

Agenda of Regular Meeting

The Board of Trustees Abilene Independent School District

A Regular Meeting of the Board of Trustees of Abilene Independent School District will be held Monday, June 10, 2024, beginning at 4:30 PM in the Boardroom, One AISD Center 241 Pine Street, Abilene, Texas 79601.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice. Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- I. Call to Order
- II. Installation of Newly Elected Board Members
- III. Closed Session: A Closed Session may be held under the provisions of Texas Government Code, Chapter 551 including but not limited to Section 551.071, Section 551.072, Section 551.074, Section 551.076, and Section 551.082, and Section 551.0821.
 - A. The Board may deliberate matters of Personnel, i.e. appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee. (Section 551.074)
 - I. Professional Employment Contracts
 - B. Consultation with Legal Counsel regarding Pending or Contemplated Litigation and/ or Privileged Legal Advice (Section 551.071)
 - C. The Board may discuss matters of Safety and Security. (Section 551.076)
 - D. The Board may discuss matters pertaining to Students necessarily involving personally identifiable information, e.g. Student Discipline. (Sections 551.082, 551.0821)
- IV. Reconvene from Closed Session (Approximately 6:00 p.m.)
 - A. Invocation
 - B. Pledge of Allegiance to the Flags of the United States of America and the State of Texas
 - C. Board/Superintendent Announcements
- V. Organization of Board of Trustees - Election of Officers
- VI. Recognitions
 - A. UIL State Academic Honorees
 - B. Athletics State Competitors
 - C. AFJROTC Exemplary Service Awards
 - D. Teacher Incentive Allotment Recipients
- VII. Oral Communications from the Public
- VIII. Consent Agenda

- A. The Board will consider approval of the Budget Amendments.
 - B. The Board will consider accepting the April Financials.
 - C. The Board will consider approval of the Minutes of the May 2, 2024; Workshop Meeting; May 6, 2024, Regular Meeting; May 15, 2024, Special Called Meeting; and May 23, 2024, Special Called Meeting.
 - D. The Board will consider the Annual Review and Approval of District Investment Policy CDA.
 - E. The Board will consider approval of the Required Professional Development Plan 2024-2025.
 - F. The Board will consider approval of the Business Procedures Manual.
- IX. Reports
- A. Fine Arts Department
 - B. Athletics Department
- X. Business Items Requiring Board Action
- A. The Board will consider approval of Board Policy CV (LOCAL) Update.
Dr. Joseph Waldron, Deputy Superintendent
 - B. The Board will consider approval of HVAC replacement at Hartford.
Dr. Joseph Waldron, Deputy Superintendent
 - C. The Board will consider approval of the ranking of bidders for Proposal #018, 23-24 regarding Parking Improvements at Jefferson Technology Center.
Dr. Joseph Waldron, Deputy Superintendent
 - D. The Board will consider naming the Shotwell Annex after Coach John McCabe.
Dr. John Kuhn, Superintendent
- XI. The Board may take action relevant to Items Covered During Closed Session.
- A. The Board will consider approval of Personnel Recommendations, if any.
 - B. Matters pertaining to Litigation, if any
 - C. Matters pertaining to Real Property, if any
 - D. Matters pertaining to Safety and Security, if any
 - E. Matters pertaining to Students, if any
- XII. Adjournment

Abilene Independent School District Board Document - Agenda Item

Meeting Date: June 10, 2024

Meeting Type: Regular Meeting

Item Type: Consent Future Action Required: No

If Yes, Month: N/A

Subject: Budget Amendments

Background Information: Attached are the budget amendments that require Board of Trustee consideration. Budget amendments needing Board approval are required whenever there is a transfer between functional categories, revenues or expenditures increase or decrease the budget, or a donation is received from an outside source. A summary of these budget amendments by functional category is provided for your review. Amendments approved from the prior two months are also included for your reference.

Attached Supporting Documents:

- Budget Amendments – General Fund Summary
- Budget Amendments – Other Funds Summary
- Proposed Budget Amendments

Fiscal Implications:

ABILENEISD
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Administrative Recommendation: Vote to approve proposed budget amendments as presented.

