



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

In 2025-2026, the CAC’s of the following schools were audited:

- Langford Elementary School
- St. Elmo Elementary School
- Lively Middle School
- Liberal Arts and Science Academy (LASA) 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 2025-2026 (with 5 being the highest rating):

	Audit Items	Average Rating
A1	The CAC holds regular meetings, at least eight times during the school year.	5
A2	Agendas are prepared for each regular CAC meeting with required minimum content.	4.75
A3	Minutes are prepared for each regular CAC meeting with required minimum content.	4.5
A4	CAC membership composition is in compliance.	4.25
B1	At a minimum, agendas are physically posted at least 72 hours in advance in a place accessible to the public at all hours.	4.5
B2	Records of agendas are retained for at least a two-year period and are available for viewing by the public on request.	5
B3	The school community is aware of the role of the CAC, when it meets, and the opportunity to attend meetings and provide comments.	4.75
B4	The principal conducts elections, if needed.	3
B5	The Principal ensures that training or orientation is provided to CAC members.	4.25
B6	The Principal coordinates with the Co-Chairs to develop CAC agendas.	4.5
C1	There is good attendance at meetings.	4
C2	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
C3	The CAC has the resources and information it needs.	5
D4	The input provided by the CAC is carefully considered.	4.25
	Overall Average Rating	4.39

2025–2026 CAC Audit Summary Report

Four campuses—Liberal Arts and Science Academy (LASA) High School, Lively Middle School, Langford Elementary School, and St. Elmo Elementary School—participated in the Campus Advisory Council (CAC)

audit process during the 2025–2026 school year. The audits assessed compliance with CAC bylaws, meeting practices, stakeholder engagement, and operational effectiveness.

Liberal Arts and Science Academy (LASA)

The Liberal Arts and Science Academy (LASA) Campus Advisory Council (CAC) audit found the council to be operating effectively and in substantial compliance with district bylaws and procedures. The CAC consistently holds required meetings, maintains appropriate records, posts agendas in advance, and ensures meeting information is accessible to the school community. Communication regarding CAC membership opportunities and meeting dates is regularly shared through campus newsletters, principal communications, and the school website.

The audit also highlighted strong collaboration between campus leadership and CAC co-chairs, effective meeting facilitation, active student participation, and meaningful stakeholder engagement. Members reported that they have the resources and information needed to fulfill their responsibilities and that their input is valued in campus decision-making.

One area for improvement was identified regarding the selection of student representatives. While there has been little competition for CAC positions, the campus should consider implementing peer elections in the future when multiple students are interested in serving to ensure full alignment with CAC bylaws. Overall, the audit reflects a well-functioning CAC that supports campus improvement through transparent processes and active community involvement.

Lively MS

The Lively Middle School Campus Advisory Council (CAC) audit found the council to be generally compliant with district bylaws and operating effectively. The CAC regularly holds meetings, maintains required records, posts agendas appropriately, and communicates meeting information to the school community through weekly newsletters and other outreach efforts. Collaboration between the principal and co-chairs was identified as a strength, with members reporting that they have access to the resources and information needed to support their work.

The audit also noted positive meeting management, meaningful consideration of stakeholder feedback, and effective use of district resources. However, opportunities for improvement were identified in maintaining separate agendas and minutes, increasing parent participation and attendance, and ensuring CAC membership more closely reflects the campus community. Additional recommendations included strengthening public comment procedures through a standardized script and considering replacement of members with repeated absences to improve engagement and representation.

Overall, the audit reflects a highly functional and collaborative CAC that contributes positively to campus decision-making. Continued efforts to improve parent involvement, attendance, and representation will further strengthen the council's effectiveness and alignment with district expectations.

Langford ES

The Langford Elementary School Campus Advisory Council (CAC) audit found the council to be generally compliant with district bylaws and procedures. The CAC exceeded the minimum meeting requirements, maintained required records, posted agendas appropriately, and ensured members had access to the resources and information needed to support their work. The audit also noted a collaborative culture where members feel comfortable sharing ideas and concerns, and where CAC input is valued in campus discussions. However, it was specifically noted that recruiting and maintaining parent and community member participation has been challenging due to the campus operating in a swing space away from its main campus location, which has created barriers to engagement and attendance.

The audit identified several areas for improvement to strengthen alignment with CAC bylaws and requirements. Recommendations included maintaining agendas and minutes as separate documents and ensuring that public comment occurs immediately after the call to order and before approval of minutes, as required by CAC procedures. The audit also noted opportunities to increase collaboration between the principal and co-chairs during agenda development and to ensure that one of the two CAC co-chairs is a non-staff member, consistent with CAC bylaws.

Additionally, the audit observed that CAC meetings currently function more like a campus leadership or grade-level leadership team meeting, with discussions and participation driven primarily by staff members. To better fulfill the purpose of a Campus Advisory Council, the campus should continue efforts to increase parent and community representation and participation so that meetings reflect broader stakeholder perspectives and foster a more balanced collaborative partnership. While the challenges associated with the swing space location were acknowledged, expanding engagement from parents and community members remains an important area of focus for the council moving forward.

St. Elmo ES

The St. Elmo Elementary School Campus Advisory Council (CAC) audit found the council to be operating effectively and in strong compliance with district bylaws and procedures. The CAC consistently holds required meetings, maintains compliant membership, prepares agendas and minutes appropriately, and retains records for public access. Attendance was identified as a significant strength, with nearly full participation during the observed meeting and strong engagement from members during discussions, particularly regarding the campus budget and staffing updates. The principal and co-chairs were also commended for their collaboration in agenda development and for ensuring members have access to the resources and information needed to support the work of the council.

The audit identified a few opportunities for improvement. While agendas are posted electronically, the campus should ensure physical agendas are posted in a location visible to the public at all hours, such as the front entrance, to fully meet posting requirements. The audit also noted that public participation could be strengthened, as non-CAC attendance and use of the public comment opportunity have been limited. Additional recommendations included creating a standing "Future Agenda Items" section to

encourage member input on upcoming topics and increasing the role of the non-staff co-chair in facilitating meetings, rather than primarily serving as the recorder of minutes.

The audit at St. Elmo ES overall reflects a highly functional CAC with strong attendance, engaged members, and effective leadership. The council is viewed as a positive contributor to campus decision-making and continues to seek ways to increase community engagement and diversify participation so that membership more closely reflects the school population.

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