

**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** October 31, 2025 – Celebrating Head Start Awareness Month  
**RE:** CEO MESSAGE



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

**Greetings,**

As we conclude **Head Start Awareness Month** today, **October 31st**, I would like to extend my appreciation for your continued dedication and commitment to the mission of Head Start.

Throughout this message, you will find a series of informational posters that highlight the significance and impact of Head Start programs—both within our local communities and across the nation. These resources serve as a reminder of the vital role we all play in supporting children and families through education, advocacy, and comprehensive services.

Thank you for all that you do to uphold the vision and values of Head Start.



**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.



**Exciting Month!**

The month of **October** has been an exciting and eventful one as we celebrated **Head Start Awareness Month!** All scheduled activities have gone exceptionally well. Our children truly enjoyed the first **Fall Literacy Festival**, and I know they will have just as much fun at the second festival scheduled for **November 7, 2025**.

What a busy and productive month it has been — from **Hispanic Heritage Month**, **Breast Cancer Awareness Month**, and the **Cardboard Challenge**, to **Red Ribbon Week**, the **President/Officers Summit**

(which had a wonderful turnout), **Policy Council elections, Board meeting, Boss’s Day**, and the **Health, Mental Health, and Nutrition Advisory meeting** — and the list goes on!

Thank you to everyone for the part you played in making each of these **family engagement events** a success. Your dedication and teamwork truly help to ***Grow San Antonio’s Tomorrow...Today!***



**2026–2027 Continuation Refunding Applications Submitted**

The **2026–2027 Continuation Refunding Applications** have been successfully submitted. Special thanks are extended to **Mrs. Natalie Diaz**, the **Policy Council** and **Board of Directors** for their timely approvals, and to the **Executive Staff and Cabinet** for their hard work and valuable input in finalizing the applications.

As a reminder, our **fiscal year** begins on **February 1** and concludes on **January 31** of each program year. Accordingly, an annual application must be submitted to the **Regional Office of the Administration for Children and Families** in **Dallas, Texas**.

I am pleased to share that **all four applications were submitted ahead of the November 1, 2025 deadline**.





Red Ribbon Week

### Red Ribbon Week 2025 (October 27–31)

This year marked the **38th annual celebration of Red Ribbon Week**, inspired by the life and work of **DEA Special Agent Enrique “Kiki” Camarena**. Agent Camarena dedicated his life to making a difference by fighting illegal drugs. In 1985, while working undercover in Mexico, he was tragically kidnapped and killed by drug traffickers.

In response to his sacrifice, citizens in his hometown of **Calexico, California** began wearing red ribbons. In **1988, Congress officially designated the last week of October as Red Ribbon Week**. Today, over **100,000 schools and organizations across the United States** participate, spreading the vital message of living a **drug- and alcohol-free lifestyle**.

At PCI, our children and staff proudly demonstrated their **“Drug Free Spirit”** by participating in themed dress-up activities. Be sure to visit our **Facebook page** to see all the exciting pictures shared by our centers and departments!





### Leadership PCI – Third Session, Class 8

The eighth class of Leadership PCI will convene for its third official session of the school year on November 14th, featuring a special presentation by **Mr. Jesse Diaz, Data Assessor and Safety Officer**.

This session will offer valuable insights into data management, particularly related to the **Self-Assessment** and **Community Assessment**, as well as **safety practices** from the perspective of the Safety Officer. The content is designed to enhance leadership skills across our team.

In addition to Class 8 members, staff participating in **Auditing** and **The Bridge** are invited to join and benefit from this interactive session. Don't miss this opportunity to learn, connect, and grow as leaders within PCI!



### Champions for Charity® – Support PCI!

PCI has the chance to raise funds through the **Valero Texas Open** with **Champions for Charity®** — a **no-cost program** where **100% of the money raised goes directly to PCI**.

Let's all participate and make a difference! **Stay tuned for more details soon.**



### Celebrating Head Start's Impact

While **October 31st** marks the official conclusion of **Head Start Awareness Month**, we should always remember the **purpose of Head Start** and the remarkable difference it makes in the lives of millions of children and families—both nationally and here in **San Antonio**.