Contact Person: Dr. Joseph Waldron

**ABILENE INDEPENDENT SCHOOL DISTRICT
SUMMARY OF PROPOSED BUDGET AMENDMENTS
GENERAL FUND
June 10, 2024**

	Approved budget	Proposed amendments	Proposed amended budget
GENERAL FUND:			
Revenues -			
Local	\$ 44,244,741	\$ 1,032	\$ 44,245,773
State	97,229,630	-	97,229,630
Federal	4,191,000	-	4,191,000
Total	145,665,371	1,032	145,666,403
Expenditures -			
Instruction	77,914,368	(643,650)	77,270,718
Instructional Resources and Media Services	2,043,431	(143)	2,043,288
Curriculum and Instructional Staff Development	2,358,140	133,578	2,491,718
Instructional Leadership	3,129,852	-	3,129,852
School Leadership	9,372,419	12,629	9,385,048
Guidance, Counseling and Evaluation Services	6,134,166	(11,523)	6,122,643
Social Work Services	618,722	23,575	642,297
Health Services	1,348,092	-	1,348,092
Student Transportation	5,727,511	1,032	5,728,543
Extracurricular Activities	5,604,509	(14,466)	5,590,043
General Administration	5,868,667	-	5,868,667
Plant Maintenance and Operations	17,211,298	-	17,211,298
Security and Monitoring Services	1,374,073	-	1,374,073
Data Processing Services	5,980,786	-	5,980,786
Community Services	880,126	-	880,126
Debt Services	2,628,803	-	2,628,803
Facilities Acquisition and Construction	1,571,303	500,000	2,071,303
Payments to JJAEP	100,000	-	100,000
Intergovernmental Charges	650,000	-	650,000
Total	150,516,266	1,032	150,517,298
Other Resources	-	-	-
Other Uses	-	-	-
Excess Revenues Over/(Under) Expenditures	\$ (4,850,895)	\$ -	\$ (4,850,895)

Summary of Change in Budgeted Fund Balance:

2022-23 Original Budgeted Deficit	(2,641,483)
Ice Breaker Softball Tournament Net Proceeds to AHS/CHS	(4,670)
Abilene Cross Country Invitational Hosted by AHS/CHS	(3,618)
Halloween Girls Gold Tournament 2023 Profit split to AHS/CHS	(498)
Bev Ball Volley Tournament 2023 Profit split to AHS/CHS Volleyball supplies	(1,388)
FY23 Outstanding Purchase Orders rolled to FY24	(3,816,368)
Reverse budget for FY23 rolled PO's paid in FY23	1,626,525
Ice Breaker Softball Tournament Net Proceeds to AHS/CHS	(5,010)
FY23 Outstanding PO Rolled to FY24 PO362694	(885)
FY23 Outstanding PO Rolled to FY24 PO369531	(3,500)
	<u>\$ (4,850,895)</u>

ABILENE INDEPENDENT SCHOOL DISTRICT SUMMARY OF PROPOSED BUDGET AMENDMENTS STUDENT NUTRITION FUND

June 10, 2024

	Approved budget	Proposed amendments	Proposed amended budget
FOOD SERVICE FUND:			
Revenues -			
Local	\$ 3,882,135	\$ -	\$ 3,882,135
State	365,427	-	365,427
Federal	7,917,399	-	7,917,399
Total	12,164,961	-	12,164,961
Expenditures -			
Food Service	11,841,492	-	11,841,492
Plant Maintenance and Operations	119,106	-	119,106
Facilities Acquisition and Construction	-	-	-
Total	11,960,598	-	11,960,598
Other Resources	-	-	-
Other Uses	-	-	-
Excess Revenues Over/(Under) Expenditures	\$ 204,363	\$ -	\$ 204,363

DEBT SERVICE FUND June 10, 2024

	Approved budget	Proposed amendments	Proposed amended budget
DEBT SERVICE FUND:			
Revenues -			
Local	\$ 17,462,137	\$ -	\$ 17,462,137
State	-	-	-
Total	17,462,137	-	17,462,137
Expenditures -			
Debt Service	17,462,137	-	17,462,137
Other Intergovernmental Charges	-	-	-
Total	17,462,137	-	17,462,137
Other Resources	-	-	-
Other Uses	-	-	-
Excess Revenues Over/(Under) Expenditures	\$ -	\$ -	\$ -

