

2016 Biennial Sunset Review of District Advisory Bodies Summary Report

Policy BDF(LOCAL) requires that sunset reviews be conducted for all standing advisory bodies of the district in June of even-numbered years. Following are the committees included in the 2016 sunset review:

- Boundary Advisory Committee (BAC)
- Budget and Finance Advisory Committee (BFAC)
- Career and Technical Education Advisory Committee (CTEAC)
- Community Bond Oversight Committee (CBOC)
- District Advisory Council (DAC)
- English Language Learners Advisory Committee (ELLAC)
- Environmental Stewardship Advisory Committee (ESAC)
- Facilities and Bond Planning Advisory Committee (FABPAC)
- School Health Advisory Council (SHAC)
- Special Education Advisory Committee (SEAC)

Two of these committees – the DAC and the SHAC – are required by statute, and therefore are not subject to discontinuation. However, they were included in the sunset review for performance assessment purposes.

A standard review form was used in conducting the sunset reviews. This form was prepared by the Coordinator of District Advisory Bodies, and completed in consultation with the staff support assigned to each committee. The completed forms along with this summary report are available on the umbrella website for district advisory bodies, at: <http://www.austinisd.org/advisory-bodies>.

No committees were identified for discontinuation. Overall, few areas of needed improvement were identified in the review process. Committee coordinators reported generally well-run and effective committees. The bylaws for three committees had not been revised for some time and will undergo certain revisions to make them more current and consistent with the bylaws of other committees.

An ongoing challenge for committee coordinators is keeping member positions filled. In total, there are about 370 positions on district advisory committees, and there are currently 20 vacancies. Over the last two-year period, 127 applications were received and, of these, 77 have been placed. Vacancies still exist on some committees because of no matches with the membership categories and/or committee interests of the unplaced applicants. In addition, many committees have positions that are based on residential or vertical team criteria.

Committee coordinators report that parent positions are usually the most challenging to fill – particularly parents representing the eastern part of the district. Of the 50 applicants who have not yet been placed, 20 are parents. And, of these 20 parents, only four reside within Trustee Districts 1, 2, and 3. Committee coordinators also report challenges in achieving ethnic diversity in their memberships. Of the 127 people who have submitted applications over the last two-year period, the ethnic breakdown is 8.7% African American, 26.0% Hispanic, 61.4% White, and 3.9% Other.

We will continue to work with the Office of Community Engagement, campuses, and the ACPTA to recruit applicants to serve on district advisory committees. Any assistance that Trustees can provide in this effort would be greatly appreciated.

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: Boundary Advisory Committee (BAC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☐ Board of Trustees ☒ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Beth Wilson
- Melissa Laursen

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☒ Yes ☐ No

There are 9 vacancies at this time. The staff coordinators will work over the summer while the BAC is not meeting to fill vacancies.

Membership Categories:

- ☒ Parents
- ☒ Teachers
- ☒ Principals
- ☒ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	15.8%
Hispanic	10.5%
White	73.7%
Other	0%

Attendance Monitored: ☒ Yes ☐ No

Some members have stepped down due to poor attendance.

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☐ Non-Member Attendance
- ☒ Highlights of Proceedings

The staff coordinators will start including non-member attendance in the minutes.

Website

Website Current: ☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☐ Frequently ☒ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☒ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☐ Charge
- ☐ Membership Structure
- ☐ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Date: 06/06/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: Budget and Finance Advisory Committee (BFAC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☐ Board of Trustees ☒ Superintendent

Type of Advisory Body: ☐ Standing ☐ Ad Hoc

Assigned Staff Support:

- Leo Lopez

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☐ Yes ☒ No

Membership Categories:

- ☒ Parents
- ☒ Teachers
- ☒ Principals
- ☒ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	13.6%
Hispanic	18.2%
White	68.2%
Other	0%

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Website

Website Current: ☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☐ Frequently ☒ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☒ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☐ Charge
- ☐ Membership Structure
- ☐ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Date: 06/09/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: Community Bond Oversight Committee (CBOC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☒ Board of Trustees ☐ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Chaneel Daniels

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☒ Yes ☐ No

There are currently 2 vacancies; Trustees have been informed

Membership Categories:

