



Increasing Reflective Practices

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Background Leading to My Inquiry (Slide 2)

Being so driven to make sure we are getting the work done effectively and efficiently, I often do not acknowledge staff when they do great things. I am working to be more intentional about recognizing the good things that are happening in the building by giving handwritten notes to staff. I'm hopeful this practice will help me become a more reflective building leader.

The Purpose of My Inquiry (Slide 3)

The purpose of my action inquiry was to be more intentional at acknowledging the great things our staff does each day. By doing so, this would allow me to be more reflective as I go through the school year.

My Wondering (Slide 4)

I wondered how I could be more intentional about recognizing the outstanding things that happen around the building. I wondered if this would help me to be a more reflective, appreciative leader.

My Actions (Slide 5)

To gain insight into my wondering, there were several things that I did to help increase my reflective practices. The first thing I did was create a weekly notification in my calendar to remind me to stop and reflect on great things I saw happening recently. I started writing handwritten notes to staff members who I wanted to show appreciation to. A few of my outstanding IPLI teammates suggested dressing up my handwritten notes a bit, so I ordered custom Post-it Notes with my picture on them. When those arrived, I started using those to write my notes. I tracked who I wrote notes to and when. I also included in my data any follow-up reactions from staff members who received a note.

Concurrently, in December I also sent a survey to all staff in my building. This five question survey focused on whether staff felt they received acknowledgement for their work and their level of professional relationship with me. In April, I sent the staff the same survey to see if there were any improvements in the way they felt.

Data Collection (Slide 6)

I collected data through a survey I had our staff complete at the beginning of the project and at the end of the project. I also documented the number of notes that were given out, as well as any feedback that came from staff after they received a note.

My Data (Slides 7-15)

December Survey - This served as my baseline data. Results were favorable, but could have been better.

April Survey - This was my ending data. Results were similar to the beginning survey, however, there were slight improvements in each category.

Custom Post-it Note - Example of the note pad I used to write handwritten notes to staff members when I was acknowledging something they did.

Note-tracking Sheet - I used this sheet to record the who I wrote notes to and when I wrote them. I also used this to record any feedback from staff members I received after they had gotten a note.

My Discoveries (Slides 16-19)

Learning Statement One: There is a need for a weekly (at minimum) reminder to reflect and acknowledge. Having the notepad sitting on my desk served as a reminder to write the notes. This worked for quite a while, however, as school activities increased it became more difficult to remember to write the notes to staff. I started setting a weekly reminder alert in my cell phone to remind me, but that wasn't always enough. From December through March, the number of written notes declined from twelve to two. However, I am now able to think about the positive things that happen on a day-to-day basis more so than I did prior to this project.

Learning Statement Two: Providing handwritten notes has forced me to acknowledge the positive actions by staff and reflect on things we do well. A strength of mine has not always been to recognize the positive actions of others. By being intentional about the notes, this project has forced me to get out of my comfort zone. Instead of always looking at the areas of needed improvement, I am better at reflecting on the things that are going well. With 31 total notes written, many of those are instances I probably would not have mentioned to the staff member without the note. I am now more comfortable providing praise and acknowledgement than ever before, which has helped me to see things in a better light.

Learning Statement Three: The notes have helped to strengthen relationships with staff. Communication increased due to writing the notes to staff. Through the acknowledgement, I learned that staff members seemed more comfortable in conversations we had. This has increased my comfortability in conversations as well. This has made me a better leader by building stronger relationships with our staff members. With the responses from staff members after receiving a note, I believe our staff feels more supported due to the feedback provided.

Where I Am Heading Next (Slide 20)

I will continue to write handwritten notes of acknowledgement into next school year. I will continue to make an intentional effort to dedicate time each week to this. This intentional effort will lead to continued relationship-building with staff. However, while the notes provided a starting point, I feel they don't always have the impact that a face-to-face recognition might

have. I would prefer to have a conversation, but the notes provide a way to send positive feedback when conversations are not always possible.