**ABILENE INDEPENDENT SCHOOL DISTRICT
SUMMARY OF PROPOSED BUDGET AMENDMENTS
INTERNAL SERVICE FUND (WORKERS COMP)**

June 10, 2024

	Approved budget	Proposed amendments	Proposed amended budget
INTERNAL SERVICE FUND:			
Revenues -			
Local	\$ 640,000	\$ -	\$ 640,000
Total	<u>640,000</u>	<u>-</u>	<u>640,000</u>
Expenditures -			
General Administration	640,000	-	640,000
Total	<u>640,000</u>	<u>-</u>	<u>640,000</u>
Other Resources	-	-	-
Other Uses	-	-	-
Excess Revenues Over/(Under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

PROPOSED BUDGET AMENDMENTS
June 10, 2024

	Account code	Revenues - Increase/ (Decrease)	Expenditures - Increase/ (Decrease)	Excess/ (Deficit)	Account Code Explanation				
					Fund	Function	Object	Organization	
#1	199-11-6399-00-048-11-048		659.00		General	Instruction	Supplies	Craig	
	199-11-6299-00-048-11-048		108.00		General	Instruction	Miscellaneous Contracted Services	Craig	
	199-12-6399-00-048-99-048		(244.00)		General	Media	Supplies	Craig	
	199-31-6399-00-048-99-048		(523.00)		General	Guidance & Counseling	Supplies	Craig	
	(Transfer funds to cover deficit and purchase instructional supplies)								
#2	199-11-6399-00-113-11-113		2,000.00		General	Instruction	Supplies	Purcell	
	199-23-6399-00-113-99-113		(2,000.00)		General	Campus Leadership	Supplies	Purcell	
(Transfer funds to purchase instructional supplies)									
#3	199-13-6239-00-151-99-151		110.00		General	Staff Development	ESC- Region XIV Staff Development	Thomas	
	199-11-6499-00-151-11-151		(110.00)		General	Instruction	Miscellaneous Operating	Thomas	
(Transfer funds for summer staff development.)									
#4	199-11-6495-00-150-11-150		736.00		General	Instruction	Fees & Dues	Ward	
	199-12-6399-00-150-99-150		101.00		General	Media	Supplies	Ward	
	199-23-6499-00-150-99-150		(837.00)		General	Campus Leadership	Miscellaneous Operating	Ward	
(Transfer funds to cover deficits)									
#5	199-13-6411-00-999-23-863		20,100.00		General	Staff Development	Travel-Employee	Districtwide	
	199-13-6239-00-999-23-863		1,900.00		General	Staff Development	ESC- Region XIV Staff Development	Districtwide	
	199-11-6399-00-999-23-863		(10,000.00)		General	Instruction	Supplies	Districtwide	
	199-11-6411-00-999-23-863		(5,000.00)		General	Instruction	Travel-Employee	Districtwide	
	199-31-6339-00-863-23-863		(7,000.00)		General	Guidance & Counseling	Testing Material	Special Education	
(Transfer funds for staff development.)									
#6	199-13-6411-00-864-37-864		3,800.00		General	Staff Development	Travel-Employee	Alternative Learning	
	199-13-6239-00-999-99-864		1,200.00		General	Staff Development	ESC- Region XIV Staff Development	Districtwide	
	199-11-6399-00-864-23-864		(1,000.00)		General	Instruction	Supplies	Alternative Learning	
	199-31-6339-00-864-99-864		(2,000.00)		General	Guidance & Counseling	Testing Material	Alternative Learning	
	199-31-6396-00-864-99-864		(2,000.00)		General	Guidance & Counseling	Supplies-Technology	Alternative Learning	
(Transfer funds to cover summer staff development)									
#7	199-32-6299-00-999-99-872		23,575.00		General	Social Work Services	Miscellaneous Contracted Services	Districtwide	
	199-11-6399-RE-999-11-999		(23,575.00)		General	Instruction	Supplies	Districtwide	
(Transfer funds to help cover FY24 Communities in Schools costs)									
#8	199-13-6299-99-999-99-999		107,468.00		General	Staff Development	Miscellaneous Contracted Services	Districtwide	
	199-11-6399-RE-999-11-999		(107,468.00)		General	Instruction	Supplies	Districtwide	
(Transfer funds to help cover FY24 Capturing Kids Hearts costs)									
#9	199-81-6629-45-001-22-999		500,000.00		General	Facilities Acquisition	Building Construction	Abilene High	
	199-11-6399-RE-832-22-999		(500,000.00)		General	Instruction	Supplies	CTE	
(Transfer funds to cover AHS Culinary renovations.)									
#10	199-23-6395-00-002-99-002		8,000.00		General	Campus Leadership	Supplies-Furniture	Cooper	
	199-23-6396-00-002-99-002		7,466.00		General	Campus Leadership	Supplies-Technology	Cooper	
	199-13-6411-00-002-99-002		(1,000.00)		General	Staff Development	Travel-Employee	Cooper	
	199-36-6399-00-002-91-002		(1,000.00)		General	Extracurricular Activities	Supplies	Cooper	
	199-36-6399-00-002-99-002		(154.00)		General	Extracurricular Activities	Supplies	Cooper	
	199-36-6399-00-002-91-002		(361.00)		General	Extracurricular Activities	Supplies	Cooper	
	199-36-6412-00-002-99-002		(657.00)		General	Extracurricular Activities	Travel-Students	Cooper	
	199-36-6412-06-002-99-002		(1,000.00)		General	Extracurricular Activities	Travel-Students	Cooper	
	199-36-6412-09-002-99-002		(2,584.00)		General	Extracurricular Activities	Travel-Students	Cooper	
	199-36-6412-10-002-99-002		(2,720.00)		General	Extracurricular Activities	Travel-Students	Cooper	
	199-36-6412-24-002-99-002		(2,639.00)		General	Extracurricular Activities	Travel-Students	Cooper	
	199-36-6494-01-002-99-002		(650.00)		General	Extracurricular Activities	Transportation	Cooper	
	199-36-6498-00-002-99-002		(2,701.00)		General	Extracurricular Activities	Awards	Cooper	
	(Transfer to purchase furniture and computers)								