- ☒ Parents
- ☐ Teachers
- ☐ Principals
- ☐ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	11.0%
Hispanic	32.0%
White	52.0%
Other	5.0%

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Website

Website Current: ☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☒ Frequently ☐ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☒ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☐ Charge
- ☐ Membership Structure
- ☐ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Date: 06/06/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: Career and Technical Education Advisory Committee (CTEAC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☐ Board of Trustees ☒ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Annette Gregory

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☐ Yes ☒ No

Membership Categories:

- ☒ Parents
- ☒ Teachers
- ☒ Principals
- ☒ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	13.0%
Hispanic	9.0%
White	78.0%
Other	0%

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Website

Website Current: ☐ Yes ☒ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☐ Frequently ☒ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☒ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☐ Charge
- ☐ Membership Structure
- ☐ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Date: 06/08/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: District Advisory Council (DAC)

Establishment: ☒ Required by Statute ☐ Created by District

Responsible to: ☐ Board of Trustees ☒ Superintendent

The DAC may provide input to the Board through the Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Joey Crumley, AICP

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☒ Yes ☐ No

With a total of 70 members, turnover is frequent. Most of the membership is based on vertical teams, and filling positions in certain vertical teams may be challenging. However, there is only one vacancy at this time.

Membership Categories:

- ☒ Parents
- ☒ Teachers
- ☒ Principals
- ☒ Other District Staff
- ☒ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	12.9%
Hispanic	30.6%
White	51.6%
Other	4.8%

Attendance Monitored: ☒ Yes ☐ No

The Coordinator monitors attendance twice a year, and works with members who have shown poor attendance to either improve their attendance or step down to allow others to serve. The last monitoring of attendance resulted in six members stepping down and three being placed under improvement.

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Website

Website Current: ☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☐ Frequently ☒ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☐ Yes ☒ No

If So, Is the Advisory Recommended to Continue:

☐ Yes ☐ No

Are Any Changes Recommended:

- ☒ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☐ Charge
- ☐ Membership Structure
- ☐ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Date: 06/07/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: English Language Learner Advisory Committee (ELLAC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☐ Board of Trustees ☒ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Olivia Hernandez
- Erica Baker

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☒ Yes ☐ No

There is one vacancy at this time; support staff regularly check for new applications

Membership Categories:

- ☒ Parents
- ☒ Teachers
- ☒ Principals
- ☒ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	0%
Hispanic	66.0%
White	28.0%
Other	6.0%

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Website

Website Current: ☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Support staff will more clearly mark which posted agendas and minutes are in English and Spanish

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☐ Frequently ☒ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☐ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☒ Charge
- ☒ Membership Structure
- ☒ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Revisions will be made to bylaws

Date: 06/09/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: Environmental Stewardship Advisory Committee (ESAC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☐ Board of Trustees ☒ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Paul Turner

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☐ Yes ☒ No

Membership Categories:

- ☒ Parents
- ☒ Teachers
- ☒ Principals
- ☒ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	0%
Hispanic	15.2%
White	81.8%
Other	3.0%

The ESAC will work on increasing membership diversity

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Website

Website Current: ☐ Yes ☒ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☐ Frequently ☒ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☒ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☐ Charge
- ☐ Membership Structure
- ☐ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Date: 06/08/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: Facilities and Bond Planning Advisory Committee (FABPAC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☒ Board of Trustees ☐ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Frank Fuller

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☒ Yes ☐ No

There is one vacancy at this time; appointing Trustee is aware

Membership Categories:

- ☒ Parents
- ☐ Teachers
- ☐ Principals
- ☐ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	5.9%
Hispanic	23.5%
White	70.6%
Other	0%

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
- ☒ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☐ Non-Member Attendance
- ☒ Highlights of Proceedings

Support staff will scan and attach visitor sign-in sheets to minutes

Website

Website Current: ☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☒ Frequently ☐ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☒ Frequently ☐ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☒ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☐ Charge
- ☐ Membership Structure
- ☐ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Date: 06/08/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: Special Education Advisory Committee (SEAC)

Establishment: ☐ Required by Statute ☒ Created by District

Responsible to: ☐ Board of Trustees ☒ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Jean Bahney

