



English Learners Advisory Committee (ELAC)

ELAC Binder Checklist:

Annually

- Roster of elected ELAC members
- ELAC By-laws

Every meeting

- Posted meeting notification with agenda items
(Required 72 hour notice)
 - Agendas
 - Sign-in sheets
 - Minutes
 - ELAC Recommendation Memo (when used)
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- Keep binder in public place