**PROPOSED BUDGET AMENDMENTS
June 10, 2024**

Account code		Revenues - Increase/ (Decrease)	Expenditures - Increase/ (Decrease)	Excess/ (Deficit)	Account Code Explanation			
					Fund	Function	Object	Organization
#11	199-00-5744-00-000-99-999	1,032.00			General	N/A	Donation	N/A
	199-34-6494-00-800-99-800		1,032.00		General	Student Transportation	Transportation	Transportation
	(Donation from AHS Choir Booster Club to cover travel expenditures)							
	General Fund Totals	<u>1,032.00</u>	<u>1,032.00</u>	<u>-</u>				

APPROVED BUDGET AMENDMENTS
May 6, 2024

	Account code	Revenues - Increase/ (Decrease)	Expenditures - Increase/ (Decrease)	Excess/ (Deficit)	Account Code Explanation			
					Fund	Function	Object	Organization
#1	199-13-6411-00-047-99-047		37.00		General	Staff Development	Travel-Employee	Clack
	199-11-6399-00-047-11-047 (Transfer funds to help cover TMEA travel costs)		(37.00)		General	Instruction	Supplies	Clack
#2	199-13-6411-00-999-99-868		630.00		General	Staff Development	Travel-Employee	Districtwide
	199-21-6399-00-999-99-868 (Transfer funds to cover travel for Title I Compliance Conference)		(630.00)		General	Instructional Leadership	Supplies	Districtwide
#3	199-11-6494-01-047-11-047		1,500.00		General	Instruction	Transportation	Clack
	199-11-6399-00-047-11-047		1,500.00		General	Instruction	Supplies	Clack
	199-36-6412-00-047-99-047 (Transfer to cover end of year instructional needs)		(3,000.00)		General	Extracurricular Activities	Travel-Students	Clack
	General Fund Totals	<u>-</u>	<u>-</u>	<u>-</u>				

