

— WELCOME —  
BACK TO SCHOOL



**TO:** PCI STAFF  
**FROM:** Sharon Small, Ph.D.  
**DATE:** August 26, 2019  
**RE:** CEO MESSAGE

***“PCI...Success Through Affirmation: Think it, Say it, Believe it, Do it!”  
Labor Day weekend***

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Greetings!

Welcome Back to the official opening of all PCI Centers! It’s the first day that our entire agency is up and running! Way to go PCI! I appreciate your hard work and dedication in preparing for the beginning of school. **Mrs. Doxie** shared that she went to a few centers and children were very content. I even saw a **first day of class video** in which the teacher was talking with children about the meaning of introducing themselves. I’m hoping she also shares our **Success Motto!** With the children as well. Headquarters staff also called each of the centers and everything seemed to be going smoothly. Great start everyone and I thank you!

Thanks to **Mr. Pacheco, Mr. Rodriguez** and our **Custodial staff** for having our centers look welcoming to our parents and children. Thanks to all the teachers for the wonderful job you have done in getting your rooms ready for the start of school. Yes, there were some things that we had to work on, but overall, I have heard nothing but good things about the start of school this week. Thanks to **everyone** at PCI for doing such a great job, to include the **Management and Clerical** staff. We are truly a team and I am blessed to be your CEO!

Words cannot express the incredible job our **Family Service Workers** have done in assuring PCI reaches the full enrollment status of both Early Head Start and Head Start. Thank you, **Ms. Almares, Ms. Perez**, and all the **Family Service Workers** for **HS, EHS, and CCP** for the work that you do! We are not at full enrollment yet, but I have no doubt it’s just a matter of days before we’re there! Also, our **Kitchen and CACFP** drivers are doing an excellent job of getting breakfast, lunch and snacks to our Centers as well as to our non-PCI locations. One of our faithful drivers, **Mr. Riojas**, retired so we need a driver. If you should know someone that is interested in filling that position and can pass the background check, please contact **Mrs. Diana Vogt or Ms. Alice Espinoza** in HR.

I also want to thank each of you for participating in the **2019 Pre-service and the CEO Convocation!** The **CEO Convocation** was a **huge** success as we focused on just that...**success**. I’ll share more about **success** later in this message which goes along with our theme for 2019-2020. Each year, the **Executive and Cabinet teams** try to come up with something special to let our dedicated staff see another side of us. Thank you to all staff that participated in making the **“Love Theory”** skit fun. A special thanks to UTSA Freshman, **Mr. Kip Love, Jr.** son of **Ms. Candace Collins** for directing and dancing during our **“Love Theory” skit!** Job well done, **Mr. Love and Team!** Thanks also to our **Education Team** for decorating **TriPoint** so beautifully and **Ms. Connie Murphy** for creating the **Love Theory background and the Bloopers!** We are blessed to have such talented and creative people among us who are willing to give their all for the benefit of the agency. *Way to go!* We also welcomed **all new to PCI staff at the Convocation.** I look forward to the quality our new to PCI staff will bring to PCI. *I’m Glad You’re Here!*

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I believe our **Keynote Speaker, Dr. Art Hall**, topped off the Convocation sharing and showing the importance of the early years. His point was that you touch lives each day that have the potential to be great! It doesn't matter where you live or your circumstances, if you have caring individuals that believe in each child, success develops. It's what you **think**, what you **say**, what you **believe**, and what you **do** that let children know how you feel about them - which ultimately leads to success or the lack of it. **Dr. Hall, a Harvard** graduate, still remembers that special teacher. You can be that special person in a child's life as well.

Dr. Hall's message resonated with the affirmation that I shared at the **CEO Convocation**. During my message, I shared the reason behind the Success Affirmation. It's all about making a child as well as yourself feel the success. I hope that each of you will use the affirmation daily with your children. The Affirmation states:

***“I'm a Success and I Know Why  
My Motto is to Try, Try, Try  
To do and be my very best  
That is Why, I'm a Success!”***

Please **say** this daily with your children, **think** it, **believe** it and **do** it. You will see **success** be a part of not only the children you work with but you as well. Try it with your own children and see the difference over time.

### ***Congratulations to the 2018-2019 ECCs of the Year!***

- Early Head Start ECC, **Ms. Mary Pemberton** –Place for Life
- Head Start ECC, **Ms. Edelmira Bivins** – Place for Life

The job of an ECC is not an easy one. You must exude **leadership, patience, kindness, understanding, have experience, an eagerness to learn and tact** as they work with many different personalities. I am so proud of the work the ECCs are doing. They are the **Site Leaders (Principals)** of our Early Learning Centers. Please thank them for the job that they do daily. Again, Congratulations to our 2018-2019 recipients!

