



AISD CAC TRAINING

Full Training Slides

Membership

Principal

- The School Principal automatically serves on the CAC.
- 1 minimum, 1 maximum
- Not a voting member
- Cannot be an officer



Membership

School Administrator

- One additional school administrator, like an assistant principal, is optional.
- 0 minimum; 1 maximum
- Not a voting member
- Cannot be an officer



Membership

Parent Representative

- Every CAC needs at least 6 Parent Representatives, but there is no limit to the number that can serve on the CAC as long as the number is equal to the number of Professional Staff.
- 6 minimum; no maximum
- Are voting members
- Must live within the district
- Must be a custodial parent or guardian of a student who is currently enrolled in the CACs school
- AISD employees may not serve as Parent Representatives
- Parents cannot serve on the CAC if their spouse or their child is already a member of the CAC.
- One parent is expected to be the PTA President or President's designee.



Membership

Professional Staff Representative

- Every CAC needs at least 6 Professional Staff Representatives, but there is no limit to the number that can serve on the CAC as long as the number is equal to the number of Parent Representatives.
- 6 minimum; no maximum
- Are voting members
- Must be assigned to the CAC's school
- Cannot be School Administrators
- At least two-thirds need to be Classroom Teachers
- At least one needs to have Special Education expertise



Membership

Classified Staff Representative

- 1 minimum; 2 maximum
- Are voting members
- Must be assigned to the CAC's school
- Examples of Classified Staff Representatives include clerical staff, custodial staff, and cafeteria staff.



Membership

Community Representative

- 1 minimum; 1 maximum
- Is a voting member
- Must live within the district
- Must be 18 years of age
- Cannot be an AISD employee
- Cannot be a parent of a student currently enrolled at the school
- Cannot be the same person as the Business Representative
- Examples of Community Representatives include non-custodial grandparents, college students, and members of the of local groups.



Membership

Business Representative

- 1 minimum; 1 maximum
- Is a voting member
- Does not necessarily have to be a business owner, but must be able to speak on behalf of a business
- Does not need to live or work within the district
- Can be a parent
- Cannot be the same person as the Community Representative
- Examples of Business Representatives include a business owner in the school neighborhood, a manager of a local business, or a representative of a non-profit organization.
- Government agency employees may not serve as Business Representatives.



Membership

Student Representative

- High School: 2 minimum; 2 maximum
- Middle School: 0 minimum (though highly encourage); 2 maximum
- Are voting members
- Cannot serve if their parent or sibling is already a member of the CAC



Membership

PTA President or President's Designee

- Automatically serves on the CAC
- Is a voting member



Membership

Terms of Service

- All representatives serve for 2 years
- There is no limit to the number of times a representative can serve.
- Membership renewal is not automatic.
- Persons wishing to renew membership must make their interest known and go through the same process for membership as everyone else.



Membership

Officers

- There are two elected officers on each CAC: two Co-Chairs
- All of the elected officers must be voting members.
- One of the Co-Chairs must be elected from the staff members, and one from the non-staff members.
- Principals and other School Administrators are not considered PProfessional Staff
- All of the officers serve for 1 year.
- Officer renewal is not automatic.
- There is no limit to the number of times an officer can serve.



The Purpose of the CAC

Vision

- Campus Advisory Councils are designed to ensure that teachers, parents, and community members have an active voice in what happens at their local schools.
- There are four primary ways that Council members can share their thoughts with campus leadership. They can provide input on topics, review materials, make formal recommendations, or grant approval.



The Purpose of the CAC

TAPR and PD

- The Council **reviews** the annual campus [Texas Academic Performance Report](#) (TAPR) provided by the [Texas Education Agency](#) (TEA). This is usually done as part of the Campus Improvement Plan (CIP) needs assessment.
- The Council is required by law to **review** the TAPR report in a public meeting. The review usually occurs as part of a regular Council meeting in January.
- Each year the Council **approves** the annual Campus Professional Development (PD) plan.



