

# Communication Tips & Tricks

*for school leaders*

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# NON-PUNITIVE SCHOOL DISCIPLINE

Relational Practices to  
Help Students Overcome  
Problem Behaviors

ADAM H. FRANK

Foreword by HARRY WONG

Amazon



# Who's in the Room?



# My Communication Belief & Practice

Communication as a hallmark to effective leadership!

That it is authentic,  
clear, &  
streamlined.

# Discussion Protocol

- (1) Talk about it with a shoulder partner - free thought
- (2) Whole-Group discussion to clarify wonderings



## BEAR BULLETIN

2022-2023

IGNITE, ENGAGE, ENCOURAGE and EXPECT EXCELLENCE

Week of October 24

### WEEK AT A GLANCE

Monday	Harvest of Love Week Admin. Meeting (8:30 a.m.)
Tuesday	
Wednesday	PLC Delayed Start (7:30-9:30 a.m.)
Thursday	
Friday	Steering Committee Meeting (8:00 a.m.)

### MISSION, VISION, and CULTURE

Here's a short story that provides a powerful reminder: "One morning a man walked along a beach covered with thousands of **starfish** that had washed up during a storm. Now they lay dying in the sun. He saw a young girl picking up the starfish one by one and tossing them into the sea. As he approached her he couldn't help but ask, 'Why bother? There are too many of them. You won't make much of a difference.' She picked up another starfish and tossed it into the water. Then she turned to the man and said, 'I made a difference to that one.'"

### TEACHING & LEARNING

At the recent Staff meeting, Steve Falconi discussed **curriculum mapping**, which many Departments are currently working on as a PLC goal. Remember, curriculum mapping is both a planned, collaborative process **and** an ongoing project. The goal is to work with others who teach the same classes to create better alignment of *when* specific content is taught, *what* standards and objectives (learning targets) are presented, and ultimately *how* the content can be taught to increase student attainment of the standards and learning objectives. As we get better at this curriculum mapping, teachers are better prepared to learn from one another, share methods/activities, and ultimately create common assessments that allow for rich data dives to identify learning gaps and to improve instruction.

### REMINDERS/ACTION ITEMS

- Monday (Oct. 24) is a Navy day.
- Oct. 24-28 is **Harvest of Love** week. Each day has a theme for student attire. Please refer to Mr. Armentrout's emails and announcements from StuCo. Saturday (Oct. 29), StuCo is hosting a **trunk & treat** for the community at PRHS in the lower parking lot from 3-6 p.m. Families are welcome!
- There is a **2-hour delayed start** on Wednesday (Oct. 26) for **PLC** work. There will not be a book study meeting on *Grading for Equity*. For this PLC delayed start, **Departments (or course levels)** should be working on their specific PLC goals, per your recently created PLC Template. If you still need to complete your template, you can do that during this PLC time. If you already have it completed, please begin the work on your specific goals, which for many of you is related to curriculum mapping.
- On Friday (Oct. 28) we will have a **Steering Committee** meeting at 8:00 a.m.

### JOKES, QUOTES, and ANECDOTES

"I have a scary joke about math but I'm 2<sup>2</sup> to say it."

- Twitter: @ThePunnyWorld

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## Steering Committee Meeting Thursday, April 20, 2023 8:00 a.m. in Room 1226

### 1. Leadership Reflection

Discussion: How can my department's PLC work improve?

### 2. State of the School

Discussion: Recap and reflection on current status and progress of PRHS.

### 3. Curriculum Mapping

Discussion: An update about current and future planning with curriculum mapping.

Results:

### 4. Senior Grades - Counselors

Discussion: Reminder about procedures for submitting Senior grades.

Results:

### 5. Differentiation

Discussion: Differentiation is *finding* a way for *every* student to learn. It involves the willingness to do different things for different students, based on their unique needs. However, we can simplify this, or strategize this, by approaching the concept through a framework of different population groups, or *tiers*. To begin, think of your class as consisting of two populations: (1) those who are getting it or above and (2) those who are struggling to get it. Then, plan almost every lesson with these two populations in mind. What instruction does the *entire* population need? Then, what tasks do I have group one continue with and what tasks do I have group two do? In doing so, what will group one be working on while I spend separate time with group two? When working with group two, *how* am I going to approach the continuation of learning/instruction? How do I present it differently? Do I need to chunk the material and focus on one essential component before moving on to the next? You might feel that this isolates the second group, but in fact what you are doing is giving them the extra attention they need to improve their learning gaps. This is good teaching. This is differentiation.