The purpose of **Leadership PCI** is to enable qualified PCI staff to undergo “on-the-job” training so they will be better qualified to take over the reins as future PCI leaders. The meaning of “on the job” in this case is to provide them with access and knowledge from current PCI leadership in various positions and roles to gain insight into the workings of the agency. **Congratulations to the Leadership PCI Inaugural Class of 2018-2019** who officially graduated during the **CEO Convocation: Ms. Candace Collins, Ms. Terri Galloway, Ms. Catherin Padilla-Ortas, Ms. Lisa Rodriguez, Ms. Valerie Mireles, Ms. Della Misher and Ms. Victoria Gomez**. Way to go! These individuals will act as mentors for the 2019-2020 Leadership Class!

**Speaking of the 2019-2020 Leadership PCI Class, congratulations to the 2019-2020 Inductees: Ms. Lutene Nunn, Ms. Stacy Almendares, Ms. Norma Bernal, Ms. Katrice Harris, Ms. Patsy Cardenas, Ms. Alice Espinoza and Ms. Desiree Perez!** Way to go! We look forward to sharing the ins and outs of PCI with these exciting individuals. Our first meeting will be held September 10, 2019 at the Mainland Headquarters.

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Congratulations to **Ms. Catherine Padilla-Ortas and Ms. Terri Galloway** along with **Management Staff** that conducted pre-service for the EHS-CCP teaching staff! What a wonderful turnout! *Way to go!*

Congratulations to those centers and staff participating in the **Miranos Project!** Saturday, staff spent time working with this very important project and I thank them for their dedication. This is the final year of this worthwhile project but I'm looking forward to its impact for years to come. **Thank you UTSA!**

**IMPORTANT ANNOUNCEMENTS!**

During the CEO Convocation when I spoke about new things happening for the year, I failed to tell you that our Board of Directors accepted my request for staff to have the full week of Thanksgiving off like the children! *Way to go!* This is the first time since I have been at PCI that we have been able to do this. There is one stipulation, those days that we are going to be off are staff development days, so be sure you have the required training hours in order to receive those days off. The training department will let you know if you require additional hours so that you can do what is needed in order to enjoy the full Thanksgiving week! *Way to go!*

The Employee Benefit Open Enrollment for Health and Supplemental Insurance will be scheduled at the **BRADY LEARNING ENVIRONMENTAL RESOURCE CENTER** (1223 Brady Blvd) on August **28<sup>th</sup> and 29<sup>th</sup>**. Insurance Advisors will be onsite at **3:00 p.m., 4:00 p.m. & 5:00 p.m.** both days. All staff having questions about their benefits or wishing to change any item must attend one of these sessions. Please note you will be attending on your own time. There will be no overtime provided. **Colonial and Legal Shield will be scheduled later.**

Our emphasis must continue to be on the health and safety of each of our children. Being watchful of the children always and reporting incidents in a timely manner is vital. The safety of every child is priority. Also, remember that communication is the key to developing a positive partnership between staff and parents in working for the best interest of children. A **“family friendly” attitude** goes a long way. I'm excited about the many wonderful things happening and that are going to happen at the centers, but it only takes a few negative incidents to give the Agency unfavorable press. Attitude is everything. Exude **enthusiasm, excitement, keen interest, and kindness** as you go through your day. Let's model that behavior each day – all year long. Be **intentional**. Be the change you wish to see in the world. **Model Success!**



***Have a safe Labor Day weekend as we acquire Success Through Affirmation: Think it, Say it, Believe it, Do it!***

***See you Tuesday, September 3rd!***

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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!"



**Calendar of Events**

**\*PLEASE NOTE BUS EVACUATION SCHEDULE FOR SEPTEMBER AFTER THE CALENDAR OF EVENTS\***

**SEPTEMBER**

**REVIEW CENTER INSPECTION DUE DATES**

**PERFORMANCE EVALUATION CYCLE TIMELINE**

|                 |  |                              |            |
|-----------------|--|------------------------------|------------|
| AUG 28- SEPT 13 | 2. Establishing and communicating performance expectations | GENERAL EMPLOYEE ORIENTATION | SUPERVISOR |
| SEPT 16- DEC 13 | 3. Observing Job Performance                               | COACH FOR SUCCESS            | SUPERVISOR |

