

Personnel Committee Meeting
Monday, March 9, 2026 12:00 PM Eastern

Shirley Rodgers Administration Center. Room 305
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
Robin Moore - Board of Education, Trustee
Kristina Sleight - COO
Clayton Ross - Director, Human Resources
Lori Brandon - EA to COO
Austin Munroe - Thrun Law

III. Public Comment on Agenda Items

None

IV. Approval of 2/9/26 Meeting Minutes

Minutes from 2/9/26 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 March 9, 2026. Discussion followed regarding best practices for presenting personnel information to the Board of Education while protecting individual privacy. Austin with Thrun acknowledged that privacy concerns are valid; however, the information remains subject to FOIA requirements.

The committee discussed several options for presenting data in a manner that maintains confidentiality, including the use of bar charts comparing data by time period, location, and position, as well as pie charts reflecting race and gender distributions over time without identifying individuals.

Additionally, it was recommended that a recognitions section be included to highlight tenure and milestone achievements.

Committee members will present proposed reporting options at the April Personnel Committee meeting.

VII. Unfinished Business

VII.A. Review of Employment & Termination Policies

- PO 3120 - Employment of Professional Staff

- PO 4120 - Employment of Support Staff
- PO 3140 - Termination and Resignation of Professional Staff
- PO 4140 - Termination and Resignation of Support Staff

Discussion was held with Austin of Thrun Law regarding legal requirements for the Board of Education related to staff hiring and termination, with a primary focus on professional staff.

It was recommended that policies governing the employment and termination of support staff (po4120 and po4140) be revised to delegate such authority to the Superintendent. This revision may be accomplished through either a policy amendment or a Board resolution.

Regarding professional staff, it was noted that employment contracts require approval by the Board of Education, and that professional staff should not begin work prior to such approval. Concern was expressed regarding hiring challenges for teachers, particularly delays that may prevent candidates from starting employment while awaiting the next Board meeting.

Austin will further review the legal requirements, available options for compliance, and any potential implications under the Michigan Open Meetings Act related to hiring and allowing professional staff to begin work prior to Board approval (po3120 and po3140).

VII.B. Review of Board Policies and Staff/Employee Handbook

Clayton reported that the Human Resources Department is continuing to revise the employee handbook to ensure alignment with Board policies. Upon completion of the initial revisions, the handbook will be presented to the Personnel Committee for review and feedback.

VIII. New Business

VIII.A. Board Policy po1210; Board - Superintendent Relationship

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

Board Policy 1210 was reviewed in discussion with Thrun, with particular focus on paragraph four as it relates to the composition of negotiation teams for collective bargaining with recognized unions. It was recommended that language requiring Board approval of negotiation team members be removed. However, it was reaffirmed that all collective bargaining agreements remain subject to final approval by the Board.

Austin of Thrun Law will evaluate the policy and provide alternative wording for consideration.

IX. Public Comment on Non-Agenda Items

None

X. Committee Member Comments

There were no committee member comments

XI. Adjournment

Meeting was adjourned at 1:12 PM