DECEMBER '17

Principal Checklist

“A leader who produces other leaders multiplies their influence.”
– John Maxwell

☐ **Classroom Holiday Parties:** Refer to District policy regarding holiday decorations – make sure staff is aware of the policy. Set clear expectations and provide guidelines for staff regarding holiday parties in the classroom. Your students shouldn’t report to parents that they had a classroom party every hour or were watching videos the week of or the day before the break. Balance a positive classroom environment with providing learning opportunities every day – it’s important to have this discussion with staff. Make custodians aware of any extra trash barrels that may be needed in classrooms or hallways.

☐ **Staff Holiday Gathering:** Having a staff holiday gathering is important for morale and team building. The get together needs to be inclusive of all staff and can be as simple as a special pot luck lunch or elaborate as a party at a local hall w/spouses. You could also do a charity project together such as a mitten tree or a gift exchange where the gifts are donated to a local organization.

☐ **Happy Holidays from the Principal:** Once again, for staff morale purposes it is nice to say happy holidays in your own way to the staff. You may want to put a signed holiday card and a candy cane in each person’s mailbox or provide a nice dessert for the staff to enjoy in the lounge one day. It does not have to be a major expense and it is a very nice touch to celebrate the holidays with those who work in your building. Be inclusive, don’t forget the paras, secretaries and custodians. Also, it’s a bonus to send a holiday note to key stakeholders: Student Council, PTA officers, Booster officers etc.

☐ **Exams:** Be sure to communicate semester exam expectations to your staff regarding: students who request to take exams early, exam review and preparation, exam dates/times, etc.

☐ **Exam Study Sessions:** Consider working with staff to offer after school opportunities for students to get tutoring and study assistance for finals.

☐ **Mid-Year Student Recognition Program:** Review qualifications and involve staff in selecting recipients. Calculate length of program, develop and announce assembly schedule well in advance.
Student Attendance: Inform parents by letter if their child has exceeded district limits on the number of acceptable absences. Tell them about medical excuse requirements and potential academic failure. Document the fact that you are doing this.

Supplies: Update needs and complete requisitions for second semester.

Start Planning for the Spring Testing: This is the time of year to make sure that all procedures, facilities and computers are prepared for FSA testing. Verify with your testing coordinator that all your schools testing needs good to go.

Teacher Evaluations - Mid-Year Review: The mid-year review point is just around the corner. Review your schedule for completing the TEAM and LEAD’s evaluation. Meet with the assistant principal(s) to make sure they are on schedule to complete their evaluation responsibilities.

Your Evaluation, Do Your Own Mid-Year Review: Review your own mid-year LEAD’s.

Monthly Meetings: Here are two items you should consider adding to your staff meeting agenda this month.

- **Staff Meeting Icebreaker of the Month: What’s Cooking?** – Set-Up: Print off a few online recipes and cut them up into pieces. Distribute a piece to each participant. Tell them that the situation is that you have inherited a restaurant. However, the recipes inside it are all disorganized and scattered all over the place in bits and pieces. Once you blow the whistle, all the members have to find their respective ingredients and recipes. Whenever a group gets done, they need to shout out, bon appetit! This is not only a fun game, but also a situation reaction test, showing how your team will react under pressure and how people take the lead.

- **New Teacher Meeting Topics of the Month and Mentor Teacher Checklist:** E-mail the mentor checklist to your mentor teachers each month to encourage conversation with new teacher mentees. Monthly suggestions are listed in the Teacher Induction Resource Guide.