APPROVED BUDGET AMENDMENTS

April 8, 2024

Account code	Revenues - Increase/ (Decrease)	Expenditures - Increase/ (Decrease)	Excess/ (Deficit)	Account Code Explanation			
				Fund	Function	Object	Organization
#1 199-13-6411-00-112-99-112 199-11-6399-00-112-11-112 (Transfer funds to cover staff development travel)		1,000.00 (1,000.00)		General General	Staff Development Instruction	Travel-Employee Supplies	Alcorta Alcorta
#2 199-11-6399-00-116-11-116 199-23-6411-01-116-99-116 (Transfer funds to purchase instructional supplies)		2,090.00 (2,090.00)		General General	Instruction Campus Leadership	Supplies Travel-Employee	Stafford Stafford
#3 199-13-6411-00-116-99-116 199-23-6411-01-116-99-116 (Transfer funds to cover deficit)		385.00 (385.00)		General General	Staff Development Campus Leadership	Travel-Employee Travel-Employee	Stafford Stafford
#4 199-11-6399-00-150-99-150 199-23-6395-00-150-11-150 (Transfer funds to purchase instructional supplies)		5,539.00 (5,539.00)		General General	Instruction Campus Leadership	Supplies Supplies-Furniture	Ward Ward
#5 199-11-6399-00-150-11-150 199-23-6411-00-150-99-150 (Transfer funds to purchase instructional supplies)		3,000.00 (3,000.00)		General General	Instruction Campus Leadership	Supplies Travel-Employee	Ward Ward
#6 199-36-6412-00-048-99-048 199-11-6399-00-048-11-048 (Transfer funds to help cover UIL travel fees)		517.00 (517.00)		General General	Extracurricular Activities Instruction	Travel-Student Supplies	Craig Carig
#7 199-31-6299-00-809-99-809 199-21-6396-00-809-89-809 (Transfer funds for counselor training)		300.00 (300.00)		General General	Guidance & Counseling Instructional Leadership	Miscellaneous Contracted Services Supplies-Technology	Curriculum & Instruction Curriculum & Instruction
#8 199-36-6412-94-999-99-804 199-36-6299-94-804-99-804 199-11-6399-94-999-11-804 (Transfer funds for student travel and contracted services)		5,000.00 5,000.00 (10,000.00)		General General General	Extracurricular Activities Extracurricular Activities Instruction	Travel-Student Miscellaneous Contracted Services Supplies	Districtwide Fine Arts Districtwide
#9 197-11-6412-42-002-22-832 197-11-6412-42-001-22-832 197-36-6412-60-874-91-999 (Transfer funds to cover TAFE State competition travel)		12,100.00 15,000.00 (27,100.00)		General General General	Instruction Instruction Extracurricular Activities	Travel-Student Travel-Student Travel-Student	CHS AHS Athletics
#10 199-36-6399-79-001-91-011 199-36-6399-79-002-91-021 199-00-3110-00-000-00-000 (Ice Breaker Softball Tournament fundraiser net profit shared by AHS and CHS)		2,505.00 2,505.00	(5,010.00)	General General General	Extracurricular Activities Extracurricular Activities N/A	Supplies Supplies Budgeted Fund Balance	AHS CHS N/A
#11 199-36-6399-72-001-91-011 199-36-6399-72-048-91-488 199-00-3110-00-000-00-000 (FY23 Outstanding PO Rolled to FY24 PO362694.)		585.00 300.00	(885.00)	General General General	Extracurricular Activities Extracurricular Activities N/A	Supplies Supplies Budgeted Fund Balance	AHS Craig N/A
#12 199-36-6399-66-047-91-471 199-00-3110-00-000-00-000 (FY23 Outstanding PO Rolled to FY24 PO369531.)		3,500.00	(3,500.00)	General General	Extracurricular Activities N/A	Supplies Budgeted Fund Balance	Clack N/A
General Fund Totals	-	9,395.00	(9,395.00)				

Abilene Independent School District Board Document - Agenda Item VII.B.

Meeting Date: June 10, 2024 Meeting Type: Regular Meeting

Item Type: Consent Agenda Future Action Required: No If Yes, Month: N/A

Subject: Monthly Financials

Background Information: Attached are April 2024 financial reports. Included is additional information concerning tax collections, payroll information.

Attached Supporting Documents: March's Monthly Financial Memo, General Fund Budget vs Actual, General Fund Comparison, Government Fund Type, ESSER Projection, Donations, Tax Collections, and Payroll Count Reports

Fiscal Implications:

Administrative Recommendation: None

Contact Person: Dr. Joseph Waldron



Memo



To: Dr. John Kuhn, Superintendent of Schools
From: Dr. Joseph Waldron, Deputy Superintendent
Date: June 10, 2024
Re: April 2024 Financial Information

Attached are the financial reports for the General Fund for the month ended April 30, 2024 and additional supplemental information for your review.

