



*The mission of the Indiana Principal Leadership Institute is to provide building-level principals with the skills and tools needed to increase their personal leadership capacities, as well as to increase the learning capacities of their schools.*

## Winter 2016 Newsletter

### Upcoming IPLI Events

- March 15, 2016  
IPLI Cohort #4  
Nominations close
- April 11, 2016  
Cohort #2 Seminar  
Graduation
- April 13, 2016  
Cohort #3 Seminar
- July 12-14, 2016  
Summer Seminar

### Upcoming INALI Events

- July 17-19, 2016  
New Administrator  
Workshop



**REMINDER!!**

**Daylight Savings Time  
begins March 13**

### Inside this issue:

January Seminars	2
Ideas to Ponder	3
Cohort 2 News	4
Cohort 3 News	4
One School, One Book	5
Spotlight on AR	6
INALI	7

## IPLI at the IASP Fall Conference

At the November IPLI Seminar each year, cohorts have an opportunity to meet together and engage in thoughtful conversations about leadership and school improvement. Held in conjunction with the annual Indiana Association of School Principals Fall Professionals Conference, IPLI principals and mentors participate in the three-day conference, with Monday of the conference being designated as the IPLI Seminar day.



During the IASP Conference, IPLI principals had a chance to meet in their regional-focus cohorts.

On Sunday, November 23, 2015, Cohort #2 and Cohort #3 principals and mentors attended the opening session with keynote speaker Kim Campbell – *We Will Survive!* Kim is a middle school social studies teacher who developed a revolutionary after-school program for disadvantaged students. She is co-author of *SOAR: A Handbook for Closing the Achievement Gap* and author of *If You Can't Manage Them, You Can't Teach Them*. Kim provided some key ideas for working with our most challenging youth.

Luis Cruz was Monday morning's keynote speaker – *Transforming School Culture: Exploring Effective Principal Leadership*. Cruz is the former principal of Baldwin Park High School, located east of Los Angeles, CA. Under Cruz's leadership, the school received California's prestigious Golden Bell Award for significantly closing the achievement gap between the general student population and students learning English as a second language.



Luis Cruz speaks to IPLI participants about the importance of leadership.

In the afternoon, Cruz led IPLI principals and mentors in a discussion of some of his most critical points from the morning session, diving in deeper to help them understand the leadership necessary to transform a school's culture. After this session, IPLI hosted an Edcamp, allowing participants to select their own topics for discussion. The day ended with regional focus-cohort meetings where mentors guided principals through the next stages of their action research cycle.

On Tuesday morning, Dave Emmert, former General Council for the Indiana School Boards Association, provided a legal update for principals. The final general session featured Dr. Todd

Whitaker and his two daughters, Madeline and Katherine, presenting – *The First Year, How to Help Beginning Teachers Move from Surviving to Thriving.*

In addition to the excellent keynotes, principals and mentors were able to attend the concurrent sessions at the conference. Thanks to IASP for another great conference!

## IPLI January Seminars

Thanks to Mother Nature, IPLI was able to host the January seminars without any significant snow issues. On Monday, January 25, Phil Warrick from Marzano Research led Cohort #2 principals, teachers, and mentors in a discussion of how to develop a common language of instruction for a school. Warrick also shared information about using instructional rounds to improve teaching. Phil's session concluded with strategies for development of a guaranteed and viable curriculum which includes a comprehensive vocabulary program. Kathy Nimmer, 2015 Indiana Teacher of the Year, then inspired everyone when she presented *Who Am I?*. Nimmer is blind, and she reminded our principals and teachers how important it is to see students for who they really are and connect with them.

**--Sample--**

### Instructional Snapshot

#### Anywhere High School

Should See/Hear	Might See/Hear	Should Never See/Hear
Student engagement Academic vocabulary Teacher modeling	Cooperative Learning 1:1 conferencing	Busy Work Sarcasm / Criticism

During Warrick's presentation, principals and teachers had an opportunity to create an "Instructional Snapshot" for their own buildings by identifying things one should always see and/or hear in a classroom, things one might see and/or hear in a classroom, and things one should never see and/or hear in a classroom.



Ken Williams inspiring Cohort #3.

On Tuesday, January 26, 2016, Ken Williams ([www.unfoldthesoul.com](http://www.unfoldthesoul.com)) presented *Starting a Movement – Creating a Culture of Learning for ALL*. Ken engaged our participants in a number of activities focused on understanding what "learning for all" truly means. He then challenged principals to engage their teachers in this same conversation. After lunch, mentors checked in with their principals on their AR project progress during the regional focus-cohort meetings. Mentors Heather Whitaker, Dave Maugel, and David Robertson shared some "Quick Tips" about motivating staff. The day ended with building-level meetings.



Kathy Nimmer, 2015 Indiana Teacher of the Year, with her dog, Nacho.

“The main job of school leaders is to improve the work performance of those they lead.”