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☒ Yes ☐ No

Currently 6 vacancies; staff support has prioritized filling vacancies

Membership Categories:

- ☒ Parents
- ☒ Teachers
- ☒ Principals
- ☒ Other District Staff
- ☐ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	0%
Hispanic	33.3%
White	66.7%
Other	0%

Staff support has prioritized increasing diversity

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☐ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Staff support will ensure that agendas include Strategic Plan alignments, and approximate times for each agenda item

Required Minutes Content:

- ☒ Date of Meeting
- ☐ Start/End Times
- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Staff support will ensure that minutes include start and end times

Website

Website Current: ☐ Yes ☒ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
- ☒ Open Meetings Statement
- ☒ Link to Citizens Communications and Visitor Guidelines
- ☒ Information about Advisory Body
- ☒ Membership Roster
- ☒ Bylaws or Charter
- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

The Advisory Body Addresses Issues That Are Strategic and Timely to the District:

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

The Advisory Body Generates Reports, Resolutions, or Recommendations:

☐ Frequently ☒ Occasionally ☐ Not at All

SUNSET RECOMMENDATIONS

Is the Advisory Body Subject to Sunset (Yes, Unless Required by Statute):

☒ Yes ☐ No

If So, Is the Advisory Recommended to Continue:

☒ Yes ☐ No

Are Any Changes Recommended:

- ☐ None at This Time
- ☐ Name of Advisory Body
- ☐ Board or Superintendent Responsibility
- ☐ Standing or Ad Hoc Status
- ☒ Charge
- ☒ Membership Structure
- ☒ Leadership Structure
- ☐ Regular Meeting Schedule
- ☐ Other Describe:

Revisions will be made to bylaws

Date: 06/08/2016

Prepared by: Joey Crumley, AICP

**Austin Independent School District
2016 Biennial Sunset Review of District Advisory Bodies
Pursuant to Policy BDF(LOCAL)**

General

Name of Advisory Body: School Health Advisory Council (SHAC)

Establishment: ☒ Required by Statute ☐ Created by District

Responsible to: ☒ Board of Trustees ☐ Superintendent

Type of Advisory Body: ☒ Standing ☐ Ad Hoc

Assigned Staff Support:

- Tracy Spinner

Governance Document: ☒ Bylaws ☐ Charter

Membership

Vacancies: ☐ Yes ☒ No

Membership Categories:

- ☒ Parents
- ☐ Teachers
- ☐ Principals
- ☐ Other District Staff
- ☒ Students
- ☒ Community Members
- ☒ Business Representatives

Membership Diversity:

African American	0%
Hispanic	18.2%
White	81.8%
Other	0%

The SHAC will work on increasing membership diversity

Attendance Monitored: ☒ Yes ☐ No

Records

Required Agenda Posting:

- ☒ Hard Copy Posted at Least 72 Hours in Advance
- ☒ Electronically Posted at Least 72 Hours in Advance

Required Agenda Content:

- ☒ Citizens Communications a Standing Item
- ☒ Strategic Plan Alignments
- ☒ Date of Meeting
- ☒ Time of Meeting
- ☒ Location of Meeting
- ☒ Agenda Items Clearly Described

Required Minutes Content:

- ☒ Date of Meeting
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- ☒ Location of Meeting
- ☒ Member Attendance
- ☒ Non-Member Attendance
- ☒ Highlights of Proceedings

Website

Website Current: ☐ Yes ☒ For the Most Part ☐ Not for the Most Part

Required Website Content:

- ☒ Contact Information
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- ☒ Link to Citizens Communications and Visitor Guidelines
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- ☒ Meeting Schedule
- ☒ Agendas
- ☒ Minutes

Additional

Visitors Attend Meetings:

☐ Frequently ☒ Occasionally ☐ Not at All

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☒ Yes ☐ For the Most Part ☐ Not for the Most Part

Meetings Are Maintained in an Orderly Fashion by the Chair(s):

☒ Yes ☐ For the Most Part ☐ Not for the Most Part

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Revisions will be made to bylaws

Date: 06/08/2016

Prepared by: Joey Crumley, AICP

