

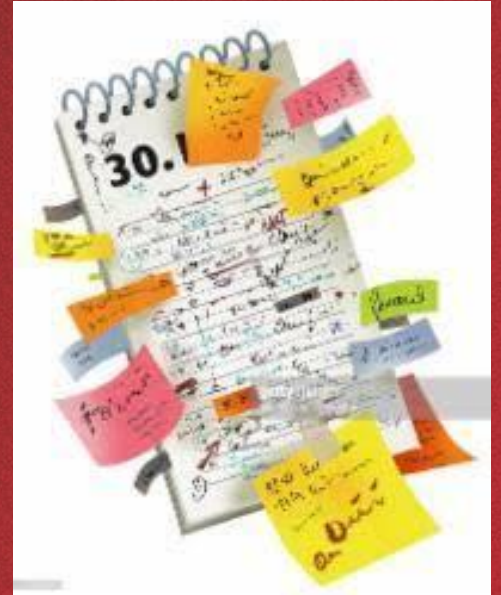
*Am I In Control Of My Calendar... Or Is It In Control Of Me?*

*Center Grove Middle School Central*



*Craig Smith*

*smithc@centergrove.k12.in.us*





# Background Leading to this Inquiry

IPLI Data Packet shared results from a Survey given to my staff in May of 2018. The results showed a larger standard deviation in two areas within Standard 2 - An educational leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. (Nurturing Culture and Supervision....I believed this to be due to our system of supervision and evaluation)

Why the disconnect?

- ★ Communication and Positivity have always been a positive data point on internal surveys in my first two years.
- ★ Year 3 asked for more visibility.
- ★ The IPLI Survey mirrored my end of year 3 internal data collection.



*The Ringmaster Cannot be in All Three Rings at Once.*

*Purpose -*

Quality Time Leadership Connection  
Management Self  
Staff and Students  
Priorities Organization

*To identify how I as a leader can better manage my day to have a greater connection/impact upon my students, my staff, and myself?*

*The Ringmaster Has the Greatest Impact on the Success of the Circus.*

*Wondering -*

*How do I improve my ability to manage my day to have a greater connection/impact on students, staff, and self?*





*The Key to the Success of the Circus is Having Quality Acts in All Three Rings.*

## *Actions -*

*Phase 1 - If you build it they will come....*


- ★ *Coffee Chat - Offered before and after school*
- ★ *Power 15s - Google sign up for a 15 min time slot from 7:00 - 7:15 prior to school.*
- ★ *Lunch Chats - you bring your lunch, I will have snacks, 20 minute chats*

*Phase 2 - Empower, Ask, Listen....*

- ★ *Morning Building Walks - First 15 minutes of the day...just staff ...walk in and say hi.*
- ★ *Self Care - Monday and Thursday Walks...workout Wednesday, ER Stations*
- ★ *Team Visits*
- ★ *ACR Coverage*
- ★ *Mobile Office*
- ★ *Monday Message (Staff and Student)*
- ★ *Visible, Visible, Visible*



# Data Collection -



Principal's Name: Craig Smith

Assessments were used to take form and the principal is using the following operations using the following ratings:

1=strong agreement 2=strong agreement 3=neutral to good

Standard #1: An effective leader promotes the success of each student by facilitating the development, articulation, implementation, and monitoring of a vision of learning that is shared and expected for all stakeholders.

	Self-Rating	Teacher Ratings		
		N	Mean	SD
1. Collaboratively develop and implement a shared vision for the school to lead to high levels of student learning that is clear and measurable for all students	4	17	4.96	0.82
2. Collaborate with staff to identify goals, action-oriented objectives, and evidence of progress toward goals	4	42	4.44	0.77
3. Create and communicate clear learning goals	3	47	3.86	0.79
4. Measure, monitor, and communicate progress	3	47	4.22	0.66
5. Monitor and evaluate progress and adjust plans as needed	3	47	4.07	0.86

Standard #2: An effective leader promotes the success of every student by organizing, implementing, and monitoring a school culture and instructional programs conditions to ensure learning and staff professional growth.

