

## USE OF SURVEYS TO COLLECT FEEDBACK ON PERFORMANCE

The Board may collect information from staff, parents and/or students related to District employees or system through the use of a survey. The Board acknowledges that the results may include a degree of subjectivity and error. The purpose of the survey questions will focus on collecting feedback on the functioning of the entire system as well as collecting information related to a specific employee group or individuals in that group. Surveys about a specific employee group or individuals in that employee group will include only questions relevant to specific job functions and performance.

The results of the survey will be used to improve system issues. The results may also be used for the purpose of coaching and will be shared with the employee group or individuals in that group that were the focus of the survey. Employee groups or individual employees that were identified in a survey will use the results to develop goals and activities to improve in any identified growth areas. The Board may elect to re-survey the group to see if progress has been made or request periodic updates from the employee group or individual regarding the progress on goals and activities.

Unless directed prior to issuing the survey, the specific survey results will not be shared with the Board. The group or employees that were the focus of the survey will receive the survey results. The individual or group will prepare an executive summary of the survey results identifying the key points of the survey and share the summary with the building principal. The principal will share the executive summary with the district administrator and Board. The survey results will not be grounds for discipline or discharge unless the survey reveals actions or activities that are illegal, immoral, unethical, or in direct violation of district policies.

**APPROVED:** December 19, 2011  
**SEPTEMBER 18, 2017**