

RE: Employee Evaluations

Dear Greenwood Community,

All Greenwood employees regularly participate in an evaluation process. It is a constructive process that was established to help facilitate teacher growth and development, through input of their peers, colleagues and parents.

The evaluation process is an opportunity for you to share your observations, strengths and challenges, with your teacher as a tool for their professional growth. We take these evaluations seriously and listen to what the parents have to say. We ask you to please take a moment to reflect on the *overall themes* and not the short lived or temporary issues or situations that you have dealt with. We strive for direct communication and any issues of concern you put on the form have hopefully already been brought up to the employee but, for some reason, the theme remains unresolved.

The evaluation process is highly confidential and will be held by our Human Resource Director, Mara San Felipe. From time to time we receive questions regarding the confidentiality of this process. We want to assure both parents and faculty/staff that this entire process is completely confidential and explain how the process works. Here are the key points:

- **Confidentiality** - The forms you fill out will only be seen and reviewed by our Human Resource Director, Mara San Felipe. No person being evaluated will have access to the individual input forms at any time.
- **Signed input forms** - The forms must be signed in order for the information to be included in the Evaluation Summary. This helps place the comments in a context: e.g. class parent versus a non-class parent; teacher who interacts with the same class or does not, etc. Once the evaluation process is complete, the original input forms are destroyed. No copies are retained.
- **Evaluation Summary** - From the input forms, the HR Director will draft an Evaluation Summary which will be shared with the person evaluated. The Summary will not contain any information identifying individuals who may have given input.

We hope this helps clarify the confidential and structural nature of evaluations. Please rest assured that we are committed to the integrity of this important process, which includes protecting the privacy of those giving input as well as those being evaluated. Thank you for your constructive participation in this important process. If you have any question, please feel free to contact any member of the Executive Council.

Respectfully,

Executive Council

Meinir Davies, Deborah Walker, Iona McMillan