21 – Board of Directors Meeting – 6:30 pm
 - Parent Curriculum Training – 11:00 am
- ❖ 22 – Integrated Services Meeting – 8:30 am
 - Health/Mental Health/Nutrition Advisory Meeting – 11:30 am
- ❖ 23 – Executive Team Meeting

- ❖ 24 – Fall Literacy Festival #1 - 5:00 pm – 8:00 pm
 - EHS/CCP Team Meeting
 - Food Order
 - Payday
 - Gala - Madonna
- ❖ 27-31 – Red Ribbon Week – Dress Up
- ❖ 28 – SF-425 Annual Report Due-EHS-CCP
 - SF-428 Annual Report Due-EHS-CCP
 - Paycom IRS/TWC Quarterly Rets Due
 - Federal Audit Due to Clearinghouse
- ❖ 29 – Round Table Talk, ECC, Education 11:00 am at Brady
 - **Veterans' Names Due to Ms. Sofia Balderas**
- ❖ 30 – Executive Team Meeting
- ❖ 31 – Food Order
 - 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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Monthly Events:

- ❖ 1 – Head Start/Head Start II, Early Head Start II/Early Head Start Refunding Due
- ❖ 2 – Daylight Savings Time Ends (Fall Back)
- ❖ 3-4 – New Staff Orientation
- ❖ 3 – Parent Gazette – Holiday Edition will be distributed
 - Process Payroll
- ❖ 4 – Student’s Holiday/Staff Development Day/Data Day
 - Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
 - Southwest Staff Development
- ❖ 5 – Integrated Services Meeting – 8:30 am
 - EHS/CCP Directors’ Roundtable
 - Leadership PCI – 4:30 – 6:00
- ❖ 6 – Executive Team Meeting
- ❖ 7 – All reports due in CEO Office for Shared Program Governance Meeting and Training
 - CEO Office Staff Meeting
 - Food Order
 - Payday
 - Fiscal Staff Meeting
 - Fall Festival #2 – 5:00 pm – 8:00 pm

- ❖ 8 – National STEM/STEAM Day
- ❖ 10 – Education Staff Meeting
- ❖ 11 – Veterans Day
- ❖ 12 – Male Initiative Meeting – 6:00 pm
- ❖ 13 – Pregnant Women Training – 4:00 pm
 - Executive Team Meeting
 - Quick Fixin – 5:30 pm
 - World Kindness Day
- ❖ 14 – Fiscal Budget Meeting
 - Food Order
- ❖ 15 – Shared Program Governance Meeting and Training – 8:30 am
 - CPR/First Aid Class – 9:00 am – 12:00 pm
- ❖ 19 – Parent Curriculum Training – 11:00 am
- ❖ 20 – Children’s Thanksgiving Luncheon @ Centers
 - Executive Team Meeting
- ❖ 21 – EHS/CCP Team Meeting
 - Food Order
 - Payday
 - Southwest Early Release (1 hour)
 - Parent Engagement – Holiday Make n Take (All Centers)
- ❖ 24-28 – Thanksgiving Break (Centers /Offices Closed)
- ❖ 27 – Thanksgiving Day

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