The Purpose of the CAC

Campus Improvement Plan (CIP)

- One of the most important functions of the Council is to **provide input** into development of the annual CIP.
- Campuses begin working on a draft CIP during the later half of the Spring semester of the current school year, to plan for the upcoming school year.
- First the Council reviews state TAPR data, the results of parent, student and staff surveys, the campus budget, and other target data points from our district office.
- These data are then used to identify the greatest need of the campus. This process is called a needs assessment.
- Next a work plan is created to determine how performance improvement on the identified needs will be measured. The work plan also aligns to the goals of the district [Strategic Plan](#).
- Throughout the CIP development process, the Council provides input, reviews materials and drafts, and makes recommendations.



The Purpose of the CAC

Campus Budget Process

- In November, the Board approves staffing formulas. In December, the District develops budget allocations for each campus. The campus budget allocation is called a Basic Table of Organization (BTO).
- The largest component of the BTO is the staffing allocation, based upon the formula approved by the Board. There is also a non-staffing allocation, which is the discretionary funding available to the campus.
- Campus budget also include eligible State Compensatory Education funding and Federal No Child Left Behind funding, also known as Title I Title II Title III funding.
- In the Spring, Councils give input on the campus BTO. Campuses can request revision based on Council input. Council approval of the budget is not required, but each principal must confirm that the Council had an opportunity to provide input on the budget.
- Councils do not have to wait until the Spring to start thinking about the coming year budget. Unless the School Board changes staffing formulas, staffing allocations only vary with changes in campus enrollment.



The Purpose of the CAC

Additional Activities

- The Council provides input on campus-level waiver requests to TEA and provides input on seeking and utilizing outside funding.
- The Council also provides input on various issues including safety, the learning and working environment, transportation and traffic, resources conversations, dress code, parental involvement and communication, and community and business partnerships.
- The Council might also discuss news at the federal, state and district levels.
- Meetings might include regular or periodic reports from the principal, PTA, student Council, or school departments.
- The Council can also request presentations from, or discussion with, district level representatives.



Member Roles and Responsibilities

Officer Elections

- At the first meeting of the year usually in August, the Council seats new members and elects officers from the voting members.
- If there is no competition, an election is not required.



Member Roles and Responsibilities

Principal Responsibilities

- The principal has a significant role in meetings, but they do not preside over meetings.
- The principal listened to the input from the Council and carefully considers what the Council has to say.
- The principal ensures that new Council members receive training.
- The principal and the Co-chairs work together to develop monthly meeting agendas.



Member Roles and Responsibilities

Co-Chair Responsibilities

- Co-Chairs run the meetings, maintain basic parliamentary procedures, and follow [standard guidelines for visitors and citizens communication](#).
- Co-Chairs must be firm when necessary, to wrap up comments and move on to the next item on the agenda.
- Co-Chairs monitor member's attendance, determine whether absences are excusable, and work with members to try to resolve any attendance problems.
- Each agenda item is assigned to only one Co-Chair who is responsible for presiding over that agenda item.
- Co-Chairs cite member misconduct when it occurs, and reprimand or dismiss members, if necessary.



Member Roles and Responsibilities

Secretary Responsibilities

- The Co-chairs ensure a CAC member serves as the Secretary for each regular and plenary meeting.
- This role may be rotated among CAC members.
- The principal may serve as the Secretary.
- The Secretary records meeting attendance.
- The Secretary briefly summarizes the proceedings of the meeting.



Member Roles and Responsibilities

Member Responsibilities

- Members are courteous at all times.
- Members wait to be recognized by the presiding Co-Chair before speaking during meetings.
- Members respect the order maintained by the Co-Chairs.
- Members maintain reasonably regular meetings attendance. More than three unexcused absences within a one-year period may result in dismissal.
- Members avoid speaking on behalf of the Council unless authorized by the Council, and avoid speaking on behalf of the district unless authorized by the district.
- Members are encouraged to share their opinions and give advice on how they feel the CAC, campus, and District can improve.
- Members do not use their position to gain or attempt to gain an *undue advantage* for themselves or anyone else.
- Members refrain from any discussion or decisions where they may have a *conflict of interest* due to monetary connections to the matter.
- Members strive to be excellent representatives of their Council and Campus, and give informed and thoughtful advice to the principal about the importance of issues discussed by the Council.