	Self-Rating	Teacher Ratings		
		N	Mean	SD
6. Develop and create a culture of collaboration, trust, learning, and high expectations	4	47	4.36	1.01
7. Foster a collaborative, trusting, and shared culture among staff	4	47	4.22	0.87
8. Foster a professional and learning-focused environment for staff	3	47	4.22	0.79
9. Monitor and evaluate progress	3	47	3.74	1.00
10. Monitor and evaluate progress and adjust plans as needed	3	47	3.88	0.83
11. Monitor the effectiveness of learning programs for staff	4	47	4.36	0.86
12. Monitor and evaluate progress and adjust plans as needed	3	47	3.88	0.86
13. Monitor and evaluate progress and adjust plans as needed	3	47	4.27	0.78
14. Monitor and evaluate progress and adjust plans as needed	4	47	4.02	0.86

- ★ Nurturing and sustaining a culture of collaboration, trust, learning, and high expectations. (Score of 4.26/5.0 - Standard Deviation of 1.01)
- ★ Supervises Instruction. (Score of 3.74/5.0 - Standard Deviation of 1.00)
- ★ Internal [PreAssessment Data](#)



*The Result of Juggling Elephants is that No One, Including You, is Thrilled with the Performance.*

## Phase One Data

Power 15s



*.....Intermission is an Essential Part of Creating a Better Circus Performance .*



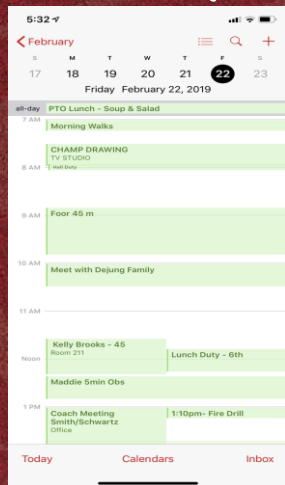
# The Relationship Between the RingMaster and the Performers Affects the Success of the Circus .

## Phase Two Data

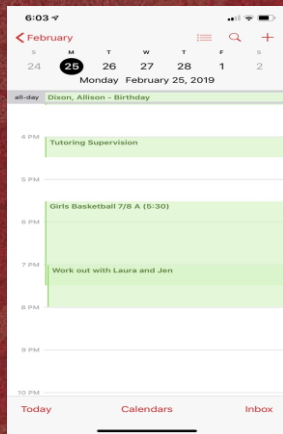
### Data

## Midpoint

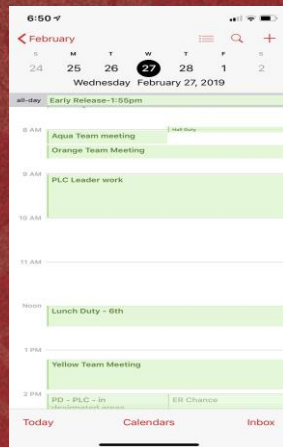
### 7:00 Morning Walk



### Self Care



### Team Visits





# The Relationship Between the RingMaster and the Performers Affects the Success of the Circus .


## Phase Two Data

### Data

## Midpoint

Thu 2/14/2019 6:57 PM  
Craig Smith  
Weekly Calendar Week of Feb18th  
To: CGMSC Staff

Weekly Calendar 2-18-19.docx  
514 KB

 Happy Valentine's Day! I hope that you all were able to spend part of your day with the ones that you love...even more than your MSC Valentines.

