



AUSTIN
Independent School District



AISD CAC TRAINING

August / Membership

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.



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, parent support specialist, 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
- Is not considered one of the 6 required parents.



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 Professional 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.



Confirmation of Training

Alisd 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](#)

