



**Austin Independent School District
Audits of Campus Advisory Councils Summary**

Introduction

Policy BQB(Regulation) requires annual audits of a select number of Campus Advisory Councils (CACs). These audits are not financial in nature; rather, they are intended to assess compliance with CAC bylaws, which address CAC membership, open meetings, required activities, and other aspects of CAC operations.

The first CAC audits were performed during the 2013-2014 school year, and the CACs of the following schools were audited:

- Eastside Memorial High School
- Ortega Elementary School
- Summitt Elementary School
- Travis Heights Elementary School

In 2014-2015, the CACs of the following schools were audited:

- Andrews Elementary School
- Govalle Elementary School
- Gullett Elementary School
- Kiker Elementary School
- Webb Middle School

In 2015-2016, the CACs of the following schools were audited:

- Bedichek Middle School
- Joslin Elementary School
- Maplewood Elementary School
- McBee Elementary School

In 2016-2017, the CACs of the following schools were audited:

- Zilker Elementary School
- Davis Elementary School
- Sunset Valley Elementary School
- Lanier High School

In 2017-2018, the CACs of the following schools were audited:

- Becker Elementary School
- Wooten Elementary School

- Murchison Middle School
- McCallum High School

In 2018-2019, the CACs of the following schools were audited:

- Highland Park Elementary School
- Pillow Elementary School
- Harris Elementary School
- Graham Elementary School

In 2019 – 2021, no CAC’s audited due to COVID-19

In 2021-2022, the CAC’s of the following schools were audited:

- Menchaca Elementary School
- Reilly Elementary School
- Bedichek Middle School
- Anderson High School

In 2022-2023, the CAC’s of the following schools were audited:

- Casey Elementary School
- Zavala Elementary School
- Kealing Middle School
- Paredes Middle School

In 2023-2024, the CAC’s of the following schools were audited:

- Linder Elementary School
- Winn Montessori Elementary School
- Ann Richards School for Young Women Leaders
- Austin High School

In 2024-2025, the CAC’s of the following schools were audited:

- Blackshear Elementary School
- Bryker Woods Elementary School
- O. Henry Middle School
- Akins Early College High School

Process

According to BQB(Regulation), the Coordinator of District Advisory Bodies is responsible for conducting CAC audits. CACs are randomly selected for audits, unless specifically identified by the administration. The Coordinator notifies the campus Principal in advance of an audit visit, and asks the Principal to notify the CAC Co-Chairs. Prior to the audit visit, the Coordinator reviews the past 12 months of CAC agendas and minutes, as well as the CAC membership roster.

During the CAC audit visit, prior to the meeting of the CAC, the Coordinator interviews the Principal, using a standard checklist. The Coordinator then observes the CAC meeting, and afterwards interviews the CAC Co-Chairs, again using a standard checklist.

Following the audit visit, the coordinator provides findings and any recommendations to the Principal and the CAC Co-Chairs. The applicable Associate Superintendent is copied.

Results

Following are specific items audited by the coordinator, and the average rating of the campus audited in 2024-2025 (with 5 being the highest rating):

Audit Items	Average Rating
The CAC holds regular meetings, at least eight times during the school year.	4.25
Agendas are prepared for each regular CAC meeting with required minimum content.	4.25
Minutes are prepared for each regular CAC meeting with required minimum content.	4.00
CAC membership composition is in compliance.	4.25
At a minimum, agendas are physically posted at least 72 hours in advance in a place accessible to the public at all hours.	4.25
Records of agendas are retained for at least a two-year period and are available for viewing by the public on request.	4.75
The school community is aware of the role of the CAC, when it meets, and the opportunity to attend meetings and provide comment.	5.00
The Principal ensures that training or orientation is provided to CAC members.	4.25
The Principal coordinates with the Co-Chairs to develop CAC agendas.	4.75
There is good attendance at meetings.	3.75
The Co-Chairs effectively manage meetings (i.e., order and basic parliamentary procedure, citizen communications, adhering to the posted agenda, pacing the meeting, facilitating, member participation).	3.75
The CAC has the resources and information it needs.	4.5
The input provided by the CAC is carefully considered.	4.5
Overall Average Rating	4.32

2024–2025 CAC Audit Summary Report

Four campuses—Akins Early College High School, O. Henry Middle School, Blackshear Elementary School, and Bryker Woods Elementary School—participated in the Campus Advisory Council (CAC) audit process during the 2024–2025 school year. The audits assessed compliance with CAC bylaws, meeting practices, stakeholder engagement, and operational effectiveness.

Akins ECHS demonstrated strong alignment with district expectations, with high participation (including student voices), well-managed meetings, and meaningful engagement in budget and Scorecard discussions. Minor improvements were recommended around documentation and pacing of meetings.

O. Henry MS also showed solid compliance, with effective co-chair leadership and data-informed decision-making. Recommendations included more consistent meeting minute documentation and increased visibility of agendas to the public.

Blackshear ES revealed several areas for growth, particularly in consistent meeting scheduling, minute-taking, and agenda publication. The audit emphasized the need for improved co-chair facilitation and better public access to CAC materials to enhance transparency and engagement.

Bryker Woods ES met expectations in most areas, with regular meetings, structured discussions, and strong coordination between leadership. Suggested improvements included clarifying facilitation roles and ensuring full representation among council members.

Overall, the audits reflected a spectrum of performance and highlighted opportunities for strengthening CAC practices across campuses through improved documentation, facilitation, and stakeholder communication.