Here is the updated calendar....AND a few items of emphasis:

**Jean's Friday 2/15.**  
Please make note that our next Staff Jean's Days are:  
2/19 for Polar Plunge donations  
3/8 for Athletic fundraiser  
3/15 for Spirit Day

Admin C/1 is this Tuesday. Certified Staff will all meet in Jeanne's room during team time. We would like to request that all 6<sup>th</sup> grade teams flip team and prep (coming to Jeanne's room 8<sup>th</sup> period) so that we can ensure all admin will be present at all sessions.

Tuesday – Polar Plunge Lunch and Jeans – please donate to a great cause. See Debby's email for details.


Wednesday will be our whole staff ER. See you in the LGI.










Friday – PTO provides lunch

Saturday – POLAR PLUNGE @ Dye's Walk in Greenwood! It is not too late to go Freezin' for a Reason!



Sun 3/10/2019 1:17 PM  
Craig Smith  
Monday Message Week of 3.11.19  
To: CGMSC Staff

 If there are problems with how this message is displayed, click here to view it in a web browser.

 9A5032F2-4E76-4EE3-BC72-18D7502688B6.JPG 32 KB	 ATT00004.txt 287 bytes	 4C00700D-6464-4F1A-A38E-8069B708D3C7.JPG 33 KB
 ATT00005.txt 287 bytes	 53B87BB0-7B29-4923-9F92-92DC2506F63D.JPG 50 KB	 ATT00006.txt 287 bytes
 341D5791-37D9-47D3-9867-16B188A6C90C.JPG	 ATT00007.txt	 858459C4-435F-4B4B-94B5-2ABA2E011A8F.JPG

MSC Family,

Happy Sunday/Monday to you all! Happy Week before SPRING BREAK! CONGRATULATIONS once again on your EXCEPTIONAL EFFORTS to make us a FOUR STAR SCHOOL!!!!!! You are each amazing and together we are phenomenal!

My hope is that you are feeling a bit better about your level of self care. I have really enjoyed seeing the smiles and energy! I have also been super impressed with how our students have noticed and are joining in on some of the fun also. I have attached some of the pictures above from last Wednesday!

I want to wish everyone a Fantastic Spring Break! I hope you are able to find rest, relaxation, and recovery. I will be spending week one in learning mode... attending two conferences in Louisville, KY....One will be hearing from Tom Shimmer. Shimmer is a current educational expert on grading. As we continue bettering our understanding and work on Q2 within our PLC teams, I am hopeful that I can bring back learnings to assist us. Jeanne has gone to hear him speak before and says he is GREAT! Secondly, I will learn from the Solution Tree experts on RTI that Works. I am really excited to gain deeper understanding and bring this back as well to assist our Q3 and Q4 work. After this week of making my brain sweat, I do plan to try and unplug a bit. I will be staycationing. If you need anything from Friday (3/22) through our return on 4/1, please feel free to reach out. I will be available via phone and text while at the conferences in Louisville as well.

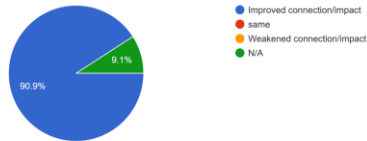
**News to Know....**



# Data - Charts

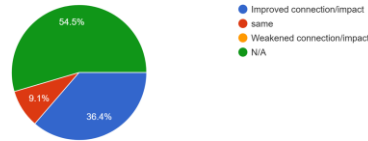
Weekly Calendar - Thursday Delivery with more detail and Admin whereabouts

11 responses



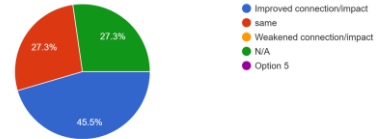
Case Conferences and participating as Public Agency Representatives

11 responses



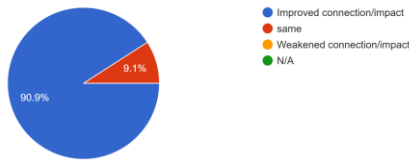
Power 15min morning conferences (that have now turned into 7-7:15am walks of the building)

