



December 1, 2021

Dear Aspen School District Employee,

Following this email, sent separately will be your link to an employee survey customized for the Aspen School District. The email will come from support@wilsonfoxen.com today with the subject line “ASD Culture Survey.” The survey measures components of culture, such as trust, communication, overall leadership and management styles within the framework of a Climate and Culture Study. The District and *Wilson Foxen Coaching & Consulting* are committed to a thorough process that includes input from all staff members.

We encourage everyone to take the survey; it is an opportunity to have your voice heard. An accurate representation of the entire district is at least a 70% completion rate; **this means your participation counts. It will stay open until Thursday, Dec. 9th at 11:59pm.**

In addition to the survey, which is open to all the district employees, fifteen interviews will be conducted. A list of contacts was created by the district and AEA. This list of teachers, leaders, and staff has been supplied to Wilson Foxen. Liz Wilson will contact interviewees directly and will include some basic information about how interviewees were selected in the report-out.

Survey access to all current staff while limiting the number of interviews is an inclusive approach that is also fiscally responsible. The interviewees will represent a snapshot of the ASD population and will act as group representatives.

In 2019, ASD completed a similar survey. The Board of Education seeks to perform a complementary “pulse-check” on the district as it stands now in 2021 and compare the current results to the results from the survey done in 2019. The focus and priority of this project is the culture and climate within our district as experienced by staff members - **all levels and all roles**. The goal is to make this accessible, thorough, safe, and as convenient as possible.

The results of the interviews and the survey will be presented to the Board at the board meeting on Wednesday, December 15, 2021 at 4:00 pm.

This survey may feel longer than others due to the level of detail. You will be asked to give input on both your ideal workplace culture and your experience as an employee. If you would like to see the questions in advance, a link to a PDF of the survey will be posted on the [Aspen School District website](#) and on the [Wilson Foxen website](#).

Some additional notes about the survey:

- The survey needs to be completed in one sitting. You can change any response until you submit the survey.

- We estimate that the average time to complete the survey is 15-20 minutes, yet there is no time limit.
- You may complete the survey on either a computer, a phone, or a tablet. Your choice!
- Translated options will be provided to employees who have requested them.
- If you know of someone who isn't sure their needs are being met, please contact your supervisor or principal first. If that is not an option, please contact support@wilsonfoxen.com.
- If you need to complete the survey in hard copy format versus completing it online, please send an email to support@wilsonfoxen.com.

This survey is completely anonymous. If you prefer to have this sent to a personal email address instead, please send an email to support@wilsonfoxen.com. Subject: ASD EMAIL CHANGE. Include your name, work email, and the preferred email in the body of the message. Please include a call-back number in case there are questions. Your personal information, how you completed the survey, when you completed the survey, and individual answers are considered "raw data" that will be kept with Wilson Foxen, Inc. records.

Thank you in advance for spending your valuable time to provide feedback. If you have any questions, please contact support@wilsonfoxen.com.

Warm regards,

ASD Communications
&
Liz Wilson, SPHR, CPC
Wilson Foxen Coaching & Consulting
www.wilsonfoxen.com/culture-assessment-2021