Personnel Committee Meeting
Monday, October 12, 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 12:09 PM by Dr. Cavanagh

II. **Roll Call**
Present:
Dr. Caitlin Cavanagh - Board of Education Chair
Dan Nowiski - Board of Education Trustee
Clayton Ross - Director of Human Resources
Lori Brandon - EA to COO
Absent:
Robin Moore - Board of Education Trustee
Kristina Sleight - COO

III. **Public Comment on Agenda Items**
There were no public comments

IV. **Approval of 9/14/26 Meeting Minutes**
Minutes from the 9/14/26 Personnel Committee meeting were approved as presented

V. **Report from Committee Chair**

There were no reports from the Committee Chair. However, the Committee Chair determined to move Item VI, "Reports from Staff," to follow New Business as Item VIII.

VI. **Unfinished Business**

VI.A. Review of Employment & Termination Policies

- po4120 - Employment of Support Staff
- po4140 - Termination and Resignation of Support Staff

Suggested wording changes for po4120 and po4140 have been presented by the Policy Committee to the Board of Education for first and second reading and have since been approved.

VI.B. Review of Board Policy po1210; Board - Superintendent Relationship
Suggested wording changes for po1210 have been presented by the Policy Committee to the Board of Education for first and second reading and have since been approved.

VI.C. Review of Board Policies and Staff / Employee Handbook Update
There were no updates to be provided. Clayton advised that HR has set up recurring meetings to go through the Handbook in relation to Board Policies. A progress update is expected to be presented at the next Personnel Committee meeting.

VII. **New Business**

Trustee Nowiski raised the possibility of revising the wording in new policies po1410 and po4210, as well as existing policy po3210, as all three policies use the terms "men" and "women."

Policies po1410 and po4210 were approved by the Board of Education at its October 8, 2026, meeting, during which discussion occurred regarding replacing these terms with "person(s)." The Personnel Committee further discussed extending this wording change to existing policy po3210.

Lori will follow up with the Policy Committee to determine why Neola used these terms in the new policies and whether the wording can be revised without requiring additional Board of Education approval.

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

Clayton presented the Board Personnel Report dated September 14, 2026, along with additional reports detailing new hires, resignations, and retirements by location, position, and demographic data. Discussion included open positions, new hires, terminations, and resignations.

Additional discussion focused on employees on extended leave and staff attendance and absenteeism, which appear to be more significant concerns this school year. Human Resources will compile data from prior years to compare year-over-year trends and identify potential contributing factors and possible solutions.

It was also discussed to reinstate the Years of Service information on the Resignation / Retirement / Termination reports. Clayton will follow up to have this information included in future reports.

IX. **Public Comment on Non-Agenda Items**
There were no public comments

X. **Committee Member Comments**
Additional discussion ensued, with regard to Bargaining Agreement group negotiations, as it sets the District calendar for the next year(s).

XI. **Adjournment**
Meeting was adjourned at 12:50 PM