11 responses



Monday Messages on Sunday Night

11 responses



How would YOU still like for me to improve to better connect and have an impact at MSC? 4 responses

- ❖ Continue to be visible and be present around the building as much as possible.
- ❖ Keep being visible to staff and students. :)
- ❖ Have an occasional presence between classes in hallways and locker bays
- ❖ Just be as visible throughout the day as possible. Thanks for your efforts to improve in this area! :)






*People Sometimes Need to Laugh, Relax, and Not Take themselves So Seriously.*

## *Discoveries -*


*You can't wait for it to come to you.*

*When the right things are on the calendar it is a win, win!*

*Connections are made on their turf, on their time...not yours.*


 Reply  Reply All  Forward

Wed 3/6/2019 2:51 PM

 Jennifer Taylor

RE: ER Today - Self Care Stations

To Craig Smith

 You forwarded this message on 3/6/2019 2:54 PM.

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Thank you. Thank you for valuing us. Thank you for caring about us. Thank you for noticing that we needed this.

Your efforts do not go unnoticed.

JT



*You Can't Wait For It To Come To You.*

*It was clear as I started out and attempted several strategies (coffee chats, power 15 meetings, and lunch & learns) that there was little to no interest in the most significant efforts being performed and initiated by the staff member.*



*Connections are made on their turf, on their time, and not on mine..*

*Connections are made on their turf , on their time...not yours. Once the focus was shifted to what is the data telling me. Truly focusing on the empowerment of staff, asking the right question, getting rich feedback, listening to their needs, and acting upon it appropriately led to great discovery. The midpoint survey shows that the strategies selected are paying off and have led to discussion that has led to new discoveries.*



*When the right things are on the calendar it is a win, win!*

*When the right things are on the calendar, the calendar can drive your work with you at the wheel. The discoveries and the strategies are now the work. They drive the priorities and these priorities allow for me to do the work within them. The biggest take away is visibility and being ever present.....you cannot connect if you are trapped in one room and not present in classrooms, hallways, etc. When needs arise they must know that they can count on you to be there!*



*What's next?*

*- Let the*

*Performance Begin!*

*Staff Book Study - Juggling Elephants*

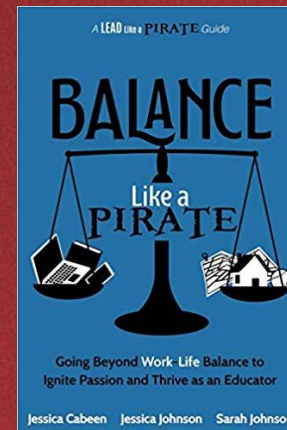
*MindFul Mondays*

*Staff Self Care*

*Workout Wednesdays*

*Mobile Office*

*Thoughtful Thursdays*





# Bibliography

## Books:

Loflin, Jones and Musig, Todd (2005). *Juggling Elephants - An Easier Way to Get Your Most Important Things Done - Now!* New York: Penguin Group

Fichtman Dana, Nancy (2009). *Leading with Passion and Knowledge - the Principal as Action Researcher.* California: Corwin

## Website:

<https://www.cnbc.com/2018/01/04/11-highly-effective-ways-to-connect-with-employees.html>



**Principal Name:** Craig Smith

**School Name:** Center Grove Middle School Central

**Principal's Email Contact:** smithc@centergrove.k12.in.us

### **Background Leading to My Inquiry (Slide 2)**

IPLI Data Packet shared results from a Survey given to my staff in May of 2018. The results showed a **larger standard deviation** in two areas within Standard 2 - An educational leader promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. (Nurturing Culture and Supervision....I believed this to be due to our system of supervision and evaluation)

### **The Purpose of My Inquiry (Slide 3)**

Therefore, the purpose of my action inquiry was to **identify how I as a leader can better manage my day to have a greater connection/impact upon my students, my staff, and myself?**

### **My Wondering (Slide 4)**

With this purpose, we wondered . . . How do I improve my ability to manage my day to have a greater connection/impact on students, staff, and self?

