

Windham Academy

Staff Feedback Policy

Draft 12/18/2022

Purpose:

The purpose of this policy is to define a process to reflect Windham Academy's commitment to continuous improvement and promote a culture that is fulfilling for everyone affiliated with the school. In order for Windham Academy to be both an "employer of choice" for staff and a "school of choice" for families, we will welcome feedback to enhance the educational environment for its students, families, educators, staff, Board members and the larger community. This policy is meant to be in alignment with the Board's philosophy and commitment to "continuous measurement and continuous improvement" to ensure a standard of excellence in everything we do.

The primary purpose of the feedback process is for the Board of Trustees to obtain first-hand, constructive feedback on what is working well within the school community and to identify areas for improvement.

Scope:

This policy applies to all WA employees. The process described by this policy is not intended to serve as a substitute for employee performance evaluations.

Policy:

An organization's culture is an essential part of the success for Windham Academy. It is the policy of the Windham Academy Board of Trustees that the board will solicit input from all employees at least twice per year by the following process.

1. At least twice per year, the Board of Trustees will provide a forum for all employees (admin, teachers, paras, support staff, etc) to provide feedback directly to a small group of Board members in a private meeting. At no time will a "quorum" of board members be present (i.e. if there are 9 board members seated, no more than 4 will meet with staff at the same time).
2. The goal is for the meetings to occur in November and March each year, but may occur at different times based on need. Meetings should be at least 10 minutes in length.
3. The Board of Trustees wishes to meet with as many staff members as possible, but staff are not required to attend a meeting.

The Board believes this policy is essential for creating a culture within Windham Academy where feedback is welcomed, areas for improvement are identified and acted upon through a supportive process, and successes are celebrated. By nurturing this culture within the staff and Board of Trustees, we will enhance the workplace environment for staff and, by extension, the educational environment for students.