

TO: PCI STAFF
FROM: Dr. Sharon Small
DATE: October 16, 2026
RE: CEO MESSAGE



"PCI...No Limit to Success!"

"PCI...NO LIMIT TO SUCCESS!"



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, Space Week, 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 Festivals, 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 #9

The eighth class of Leadership PCI held its second official session of the school year on **October 7th** 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 10, 2026**, and will focus on the **Self-Assessment and Community Assessment** processes. The session will be facilitated by **Mr. Jesse Diaz, Data Assessor/Safety Officer**.

REFLECTIONS



Staff Development

Exchange/Staff Development Day - October 9 and 12, 2026

REFLECTION: Both Friday October 9th and Monday, October 12, 2026, were **student holidays** for the children, but a **Staff Development Day** for all PCI staff. All staff had their required training hours and were able to take advantage of the Exchange Day on October 9th. This is the first year we have had that system in place for our staff and I hope you benefited from being off that day. Please share

your feedback with me regarding the day. I'd like to hear your thoughts. Southwest experienced the same day to relax on October 19th.

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.

We will have another **Exchange Day January 5, 2027** for Southwest and **February 12, 2027** for all other PCI sites, so begin working on your training hours now in order to receive the day.

REMINDER: Fall Literacy Fest #1 at Kiddie Park - 2026 **TONIGHT**



Featured Guess at tonight's Fall Literacy Fest...Guess Who???

Join us for the **2026 Fall Literacy Fest at Kiddie Park**, one of San Antonio's oldest and most beloved theme parks!

Date: Friday, October 23, 2026 - TONIGHT

Time: 6:00 PM - 8:00 PM

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

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



Veteran's Day - November 11, 2026

Since 2010, PCI has proudly published a **Veteran's Day Commemorative** honoring the past and present Veterans connected to our PCI family. We invite you to share the name of your Veteran so we can recognize and celebrate their service to our country.

To ensure everyone is included, please submit names by **Friday, October 30, 2026, at 12 noon**. Early submissions are encouraged! Please email your information to **Ms. Sofia Balderas** at sbalderas@pcitx.com, using the format below.

Submission Template

- **Name of Veteran:**
- **Military Status and Branch of Service:** (Active Duty or Retired; branch of service)
- **Relationship to PCI Staff:**

Example:

Ernest S. Small | Retired Veteran, U.S. Air Force | Husband of Dr. Sharon Small

This commemorative is one of the many ways PCI expresses its gratitude to the brave men and women who have served and sacrificed for our country. Let us take this opportunity to recognize their service and honor the Veterans who are part of our PCI family.

Thank you for helping us make this recognition meaningful!

Veteran's Day – November 11, 2026



November 3rd 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 3rd, the following will be on the ballot:

What the November 2026 Election is For

1. **Texas Constitutional Amendments**
2. **Local Propositions in Bexar County**
3. **School District Bond Elections**

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](#)

Red Ribbon Week – October 26–30: What Does It Mean?

The red ribbon serves as a symbol of drug prevention, awareness, and a commitment to living drug-free. It honors the memory of Enrique “Kiki” Camarena, a Drug Enforcement Administration (DEA) agent who was killed in 1985 while working to combat drug trafficking. After his death, people began wearing red ribbons to honor his memory and show their commitment to preventing drug abuse. This movement grew into the annual Red Ribbon Week campaign.

Why PCI Celebrates Red Ribbon Week?

PCI participates to help students:

- Understand the dangers of drugs and substance abuse.
- Make healthy and responsible choices.
- Build positive habits and resist peer pressure.
- Encourage friends and family members to live drug-free.

