Principal Checklist

“Life’s most persistent and urgent question is, ‘What are you doing for others?’”
– Dr. Martin Luther King, Jr.

- **Important Assessment Dates and Deadlines:** Review FSA and EOC assessment dates.
- **Mid-Year Reviews:** Keep up with TEAM and LEAD’s evaluations. Focus in on last push before state testing occurs.
- **Your Goals:** Time to look back at the goals you set for the year. Are you making progress? Collect any documentation you may need for your LEAD’s buckets.
- **School Improvement Goals:** Meet with your School Improvement Coordinator for a status update on your building’s progression toward goals. Consider documenting your progress and report it to your SAC. Highlight things that still need to be accomplished and/or reinforced.

- **January 'National Day' Calendar:** Don’t forget: Martin Luther King Jr, Day falls on January 15. Here are a number of links with resources and suggestions for ways to celebrate and remember the legacy of Dr. King:
  - The King Center [http://thekingcenter.org/about-king-center](http://thekingcenter.org/about-king-center)
  - Corporation for National & Community Service [http://www.nationalservice.gov/mlkday](http://www.nationalservice.gov/mlkday)

- **Monthly Meetings:** Here are two items you may want to consider adding to your staff meeting agenda this month.
  - **Staff Meeting Icebreaker of the Month: Best/Worst** – Have each person share their best and worst moments from the previous week. Try to steer the group away from school items. This icebreaker is an easy one to use at first and gives you good feedback concerning their life at the moment. Some veteran groups do this several times a year...the answers become more honest as you go.

  - **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.