“Ninety percent of leadership is the ability to communicate something people want”
- Dianne Feinstein

☐ **Spring Break:** Everyone looks forward to Spring Break. It’s our job as principal to keep everyone focused on education all the way through March 16th, we can’t afford to waste teaching time. This is a great time of year to consider giving your staff a small treat to celebrate Spring Break and show your appreciation for their hard work thus far as they leave for a week off. Also remember to secure your campus prior to the beginning of Spring Break. Remind your custodial staff to make sure nothing is left out on the grounds that could blow around and cause damage if bad weather comes. Consider a callout, a newsletter, and/or an announcement on your school sign to remind parents that there will be no school the week of March 19th through March 23rd and that classes will resume on March 26th.

☐ **Spring Emergency Drills:** This is a perfect time of year to check on the progress of your emergency drills. Consider meeting with the assistant principal in charge of the drills to make sure they are being done at the required rate and that they are being uploaded to the district.

☐ **State Testing is in Overdrive:** Keep your focus! March is full of state testing. Review your testing schedule [http://www.lake.k12.fl.us/cms/lib05/FL01000799/Centricity/Domain/39/Test%20Schedule%20STATE_1_22.pdf](http://www.lake.k12.fl.us/cms/lib05/FL01000799/Centricity/Domain/39/Test%20Schedule%20STATE_1_22.pdf) and make sure students are not being interrupted by anything. Check with your testing coordinator and inquire about any needs or concerns.

☐ **St. Patrick’s Day March 17 Falls on a Saturday this year! Celebrate!** : Consider a callout to parents reminding them that flowers and party favors are for home. Let them know if they are delivered to school, they will remain in the front office until the end of the day to avoid interrupting student education. If you are an Elementary school administrator, consider a callout to parent reminding children to wear green, and daily announcements to child that “Pinching” is not allowed. This could save you a lot of discipline time. Consider reminding teachers, particularly in elementary schools that St. Patrick’s Day activities and tasks need to be Standards driven, not play time!
'National Day' Calendar: Just for fun, teachers can check out the National Day Calendar to celebrate unusual or lesser known national days. Click here [http://www.nationaldaycalendar.com/march/] for the March edition of the National Day calendar.

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

- **Staff Meeting Icebreaker of the Month**: Positive Reinforcement Cards Game: Whenever a participant volunteers for activities, are helpful, answers a difficult question, etc. give them a playing card. At the end of the meeting, play one hand of poker. Give a small prize to the best hand (you can also pick the top two or three hands if you want to give away more prizes). Note that the more cards a person has, the better the chance of winning.

- **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.