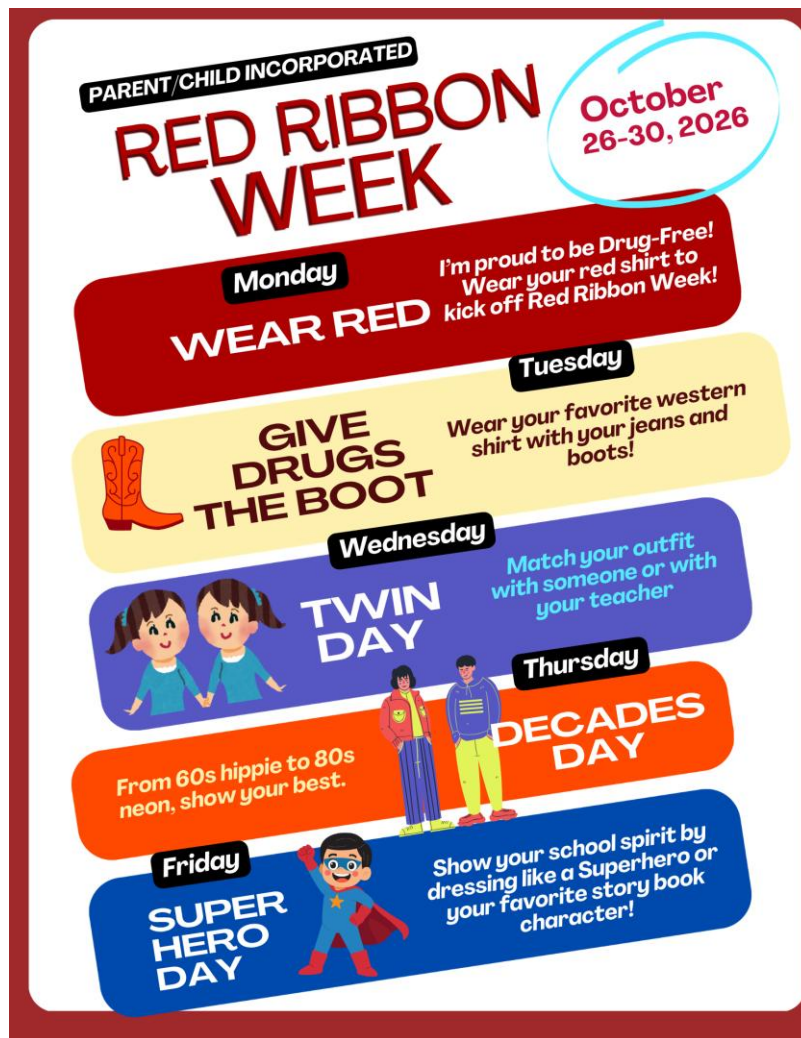
What Does Red Ribbon Week Teach Children?

For young students, the message can be simple and meaningful:

“Be healthy, be safe, and make good choices!”

The overall message is that every person can make positive choices that protect their health, their future, and their community.

Let’s show our commitment to making healthy choices! We encourage everyone to participate in next week’s Red Ribbon Week activities, October 26–30. Let’s come together to spread awareness, promote healthy lifestyles, and remind our students that being drug-free is the way to be!



PCI + KINDERGARTEN = ONE FAMILY, ONE VISION, ONE PCI!



I am incredibly excited to welcome Kindergarten as part of our PCI family! This is an exciting milestone that allows us to expand our impact and provide even more opportunities for our youngest learners to grow, learn, and thrive.

Although Kindergarten operates under TEA regulations, our Kindergarten students and staff remain an important part of the PCI family and brand. **Kindergarten is PCI, and PCI is a family!** All events and activities listed on the PCI Calendar of Events, including our Fall Literacy Fest, Red Ribbon

Week, and other schoolwide celebrations, include our Kindergarten students and staff. We want all our families to feel connected, involved, and included in the traditions and experiences that make PCI special.

As we continue to grow, it is important that we remain united in our mission, our values, and our PCI identity. Together, we are building a community where every child, from our youngest PreK3 learners through Kindergarten, has opportunities to learn, grow, and succeed.

Please be sure to review the **PCI Calendar of Events** for upcoming activities, including those led by our Kindergarten team. There is so much to look forward to, and we are excited to continue creating meaningful experiences for all our children and families!

More exciting opportunities and wonderful experiences await our PreK3 and PreK4 families, too! We are growing together, celebrating together, and building a stronger PCI family!

“PCI...No Limit to ^ Success!”

OUR

REMINDER

October 16 Boss's Day  We appreciate your leadership!	*October 19 Children's Holiday/ Staff Development Day/ Exchange Day for Southwest  *Regular session for all other PCI Head Start and Kindergarten sites.	October 21 Health/Mental Health/ Nutrition Advisory Meeting  Healthy children. Strong families. Thriving communities.	October 23 Fall Literacy Festival #1 at Kiddie Park  Books. Fun. Learning!
October 26 – 30 Red Ribbon Week  Be Kind. Be Drug Free.	October 30 Fall Literacy Festival #2 at Kiddie Park  Read. Grow. Succeed!	October 31  Happy Halloween! Safe • Fun • Together	

CALENDAR OF EVENTS 2026-2027

Theme for 2026-2027



"PCI... NO LIMIT TO SUCCESS!"

Evaluation Cycle

Theme for 2025-2026:
"PCI...Accountability with Commitment Part 2!"

Theme for 2026-2027:
"PCI...No Limit to Success!"

