



**State Education Resource Center (SERC)**

**Operations Committee Meeting**

**Thursday, February 8, 2024  
12:00 p.m. - 12:30 p.m.**

**Members Present:** Richard Porth, Michelle Weaver (SERC Operations Committee Lead).

**Absent Members:** Diane Kearney and Thomas Swan

**Others Present:** Jennifer LeBrun, SERC Executive Assistant, and Krystal Hewitt, SERC HR Manager.

Richard Porth called the meeting to order at 12:00 p.m.

Ms. Weaver and Mr. Porth briefly discussed the draft SERC Employee Handbook previously shared with Committee Members.

Mr. Porth agreed with Ms. Weaver and Ms. Hewitt's suggested edits to the Handbook. Mr. Porth recommended sharing the draft with all Board Members at the February 27, 2024 Regular Meeting.

The meeting adjourned at 12:30 p.m.