Revenues

Current tax receipts for the first half of the year remained strong (85.14% of the tax levy) right in line with last year's percentage of 88.52%. Collections will slow down dramatically until the 2nd half payments are due at the end of June. Based on the \$8.9M still due, the current tax levy of \$60,039,293 is expected to be met as in years past. There were no unexpected or other significant changes in local revenues from March.

Through the 5th six weeks, year-end attendance projections are likely to fall short of the budgeted expectations. Regular ADA is projected to be down as compared to budgeted ADA. Budgeted State Foundation revenue and Available School Fund revenue is also recognized equally each month for financial statement purposes rather than recognizing actual receipts which are received in varying amounts throughout the year. As each grading period attendance information is received, the state revenue budget is reviewed.

Expenditures

Total year-to-date expenditures for the month ended April 2024 were \$104,144,911 or 69.19% of the expenditure budget as we have completed the eighth month (66.67% average). Payroll cost are within expectations with 71.78% of the total \$117.2M budget expended. Most expenditures categories on the major function level are trending as expected compared to the current fiscal year budget. Below are specific Function Codes whose actual expenditures are higher than the expected budget percentage.

Extracurricular Activities (FC 36) expenditures are at 75.97% of budget. Expenditure increase is due to increased student travel and increased contract services costs. Expenses will begin to level when school ends.

Social Work Services (FC 32) expenditures are at 88.72% of budget. Expenditure increase is due to continued increase in contract services costs.

Security and Monitoring Services (FC 52) expenditures are at 75.95% of budget. Expenditure increase is due to increased contract services costs.

Juvenile Justice program (FC 95) expenditures are at 110.60% of budget. Expenditures are elevated due to the increased students attending Taylor County learning center. Expenses will begin to level when school ends.

At this time, increases are not significant and are justifiable. Budget to actuals will continue to be monitored throughout the remainder of the year to ensure budgeted expectations are met.

If you have any questions, please contact me.

**Abilene Independent School District
Revenues and Expenditures - Comparison
General Fund
Periods Ended April 2024 and 2023**

	Year to Date				Increase/ (Decrease)	%
	2023	Encumbr.	Actuals	2024		
REVENUES						
Local	\$ 37,708,534	\$ -	\$ 28,250,154	\$ 28,250,154	\$ (9,458,380)	-25.08%
State	57,283,555	-	55,875,000	55,875,000	(1,408,555)	-2.46%
Federal	3,050,659	-	2,139,190	2,139,190	(911,469)	-29.88%
Total Revenues	<u>98,042,748</u>	<u>-</u>	<u>86,264,344</u>	<u>86,264,344</u>	<u>(11,778,404)</u>	<u>-12.01%</u>
EXPENDITURES						
Instruction	\$ 57,754,958	\$ 228,528	\$ 55,989,188	\$ 56,217,716	\$ (1,537,242)	-2.66%
Instructional Resources and Media Services	1,562,062	52,992	1,454,106	1,507,098	(54,964)	-3.52%
Curriculum and Instructional Staff Development	1,722,200	639,879	1,262,353	1,902,232	180,032	10.45%
Instructional Leadership	1,913,864	5,835	2,018,238	2,024,073	110,209	5.76%
School Leadership	6,422,492	28,687	6,182,890	6,211,577	(210,915)	-3.28%
Guidance, Counseling and Evaluation Services	4,214,481	183,221	4,075,046	4,258,267	43,786	1.04%
Social Work Services	566,298	1,184	548,932	550,116	(16,182)	-2.86%
Health Services	1,013,197	9,360	950,612	959,972	(53,225)	-5.25%
Student Transportation	4,997,751	434,389	4,206,724	4,641,113	(356,638)	-7.14%
Extracurricular Activities	5,332,162	174,837	4,257,898	4,432,735	(899,427)	-16.87%
General Administration	3,931,608	212,009	3,972,375	4,184,384	252,776	6.43%
Facilities Maintenance and Operations	10,542,004	263,364	11,733,613	11,996,977	1,454,973	13.80%
Security and Monitoring Services	888,755	95,413	1,002,345	1,097,758	209,003	23.52%
Data Processing Services	4,912,250	314,614	3,188,099	3,502,713	(1,409,537)	-28.69%
Community Services	431,164	615	454,791	455,406	24,242	5.62%
Debt Services	1,492,268	84,996	1,265,079	1,350,075	(142,193)	-9.53%
Facilities Acquisition and Construction	20,695,600	335,253	926,960	1,262,213	(19,433,387)	-93.90%
Juvenile Justice Program	70,375	-	110,595	110,595	40,220	57.15%
Intergovernmental Charges	567,286	-	545,069	545,069	(22,217)	-3.92%
Total Expenditures	<u>129,030,776</u>	<u>3,065,176</u>	<u>104,144,911</u>	<u>107,210,087</u>	<u>(21,820,689)</u>	<u>-16.91%</u>
OTHER						
Sources	\$ 65,894	-	-	-	\$ (65,894)	-100.00%
Uses	-	-	-	-	-	#DIV/0!
EXCESS REVENUES AND OTHER RESOURCES OVER (UNDER) EXPENDITURES AND OTHER USES						
	<u>(30,922,134)</u>	<u>(3,065,176)</u>	<u>(17,880,567)</u>	<u>(20,945,743)</u>	<u>9,976,391</u>	
EXPENDITURES BY OBJECT CODE:						
Payroll	\$ 84,957,456	\$ 179,093	\$ 84,165,324	\$ 84,344,417	\$ (613,039)	-0.72%
Purchased and Contracted Services	10,311,446	1,398,020	8,618,828	10,016,848	(294,598)	-2.86%
Supplies and Materials	6,302,800	533,401	4,530,410	5,063,811	(1,238,989)	-19.66%
Miscellaneous Expenditures	2,786,809	88,737	4,297,426	4,386,163	1,599,354	57.39%
Debt Service	1,492,268	84,996	1,265,079	1,350,075	(142,193)	-9.53%
Capital Outlay	23,179,998	780,930	1,267,847	2,048,777	(21,131,221)	-91.16%
Total Expenditures	<u>129,030,776</u>	<u>3,065,176</u>	<u>104,144,911</u>	<u>107,210,087</u>	<u>(21,820,689)</u>	<u>-16.91%</u>

