



**Portland Public Schools  
Harriet Tubman Middle School**

ETAC Coordination: PPS will provide administrative support to coordinate ETAC meetings, creation of minutes and reporting to PPS administration.

Meeting Notice: Every effort will be made to provide written notice of upcoming meetings to members at least seven days before each meeting.

Subcommittees: Subcommittees may be created as needed to research/review specialized topics and will consist of a minimum of two volunteers from ETAC and may include non-ETAC specialists. These subcommittees will meet as needed independent of ETAC. A designated subcommittee member will report findings to the ETAC.

Minutes: Written minutes will be created and provided to ETAC members and the PPS Chief Operating Officer.