

Personnel Committee Meeting
Monday, February 9, 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 12:00 PM by Dr. Cavanagh

II. Roll Call

Present:

Dr. Caitlin Cavanaugh - Board of Education, Chair

Kristina Sleight - COO

Clayton Ross - Director, Human Resources

Lori Brandon - EA to COO

Absent:

Dan Nowiski - Board of Education

Robin Moore - Board of Education

III. Public Comment on Agenda Items

None

IV. Approval of 12/17/25 Meeting Minutes

Minutes from 12/17/25 Personnel Committee Meeting were approved as drafted

V. Report from Committee Chair

Dr. Cavanagh expressed that she looks forward to working collaboratively with the Personnel Committee.

VI. Report(s) from Staff

Clayton presented the Board Personnel Report dated February 9, 2026. A discussion followed regarding best practices for presenting this information to the Board of Education while protecting individual privacy, ensuring that no names appear on the report except as required by law. Clarifying questions were asked and answered.

VII. Unfinished Business

VII.A. Review of Employment & Termination Policies

Dr. Cavanagh was appointed to the Personnel Committee at the January 8, 2026 Board of Education Organizational Meeting. Time during this meeting was devoted to bringing her and the Committee up to date on the ongoing process of updating the Board's Personnel Policies listed below. A legal opinion from Thrun is anticipated.

- 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

VIII. New Business

VIII.A. Review of Board Policies and Staff/Employee Handbook

A preliminary review of the Employee Handbook, as it relates to Board policies, was conducted by Clayton Ross and Dan Nowiski. The initial determination is that the handbook is outdated, and an updated version is currently being developed by the Human Resources Department. Clayton advised that Human Resources will continue revising the Employee Handbook to ensure alignment with Board policies, and updates will be shared with the Personnel and Policy Committees as they become available.

IX. Public Comment on Non-Agenda Items

None

X. Committee Member Comments

Dr. Cavanagh reiterated that she looks forward to working with the Personnel Committee. She also sought input on what the Committee views as the most effective process for ensuring clarity and clear communication of information to be presented to the Board of Education.

XI. ADJOURNMENT

Meeting adjourned at 12:28 PM