

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Marianne Fidishin, PhD, Executive Director

DATE: September 5, 2018

RE: Friday Board Packet Format

The following is a format recommendation for the Friday Board Packet to be distributed to Mid-Valley Special Education Cooperative Advisory Board two (2) weeks following each Executive Advisory Board meeting.

A. Program

- a. Update
- b. Update

B. Personnel

- a. Update
- b. Update

C. Business

- a. Update
- b. Update

D. Capital Projects

- a. Update
- b. Update

E. Weekly Executive Director Activities

- a. Update
- b. Update

F. Dates of Note

- a. Update

G. Progress Towards Goals

- a. Update