### **My Actions (Slide 5)**

Phase 1 - If you build it they will come....

- Coffee Chat - Offered before and after school
- Power 15s - Google sign up for a 15 min time slot from 7:00 - 7:15 prior to school.
- Lunch Chats - you bring your lunch, I will have snacks, 20 minute chats

Phase 2 - Empower, Ask, Listen....this was done in response to learning through the failure model in Phase 1. =)

- Morning Building Walks - First 15 minutes of the day...just staff ...walk in and say hi.
- Self Care - Monday and Thursday Walks...workout Wednesday, ER Stations
- Team Visits
- ACR Coverage
- Mobile Office
- Monday Message (Staff and Student)
- Visible, Visible, Visible



## **Data Collection (Slide 6)**

IPLI Date Survey  
Google Sheet Survey Power 15s  
Calendar  
Mid-Point Survey  
Emails  
Phase 2 and Final Survey

## **My Data (Slides 6-10)**

## **My Discoveries (Slide 11-14)**

In this step, summarize your learning in two - three succinct statements that illustrate the most important and critical facets of what you learned:

Learning Statement One: You can't wait for it to come to you.

Learning Statement Two: When the right things are on the calendar it is a win, win!

Learning Statement Three: Connections are made on their turf , on their time...not yours.

You can't wait for it to come to you:

It was clear as I started out and attempted several strategies (coffee chats, power 15 meetings, and lunch & learns) that there was little to no interest in the most significant efforts being performed and initiated by the staff member.

When the right things are on the calendar it is a win, win:

Connections are made on their turf , on their time...not yours. Once the focus was shifted to what is the data telling me. Truly focusing on the empowerment of staff, asking the right question, getting rich feedback, listening to their needs, and acting upon it appropriately led to great discovery. The midpoint survey shows that the strategies selected are paying off and have led to discussion that has led to new discoveries.

Connections are made on their turf , on their time...not yours:

When the right things are on the calendar, the calendar can drive your work with you at the wheel. The discoveries and the strategies are now the work. They drive the priorities and these priorities allow for me to do the work within them. The biggest take away is **visibility and being ever present**.....you cannot connect if you are trapped in one room and not present in classrooms, hallways, etc. When needs arise they must know that they can count on you to be there!



### **Where I Am Heading Next (Slide 15)**

This was a huge learning in reflective practice for me. I knew that I wanted to get better in connection and visibility with students and staff. What I found was that it was equally as important to connect with myself. My initial work was focused on scheduling time for student and staff to come to me. Boy, was I wrong. If I scheduled it...they did not come...unlike the famous Field of Dreams quote would say. I had to put boots on the ground myself. Through making strides to get out into my school building and meeting students and staff on their turf and not mine...my action research was transformed. Through the survey work it also allowed me to better monitor the staff's focus on selfcare and then to me being mindful of my own selfcare and balance.

What does the future now hold? My next phase (3) will be to find even more balance and "on their turf" time. I would like to have the staff read the book, *Juggling Elephants*, to allow for them to have similar a-ha's. I am also going to read the book, *Balance Like a Pirate*, to give me additional ideas. I will also attempt to build in one day a month that my office will become mobile...in classrooms, providing instructional support and assistance, allowing me to have greater perspective and participation within the learning environments of my school.

My wondering will continue to be to find out how a better balance and control of my calendar and the things that I prioritize can have a positive and continuing impact on the connection between myself, my students, my staff, and my school.

### **Bibliography (Slide 16)**

Books:

Loflin, Jones and Musig, Todd (2005). *Juggling Elephants - An Easier Way to Get Your Most Important Things Done - Now!* New York: Penguin Group

Fichtman Dana, Nancy (2009). *Leading with Passion and Knowledge - the Principal as Action Researcher*. California: Corwin

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