Dylan William, *Leadership for Teacher Learning*



# Ideas to Ponder

## *Creating a Master School Calendar*

Although it is only February, it is never too early to begin planning for the next school year. Creating a yearly calendar helps everyone in the school organize their time, especially the administrators, and now is the time to get started.

Working with your administrative assistant, begin by creating a 12-month calendar, generally July-June. There are a number of ways to do this – Word, Excel, Outlook, etc. Then, add the following:

- Regularly scheduled meetings. For example, most school districts already have school board meeting dates determined a year in advance. Many school committees have designated regular meeting times (e.g., faculty meetings, PTA, Curriculum Committee, PBIS Committee).
- District calendar for the next year (in-service dates, first/last day of school, vacation dates, grade-reporting periods, progress reports, report card mailing days, etc.).
- All testing dates (local and state).



Courtesy of worlddartsme.com

Next, send an email to all office staff, department chairs, the athletic director, the director of fine arts, director of guidance, grade-level chairs, school club advisors, etc. and ask them to send you all predetermined dates for the next year. For example, most athletic events are scheduled at least a year in advance. The guidance department will have dates for all testing and application deadlines for various things. The fine arts director will have dates for major concerts, plays, musicals, etc. Club advisors may have dates for regularly scheduled club events and school dances such as homecoming and prom. Add all these dates to the calendar.

Then, send the calendar out to those involved and have them double-check the dates and add/delete as needed. Make sure to include dates for events such as graduation, special assemblies, field trips, deadlines for state reports, final exams, and award ceremonies.

By the end of this school year, you should have a well-developed calendar for everyone to use. You may wish to remind users that this is a “work in progress,” so dates are subject to change. The calendar can be shared electronically, posted on the school’s website, or printed out and posted on a bulletin board in the main office. As everyone heads out for summer break, they will have a good idea of what the calendar looks like for the next year. During the school year, finding dates for new events will not be hard because the master calendar includes everything already scheduled, saving everyone time and energy.

As an administrator, this calendar can help you organize your time. During the school year, review the calendar weekly. This will assist you in building your personal calendar, determine your “To Do” list for the week, and identify what events you will need to attend. Sharing this information with your significant other will also help with your personal life. Be sure and include time for yourself, family, and friends on your own personal calendar. Happy Planning!!

## IPLI to Graduate Its Second Cohort

IPLI will graduate its second cohort of 52 principals at the Monday, April 11, 2016 Seminar. The morning will begin with the *Showcase of Schools* where principals and teacher leaders will present their action research projects focused on increasing the learning capacities of their schools. After lunch, Ken Grover, Principal at Salt Lake City's Innovations Early College High School, will challenge our thinking about traditional schools. Baruti Kafele, *The Principal 50 - Critical Leadership Questions for Inspiring Schoolwide Excellence*, will be the keynote speaker for the graduation ceremony starting at 2:15 p.m.



Baruti Kafele will be the keynote speaker at the Cohort #2 graduation ceremony.

## Cohort #3 to Present Action Research Showcase



Dr. Nancy Dana will be joining Cohort #3 at the April 2016 seminar.

Cohort #3 will kick off their April 13, 2016 Seminar with the *Action Research Showcase*. Principals will present their IPLI action research projects during the conference-styled sessions. Dr. Nancy Dana will lead the mentors and principals in a celebration to bring closure to the end of year

one. In the afternoon, principals will receive the results of their school culture surveys. Dr. Steve Gruenert will lead principals in a series of activities to help them make sense of the data and provide guidelines for selecting two teachers to attend year-two seminars.

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*“Leadership is not about the next election, it’s about the next generation.”*  
— Simon Sinek

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**Nominations for IPLI Cohort #4  
are now being accepted.**

**Deadline to apply is March 15th.**

**For application and information, visit  
[www.indianapli.org](http://www.indianapli.org) or by clicking [HERE](#)**

# One School, One Book™



MCE teachers, Mr. B. and Ms. Bailey, during the kick-off skit.

Principal Heather Whitaker (Cohort #1 graduate and Cohort #3 Mentor) at Mt. Comfort Elementary (MCE) in Greenfield has her entire school reading! As one of seven schools in Indiana participating in the “One School, One Book™” program, every person at MCE, including cafeteria workers, bus drivers, staff and students, received the same book, *Lemonade Wars* by Jaqueline Davies. The books were funded through a grant from the Mt. Vernon Education Foundation.

The kick-off for this month-long program included a staff skit with competing lemonade stands and dancing to “Nay-Nay,” plus a lemon character appearance. More activities are being held throughout the month including math lessons, daily trivia with prizes, and surprise character visits. Every Friday, MCE will have a lemonade stand with the proceeds being donated to Riley Children’s Hospital.

book, there is a lot to talk about! This is the third year we have participated and have a lot of exciting activities planned for this particular book. We aim to build a ‘Community of Readers’ at MCE. A reading schedule was distributed which results in approximately 15 minutes of reading each night at home during the month of February. Children are rewarded for attentive listening and take pride in knowing and anticipating how the story unfolds.”

