STATE EDUCATION RESOURCE CENTER
EQUITY | EXCELLENCE | EDUCATION

SERC Board of Directors Operations Committee
Meeting Minutes
October 16, 2026
2:00 p.m. – 2:45 p.m.

In attendance: Diane Clare-Kearney and Tom Swan
Absent:
Others Present: Michelle Weaver, General Counsel/Consultant, and Jennifer LeBrun, SERC Executive Assistant

Call to order at 2:05 p.m.

Policy Review and Board Presentation

The revised Ethics policy and the updated Library Policies will be presented at the December board meeting following ethics training in October.

Library Policies Review Timeline

Ms. Weaver confirmed with committee members that the library policies were ready for review, with both agreeing they appeared satisfactory. Ms. Weaver explained that due to upcoming ethics training, the policies would not go to the full board until December, rather than October, and would require approval from both Mr. Swan and Dr. Clare-Kearney before proceeding to the board for review and adoption.

Board Preparation Meeting Planning

Ms. Weaver proposed meeting again in late October or early November to prepare statements for the board in December. Ms. LeBrun has agreed to schedule another meeting in November.

Meeting adjourned at 2:20 p.m.