

**Winnefox Personnel Committee  
Unapproved Meeting Minutes  
May 29, 2024**

Meeting was called to order by Freund at 3:45 p.m.

**Present:** Katherine Freund; Jim Miller; Mel Kolstad; Clairellyn Sommersmith, Winnefox Director and Mary Schneider, Winnefox Administrative Specialist II.

**Public Comment:** None

**Modifying Survey Evaluation:**

The committee discussed the Director's Survey Evaluation form. All present agreed to go forward with the person/relationship specific survey style. Freund moved for removal of optional narrative questions and Sommersmith agreed.

The committee discussed label ranking. Freund moved to add "If you would like the board to contact you, leave your name." All present agreed that they desire to receive honest feedback from the survey.

Sommersmith will provide a draft of the survey to committee members in June.

Possible survey timeline:

- Distribute survey mid-October and allow two weeks to complete before the November first due date.
- The director's self-evaluation is due in November.
- The committee will meet in late November to prep a summary of the survey results and the director's self-evaluation
- The committee will meet with the director in December to go over the summary.
- The committee will present the summary and the results of the director meeting in January.

**Drafting Self Evaluation Form:**

Kolstad suggested limiting the self-evaluation to one page and will send Sommersmith a model. Sommersmith will present a draft of the form at the next meeting.

Meeting adjourned at 4:25 p.m. Freund motioned and Miller 2<sup>nd</sup>

**Next Meeting:**

The Personnel committee will next meet at 3:45 p.m. at Oxford Public Library to review the director's self-evaluation. The regular Winnefox board meeting will follow at 4:30 p.m.

Mary Schneider, Recorder