

**CAC Meeting Minutes (DRAFT)**  
**September 7, 2022**

**In attendance:** Melinda Van Horn, Michael Herbin, Trudy Richards, Carlos Garcia, Meg Kozel, Ms. Gutierrez, Nathan Willis, Paula Hawn, Leah Duran, Skylar Hawn

**6:38pm** Meeting called to order by Melinda Van Horn

**Approval of Minutes:**

No minutes approval required

**Citizen Communications:**

Skylar Hawn - Tardy policy: can anything be done about how tardies are handled? Right now if a student is 1 minute late they may have to wait in line for 20 minutes or more to get a tardy slip which takes away from class time. Mr. Herbin responded that admin is aware of the problem and are working to have more than one location for students to get tardy slips so that the lines will move faster

Nathan Willis - when will student IDs be issued? Mr. Herbin responded that they arrived earlier this week but were sent back to have holes punched in them and should be back soon

Trudy Richards - when are senior pictures? Ms. Van Horn found that they are scheduled for 9/10 & 9/17 and 2 additional days in October on campus. Student Council will work on advertising the dates.

**September CAC Business:**

CAC training video - we are still in need of several parent representatives, 1 professional staff representative, 1-2 classified staff representatives. Verification form will be sent for attendees to fill out.

Purpose of CAC video - Review Texas Academic Performance Report, create Campus Improvement Plan (CIP), Campus Budget Process. Verification form will be sent for attendees to fill out.

District Activity Committee Report (Trudy Richards) - at the last meeting they reviewed the bond package, TEA waiver for homebound instruction, TEA waiver for professional development minutes.

Google form "Campus Needs Assessment" to be filled out by all attendees and returned by 9/12.

**7:09pm** Meeting adjourned by Melinda Van Horn (Motion: Trudy Richards, Second: Nathan Willis)