Increasing Reflective Practices

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Background Leading to this Inquiry

- Being so driven to make sure we are getting the work done effectively and efficiently, I often do not acknowledge staff when they do great things. I am working to be more intentional about recognizing the good things that are happening in the building by giving handwritten notes to staff. I'm hopeful this practice will help me become a more reflective building leader.

Purpose of This Inquiry

- The purpose of my action inquiry was to be more intentional at acknowledging the great things our staff does each day. By doing so, this would allow me to be more reflective as I go through the school year.

My Wondering

- I wondered how I could be more intentional about recognizing the outstanding things that happen around the building. I wondered if this would help me to be a more reflective, appreciative leader.

My Actions

- Daily reminders
- Custom post-it notes
- Handwritten acknowledgement
- Survey to the staff
- Distribution chart with feedback
- Survey to the staff upon completion

Data Collection

- I collected data through a survey I had our staff complete at the beginning of the project and at the end of the project. I also documented the number of notes that were given out, as well as any feedback that came from staff after they received a note.

My Data

- Question 1: Do you feel respected in your workplace?
 - 27 of 34 responses indicated “Yes”
-- 80%
- Question 2: Do you feel you get recognition for your work?
 - 19 of 34 responses indicated “Yes”
-- 56%

My Data

- Question 3: Do you feel like the principal of the school supports you in your work?

- 29 of 34 responses indicated “Yes”

- 85%

- Question 4: Do you feel like you have a good working relationship with the principal of the school?

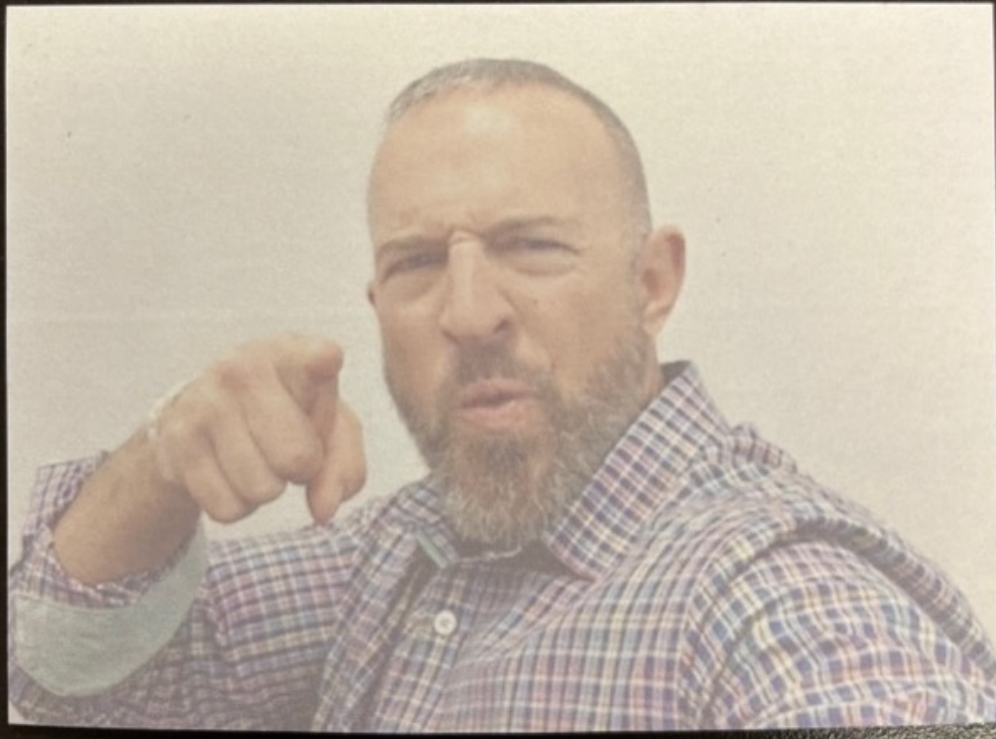
- 27 of 34 responses indicated “Yes”