Record Keeping and Meeting Process

Meeting Minutes

- CAC meeting minute must be prepared by the CAC secretary for all regular and other plenary meetings.
- Minutes need to include the meeting location, time of call to order, member and other attendance, record of decisions, a brief summary of the meeting, proceedings, and time of adjournment.
- The CAC needs to approve the meeting minutes during the following meeting.
- Minutes are not required for subcommittee meetings. However, the CAC Co-chairs can choose to require minutes for a subcommittee meeting. Approval of the subcommittee minutes is not required.



Record Keeping and Meeting Process

Records Maintenance

- Paper copies of agenda and approved minutes need to be maintained by the campus for a minimum of two years.
- A simple way to do this would be to download your agendas and minutes to a jump drive or keep a running log on a shared google document.
- In addition to a electronic version, you can always keep a hard copy for safekeeping.
- These records must be made available for viewing by the public upon request, so the principal should designate someone on campus as a point of contact to respond to public requests of CAC records.



Record Keeping and Meeting Process

Meeting Leadership

- CAC meetings are led by the Co-chairs.
- Co-Chairs are responsible for ensuring that meetings start and end on time, that they are orderly, and that they follow a written agenda.
- Co-Chairs should ensure that only items listed on the Agenda are discussed and that all members have an equal opportunity to speak.
- Since Co-Chairs share the role of presiding over the CAC meetings, some Agenda items should be assigned to each of the Co-Chairs.
- In addition, Co-Chairs are able to vote just like any other member, but all members' votes have equal weight. It is important that a Co-Chair's vote is not considered more important than any other member's vote.



Record Keeping and Meeting Process

Quorum

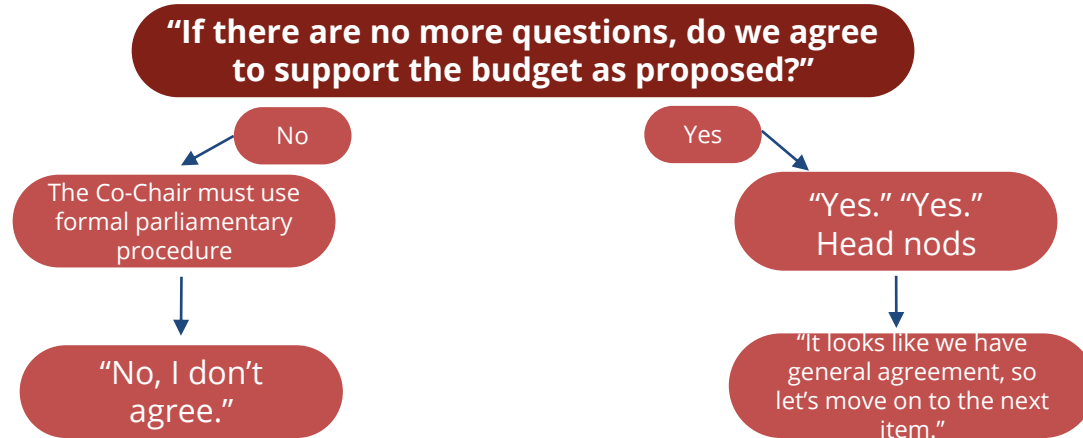
- For any decision making to occur during a CAC meeting, there must be a quorum present.
- A quorum is made up the majority of the current CAC membership. Vacancies do not count as part of the quorum.
- This means that no decisions can be made during a CAC meeting if less than half of the members are physically present. Members cannot email in their preference nor vote by proxy.



