

# CAC Meeting Notes

Wednesday, October 5, 2022. 6:30 pm. Eagles Nest.

- Meeting called to order. Melinda Van Horn, chair, staff person
- Previous Meeting Minutes Discussion.
  - Discussion had to approve the September, 2022 minutes. They are to be posted on the school website once finalized. Motion to accept minutes raised, seconded, passed unanimously.
- Handout passed out explaining CAC members' responsibilities.
- Discussion of TAPR & PD. Explained as an annual summary of Texas STAAR scores
- CAC Membership Discussion
  - Presently 2 open parent positions, one open staff position
    - Co-chair needed. Ms. Montgomery volunteered. Other parents present – Ancira, Huggins and two students present, Mr. Herbin present, Ms. Kozel present, Mr. Garcia (note-taker)
    - Per Mr. Herbin, our CAC has a good number of members given that it is still early in the year.
- Citizens Communication Discussion.
  - Mr. Huggins concerned about students opening doors for others during the school day.
  - Ms. Montgomery, 512-736-9333 phone number, co-chair
  - Student S. Hawn raised the issue of students being late to class as a result of having to get tardy passes. Ms. Hawn also raised the secondary issue of students waiting past the bell to get into the school. Per Mr. Herbin, the number of tardy students has decreased. As of now, there is no need for additional Raptor systems locations.
  - Issue raised regarding the incident in September with the threats being made towards the school.
    - There was an issue with staff not knowing information quicker, earlier. Per Mr. Herbin, the communication department writes emails sent to parents. Communication (of critical information) goes through many different channels before approval—superintendent's office, school board, etc. Ms. Ms. Gutierrez asked whether a school messenger system can be

used like in college campuses. Mr. Herbin explained that it might be possible to send a mass email to staff.

- Committee discussed and some expressed that there is a consistency problem in communicating with staff. This issue needs to be addressed to determine the most effective notification system and to also determine whether a communication audit is needed.
- CAC members asked about the District Equity Allocation, a 48K dollar line-item budget item that has been allotted to Akins for extra-curricular activities such as clubs. This is a supplemental campus allocation. Mr. Herbin is to look into it. He was not aware of the allocation.
- Officer Elections.
  - Ms. Van Horn only candidate for chair and Ms. Montgomery is the parent co-chair.
- CAC Business
  - We members are asked to review the student code of conduct and give feedback by next meeting time.
  - CIP. Campus improvement plan. Per Mr. Herbin, we review and give feedback. Certain areas are required, like school health issues, and other issues.
    - Mr. Herbin took the goals and objectives and summarized them for us. He requests that we conduct a gallery walk around the room and give feedback. We did this.
  - New Website. Ms. Van Horn explained the new campus website. She can upload dates and calendars. It is unclear what changes can be made without getting more IT help. CAC discussed various ways we need to communicate to different groups—students, staff, parents.
  - Business concluded.

Motion to Adjourn, Seconded, Unanimously approved. Meeting adjourned. 7:50 pm

Carlos Garcia  
Note-taker.