Hispanic Heritage Month

National Attendance Awareness Month

**SEPTEMBER**\*Election of POLICY COUNCIL Reps and Officers \*(Parent Meetings) \*Training for Day Home Providers \*Picture Days \*Department Team Meetings \*Annual Food Inventory \*Matrix \* Daily/Weekly Compliance Debriefing, \* Governance Screener (POLICY COUNCIL & Board), \*Important Information – Center Visits – CLASS\*United Way \*Cancer Awareness

Month **Reviewers Available**

- ❖ 2 - Agency Holiday (Labor Day)
- ❖ 3-6 Parent Orientation at CCP sites
- ❖ 5 – Executive Team Meeting (Focus Area 1/CLASS/HS-EHS/HSII Refunding ideas)
  - CACFP DCH Billing
- ❖ 6 - Payday
  - Food Orders
  - **Grandparent's Breakfast**
  - CEO Office Staff Meeting
- ❖ 8 – National Grandparents Day

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- ❖ 9 – CLASS Observations
  - CDBG Billing
- ❖ 10 – Budget Meeting
  - Leadership PCI Session I – Orientation 4:30 – 6:00 Mainland
  - Private Home Therapy Providers Yearly Orientation
- ❖ 11- Policy Council Meeting
  - **Patriot Day**
  - Worker’s Compensation Report Due
- ❖ 12 – Executive Team Meeting (Focus Area 1/CLASS/HS-EHS/HSII Refunding ideas)
  - LEA/Special Education Coordinators/ECI’s Orientation
  - **DCH Annual Training**
- ❖ 13 - Food Orders
  - Children’s Hispanic Presentation
- ❖ 14 - **DCH Annual Training**
- ❖ 16 - Process Payroll
  - Data Assessment and Accountability Committee 3:30
- ❖ 17- Board of Directors Meeting
- ❖ 19-20- New Staff Orientation
- ❖ 19 – **South San Partnership Meeting 9:00 a.m.**
  - **Note: Trainings from SSISD grant for staff 9-11 on certain Fridays**
    - Executive Team Meeting (Focus Area 1/CLASS/HS-EHS Refunding ideas)
    - **DCH Annual Training**
- ❖ 20-Judson Specialized Training
  - Payday
  - Food Orders
- ❖ 21 - **DCH Annual Training**
- ❖ 23 – 26 - **Fall Leadership Institute Washington, DC**
- ❖ 23 - Human Resources Newsletter
  - EHS/CCP Directors’ Round Table
- ❖ 26 – Executive Team Meeting (Focus Area 1/CLASS/HS-EHS/HSII Refunding ideas)
  - Casa Family Day/PCI Family Selfie Day
  - Miranos 11:30 – 1:00
  - National Family Day
  - 45-day activities due for Early Head Start
- ❖ 27 – 45-day activities due for Judson ISD
  - **DCH Annual Training**
  - First Aid/CPR Class
  - Food Orders
  - EHS/CCP Team Meeting
- ❖ 28 - **DCH Annual Training**
- ❖ 30 - Process Payroll
  - Children’s Recognition day
  - CACFP – Centers Fiscal Year Ends
  - CACFP – Day Care Homes Fiscal Year Ends
  - CDBG Grant Fiscal Year Ends
  - **CACFP Staff Meeting**

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**Parent/Child Incorporated (PCI)  
 Of San Antonio & Bexar County**  
*“Growing San Antonio’s Tomorrow...Today!”*

**Bus Evacuation Training Dates**

**September 2019**

| Monday | Tuesday   | Wednesday | Thursday  | Friday          |
|--------|---|-----------|---|-----------------|
| 2      | 3   | 4         | 5   | 6               |
| 9      | 10<br>Adelina Fritz<br>9:00 am<br><br>Place for Life HS/EHS<br>10:00 am | 11        | 12<br>Clarice Roe<br>9:00 am<br><br>Southwest<br>10:00 am<br><br>Pearsall<br>10:45 am | 13              |
| 16     | 17<br>East Central<br>9:00 am<br><br>O'Connor<br>10:15 am               | 18        | 19<br>Evelyn King<br>9:00 am<br><br>Lost Creek<br>10:15am                             | 20              |
| 23     | 24<br>Hernandez<br>9:00am<br><br>W. Hutchins<br>10:00am                 | 25        | 26<br>Kindred<br>9:00am<br><br>PCI Early Learning<br>Academy<br>10:15 am              | 27              |
| 30     |   |           |   | *Times may vary |

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