



TO: PCI STAFF

FROM: Sharon Small, Ph.D.

DATE: September 2, 2026 – Labor Day Weekend

RE: CEO MESSAGE

“PCI...No Limit to Success!”

FROM PREPARATION TO POSSIBILITY

Benefits Open Enrollment Ends September 11, 2026

Greetings, All.

I hope you are having a great week! I know many of you are looking forward to a **long, safe, and restful Labor Day weekend on Monday, September 7th.**

We have had a **great start to the 2026–2027 school year**, with no major concerns to report. While we celebrate a successful beginning, we know there is still work to do to reach and maintain **full enrollment**. I commend our **Family Service Workers and all of you** who have participated in community events, recruitment activities, and enrollment efforts at our centers.

Keep up the great work! We cannot let our guard down. Every child and family we reach represents another opportunity to fulfill the mission of PCI.



PCI... No Limit to Success!

As you know, our theme for this year is: **“PCI... No Limit to Success!”**

Throughout this year, we will continue to focus on helping our staff understand the importance of maintaining a **growth mindset**—believing that we can learn, grow, improve, and make a difference through our attitudes, actions, and commitment.

The graphic above reminds us of the power of a positive attitude, and our CEO Convocation book, ***The Energy Bus***, reinforces the importance of choosing our attitude and taking responsibility for the energy we bring into our work each day.



Each day you come to work, remember the Mission of PCI. You are an important part of why we exist. Understanding our purpose and the work we do should help each of us recognize whether PCI is the right place for us to grow, contribute, and make a difference.

It is my goal for **every employee within PCI to understand the tremendous advantages that Head Start provides** and to recognize that our work begins with each of us helping children and families become successful members of society.

There are so many positives to being a part of Head Start and PCI. This year, we want our **parents to become ambassadors for our programs** by helping us spread the word that **PCI, Head Start, Early Head Start, and Kindergarten are great places for children to learn, grow, and thrive—and great places to work!**



Data-Informed Decision Making: Everyone Plays a Role

As a Head Start and Early Head Start grantee, we are required to have systems for **data collection and analysis** that support data-informed, evidence-based continuous improvement and lead to better outcomes for children and families.

The use of data to inform instruction and continuous program improvement is an essential feature of a high-quality early childhood education program.

Data is not just the responsibility of one department—it belongs to the entire agency.

Although I have shared this information previously, I believe it continues to be a priority for all of us to understand how data should be used within our respective areas:

- **Teachers, Mental Health Coordinator, and Bilingual Teacher** use child assessment and observation data to inform and individualize instruction and identify needs for early intervention.
- **Teachers and Family Service Workers** collect and analyze data regarding family needs, experiences, and engagement. They use this information to communicate with parents about their children's progress and goals and how parents can support their children's learning.
- **ECCs, Education/Trainers, and Coaches** use attendance, teacher observation, and child assessment data to provide feedback and support to teachers and family



- support staff; identify children and families who may need customized support; and identify opportunities for improvement.
- **CEO, Data & Assessment Coordinator, EHS-CCP Coordinator, Operations Coordinator, Compliance, HR, Fiscal, Nutrition, IT, Communications, Education/Trainers, Facilities Supervisor, and Resource Coordinator-level leadership** use data to identify trends and needs across programs and to make adjustments to budgets, staffing, and programming that improve child and family outcomes.

Let's utilize data this year to become more informed about our processes and more intentional about our decisions!



SEPTEMBER 15 – OCTOBER 15

National Hispanic Heritage Month

September 15 – October 15

During **National Hispanic Heritage Month**, we recognize the contributions and important presence of Hispanic and Latino Americans in the United States while celebrating their rich heritage and culture.

Hispanic and Latino communities have had a profound and positive influence on our country through strong traditions of family, faith, hard work, service, and community. These traditions have helped shape our nation's character and reflect the rich multicultural fabric of our country.