- 79%

My Data

- Question 5: Based on your overall feeling regarding staff morale, on a scale of 0-10 how likely are you to recommend GIS to others (10 being best)?
 - 34 responses
 - Average score = 7.2

My Data



My Data

December – 12 notes written
 January – 9 notes written
 February – 8 notes written
 March – 2 notes written

Total Notes – 31

Received verbal or written feedback from 7 of the 31 notes

	December 2021	January 2022	February 2022	March 2022	Response Notes
	12/15/21	1/11/22			
	12/10/21, 12/17/21				
	12/14/21		2/14/22		Texted me thanking me for the note
		1/4/22			
		1/19/22			
		1/24/22	2/14/22		
	12/8/21				
	12/15/21				
			2/12/22		
	12/8/21				Told me that a staff member told her how much the note meant to her
	12/16/21				Told me she was very thankful after school and she does it for the kids
		1/25/22			
		1/24/22			Thanked me for the note Told me the note was just what she needed to hear on that day
			2/11/22		
			2/2/22, 2/14/22		
	12/9/21				Thanked me for the note. Another staff member said Beth was very appreciative
		1/25/22			
		1/20/22			
		1/25/22			
			2/25/22		
			2/25/22		Received an email stating she was very appreciative
				3/10/22	
	12/14/22				
				3/10/22	
	12/17/21				

My Data

- Question 1: Do you feel respected in your workplace?
 - 28 of 34 responses indicated “Yes”
 - 82% (Up from 80%)
- Question 2: Do you feel you get recognition for your work?
 - 22 of 34 responses indicated “Yes”
 - 65% (Up from 56%)

My Data

- Question 3: Do you feel like the principal of the school supports you in your work?
 - 30 of 34 responses indicated “Yes”
 - 88% (Up from 85%)

- Question 4: Do you feel like you have a good working relationship with the principal of the school?
 - 27 of 34 responses indicated “Yes”
 - 82% (Up from 79%)

My Data

- Question 5: Based on your overall feeling regarding staff morale, on a scale of 0-10 how likely are you to recommend GIS to others (10 being best)?
 - 34 responses
 - Average score = 8.0 (Up from 7.2)

My Discoveries

- Learning Statement One: There is a need for a weekly (at minimum) reminder to reflect and acknowledge
- Learning Statement Two: Providing handwritten notes has forced me to acknowledge the positive actions from teachers and reflect on things we do well
- Learning Statement Three: The notes have helped to strengthen relationships with staff

Learning Statement One

- **Learning Statement One: There is a need for a weekly (at minimum) reminder to reflect and acknowledge**
 - Having the notepad sitting on my desk served as a reminder to write the notes. This worked for quite a while, however, as school activities increased it became more difficult to remember to write the notes to staff. I started setting a weekly reminder alert in my cell phone to remind me, but that wasn't always enough. From December through March, the number of written notes declined from twelve to two. However, I am now able to think about the positive things that happen on a day-to-day basis more so than I did prior to this project.

Learning Statement Two

- **Learning Statement Two: Providing handwritten notes has forced me to acknowledge the positive actions by staff and reflect on things we do well**
 - A strength of mine has not always been to recognize the positive actions of others. By being intentional about the notes, this project has forced me to get out of my comfort zone. Instead of always looking at the areas of needed improvement, I am better at reflecting on the things that are going well. With 31 total notes written, many of those are instances I probably would not have mentioned to the staff member without the note. I am now more comfortable providing praise and acknowledgement than ever before, which has helped me to see things in a better light.

Learning Statement Three

- **Learning Statement Three: The notes have helped to strengthen relationships with staff**

- Communication increased due to writing the notes to staff. Through the acknowledgement, I learned that staff members seemed more comfortable in conversations we had. This has increased my comfortability in conversations as well. This has made me a better leader by building stronger relationships with our staff members. With the responses from staff members after receiving a note, I believe our staff feels more supported due to the feedback provided.

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