

Personnel Committee Meeting
Monday, June 8, 2026 12:00 PM Eastern

Shirley M. Rodgers Administration Bldg.
Georgia Brown Board Room
519 W. Kalamazoo
Lansing, MI 48933

I. Call To Order

Meeting was called to order at 12:02 PM by Dr. Cavanagh

II. Roll Call

Present:

Dr. Caitlin Cavanagh - Board of Education, Chair

Dan Nowiski - Board of Education, Trustee

Clayton Ross - Director, Human Resources

Kristina Sleight - COO

Lori Brandon - EA to COO

Absent:

Robin Moore - Board of Education, Trustee

III. Public Comment on Agenda Items

There were no public comments

IV. Approval of 5/11/26 Meeting Minutes

Minutes from the 5/11/26 Personnel Committee meeting were approved as presented

V. Report from Committee Chair

Dr. Cavanagh reported that the newly revised Personnel Report format was well received at the most recent Board of Education meeting.

VI. Report(s) from Staff - Clayton Ross - Personnel Reports

Clayton presented the Board Personnel Report dated June 8, 2026, along with additional formatted reports detailing new hires and resignations or retirements by location, position, and demographic data. The new formatting was presented to the Board of Education at their last meeting and was well received. Discussion ensued regarding staffing levels and current hiring initiatives.

VII. Unfinished Business

VII.A. Review of Employment & Termination Policies

- po3120 - Employment of Professional Staff
- po4120 - Employment of Support Staff
- po3140 - Termination and Resignation of Professional Staff
- po4140 - Termination and Resignation of Support Staff

Thrun Law Firm provided a legal opinion regarding the referenced policies, indicating that delegating authority for the hiring and termination of professional staff would be inconsistent with Board Policy and in direct conflict with the Michigan Revised School Code, potentially creating legal risk for the District. Based on this opinion, approval of professional staff hiring

and termination should remain the responsibility of the Board of Education.

The Personnel Committee discussed efforts to ensure that all new professional staff hiring recommendations are available for Board approval by or at the 8/13/26 Board of Education meeting, in preparation for the start of the 2026–2027 school year.

The Committee also discussed updating the language in policies related to the hiring and termination of support staff. Kristina will follow up with Thrun and the Policy Committee regarding any proposed revisions.

VII.B. Review of Board Policy po1210; Board - Superintendent Relationship

Thrun Law Firm has not yet provided a legal opinion regarding po1210; Board - Superintendent Relationship. Kristina will follow up with Austin Monroe at Thrun and anticipates receiving the opinion in time for review at the next Personnel Committee meeting on 7/13/26.

VII.C. Review of Board Policies and Staff / Employee Handbook Update

Clayton reported that the Human Resources Department continues to revise the Employee Handbook to ensure alignment with all bargaining agreements and board policies. He noted that there is currently significant overlap and inconsistency between the Employee Handbook and the various bargaining agreements and policies. The revised handbook will be more concise and will direct employees to their respective bargaining agreements for specific policies, procedures, and clarification. Clayton anticipates providing a draft of the updated Employee Handbook for review at the next Personnel Committee meeting scheduled for 7/13/26.

VIII. New Business

No new business was presented

IX. Public Comment on Non-Agenda Items

There were no public comments

X. Committee Member Comments

Discussion occurred regarding early retirement requests and replacement staffing, summer school staffing needs, and the timing of interviews and employment offers for the start of the school year. Dan advised that he would not be available for the next meeting on 7/13/26.

XI. Adjournment

Meeting was adjourned at 12:40 PM