PCI's Early Kick-Off Celebration

September 15, 2026 | 10:00 a.m.

Let us celebrate the cultures, traditions, histories, and contributions that make our PCI families and communities so special!



Wellness Wednesday is coming!

This initiative will provide PCI staff with information, resources, and practical ways to take better care of **our minds, our bodies, and our overall well-being**. Look forward to receiving more information from **Ms. Constance Murphy** as we kick off this important initiative.

Remember: **Taking care of yourself is part of taking care of others.**



Benefits Open Enrollment

Our **HR Department** has announced that **Benefits Open Enrollment** is now open!

Please make plans to attend the **Benefits Open Enrollment meeting** at the location designated for your center or department **tonight, Wednesday, September 2, 2026**.

Meeting Times

- **English Benefits Meeting:** 6:00 p.m. – 7:00 p.m.
 - **Spanish Translation Session:** 3:00 p.m. – 4:00 p.m.
- Brady Learning Environmental Resource Center**

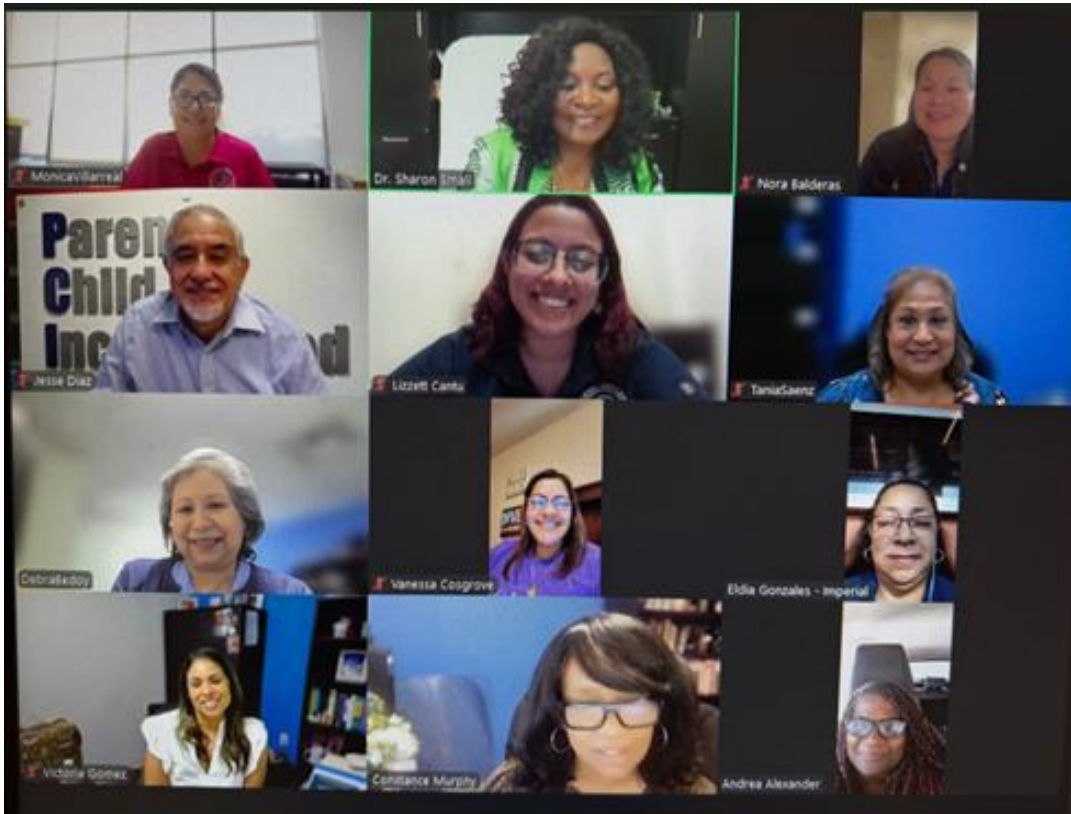
Benefits Open Enrollment is an important opportunity to **review your benefits, consider your options, ask questions, and make informed decisions** for yourself and your family.

