

TO: PCI STAFF

FROM: Dr. Sharon Small

DATE: October 3, 2025 - October Updates & Celebrations

RE: CEO MESSAGE



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



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Greetings!

October is Head Start Awareness Month! October was first proclaimed Head Start Awareness Month by President Ronald Reagan on October 22, 1982. Ever since October has been a month for our community to celebrate the life-changing impact of Head Start.



Government Shutdown

As you may have heard, Congress did not pass a continuing resolution or budget before the September 30 deadline, resulting in a federal government shutdown. What this means is that most federal agencies are currently operating under contingency plans, and many programs will experience temporary interruptions in services and funding until Congress reaches an agreement.

For PCI, we are in a **stable position**. Our fiscal year begins **February 1** of each year, and we are already **fully funded** for our current program operations. Therefore, this shutdown does **not immediately impact** our ability to serve children, families, and staff. We remain hopeful that Congress will reach an agreement soon, and that once a budget is passed, **Head Start and Early Head Start** will continue to receive the support and potential increases needed for FY 2025–2026.

We will continue to monitor updates from the Office of Head Start and share any important information as it becomes available.



A National Commitment

Head Start represents America’s enduring promise to ensure that every child—regardless of their circumstances at birth—has the opportunity to succeed in school and in life. For nearly six decades, Head Start has strengthened communities and transformed futures, improving the lives of more than **37 million children and their families** since its inception. Today, “Head Start babies,” as many proudly call themselves, are thriving in every corner of our nation.

They are **educators, doctors, lawyers, military personnel, artists, engineers, civic and faith leaders, and scientists**—individuals who credit Head Start as the place where their lifelong love of learning first began.

Beyond preparing children for school and life, Head Start continues to serve as the nation's **laboratory for early learning innovation**. With a whole child, whole family approach, the program integrates education, health, nutrition, mental wellness, and family engagement. This comprehensive model—anchored by national standards, local implementation, and ongoing professional development—has inspired countless **statewide and community initiatives** across the country.

Head Start's legacy endures through the millions of children and families whose lives have been touched, and through the educators and leaders who continue to build on its mission every day.



Staff Recognition – ECCs and Education/Training Coaching Staff

PCI continues our tradition of celebrating the incredible people who make our mission possible. We want each of you to know — **you are valued, and you are appreciated!**

🎉 **Congratulations to our October Honorees!**

This month, we proudly recognize our amazing **Education Center Coordinators** and **Education Training/Coaching Staff!**

Your leadership, passion, and dedication help shape the success of our children, families, and programs every single day.

👏 **Way to go, Team!** Your hard work and commitment do not go unnoticed.

💛 **THANK YOU** for all that you do to keep PCI's mission shining bright!

🌸 **Education Center Coordinators**

JoAnn Ross	Zella Burns
Valerie Mireles	Mevelon Lott
Erika Treviño	Maricella Nuño
Megan Smith	Stacy Almendarez
Rosemary Marin	Paloma Benavides
Terri Galloway	Cristal Scott
*Lisa Sifuentes	Rosalva Lozano
Tanya Flores	*Rina Lyda
Cynthia Estrada	

*Chosen for new positions

■ Education/Training/Coaching Staff

Lisa Walker Victoria Redwine
Laura Galindo Katrice Harris

"Alone we can do so little; together we can do so much." – Helen Keller



PCI Coat Drive – Supporting Children in Need

This year, **Parent/Child Incorporated** will proudly serve as the **Coat Drive Sponsor** for our children in need of warm coats.

A special thank you to **Ms. Constance Murphy, our Education Center Coordinators (ECCs), and Family Service Workers** for your continued vigilance and care in looking out for the needs of our children. Your dedication ensures that every child feels supported and cared for, especially during the colder months.

Together, we are making a difference—thank you for your continued commitment to our families!



COVID-19 Update – Mask Guidance

COVID-19 continues to circulate in San Antonio and has affected members of the PCI family, including both children and staff. At this time, **mask-wearing is optional**. If you feel that wearing a mask helps protect yourself and others, you are encouraged to do so.

Please note that **should community COVID-19 levels rise to a point that poses a safety risk for our children and staff**, PCI reserves the right to **reinstate a mask mandate**. As of today, mask-wearing remains optional. Thank you for staying vigilant and taking steps to keep yourself and our PCI family safe!

Head Start Awareness Month Activities!



As we celebrate **Head Start Awareness Month**, activities and events for PCI's Head Start Awareness Month events include the following so please plan to participate. Please note specific dates not specific to the date order shown:

<p>Through October 15 – Hispanic Heritage</p> 	<p>October 1 –Open House</p> 
<p>October Staff Recognition Month ECCs and Education/Training/Coaching Staff</p> 	<p>October 6 – 10 Space Week</p> 
<p>October 7 – National Night Out</p> 	<p>October 8 – Policy Council Meeting</p> 
<p>October 8 – Space Global Cardboard Challenge</p> 	<p>October</p> <p>Wellness Wednesdays</p> 

October 11 – President/Officers Summit



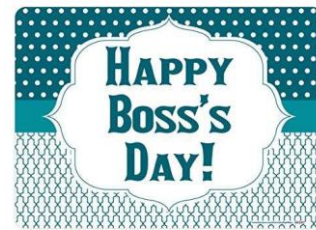
October 13 – Children's Holiday/Staff Development Day



October 14 – Leadership PCI



**October 16
Boss's Day**



October 21 – Parent Curriculum Training



October 22 – Health/Mental Health/Nutrition Advisory Meeting



October 24

Fall Literacy Festival #1 at Kiddie Park



October 27-31– Red Ribbon Week



October 31



Not only do the above activities celebrate **Head Start Awareness Month**, but they also highlight **family engagement, ongoing recruitment, and Family Days!** We encourage everyone to **participate as much as possible** and help make these events memorable.