Results:

### 6. Other

The below items & tasks are for Steering Members to take care of.

Highlighted items mean "finished."

To Decide with Department	Deadline / Method	What to Submit	Final Steering Decision
Continue with "No Pass Monday" during Bear Time or allow passes any day?	By 9/20, 3 pm, Dept. Chair sends email to Dr. Frank with Department decision	Yes / No decision	No longer have a "No Pass" day; students can get a Bear Pass any day of the week.
Discuss problems that exist with current printer/copier regulations AND brainstorm new ideas.	By 9/29, share at Steering meeting	Come with notes or document to share with group and then give to Dr. Frank	Still in Progress.
Share with Dept. the results of the "PR Identity Activity" (shared as a Google Sheet) and discuss the <i>possible</i> school tagline of "Excellence with Spirit & Heart." Please share that that tagline came from an overwhelming clarity from nearly all notecard comments.	By 9/29, share at Steering meeting	Feedback on items in "PR Identity Activity"	Still in Progress.



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## PLC - Department Template (PRHS) - "Accomplishing More, Together"

**Department:**

**Date:**

**Participants:**

**Norms:** (1)

(2)

(3)

(4)

**Department Goal for 1st Semester:**

**Grade-Level Goal for 1st Semester:**

**Meeting Focus (highlight):** Curriculum / Instruction / Assessment

<b>Specific Area (highlight):</b>	Mapping/Pacing Learning Targets Essential Learning Subject-Level Alignment Dept.-Level Alignment	Sharing Best Practice Peer Observations Strengths / Weaknesses Differentiation / Intervention Student Engagement Student Voice & Choice	Innovative Practices Weighted Grades Differentiation Common Assess. Formative Assess. Summative Assess. Data Analysis Progress Monitoring Class Grade Ranges Backwards Planning
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**Meeting Topic / Question / Area of Discussion:**

**What We Discussed (Key Items):**

**Next Steps:**

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## Principal Newsletter

### Palmer Ridge High School Principal Newsletter



#### Story #1

**Bear Time**

#### Story #2

**Academic  
Testing  
Results**

#### Story #3

**Attention-  
Span**



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# PRHS Strategic Plan (22-23): *Excellence with Equity*

## Priority #1: School Environment

**Bear Time**

**"Fun Things"**

**School  
Safety**

**School-wide  
Communication**

## Priority #2: High-Quality Instruction

**MTSS  
Process**

**"Move the  
Needle"**

**Improve  
"Instructional  
Edges"**

## Priority #3: Prof. Learning Culture

**PLC Culture**

**"Move the  
Needle"**

**Improve  
"Instructional  
Edges"**

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# Communication Philosophies

- Normalize, even expect & encourage authentic “tangoing.”
- Err on saying more, albeit still with mindfulness, even if it comes out a little messy - (better messy, yet real!).
- Let’s come together and “calibrate” on that.
- Change process (i.e., implementation of initiatives) can and really *should* evolve through listening, dialogue, & learning.
- When sending letters to families to inform them of controversial changes and/or constraints, tell them the backstory, explain the why, provide hope, promise a listening ear, and be authentic (yet still strategic in what you write).
- Expose the “elephants in the room” - because everyone sees them!
- Treat employees as equals, even being casual - they already know you’re the boss.

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# Communication Habits

- Joke, laugh!
- Start every meeting with Good Things (from CKH's).
- Use of Twitter to promote athletics, arts, clubs, events, and student achievements.
- Always entertain parent calls willingly and affirm such! Take your time; model a rich, thoughtful exchange as the goal of communication (45 minutes pays huge reputation dividends!).
- Expectation that staff emails use wide use of CC so all appropriate individuals are in the loop.

# Communication Habits

- Shared Google folder for expected procedures.
- Email yourself for sudden to-do items when in the halls.
- Admin. “Rounds.”
- Folder for upcoming meetings (put sticky note in front and write items as they come up).

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Thank You!

Please complete CASE Survey!

