



State Education Resource Center (SERC)

Operations Committee Meeting

**Wednesday, April 24, 2024
11:00 a.m. - 12:00 p.m.**

Members Present: Diane Kearney, Thomas Swan, and Michelle Weaver (SERC Operations Committee Lead)

Absent Members: Richard Porth

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

The meeting was called to order at 11:05 a.m.

Ms. Weaver and Ms. Hewitt reviewed the details of the updates to the DRAFT Employee Handbook with Committee Members.

A conversation ensued. The Draft Handbook will be included in the Board of Directors Meeting Packet at the April 30, 2024, Regular Meeting, and a request for approval will be an action item on the agenda.

Ms. Weaver reported that two additional policies will be shared with the Operations Committee for review next week so they can be ready for approval at the June Board of Directors Regular Meeting.

The meeting adjourned at 11:43 a.m.