PHASE FIRST

Name of School: La Porte Middle School

Principal's Name: Elizabeth krutz

Principal's Email: ekrutz@lpcsc.k12.in.us

LPMS was established in 2019, merging two previous middle schools in the community. After three years of planning, some staff still harbored resentment over the merger. As we were making progress in productive communication and a positive climate, the pandemic changed everything, and it still has a great impact on everything we do. As a whole, we continue to struggle with having such a large population as we build our school community family.

THE PURPOSE OF MY ACTION INQUIRY WAS TO FOCUS ON MEETING MY "THINKER PHASE" MOTIVATIONAL NEEDS FOR THIS ACTION RESEARCH PROJECT. TO DO THIS, I AM INCORPORATING A TIME-STRUCTURED CALENDAR AND A NEW COMMUNICATION TOOL TO INCREASE MY PRODUCTIVITY AND EFFICIENCY. MY GOAL IS TO BUILD A MORE POSITIVE SCHOOL CLIMATE, LEADERSHIP TEAM, AND STAFF-LEADERSHIP RELATIONSHIPS.

Purpose of This Inquiry


My Wondering

How might ensuring that I'm taking care of my phase motivational needs of having a time structure that is productive and efficient help me effectively build positive school climate, leadership, and staff-leadership relationships?

- Will I be able to change my habits, thus allowing for better time management?

- How will using a different communication platform increase communication and productivity for my leadership team?

- By spending more time planning and less time doing, will I increase my productivity thereby improving student and staff survey results?

Slide 5

My Actions

Mind Valley Course to Increase productivity
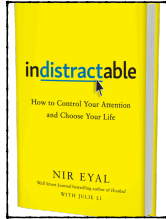
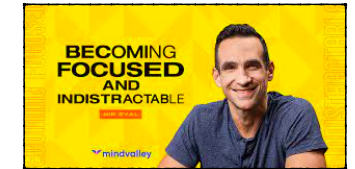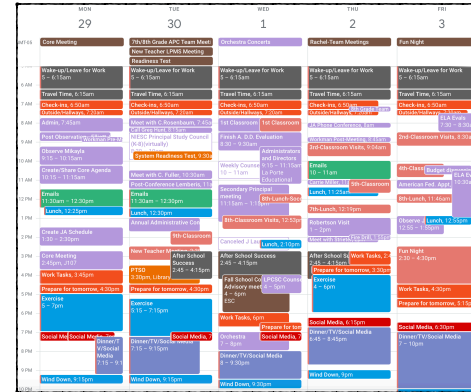**Began using Slack for communicating with my administrators and instructional coach**

Panorama Student and Staff Survey

Meet with staff to develop action steps based on student survey results

Meet with administrative team to develop action steps based on teacher survey results

Slide 6

Time Box Calendar

BECOMING FOCUSED AND INDISTRACTABLE

Slide 7

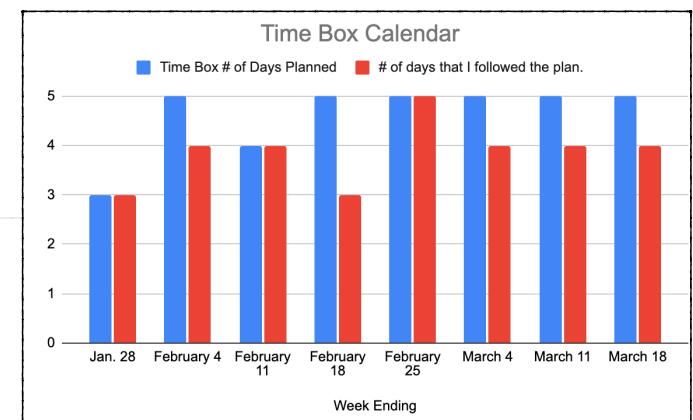| Monthly Actions Steps to Improve Student and Staff Survey Results		
Dates	Actions	Focus Area
November/ December	• Shared Teacher Survey Results with Administrative Team • Shared Student/Staff Survey Results with Teachers	Sharing Survey Data
January	• Shared recorded Zoom Presentation of the Students Survey Results compared to national middle school data. This included actions steps for the next three months. • CORE Meeting - discussed presentation - not much feedback due to 3 snow days	Analyzing Results
February	• PD/eLearning Day - Department meetings had Engagement on their agendas to cover and brainstorm ideas. Other planned activities on engagement were canceled due to snow day and will be completed on the March PD Day • Team Leaders Meeting - Engagement request to take pictures, and invite admin or PR Team, to lessons to watch.	Engagement
March	• PD Day - fun activities and lunch. • Essential Team Pitch-in • PI Day • St. Patricks Day Snacks • Pep Rally • LPMS Celebration Showcase	School Climate
April	• Motivational blasts on lunch slideshow • Daily Announcements with Self-Efficacy Tips	Self-Efficacy

