

TEXICO CONFERENCE
EDUCATOR'S LIFELINE
DUE: February 6, 2023

Name _____

School _____

FORMS TO BE SENT IN THIS MONTH:

- _____ 1. Educator's Lifeline Report
- _____ 2. School Board Minutes and Finance Report
- _____ 3. Copy of local approved budget for Board of Education approval (due before March 1, 2023)

REMINDERS:

1. Remember to be alert for the "Mid-Winter Blues" both for teacher and students. Plan on some different stimulating activities to keep up interest. Make sure classrooms are "freshened up" after the holidays.
2. Plans for Spring Week of Prayer need to be finalized.
3. Remember to make specific plans to personally invite each student to accept Christ.
4. Plan to readjust your long-range lesson plans for the last half of the year.
5. Begin to build a budget for the new school year. Final budget due in conference office on March 1, 2023.
6. Consider early spring pre-registration for 2023-2024 school year.
7. Start planning for graduation.
8. *Jupiter* should be up to date with attendance and 1st semester scholarship.
(Make a back-up of 1st semester information.)
9. Begin developing your school calendar for next year.
10. Review/revise your student handbook.

FURTHER INFORMATION:

1. Date of last safety drill: _____
2. Brief marketing plans for the new school year: _____

Special events planned for February (include field trips, programs, etc.)

_____ Date _____

_____ Date _____

COMMENTS, SUGGESTIONS, OR THOUGHTS YOU WOULD LIKE TO SHARE:

Educator's Signature _____

Good supervision is the art of getting people to do superior work.