



*Mid-Valley Special Education Cooperative*

Dr. Carla Cumblad, Executive Director

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MEMORANDUM

June 6, 2012

TO: Members of the MVSEC Executive Advisory Board

FROM: Carla Cumblad, Executive Director

RE: Confidential Administrator Assistant

It has been recommended that MVSEC employ a confidential assistant to the executive director. The current administrative assistant position would no longer be required and would be replaced by a position exempted from the bargaining unit. The appropriate application was filed with the Labor Board and the required posting of the change has been completed. We anticipate a final decision from the Labor Board in mid-June.

The proposed job description is attached for Board information.