

# ***Review of Jule Sugarman Process***



## Jule Sugarman 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, in order for parents/guardians to honor 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.

### 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 values of Head Start

### Award Distribution/Actions

- Jule Sugarman Distinguished Award for staff to include: 1 EISD/ 1 SAISD/ 1 EHS / 1 FSW
- Certificate of recognition, framed student artwork, bouquet of flowers
- Introduced at Head Start Policy Council meeting and Head Start staff meeting
- Recognition display at the Head Start Brady Office with headshots of selected staff for one year

## Jule Sugarman Distinguished Staff Award

### Timeline:

January 9	Nomination forms available, posted on parent boards, Facebook, etc.
January 9-31	Nomination forms accepted by the campus administrator/site directors
January 31	Last day to return nomination forms to campus administrator/site directors
February 2 & 3	Nomination forms collected from all Head Start sites
February 6	City of San Antonio Award Committee will review all nomination forms for completion and to ensure nominated staff meet qualifications
February 6-10	Head Start Policy Council Committee reviews nominations & selects final nominees
February 13-24	Leadership Team and Directors review and approve final nominees
March	Policy Council review and approve award recipients
April	Awards Presented at Policy Council
May	Introduction at full staff meeting

- Site Directors, Teachers, and FSWs should promote the Jule Sugarman Award, including on parent boards, posters, newsletters, marquees, etc.
- Ballot boxes and nomination forms should be displayed at the front office at early childhood centers or the most appropriate location at elementary school sites. All completed nomination forms should be placed in the ballot boxes. Staff should ensure that the ballot boxes are locked and secured each night.

## Jule Sugarman Distinguished Staff Award

### ***In commemoration of Mr. David Chavarria***

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.

In addition, The David Chavarria Award is a commemoration of great leaders in the Head Start Program. The Head Start Principals and Child Care Directors are the first line of leadership in a school, including such responsibilities as teacher evaluation, discipline, and parent & community relations. Mr. Chavarria was a Principal at Knox Early Childhood Campus of the San Antonio Independent School District and retired from SAISD after 34 years of joyful service specializing in Early Childhood Education.

This award is to honor the hard work the Administration, Principals, and Directors do on a daily for our children and families in the Head Start Program. 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*

### **Award Distribution/Actions**

- ❖ David Chavarria Annual Award for 1 staff include: Administration, Principals, and or Directors from EISD, SAISD, and or Child Care Center
- ❖ Certificate of recognition, framed child artwork, and bouquet of flowers
- ❖ Introduced at Policy Council meeting and staff meeting
- ❖ Winner Board at Brady Office with headshots of selected employees

## Jule Sugarman Distinguished Staff Award

### Timeline:

January 10	Nomination forms available, posted on parent boards, Facebook, etc.
January 10-31	Nomination forms accepted by the campus administrator/site directors
January 31	Last day to return nomination forms to campus administrator/site directors
February 3 & 4	Nomination forms collected from all Head Start sites
February 7	City of San Antonio Award Committee will review all nomination forms for completion and to ensure nominated staff meet qualifications
February 7-14	Head Start Policy Council Committee reviews nominations & selects final nominees
February 14-22	Leadership Team and Directors review and approve final nominees
March	Policy Council review and approve award recipients
April	Awards Presented at Policy Council
May	Introduction at full staff meeting