



Shanghai American School

An International Community

TO: Eileen

FROM: xxxPrincipal

RE: Outstanding Performance!

It has been incredible to watch you this past week ease back into being out from your Bereavement Leave. Most of us would need a few days to ease back into our roles at school, however you have been energized by seeing your students and continued commitment towards particular students you have been working with this past year. You continue to give so much of yourself to this school. It is evident you care deeply about the students by your daily interactions with students, teachers, and parents. You always do your best!

You have supported my new role as the incoming principal with certain structures in place that have provided our staff with organization, schedules, and supervision of student safety. Each day I see you out at the playground monitoring students, observing their social interactions, and just interacting with kids to check in with them. You always have a pulse in knowing the needs of the teams and it helps Michelle and I with our own roles as administrators.

This has been a challenging year with new staff and experienced staff who have been through multiple leaders in the past four years. Each day you have a smile, welcome students in our front foyer, and have a busy schedule putting students first.

I thank you for your commitment to the school, your positive outlook, the fact that you put safety first and the time you put into the school to ensure everything gets accomplished correctly. We are extremely fortunate to have you at Puxi Elementary School.

Cc: Human Resources File