To see all the excitement happening at PCI, be sure to check out **our Facebook page** for photos and updates!

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

Leadership PCI



The eighth class of **Leadership PCI** will hold its **second official session of the school year** on **October 14th**. This session will feature:

- **Mr. Joe Segura**, Compliance Officer/Special Services Coordinator

The **third session** will be held on **November 5, 2025**, focusing on the **Self-Assessment and Community Assessment**, and will feature:

- **Mr. Jesse Diaz**, Data & Assessment Coordinator

Staff Development



Monday, October 13, 2025, is a **student holiday** for children, but a **Staff Development Day** for all PCI staff. Attendance at the **designated site** assigned by the Training Department is **required for all staff**.

Staff Development Days are essential to:

- Provide necessary training and professional growth
- Address center and departmental needs
- Conduct parent conferences
- Ensure compliance with mandates and standards


These days support our goal of creating a **cohesive, high-performing program** where all staff can benefit and thrive.

A schedule of all sessions will be provided by the **Education/Training Department**.


☀️ 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!**

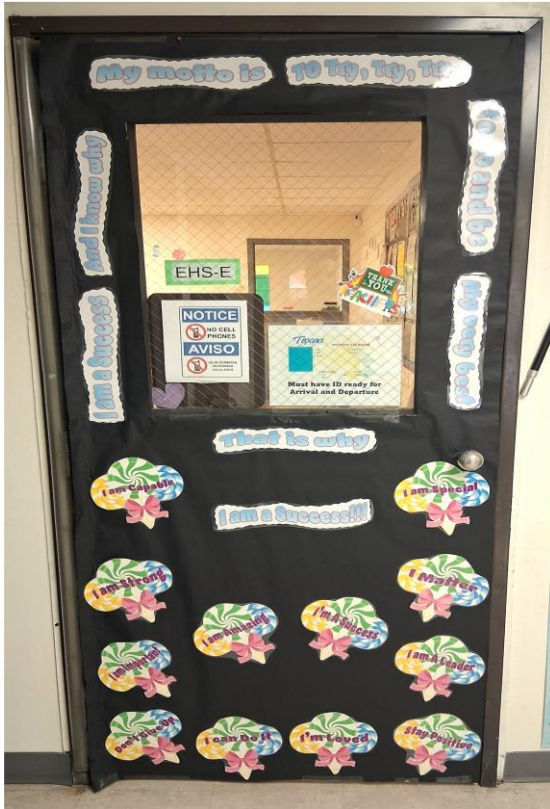


I am always excited to share the **great things happening at PCI!** In this **CEO Message**, I am thrilled to highlight the **compliance achievements** our centers and departments have accomplished since the beginning of the school year.

Full Enrollment Centers Evelyn King E. Central Terry O'Connor W. Hutchins Meadowood All Early Head Start	Fire Inspections Passings at the Centers Culebra Meadowood Midcrown
Health Department NA	PCI Compliance Department – Health and Safety 90% - 100% of all Centers
*Licensing Southwest Place for Life (HS) Clarice Roe Place for Life (EHS) Pearsall Lostcreek	TDPRS Audit – Mainland HR NA

Great job, and let's keep up the excellent work! 🙌

*The groups mentioned in this message reflect information as of **October 3, 2025**. If I have missed anyone, please don't hesitate to let me know.*



Kudos to Our Culebra Early Learning Team!

Thank you, **Ms. Ana Garza** and co-teacher **Ms. Amanda** from the **Culebra Early Learning Academy**, for starting the year by sharing the **Success Motto** and other affirmations with your children.

Your dedication and positivity are making a **real difference** in their lives.



Enjoy Head Start Awareness Month!

Thank you for all that you do!

CALENDAR OF

EVENTS

2025-2026

Theme



"PCL... ACCOUNTABILITY WITH COMMITMENT PART 21"

“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:

- ❖ 1 – CLASS Observations Begin – 1st Cycle
 - EHS/CCP Directors' Round Table
 - PCI Head Start Awareness Day! We are not mum about Head Start - Wear Your PCI Shirt with your homecoming Mum
 - Open House
- ❖ 2 – Executive Team Meeting
 - National Custodial Appreciation Day
- ❖ 3 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Food Order
 - World Smile Day
 - High Attendance Center Party
- ❖ 5 – World Teachers' Day
- ❖ 6-10 – World Space Week
 - New Staff Orientation
- ❖ 6 – Education Staff Meeting
 - Process Payroll
 - Parent/Child create a solar system for show and tell
- ❖ 7 – Texas National Night Out
 - Compliance/Disability/Mental Health Staff Meeting – 1:00 pm
- ❖ 8 – Policy Council Meeting – 6:00 pm
 - Space Global Cardboard Challenge
- ❖ 9 – Pregnant Women Training – 4:00 pm
 - Executive Team Meeting
- ❖ 10 – Parents/Child make an Alien in Class
 - Food Order

- Payday
- Fiscal Staff Meeting
- ❖ 11 - President/Officers Summit – 9:00 am – 12:00 pm
- ❖ 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
- ❖ 30 – Executive Team Meeting
- ❖ 31 – Food Order
 - Halloween



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