

CAC Training Video Summary: Membership

Relevant Resources

- Training video: [English](#) and [Spanish](#)
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Principal

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

- One additional School Administrator, like an Assistant Principal, is optional.
 - 0 minimum; 1 maximum
 - Not a voting member
 - Cannot be an officer
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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 CAC's 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.
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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
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- 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.
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- 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 local groups.
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- 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.
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- Student Representative**
- High School: 2 minimum; 2 maximum
 - Middle School: 0 minimum (though highly encouraged); 2 maximum
 - Are voting members
 - Cannot serve if their parent or sibling is already a member of the CAC
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- PTA President or President's Designee**
- Automatically serves on the CAC
 - Is a voting member
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- 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.
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- 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 Professional Staff and so they cannot serve as officers.
 - 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.
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- Additional Resources**
- If you are interested in joining your CAC, please contact your principal.
 - You can find more resources, including training videos, publicity flyers, and sample agendas on our CAC website: www.austinisd.org/advisory-bodies/cac/additional-resources
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