The “One School, One Book™” program can have a positive impact on the entire community. Parents are encouraged to read aloud at home and include the entire family in the discussions. “Reading aloud at home is valuable because it better prepares children to be effective readers



MCE students and staff at the book unveiling.

while at the same time serve as a fun, worthwhile family activity,” says Whitaker.



Even the café staff at MCE got on board with the program by making lemon pudding to go with the theme.

Read to Them® is a 501 C (3) non-profit organization promoting family literacy. Their mission is to create a culture of literacy in every home. They do this by helping schools implement “One School, One Book™” and “One District, One Book™” programs. These programs encourage and enable families reading together at home by providing every school with tools, resources, guidance, and support.

See more on the [MVCSC School Page](#).

# Spotlight on IPLI Action Research

## *IPLI Principals Present at Fall IASP Conference*

Six of Cohort #2's principals presented their Year 1 action research projects at a break-out session during the Indiana Association of School Principals Fall Conference. During the session, IPLI Director Linda Marrs-Morford presented an overview of IPLI and the action research process. Each principal then shared a short synopsis of their project with session participants.



**Miriam Dalton**, Eastbrook South Elementary School  
*Leading Beyond Management*

Miriam's goal was to spend more time leading and less time managing. Through data collection, she discovered the need to create and follow a daily schedule focused on getting into classrooms and working with teachers. "I learned the way to move from managing to leading is by making time for what matters most – people."



**Courtney Wildoner**, Dayton Elementary School  
*Effective Time Management: Strategies For The Busy Principal*

By organizing her day by her four priorities – making connections with students, making connections with teachers, office work, and professional development, Courtney was able to better organize her time. "Being purposeful about planning my day made a huge difference. We expect teachers to plan; so should we."

**Wes Mullett**, Manchester Elementary School  
*Houston...MES Mission/Vision Control Does Not Have A Problem!"*



After reviewing data from a staff survey that indicated his teachers were not familiar with the school's mission and vision, Wes worked with his leadership team and staff to create statements to support the work of the school. "I learned the power in giving voice to teachers. They had some 'stake in the game' with this venture, and there was more buy-in because of it."



**Sandra Wood**, South Central Jr. Sr. High School  
*Projecting Positivity: How Does My Attitude Affect the Instructional Program In My School?*

After hearing Annette Breaux at the September IPLI Seminar, Sandra decided to make a conscious effort to smile and tracked the impact of that behavior on her personal mood and the general mood of the school. "Smiling is difficult, and making a consistent effort to always be seen with a smile was noticed by the school community."



**Jason Watson**, Southwestern Jefferson County Middle School  
*Leaders Need Followers: Why Should They Follow Me?*

By creating one-hour blocks of time three days per week for personal professional development, Jason was able to increase his learning capacity and improve his confidence as a building leader. "Dedicating time for professional development increases the likelihood that you will take the time to develop as a professional."



**Kelly Laffoon**, Williamsport Elementary School  
*Building Leadership Capacity: Oh the Places We Can Go!*

Kelly focused on improving the quality of her critical conversations. By completing extensive research and interviewing other administrators, Kelly developed a "proactive" approach to these conversations. "I have found that I can have more guidance for positive outcomes if I approach situations proactively. For the future, I will continue to approach critical conversations as an opportunity to make my school a more successful place for students."

*Through engagement in principal inquiry, you become head learner, the most important role any principal could ever play. — Nancy Dana*

# Indiana New Administrator Leadership Institute

## INALI Graduates Its First Cohort

On February 9, 2016, INALI graduated its first cohort of 45 PK-12 deans, assistant principals, and principals. Guided by mentors Todd Bess, Frank Perkins, Terry Brownell, Kieth Puckett, Brenda Weber, and



INALI first graduating cohort, 2014-2016

Debby Williams, these new administrators have spent two years developing their leadership knowledge and skills.



Dr. Todd Whitaker was the graduation speaker for the day.

Cohort #2 joined Cohort #1 for the seminar day which featured a presentation by Dr. Kent DeKoninck, Superintendent of Greenwood Schools – *Interviewing and Hiring Quality Teaching Candidates*. Ann Puckett-Harpold from the Rooney Foundation provided an ISTEP update and information about AMO’s. In the afternoon, Dr. Brenda Wolfe, Principal at Wheeler Elementary in Speedway, shared tips on school improvement planning.

Dr. Todd Whitaker was the graduation speaker and focused on what leaders need to do to develop teachers. According to Whitaker, “There are really two ways to improve a school significantly: 1) get better teachers, and 2) improve the teachers you have.” INALI graduates

were recognized individually and received a certificate of completion plaque.



INALI Mentor Kieth Puckett and his new administrators at the February seminar.

**Registration for INALI Cohort #3 is now open. Information is available at [www.iasp.org](http://www.iasp.org) or by clicking [HERE](#).**