Your benefits matter. Your family matters. Make the choice that is right for you!



Leadership PCI – Class #9

Leadership PCI Class #9 held its first official session of the school year on **September 1st**.



A special thank you to our facilitators:

Mr. Jesse Diaz
Mrs. Debra Bedoy
Ms. Constance Murphy
Dr. Sharon Small



The first session focused on **Orientation to Leadership PCI**. One of the first class assignments is to begin reading *The Energy Bus*, the book that all PCI staff received during the CEO Convocation.

The **Executive Team and Cabinet are also reading the book**, and I encourage all PCI employees to read it as well.

It is an excellent book that reinforces many of the principles we need to continue practicing making PCI successful. Our organization needs leaders who are willing to **learn, grow, think creatively, share innovative ideas, and embrace opportunities for improvement.**

We are looking forward to another **creative, enthusiastic, and engaged Leadership PCI class** ready to learn, lead, and share ideas that can help move PCI forward.

Have You Registered to Vote?



2026 General Election – Your Voice Matters!

The **November 3, 2026 General Election** is right around the corner! If you are eligible to vote and are not yet registered, now is a great time to register. If you are already registered, take a moment to **verify your voter registration information** and make sure it is current.

In Texas, the deadline to register to vote for the November 3rd General Election is **Monday, October 5, 2026**. Early voting will begin **Monday, October 19, 2026**. Your participation in the democratic process can help shape the future of our **community, state, and country. Your Voice Matters. Your Vote Matters. Be Informed. Be Engaged. Make Your Voice Heard!**

👉 **Register to Vote or Check Your Registration:**
[VoteTexas.gov – Voter Registration](https://VoteTexas.gov)

#YourVoiceMatters #YourVoteCounts #BeInformed #CivicEngagement



Head Start & PCI Leads the Way in Early Childhood Education

“Educators and leaders of early childhood education usually enter the profession with a profound love of children. They have experience and key skills: **patience, organization, and flexibility**. They embrace differences and communicate effectively with children, teachers, parents, and the community.”

When I read this statement, I immediately thought about **you—PCI!** You are leading the way in helping so many children and families move toward a better life in our community.

So, I ask you:

What is your WHY?

What is your Purpose?

How does your work connect to Our Mission?

If you understand your WHY and are committed to our Mission, **you are an asset to PCI, and we are glad to have you!**

Security & Safety

As we enter the **2026–2027 program year**, PCI remains committed to prioritizing the **health, safety, and security of every child and employee** at all of our centers, classrooms, and departments.

PCI will continue implementing the recommendations presented by the FBI consultant several years ago. We will also continue utilizing cameras throughout classrooms and departments, along with our Security Officer, who will have access to activity occurring at PCI sites.



Our **Security Hub** is located at **Mainland Headquarters**. Most importantly, please continue to **ACTIVELY SUPERVISE** our children both inside and outside the classroom.

Active Supervision is not optional—it is a must!

Be present. Be aware. Be intentional. Know where your children are and what they are doing at all times.

Success Corner

Nothing gladdens my heart more than seeing the **great work our teachers do with our children**. Your work helps fulfill the Mission of PCI every day.

As you know, the **Success Motto** is something I want every PCI child to learn, understand, and embrace—and that includes all of us as staff.

Last year, many of you did a fantastic job ensuring that the **Success Motto was shared daily. Let's do it again this year!** If we know the motto, believe the motto, and model the motto, **our children will learn to believe it too**. So, please make it a priority to **share the Success Motto every day**.

Way to Go!

Upcoming Events & Trainings

Please continue to watch for communications regarding upcoming **events, professional development opportunities, trainings, meetings, and agency activities**. Your participation matters. Your professional growth matters. And your commitment to continuous improvement matters.

