

# Gathering Feedback from Staff:

## Sunnyside Elementary

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# Introduction

## Our action research project seeks to answer:

Does more opportunities to provide input lead to a strong school culture?  
Using the gathered data from the Level 1 Marzano Reliability School Survey our team focused on reflecting and improving the feedback on Leading Indicator 1.5: Teachers and staff have formal ways to provide input regarding the optimal functioning of the school. What ways do teachers currently have to provide feedback? What other formal and informal ways can we add to our current system for seeking feedback?

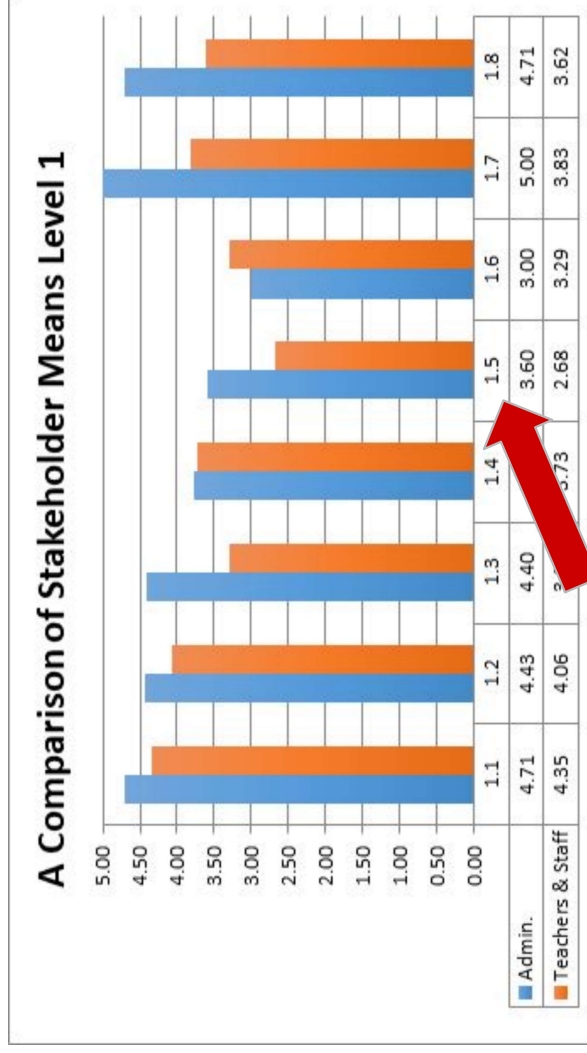


# Background Leading to this Inquiry



## Marzano high Reliability School Survey Level 1 (June 30, 2021)

**Leading Indicator 1.5:** Teachers and staff have formal ways to provide input regarding the optimal functioning of the school.



**Admin Mean: 3.60**

**Teachers and Staff: 2.68**

**Difference: 9.2**

This indicator was the lowest and had a large discrepancy between the administrators and teacher and staff.

# Background Leading to this Inquiry



<b>Leading Indicator 1.5: Teachers and staff have formal ways to provide input regarding the optimal functioning of the school.</b>	<b>Strongly disagree/ disagree</b>
<b>1.5.1</b> Data collection systems are in place to collect opinion data from teachers and staff regarding the optimal functioning of our school.	56.25%
<b>1.5.4</b> The manner in which opinion data from teachers and staff are used is transparent.	46.15%

2021-2022 is Ms. Deynes' first year at Sunnyside leading the team to look at the Level 1 Survey results.

# Purpose of This Inquiry



Therefore the purpose of our action inquiry was to explore additional avenues for teachers to provide input about the functioning of the school and improve school culture.

## Formal input in place:

- Building discussion
- Committee meetings
- PLC leader meetings
- Marzano surveys

## Informal input in place:

- Administrator open door policy

## A staff member's thoughts:

I have never have had an issue with administration and talking to them. I didn't know there was a shortage of opportunities to talk to administration.

# Our Wondering

With this purpose, we wondered...

**Will offering more opportunities to provide input lead to a stronger school culture as measured through formal and informal data collection?**

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# Our Actions



## 1. Lunch and Listens:

Principal invites staff members by grade level and support staff to meet with her over lunch to engage in informal conversations.

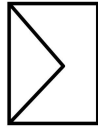
- Open agenda
- Follow flow of discussion as lead by teachers
- Snacks



### **Email correspondence from Edyza:**

I'd like to invite you to the conference room tomorrow for Lunch and Listen. Bring your lunch, I will bring dessert. This is an informal time to chat and catch up. This is not mandatory, come if you can and want to chat. I plan on being there 10:30 to 1:30.

# Our Actions



## 2. Feedback Envelopes:

(based on student black boxes to report bullying)

Email (right) sent to staff in an effort to get feedback in an informal manner. Most time feedback is elicited from staff with technology.

We wanted to change the means of communication and allow the staff to feel that the feedback could be truly anonymous.

To: - SS Faculty and Staff

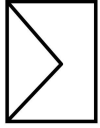
Hello everyone,  
Edyza, Laurie and I are working on a project for her principal leadership institute. Our focus is incorporating more communication from staff regarding the school functioning (all aspects). We do have a few formal ways to do so, but we want a more informal system to get a different pulse.  
Laurie and I will have envelopes in our mailboxes labeled feedback. Feel free to give your feedback (can be anonymous) about the functioning of the school.  
We will gather the feedback and look for trends to bring to Edyza's attention.  
Thank you,  
Ann and Laurie





# Our Actions

## 2. Feedback Envelopes



## Survey Monkey ?



We did not receive any feedback in the envelopes. Based on the informal data that we collected through conversations, we decided to send this email and attach an anonymous Survey Monkey survey to staff to get further information from staff.