Did you know that **Sesame Street was created by Head Start**? There are countless innovations and “firsts” for which Head Start has been responsible, often without widespread recognition. As the **leader in Early Childhood Education**, Head Start continues to set the standard for high-quality early learning programs. Let us continue to demonstrate our leadership by providing **exemplary services** that clearly show the positive impact of Head Start and Early Head Start.

Perhaps the most significant factor in Head Start's success has been the **involvement of parents, volunteers, and the community**. Their dedication, combined with the unwavering commitment of our **Head Start staff**, has been instrumental in creating a program that truly gives young children a “**head start**” in life.

**REMEMBER...SUNDAY, NOVEMBER 2, 2025**

## Time to fall back

Remember to set your  
clocks back one hour.







**Reminder: Staff Development Day & Election Day – Tuesday, November 4**

Tuesday, **November 4** is both **Election Day** and **PCI Staff Development Day**. Children have the day off, but **all staff are required to attend**.

We've arranged the schedule so you can **exercise your right to vote after lunch**. Be sure to review the **sample ballot** from the last CEO Message so you're informed.

**Reminder:** PCI is **nonpartisan** and does **not provide voting guidance** — we simply encourage you to **let your voice be heard!**



**Honor Our Veterans – Submit Names by November 3!**

PCI's **Veterans Day Commemorative Edition** will be published in honor of our family members who serve or have served in the military.

A special thank you to **Ms. Sofia Balderas** for her attention to detail and **Ms. Murphy** for creating the booklet. The edition will be ready soon, so don't miss your chance to be included!

**Deadline to submit names: Monday, November 3, 2025.**



**Way to Go!**

A big **thank you and congratulations** to everyone who participated in the following **October activities**:

- **Employee Recognitions** – ECCs and Education/Trainers/Coaches
- **Wellness Wednesday**
- **Recruitment and Enrollment**
- **Centers achieving 100% compliance** from the Fire Marshal 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 #1**
- **Leadership PCI – Session #2**
- **Boss's Day**
- **Continuation Funding Applications**
- **Parent Curriculum Training**
- **Health, Mental Health, and Nutrition Advisory Meeting**

Your dedication, hard work, and participation in these events demonstrate the commitment of PCI staff to **excellence, family engagement, and community impact**.

**Thank you for all you do!**

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!"

PARENT/CHILD INC OF SAN ANTONIO & BEXAR COUNTY  
REACHING CHILDREN  
BUILDING FAMILIES

**Great Things Are Happening at PCI!**

As always, I want to thank you for **all that you do!** Every step we take reflects our **“WHY”** and brings us closer to our ultimate goal – **EXCELLENCE**.

Wishing you a **safe and fun Halloween** and an enjoyable **Fall Literacy Festival #2**. Remember, we are **SUCCESSFUL** when we **TRY** our **BEST**!

Keep up the amazing work and continue making a difference every day!



*"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

# 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 |
|----------------|------------------------------|-------------------|------------|

## November 2025

### Monthly Events:

- ❖ 1 – Head Start/Head Start II, Early Head Start II/Early Head Start Refunding Due

- ❖ 2 – Daylight Savings Time Ends (Fall Back)

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



- ❖ 3 – Parent Gazette – Holiday Edition will be distributed

- Process Payroll

- ❖ 4 – Student's Holiday/Staff Development Day/Election Day

- Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
- Southwest Staff Development
- Strategic Plan tracking form due

- ❖ 5 – Integrated Services Meeting – 8:30 am

- EHS/CCP Directors' Roundtable

- ❖ 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 – 6:00 pm – 8:00 pm
- ❖ 8 – National STEM/STEAM Day
- ❖ 10 – Education Staff Meeting
  - New Staff Orientation
- ❖ 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
  - Leadership PCI – 4:30 – 6:00
- ❖ 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

***“PCI...Accountability with Commitment!”***