

# ELAC Monitoring 2009-2010

- MMEAA will collect and keep a file of the following ELAC Documents:
  1. Agenda
  2. Minutes (MMEAA minutes template)
  3. Sign-in Sheet
- ELAC Documents are due to MMEAA on the following dates:
  - Nov. 4, 2009
  - Dec. 9, 2009
  - Feb. 3, 2010
  - March 9, 2010
  - May 12, 2010
- All documents must be sent via district mail to the attention of Leticia Magallán, Box 727. Please do not FAX documents.
- MMEAA will review minutes to verify that all required items are addressed.
- ELAC documents that are incomplete will be forwarded to Specialist to follow-up with school site.
- ELAC documents submitted and in complete form will be entered into electronic database.
- ELAC monitoring reports will be generated to be reviewed by the Associate Superintendents and forwarded to the school sites.