Data Survey Results Activity

April PD Fun

Pep Rally

Slide 8

My Data

Most success was found when I committed to planning. Everyday obstacles are inevitable, but having a plan increases my productivity.

Time Box Calendar

■ Time Box # of Days Planned   ■ # of days that I followed the plan.

Week Ending	Time Box # of Days Planned	# of days that I followed the plan
Jan. 28	3	3
February 4	5	4
February 11	4	4
February 18	5	3
February 25	5	5
March 4	5	4
March 11	5	4
March 18	5	4

Week Ending

My Data

Communication Tool
    Interview with administrative team and instructional coach.
    Slack messaging has been beneficial in increasing productivity with by-weekly meetings with our administrative
    team and our instructional coach. We may look at using this next year with a broader range of school committees.
    Wifi Reception on our mobile devices is needed to improve use of Slack during the school day.

Staff and Student Panorama Surveys
    Focus Group Interviews with Core Team (School Improvement Team) and Administrative Team
        Both groups believe we will have positive results due to the action steps taken.
        Post-surveys will be given in May.

My Discoveries

From my action research project I have learned that meeting my "Thinker Phase" needs will increase my motivation and satisfaction with my work. Our new communication tool, Slack, is still a work in progress . I am very optimistic about the upcoming Staff and Student Surveys.

1. Learning Statement One: Meeting my "Thinker Phase" needs has lead to higher productivity and job stasifation. This is evident through the data I tracked and my anecdotal notes. Over the course of the 8 weeks, I was able to plan 92% of days, and of those planned days I followed the plan 84% of the days. I added additional set meetings with stakeholders as well as set classroom walkthroughs into my weekly time box calendar.
2. Learning Statement Two: Slack has proven effective in both our administrative and instructional coach meetings. All of us are using this to communicate and update on current products.
3. Learning Statement Three: Through interviews with focus groups, I feel we will have positive results from our Staff and Student Surveys.

Where I Am Heading Next

This project has given me the opportunity to reflect on my PCM Leadership Profile and draw connections for greater success as a leader. It is fulfilling to use the TimeBox calendar to plan my days and to use Slack to communicate. In the future, I hope to implement Slack on a wider scale, and I am looking forward to positive growth from our post-surveys in May.

Bibliography

Dana, N. F. (2009). *Leading with passion and knowledge: The principal as action researcher.* Corwin Press.

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Background Leading to My Inquiry (Slide 2)

LPMS was established in 2019, merging two previous middle schools in the community. After three years of planning, some staff still harbored resentment over the merger. As we were making progress in productive communication and a positive climate, the pandemic changed everything, and it still has a great impact on everything we do. As a whole, we continue to struggle with having such a large population as we build our school community family.

The Purpose of My Inquiry (Slide 3)

The purpose of my action inquiry, therefore, was to focus on meeting my "Thinker Phase" motivational needs for this action research project. To do this, I am incorporating a time-structured calendar and a new communication tool to increase my productivity and efficiency. My goal is to build a more positive school climate, leadership team, and staff-leadership relationships.

