



## Head Start Distinguished Staff Award



Jule Sugarman was one of the founders of the Head Start Program. Mr. Sugarman led the program for its first five years and served as the Executive Secretary of the 13-member planning panel that was commissioned by President Lyndon B. Johnson to create Head Start as part of the *War on Poverty*. Following the advice of Sgt. Shriver of the Office of Economic Opportunity "to write Head Start across this land so that no Congress or president will ever destroy it." Mr. Sugarman oversaw the increase of enrollment in the program to more than double the projected number of participants, starting with 560,000 children in the first year versus a target of only 250,000.

This award is named for Mr. Jule Sugarman and provides an opportunity for parents/guardians to recognize direct service staff who exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start program every day.

In addition, the David Chavarria Award is in commemoration of one our great leaders in the Head Start Program. Principals and Child Care Center Directors are the first line of leadership in our schools and centers, and they provide guidance and support for our teachers, children, and families. Mr. Chavarria was a principal at Knox Early Childhood Education Center in San Antonio Independent School District, and retired after 34 years of joyful service specializing in early childhood education.

This award is to honor the hard work our administrators, principals, and directors do for our children, families, and staff. These leaders exceed expectations and contribute to the success and growth of the City of San Antonio Department of Human Services Head Start and Early Head Start Child-Care Partnership program every day.

### Criteria

- Must be an employee of the City of San Antonio Head Start Program, partner childcare center or school district for at least one year
- Interacts with Head Start families and staff in a positive manner
- Promotes and upholds the Head Start Program Mission and Vision
- Positively contributes to the school/site and reflects the City of San Antonio CORE Values of *Teamwork, Innovation, Integrity, Professionalism*

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## Award Distribution/Actions

- Jule Sugarman Distinguished Award for staff to include: 1 EISD/ 1 SAISD/ 1 EHS / 1 FSW
- David Chavarria Annual Award for one staff include: Administration, Principals, and or Directors from EISD, SAISD, and or a Child Care Center
- Certificate of recognition, framed student artwork, bouquet of flowers
- Introduced at Head Start Policy Council meeting
- Recognition display at the Head Start Main Office with headshots of selected staff for one year
- Site Directors, Teachers, and FSWs should promote the Distinguished Staff Award, including on parent boards, posters, newsletters, marquees, etc.
- Posters of nomination link should be displayed at the front office at childcare centers, early childhood centers, and the most appropriate location at elementary school sites.

## Timeline:

November 27-30	Send to Jule Sugarman Committee
December 4-8	Send to Leadership Team
December 11-15	Share with Directors
January 8-12	Send to print/posters/count out (if needed)
February 1	Nomination forms link available, posted on parent boards, Facebook, etc.
February 1-28	Nomination forms link open for parents to nominate
February 28	Last day to submit nomination forms link
March 1-3	Results from nomination forms link extracted and converted into excel document
March 6	City of San Antonio Jule Sugarman Award Committee will review excel document for completion and to ensure nominated staff meet qualifications
March 6-10	Head Start Policy Council Committee reviews nominations & selects final nominees



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March 13-24	Leadership Team and Directors review and approve final nominees
March 28	Policy Council review and approve award recipients
April 25	Awards Presented at Policy Council
May	Introduction at full staff meeting