

## TEACHER FEEDBACK STRUCTURES

### Background

The Northwest School Division Board of Education believes that a strong relationship with teachers is essential to creating positive learning environments for students. Open direct communication with teachers, both formal and informal, will allow for issues to be identified and addressed to maintain and improve the learning and working environments within Northwest School Division. Collaborative problem-solving processes will be utilized by the North West Teachers' Association and the Northwest School Division Board of Education represented by Senior Administration to identify successes, challenges and develop strategies to support teachers with the goal of ensuring student success.

### Parameters

1. All meetings processes and interactions will maintain a solution focus. All parties involved will use a solutions based approach to bringing forward issues and provide possible alternatives or solutions to go along with the concern.
2. All procedures must align with all current agreements and division policy.
3. All feedback meetings and feedback processes are voluntary.
4. All information gathered will be summarized and used wherever possible to inform and improve the operations of Northwest School Division.

### Procedures

1. Schools will gather information once a year either in a staff meeting format or by online questionnaire. Guiding questions will be created for both meetings collaboratively by the Board of Education and the North West Teachers' Association.
2. Following each meeting, feedback will be compiled and summarized. Representatives from the North West Teachers' Association and the Board of Education group will analyze meeting feedback and attempt to identify issues, themes and possible solutions.
3. In May of each year, a summary of issues and possible solutions will be compiled to be shared with teachers and the Board of Education.
4. Committee representation will consist of no more than 6 members from each of the North West Teachers' Association and the Board of Education.

### Timelines

1. Joint Calendar Committee meetings. (December – January)
2. Annual Teacher Survey development meeting. (March)

3. Annual Teacher Survey completion (April)
4. Senior Administration attend Spring NWTAGM (if needed) (May)
5. Spring Teacher Survey follow-up meeting (May)

Approved: November 1, 018