A Final Word

Our focus remains on the **health and safety of every child**. Be vigilant. Report incidents promptly. Communicate openly with families. Support one another. And remember that every interaction is an opportunity to demonstrate the values and professionalism of PCI.

The Energy Bus shares that **Attitude is everything**. Let's lead with **enthusiasm, kindness, professionalism, and purpose**.



- Be intentional.
Be the change.
Model success.

And most of all, **think:** From **preparation to possibility**. Let's continue to live our theme: **No Limit to Success!**

Have a **SAFE, RESTFUL, and ENJOYABLE Labor Day Weekend!**

Thank you for everything you do each day for **our children, our families, and PCI.**

Your work matters. Your commitment matters. YOU matter!



Growth Mindset Quote: "Treat people as if they were what they ought to be, and you help them become what they are capable of becoming." -- Goethe



CALENDAR OF EVENTS
Events are subject to change

SEPTEMBER

National Attendance Awareness Month

HISPANIC HERITAGE MONTH

***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 12- SEPT 6	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR

September 2026

Monthly Events:

- ❖ 1 – National Emergency Preparedness Month
 - ❖ Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 2 – Benefits – Open Enrollment Mandatory Meeting (see flyer for times and locations)
- ❖ 3 – Executive Team Meeting
 - ❖ Early Payroll Process
- ❖ 4 – 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 – Labor Day Agency Holiday – Centers & Offices Closed
- ❖ 8 – Compliance/Disability/Health Staff Meeting 1:00 pm – In Person
- ❖ 9 – Policy Council Meeting – 6:00 pm via Zoom
- ❖ 10 – Executive Team Meeting
 - Expectant Parent Training – 3:30 pm via Zoom
- ❖ 11 – PCI Integrated Meeting – 9:00 am in person
 - Patriot's Day
 - Fiscal Budget Meeting
 - Food Order
 - Grandparents Breakfast at PCI Centers
 - Payday
 - End of Benefits Enrollment
- ❖ 13 – National Grandparents Day
- ❖ 13 – 19 Kindergarten National Arts in Education Week
- ❖ 14– 18 New Staff Orientation
- ❖ 15 – Oct. 15 – Hispanic Heritage Month
- ❖ 15 – PCI's Children's Hispanic Presentation – 10:00 am at All PCI Centers – Dress Up
 - Board of Directors Meeting – 6:00 pm
 - Kindergarten – National Dot Day
- ❖ 16 – Education Staff Meeting
 - Kindergarten – National School Backpack Awareness Day
- ❖ 17 – Executive Team Meeting
 - RTTAPA meeting with Nadia Ochoa – 11:00 a.m.
 - Day Care Homes Annual Training 5:30-7:30 pm
 - Kindergarten – Constitution Day
- ❖ 18 – Food Order
- ❖ 19 – Day Care Homes Annual Training 10:00-12:00 pm (Spanish)
- ❖ 21 – Process Payroll
- ❖ 22-25 – Substitute Training
- ❖ 23 – PCI Consultant Orientation – 11:00 am via Zoom
 - Transition/Education Advisory Meeting – 1:30 pm
- ❖ 24 – Executive Team Meeting



- 45-Day-Vision/Hearing/ASQ Screening deadline
- Day Care Homes Annual Training 5:30-7:30 pm
- Nutrition Activity
- ❖ 25 – Parent Engagement (All Centers)
 - Payday
 - Food Order
- ❖ 26 – CPR/First Aid Class - 9:00 am – 12:00 pm
 - Day Care Homes Annual Training 10:00-12:00 pm
 - Mandatory Parent Orientation - 10:00 am – 12:00 pm via Zoom
- ❖ 28 – National Family Day
 - EHS/CCP Team Meeting - Headquarters
 - 30 – CACFP – Centers Fiscal Year Ends ** CACFP – Day Care Homes Fiscal Year Ends

“PCI...No Limit to Success!”