FEBRUARY '18
Principal Checklist

"Leadership is the art of accomplishing more than the science of management says is possible."
– Colin Powell

☐ **Special Staff Days**: Don’t forget to honor celebrate each group of faculty and staff members (ie: Secretaries, custodians, teachers, etc.)

☐ **Valentine’s Day**: Make sure all stakeholder know your expectations for Valentine’s Day. Consider a callout to stress important school rules and procedures.

☐ **Black History Month**: Black History Month brings to the forefront the inspiring stories of African-American icons – many of whom overcame great odds to leave their mark on our nation. Make sure you’ve planned a way to celebrate Black History Month at your school during February. Here are a few resources that might help:
  - Resources from the Library of Congress: [www.africanamericanhistorymonth.gov](http://www.africanamericanhistorymonth.gov)
  - A wide array of resources from [www.biography.com/people/groups](http://www.biography.com/people/groups) including videos, photos, articles and study guides
  - Great info from the [www.archives.gov/research/alic/reference/black-history.html](http://www.archives.gov/research/alic/reference/black-history.html)
  - Educator Resources from the [www.smithsonianeducation.org/educators/resource_library/african_american_resources.html](http://www.smithsonianeducation.org/educators/resource_library/african_american_resources.html)

☐ **CPR/AED Check**: Don’t forget to check on your first responders and your AED battery.

☐ **Spring Emergency Drills**: Check to see that your safety drills are being completed and entered.

☐ **Monthly Meetings**: Here are two items you should consider adding to your staff meeting agenda this month.
  - **Staff Meeting Icebreaker of the Month**: Tell Us Something Good: Break into manageable groups and pass out M&M’s (either fun size bags or a handful) ask each person to pick one color at random. Then go around the group and have them tell something good based on the parameter dictated by the color of candy they chose – Red: something about yesterday; Orange: something you do well; Yellow: something about your childhood; Blue: something you learned last week; Brown: something you can’t live without; or Green: something you watch/listen to.
  - **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.