

# CAC Training Summary Handout: The Purpose of the CAC

## September

### Vision

- Campus Advisory Councils are designed to ensure that teachers, parents, and community members have an active voice in what happens at their local school.
- 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 recommendation, or grant approval.

### 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.

### Campus Improvement Plan

- 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 in March 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 available data.
- These data are then used to identify the greatest needs 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 measures. The work plan must also align to the goals of the district [Strategic Plan](#).
- Throughout the CIP development process, the Councils provides input, reviews materials and drafts, and make recommendations.

### 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 on the formula approved by the Board. There is also a non-staffing allocation, which is the discretionary funding available to the campus.

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- Campus budgets also include eligible State Compensatory Education funding and Federal No Child Left Behind funding, also known as Title I, Title II, or Title III funding.
- In January, Councils give input on the campus BTO. Campuses can request revision based upon 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 January to start thinking about the coming year budget. Unless the School Board changes staffing formulas, staffing allocations only vary with changes in campus enrollment.

## 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 conservation, 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 presentation from, or discussions with, district-level representatives.