

Personnel Committee Meeting  
Monday, April 13, 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 12:03 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

Lori Brandon - EA to COO

Absent:

Robin Moore - Board of Education, Trustee

Kristina Sleight - COO

**III. Public Comment on Agenda Items**

None

**IV. Approval of 3/9/26 Meeting Minutes**

Minutes from 3/9/26 Personnel Committee meeting were approved as presented

**V. Report from Committee Chair**

There were no reports from Committee Chair

**VI. Report(s) from Staff**

Clayton presented the Board Personnel Report dated 4/13/26. Discussion continued on how to best present this report going forward while protecting individual privacy. Several sample reports were introduced to the committee, and will be provided to the Board of Education for input.

**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

Discussion of po3120, po3140, 4120, and po4140 continues, pending response from Thrun Law on alternate wording for consideration.

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

Review of policy as it pertains to collective bargaining strategies and members of negotiation teams

It was discussed by the Personnel Committee to make a recommendation to the Policy Committee for the following wording changes; to be approved by the Board:

- Remove language requiring Board of Education approval of collective bargaining negotiation team members
- Language requiring Board of Education approval of all collective bargaining agreements will remain

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

Discussion continues on updating the Employee Handbook to ensure alignment with Board policies. Clayton will coordinate with Kristina to clarify departmental objectives. Once the handbook is updated, it will be presented to the Personnel Committee for review and feedback.

VIII. **New Business**

No new business was presented

IX. **Public Comment on Non-Agenda Items**

None

X. **Committee Member Comments**

Trustee Nowiski requested insight into staffing for the 2026-2027 school year. Discussion followed regarding received retirement notices, as well as non-renewals and hiring strategies. Additional discussion focused on the design and formatting of the personnel report. The committee expressed a desire to analyze the report to identify positions that are more difficult to fill, as well as to track vacancy and retention data on a monthly basis. This information would support trend analysis over time and improve long-term staffing planning.

XI. **Adjournment**

Meeting was adjourned at 12:36 PM