

CAC Training Summary Handout: Membership

August

Principal

- The school Principal automatically serves on the CAC.
- 1 minimum; 1 maximum
- Not a voting member
- Cannot be an officer

School Administrator

- One additional School Administrator, like an Assistant Principal, is optional.
- 0 minimum; 1 maximum
- Not a voting member
- Cannot be an officer

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 CAC's 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.
- One parent is expected to be the PTA President or President's designee.

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

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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, and cafeteria staff.

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 local groups.

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

Student Representative

- High School: 2 minimum; 2 maximum
- Middle School: 0 minimum (though highly encouraged); 2 maximum
- Are voting members
- Cannot serve if their parent or sibling is already a member of the CAC

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PTA President or President's Designee

- Automatically serves on the CAC
- Is a voting member

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.

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 and so they cannot serve as officers.
- 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