Record Keeping and Meeting Process

Agreement/Consensus

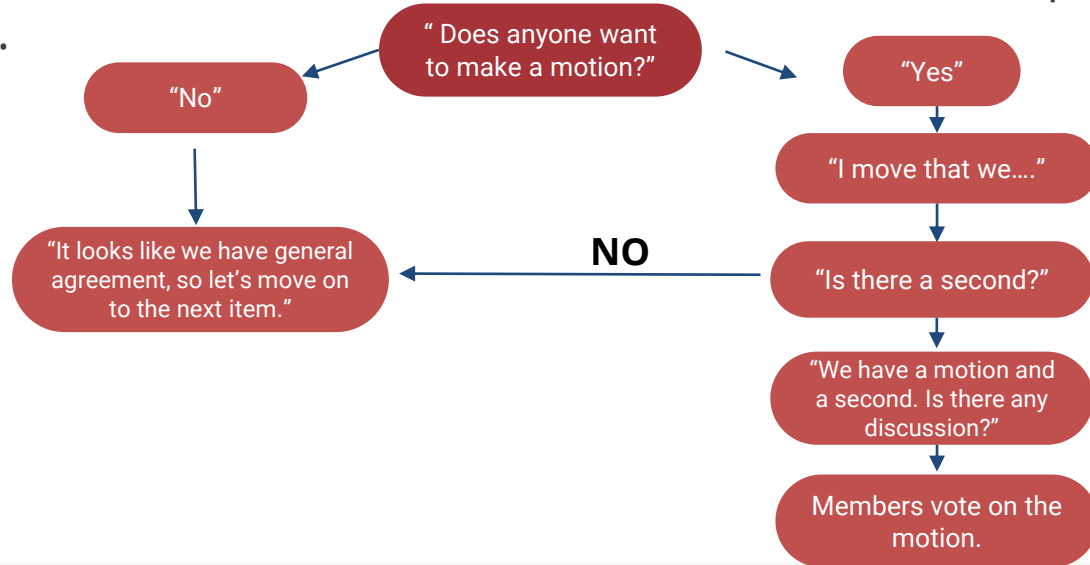
- When a decision must be made, general agreement, also known as consensus, is preferred. A consensus means that everyone on the committee can live with the decision and move onto the next item.



Record Keeping and Meeting Process

Parliamentary Procedure

- If there is no consensus the Co-chair needs to use formal parliamentary procedure.



Open Meetings, Visitors Guidelines, and Citizens Communication

Open Meetings

- Austin ISD policy required that all regular (plenary) advisory meetings be open to the public. CAC subcommittee meetings can be either open or closed meetings. It is up to the Co-chairs to decide. When making this decision, Co-chairs should take into consideration the sensitivity of the topics that will be addressed during the subcommittee meeting.
- Having open meetings provides transparency and can result in increased community participation, which is one of the primary purposes of the CAC.



Open Meetings, Visitors Guidelines, and Citizens Communication

Agendas

- A paper copy of the meeting's agenda **must** be posted at least 72 hours in advance in a location that is visible to the public, at all times.
- A good idea is to post your agenda on the schools website, or send it through campus emails, and possibly include it in a campus newsletter.
- The agenda **must** include the date, time and location of the meeting, and clear descriptions of the items that will be addressed at the meeting.
- Any changes to the agenda must be made before the 72-hour cut off prior to the start of the meeting.
- At the meeting, items can be pulled from the agenda or postponed, but items cannot be added.
- There can be no discussion of items that are not posted on the agenda.



Open Meetings, Visitors Guidelines, and Citizens Communication

Visitors and Comment Cards

- Members of the community should always feel encouraged and welcome to attend and observe CAC meetings.
- Following visitor guidelines ensures a balance between holding an open meeting and the CAC being able to conduct its required business.
- All visitors should RAPTOR in before making their way to the CAC meeting. Visitors also need to sign in upon arrival to the CAC meeting room.
- All visitors should be provided a copy of the Citizens Communications and Visitor Guidelines, a blank Comment Card, and copies of any materials that are provided to the CAC members.
- All visitors should be asked to sit in an area designated just for visitors.
- All visitors should be provided a copy of the [Citizens Communication](#) and Visitor Guidelines, a blank [Comment Card](#), and copies of any materials that are provided to the CAC members. Visitors should read these guidelines carefully to ensure that the procedures all followed.
- Visitors may choose to speak, or provide written comments, or both. These are submitted to the CAC Secretary.



Open Meetings, Visitors Guidelines, and Citizens Communication

Citizens Communications

- A designated time for Citizens Communications should be set aside at the beginning of the meeting, before any discussion or voting take place.
- This the **only** time when visitors can share their comments.
- Speakers may comment on any issue directly related to the work of the CAC.
- It is acceptable to limit each speaker's comments to 2 minutes total.
- This is not a time for discussion with the CAC members. It is a time for speakers to share their opinions, and for the CAC to **listen**.
- If the CAC wants to have additional discussion regarding a topic that was brought up, request that the topic be placed on a future CAC agenda, allowing discussion with a guest speaker, or request a separate dialogue meeting.