Good Morning

Ann and I are finishing up our project with Edyza to determine how we can improve our school culture at Sunnyside by increasing the ways that staff can communicate and express their concerns. I have a 2 question Survey Monkey that is anonymous and should just take a minute or less to complete! Please take a moment to share your thoughts with us as we prepare for our final presentation next week. Thank you in advance!

<https://www.surveymonkey.com/r/BM7Z5FJ>



# Our Actions

## Survey Monkey ?

Initially, we did not want to use technology, but decided that our means of communication could be an issue. We choose Survey Monkey because it is anonymous.

## School Culture Feedback

1. No feedback was received in the envelopes regarding concerns for school culture. The envelopes are still available in the mailboxes in the office in Blair and Tinker-Jackson's mailboxes. If you would like to share feedback and did not, why didn't you place a response in the envelope?

- I have no concerns to share.
- I don't feel comfortable with the location of the envelopes.
- other

2. What ideas would you like to share on how we can elicit feedback to increase school culture?



# Data Collection

## Lunch and Listen

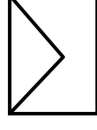


### Anecdotal Perception Data:

- Follow up with participants about reflections on the experience:
  - General Feedback
  - Did you focus on person, school or both?
  - Benefits?
  - Would you attend another Lunch and Listen?



## Feedback Envelopes



### Trend data in staff feedback:

- ~~If name included, clarify if necessary~~

## Survey monkey ?

- Determine trends on why we did not get feedback in the envelopes

# Our Data



## Lunch and Listen: Trends and Highlights

- 100% of participants indicated they would attend again
- 72% discussed Personal and School issues
- 27% discussed only Personal issues
- 100% mentioned positive reaction to the informal setting
- 81% mentioned community building as a benefit

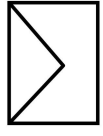
Anecdotal  
feedback notes

“It was good, casual no pressure talking. Discussed mostly feelings and mental health at school.”

“Loved it. Appreciate the opportunity to have time for community. Talked about changes in staffing that are impacting us professionally and personally.”



# Our Data



## Feedback Envelopes

No feedback was placed in the envelopes.

### Root cause? Why?

- No feedback to offer?
- Hesitation about any follow up?
- Hesitation about 'acceptable' follow up?
- No previous evidence of follow-up?
- Not comfortable giving honest anonymous feedback?

### Informal feedback (conversations among staff)

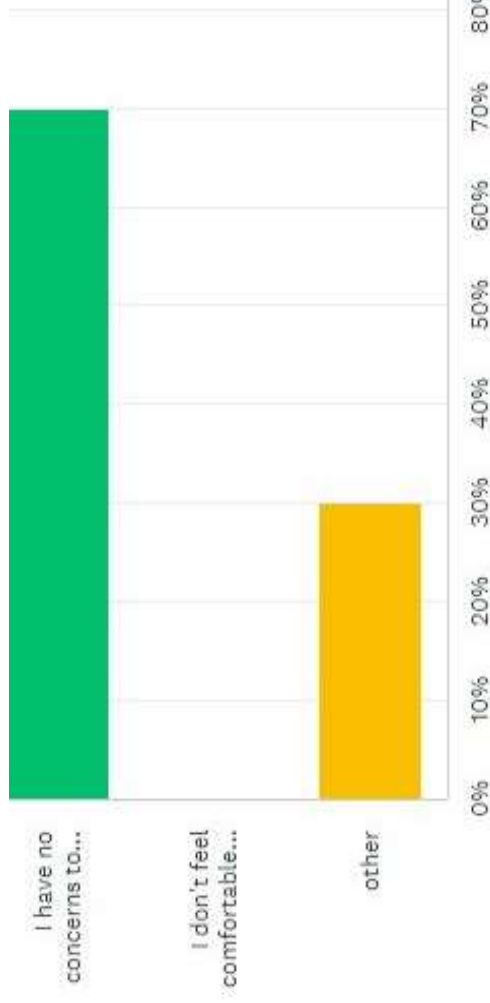
- Placement was in a location that some people felt was too central
- Conversation in PLC- no feedback was put in envelope because there are concerns that the issues (discipline) would not be addressed



# Our Data

## Feedback Envelopes- Follow up Survey ?

Why did you not place feedback in the folder?



What ideas would you like to share on how we can elicit feedback to improve school culture?

- Envelope in teacher's lounge
- Online document
- Online survey
- Monthly/Quarterly form
- Feedback form at PDs
- PD check-in on culture

90% 100%



# Our Discoveries



**Learning Statement 1:** Simply providing more opportunities for feedback did not increase staff feedback. Creating time for feedback opportunities increases staff participation.

**Learning Statement 2:** Providing informal avenues to connect with colleagues is valuable to staff members. Creating time and space for connection among colleagues is important to Sunnyside staff.

**Learning Statement 3:** Sunnyside staff needs to revisit discipline procedures and expectations.

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# Where We Are Heading Next



## What have we learned about the school?

- People value connections with each other
- Staff has a certain level of trust in administration
  - Limited building discussion items
  - No items in envelopes
  - Lunch and listens with an open agenda still moved to personal

## What have we learned about the teachers?

- There are staff members that are still hesitant to share honest feedback.
  - Are people being transparent about issues?
  - Are they content with working conditions or are they holding to something that they do not feel comfortable sharing?
  - What percentage of staff is hesitant?
- Communication is important to teachers at Sunnyside. Time need to be set aside.
- Understanding and expectations regarding discipline procedures needs attention.