My Wondering (Slide 4)

How might ensuring that I'm taking care of my phase motivational needs of having a time structure that is productive and efficient help me effectively build a positive school climate, leadership, and staff-leadership relationships?
>   Sub Questions:
>   - How will using different communication platforms increase communication and productivity for my administrator team?
>   - By spending more time planning and less time doing, will I increase my productivity thus improving student and staff survey results?
>   - Will I be able to change my habits, thus allowing for better time management?

My Actions (Slide 5)

After learning about my PCM Leadership Profile, I began to think about ways to meet my "Thinker Phase" as these needs are the most important to meet first every day. This led me to a book that I had listened to a few years ago, Indistractable, by Nir Eyal. After initially listening to this book I did not spend the time needed to put these ideas into action. I then found an online course that used this book and introduced a Time-Box Calendar system. In December I began implementing this system.

In today's growing technology world, communication is a continual struggle, and I had been investigating different communication platforms and decided now was a great time to try one out. Working with my administrative team and instructional coach, we began using Slack for planning and communicating. Lastly, around the time of the planning of this project, I received unfavorable data from our Staff and Students Panorama Surveys. I decided that this would also be an area for needed growth and time to meet with stakeholders to look for feedback and develop action steps that would lead to improvement.

My Actions (Slide 6)

This slide shows the online course I completed to learn more about ways to become focused and use the Time Box Calendar system. Also, there is an example of a week view of my time-boxed calendar.

My Actions (Slide 7)

This slide shows the monthly action steps taken to Improve our Staff and Student Survey Results.

My Data (Slides 8)

This graph shows the data I collected on days that I planned and followed my time box calendar. I also took anecdotal notes to reflect on each week. I found more success on the days I had planned; however, days that I was unable to follow my calendar were unavoidable due to other requirements of my position. While these other duties varied, they were usually due to student behaviors or managerial tasks that needed immediate attention.

My Data (Slides 9)

- Slack - Communication Tool - I held Interviews with the administrative team and our instructional coach about their thoughts on continuing the use of Slack. They felt that Slack messaging has been beneficial in increasing productivity with by-weekly meetings and daily communications. We may look at using this next year with our committees. However, for optimal use, we will need Wifi Reception on our mobile devices to improve the use of Slack during the school day.
- Staff and Student Panorama Surveys - I held Focus Group Interviews with our Core Team (School Improvement Team) and Administrative Team. Both groups believe we will have positive results due to the action steps taken. The teachers were very appreciative of the support they received from administration in dealing with student behaviors. Our Post-surveys will be given in May.

My Discoveries (Slide 10)

From my action research project, I have learned that meeting my "Thinker Phase" needs increases my motivation and satisfaction with my work. Our new communication tool, Slack, is still a work in progress. I am very optimistic about the upcoming Staff and Student Surveys.

1. Learning Statement One: Meeting my "Thinker Phase" needs leads to higher productivity and job satisfaction. This is evident through the data I tracked and my anecdotal notes. Over the course of the 8 weeks, I was able to plan 92% of days, and of those planned days I followed the plan 84% of the days. I added additional set meetings with stakeholders as well as set classroom walkthroughs into my weekly time box calendar.
2. Learning Statement Two: Slack has proven effective in both our administrative and instructional coach meetings. All of us are using this to communicate and to give updates on current projects.
3. Learning Statement Three: Through interviews with focus groups, I feel we will have positive results from our Staff and Student Post -Surveys that will be given in May.

<u>Where I Am Heading Next (Slide 11)</u>

This project has given me the opportunity to reflect on my PCM Leadership Profile and draw connections for greater success as a leader. It is fulfilling to use the TimeBox calendar to plan my days and to use Slack to communicate. In the future, I hope to implement Slack on a wider scale, and I am looking forward to positive growth from our post-surveys in May.

<u>Bibliography (Slide 12)</u>

Dana, N. F. (2009). *Leading with passion and knowledge: The principal as action researcher*. Corwin Press.

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