Effective Meeting Facilitation

Providing Structure

- Manage structure to get the most complete input from participants.
- Do not try to direct or control the comments of the group.
- Keep the group on track and on task.
- Arrange the space in a way that encourages participation and dialogue from all participants.
- Help visitors feel welcome with a quick introduction of each member at the beginning of each meeting.
- Make sure all necessary supplies are present and working:
 - Handouts, reference materials, projects,



Effective Meeting Facilitation

Setting Objectives

- Establish ground rules with the Council, and enforce the ground rules during all meetings.
- Ground rules help clarify expectations for participation and acceptable consequences for participants who behaviors become difficult to manage.
- Clarify the purpose of each meeting to ensure that everyone knows why they are there.
- Set and keep to an agenda.
- Ensure goals and objectives are met.



Effective Meeting Facilitation

Managing Conflict

- Expect conflict and disagreements, and intervene appropriately if the group behavior becomes unproductive or unhealthy.
- Refer back to ground rules for handling conflict and remind participants about the big picture - it's all about our STUDENTS!
- Common group inhibitors include:
 - sidebar conversations, denver ending discussions, personal attacks, personal agendas, pessimists, tardiness, attention-seeking, apathy, and participants who consider their opinions untouchable
- Facilitator interventions include:
 - identifying points of agreement, encouraging people to build on each other's ideas, allowing time for cooling off, and identifying deal-breakers verses points of compromise



Effective Meeting Facilitation

Engaging Participants

- Listen attentively to each opinions shared, and provide positive non-verbal feedback to each speaker (eye contact, head nodding).
- Questions you can ask if no one is participation in the discussion:
 - Is this consistent with the data/mission or vision statement?
 - Is there another way to look at this?
 - How will this impact the students?
 - Can someone give me an example?
- Questions you can ask if several people are dominating the discussion:
 - does anyone else have an idea?
 - Is there a student's perspective on this topic?
 - What was said at table two?
 - Let's hear from someone who hasn't spoken for a while.



Member Recruitment, Selection, and Election

Member Election and Selection

- Professional Staff, Classified Staff, and Students are elected by their peers. No application is required. The Professional Staff member with Special Education expertise is selected by the principal.
- Parents, the Community Representative, and the Business Representative are all selected by the Principal and Co-Chair. An application is required.



Member Recruitment, Selection, and Election

Terms of Service

- All representatives serve for two years.
- There is no limit on the number of times a representative can serve.
- Membership renewal is not automatic.
- Persons wishing to renew membership must make their interest known and go through the same process for membership as everyone else.
- All member who wish to renew their membership need to fill out the [Standard Application Form](#).



Member Recruitment, Selection, and Election

The Principal

- Ensure that Professional Staff Members, Classified Staff Members, and students are notified of available positions sufficiently in advance to let their interests be known.
- Ensure elections are conducted if there is a competition.
- If there is no competition, an election is not required.
- If vacancies are not filled, direct recruitment is allowable and sometimes necessary.



Member Recruitment, Selection, and Election

The Principal and Co-Chairs

- All applications must be reviewed.
- Submittal of an application does not in itself guarantee a position.
- After members are selected and notified, they should review the training materials available on the CAC website.



Member Recruitment, Selection, and Election

Selection Criteria

- Example selection criteria:
 - Consider the extent to which the candidate has a positive attitude, works well with others, and would help to reflect the geographic, ethnic, gender, and economic diversity of the school community.
 - Consider the extent to which the new candidate has previous school or community service, is known to advocate for the interests of all children, and has supplied reference.
 - Consider the extent to which the existing candidates has maintained reasonably regular attendance, has contributed to the CAC, would provide leadership and experience to the CAC, and whether their continued service would prohibit other interested and capable candidates from serving.



Confirmation of Training

AISD Thanks you for reviewing our CAC training module.

Please validate your participation in the training by clicking on the link below for acknowledgement.

[Verification Form](#)

