

## DIVISION OF FIVE STAR TASKS

You must be a Golden School in order to achieve Five Star Designation.

Have school personnel register and record their hours. Teachers can get volunteer hours for anything they do that is not required by their contract. For example, coming in and getting the classroom ready does not count, nor does grading papers at night after school hours count. However, if they attend a SAC meeting but do not get a stipend or if they assist at a spring carnival, etc., those hours count. If they go to Publix for a class party, those hours count. Friends or family that help out, count. Staff who work beyond their paid hours count as well.

### FOR PRINCIPAL'S SECRETARY

On faculty meeting agenda, have a line item showing training on how staff should work with volunteers. Example: "Training on working effectively with volunteers".

On faculty meeting agenda, have a line item showing training on how staff should work with business partners. Example: "Training on working effectively with business partners".

On faculty meeting agenda, have a line item showing training on how staff should collaborate with the School Advisory Council. Example: "Training on how to collaborate with the SAC".

Provide Five Star Coordinator with name of staff contact in charge of student community service.

Provide name of staff contact in charge of family involvement.

Provide copies of flyers, school newsletters, etc. for all events related to family involvement and/or educational training for students and parents.

Provide name of staff contact in charge of home visits, if applicable.

Complete Proof of Implementation (FI - H/8) showing that you trained the front office staff on being family-friendly.

Provide copy of cover sheet of school handbook, if applicable.

## FOR SAC CHAIR AND SECRETARY

There are two mandatory requirements for SAC. One being that SAC must hold 8 meetings during the school year and the other being that there must be an average of 80% attendance by SAC members. Therefore, at the beginning of the year, please emphasize the importance of members' commitment to attend every meeting. Each month, check to see if the numbers are sufficient. If attendance is low, contact appropriate members.

Be sure to have everyone at SAC meetings sign-in.

Notify Five Star Coordinator which SAC member is a business partner. Provide a highlighted attendance chart showing member's attendance.

Provide a roster of official voting SAC members.

Provide a completed SAC meeting chart with attendance of voting members at all meetings. Keep voting members separate from non-voting members.

Provide copies of agendas, sign-in sheets, and minutes for all SAC meetings.

Complete Proof of Implementation (SAC – B/2) showing when next year's SIP will be presented.

Provide evidence of on-going training for SAC members at approximately 5 meetings. Highlight training in minutes.

Provide a new idea for the upcoming school year that involves the community in its implementation. Complete Proof of Implementation (SAC – D/4).

Provide evidence that the SAC developed or interpreted needs assessment data for the current school year. Complete Proof of Implementation (SAC – E5).

On SAC meeting agenda, have a line item showing training on how SAC should collaborate with the school faculty/staff. Example: "Training on how to collaborate with the school staff". Provide to Five Star coordinator.

### FOR BUSINESS PARTNERSHIP COORDINATOR

Provide Five Star Coordinator with a copy of the memo or letter on letterhead from the Principal naming you as Business Partnership Coordinator. Make certain that the person who attended the training is listed as a co-coordinator if you did not attend.

Provide a minimum of 3 completed Business Partnership Agreements.

Notify Five Star coordinator which business partners are involved throughout the year or at least 2 – 3 times during the year.

Provide evidence of business partner training. If it is an event, provide invitation. If it is individually, provide handouts or materials you provide.

Provide Certificate of Completion from the e-learning training.

Provide Five Star coordinator information as to how you recognize your business partners. If it is at an event, provide an invitation or flyer. Provide copies if it is via newsletters, letters, etc.

### FOR VOLUNTEER COORDINATOR

Provide contact information for a person of an active parent organization of your school. Example: PTA, band boosters, patrol parents or Project Graduation.

Provide a copy of the memo or letter on letterhead from the Principal naming you as Volunteer Coordinator. Make certain that the person who attended the training is listed as a co-coordinator if you did not attend.

Provide Certificate of Completion from the e-learning training.

Provide Five Star coordinator information as to how you recognize your volunteers. If it is at an event, provide an invitation or flyer. Provide copies if it is via newsletters, letters, etc.

Provide a copy of the complete Golden School Application with all required attachments thereto.