PERFORMANCE EVALUATION CYCLE TIMELINE

TIMELINE	PERFORMANCE EVALUATION COMPONENT	ACTIVITY/DESCRIPTION	RESPONSIBILITY
AUG 3- SEPT 30	1. Training	SUPERVISOR APPRAISAL TRAINING	HUMAN RESOURCES
AUG 3- SEPT 5	2. Establishing and communicating performance expectations	GENERAL EMPLOYEE ORIENTATION	SUPERVISOR
SEPT 5- DEC 18	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
JAN 4 – 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

OCTOBER

National Head Start Awareness Month

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**

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
----------------	------------------------------	-------------------	------------

Monthly Events:

- ❖ 17 – 23 – Men’s Breast Cancer Awareness Week
- ❖ 18 – 24 -Kindergarten – America’s Safe Schools Week
- ❖ 19 – 23 – National School Bus Safety Week
- ❖ 19 – 23 – Kindergarten – Digital Citizenship Week
- ❖ 19 – Southwest Children’s Holiday/Staff Development *Exchange
 - Process Payroll
- ❖ 20 – Board of Directors Meeting – 6:00 pm
 - ❖ 21 – Health/Mental Health/Nutrition Advisory Meeting – 11:30 am via Zoom
 - Parent Curriculum Training – 11:00 am
- ❖ 22 – Executive Team Meeting
- ❖ 23 – Fall Festival #1- 6:00 – 8:00 pm
 - Food Order
 - Payday
- ❖ 24 – CPR/First Aid Class - 9:00 am – 12:00 pm
- ❖ 26-30 – Red Ribbon Week – Dress Up
- ❖ 26 – EHS/CCP Team Meeting - Headquarters
- ❖ 28 – SF-425 Annual Report Due – EHS-CCP
 - SF-428 Annual Report Due – EHS-CCP
- ❖ 29 – Executive Team Meeting
 - Nutrition Activity
- ❖ 30 – Fall Festival #2- 6:00 – 8:00 pm
 - Food Order
 - Veterans’ Names due for Commemorative Edition
- ❖ 31 – Paycom IRS 941/TWC Quarterly Reports Due
 - Audit Due to the Federal Clearinghouse
 - Halloween

NOVEMBER

***Important Information: *Governance Reports Due* Integrated Services Meeting *HR Bulletin**

PERFORMANCE EVALUATION CYCLE TIMELINE

SEPT 9– DEC 20	3. Observing Job Performance	COACH FOR SUCCESS	SUPERVISOR
----------------	------------------------------	-------------------	------------

Monthly Events:

- ❖ 1 – Head Start/Head Start II/Early Head Start II/Early Head Start Budgets Due
 - Daylight Savings Time Ends (turn clocks back 1 hour)
- ❖ 2 – Process Payroll
 - HR Newsletter
- ❖ 3 – Children’s Holiday/Election Day/Staff Development
 - Southwest Children’s Holiday/Staff Development
- ❖ 5 – Executive Team Meeting
- ❖ 6 – All reports due in CEO Office for Governance Meetings
 - CEO Office Staff Meeting
 - Fiscal Staff Meeting
 - Food Order
 - Payday
- ❖ 8 – National STEM/STEAM Day
- ❖ 8 – 90 Day Physical and Dental Exams deadline
- ❖ 9-13 – New Staff Orientation
- ❖ 9-13 – Robotics Week
- ❖ 10 – Compliance/Disability/Health Staff Meeting 1:00 pm – In person
 - Leadership PCI – 4:30 pm – 6:00 pm
- ❖ 11 – PCI Male Initiative Meeting – 6:00 pm via Zoom
 - Veterans Day
 - Kindergarten – Literacy Under the Lights
- ❖ 12 – Executive Team Meeting
 - Expectant Parent Training – 3:30 pm via Zoom
 - Quick Fixin with Candace – 5:30 pm via Zoom
- ❖ 13 – PCI Integrated Meeting – 9:00 am in person
 - World Kindness Day
 - Food Order
 - Global Cardboard Challenge – STREAM/DREAM/TEAM
- ❖ 14 – Shared Program Governance Training and Meeting – 8:30 am via Zoom
 - CPR/First Aid Class - 9:00 am – 12:00 pm

- ❖ 16 – Fiscal Budget Meeting
 - Process Payroll
- ❖ **16 – 20 Kindergarten – American Education Week**
- ❖ **17 – 21 – Kindergarten – Texas Character Education Week**
- ❖ 18 – Parent Curriculum Training – 11:00 am
 - Education Staff Meeting
 - Nutrition Activity
- ❖ 19 – Executive Team Meeting
 - Children’s Thanksgiving Luncheon & Centers
- ❖ 20 – Parent Engagement Holiday Make & Take (All Centers)
 - Children’s Perfect Attendance Drawing (Big Giveaway)
 - Food Order
 - Payday
 - Southwest Children’s Early Release (1 hour)
- ❖ 23-27 – Thanksgiving Break Agency – Centers and Offices Closed
- ❖ 26 – Thanksgiving Day-Agency Holiday
- ❖ 27 – Thanksgiving Break-Agency Holiday
- ❖ 30 – EHS/CCP Team Meeting - Headquarters
 - Process Payroll
 - Centers Re-open
 - Southwest Center Re-opens

“PCI...GROWING SAN ANTONIO’S TOMORROW...TODAY!”