Abilene Independent School District
Revenues and Expenditures - Budget vs. Actual
General Fund
Period Ending April 2024

	<u>Amended Budget</u>	<u>Year To Date</u>	<u>Difference</u>	<u>%</u>
REVENUES				
5700s - Local	\$ 44,244,741	\$ 28,250,154	\$ (15,994,587)	63.85%
5800s - State	97,229,630	55,875,000	(41,354,630)	57.47%
5900s - Federal	4,191,000	2,139,190	(2,051,810)	51.04%
Total Revenues	<u>\$ 145,665,371</u>	<u>\$ 86,264,343</u>	<u>\$ (59,401,028)</u>	59.22%
EXPENDITURES				
11 - Instruction	\$ 77,914,368	\$ 55,989,188	\$ 21,925,180	71.86%
12 - Instructional Resources and Media Services	2,043,431	1,454,106	589,325	71.16%
13 - Curriculum and Instructional Staff Development	2,358,140	1,262,353	1,095,787	53.53%
21 - Instructional Leadership	3,129,852	2,018,238	1,111,614	64.48%
23 - School Leadership	9,372,419	6,182,890	3,189,529	65.97%
31 - Guidance, Counseling and Evaluation Services	6,134,166	4,075,046	2,059,120	66.43%
32 - Social Work Services	618,722	548,932	69,790	88.72%
33 - Health Services	1,348,092	950,612	397,480	70.52%
34 - Student Transportation	5,727,511	4,206,724	1,520,787	73.45%
36 - Extracurricular Activities	5,604,509	4,257,898	1,346,611	75.97%
41 - General Administration	5,868,667	3,972,375	1,896,292	67.69%
51 - Facilities Maintenance and Operations	17,211,298	11,733,613	5,477,685	68.17%
52 - Security and Monitoring Services	1,374,073	1,002,345	371,728	72.95%
53 - Data Processing Services	5,980,786	3,188,099	2,792,687	53.31%
61 - Community Services	880,126	454,791	425,335	51.67%
71 - Debt Service	2,628,803	1,265,079	1,363,724	48.12%
81 - Facilities Acquisition and Construction	1,571,303	926,960	644,343	58.99%
95 - Juvenile Justice Program	100,000	110,595	(10,595)	110.60%
99 - Intergovernmental Charges	650,000	545,069	104,931	83.86%
Total Expenditures	<u>\$ 150,516,266</u>	<u>\$ 104,144,911</u>	<u>\$ 46,371,354</u>	69.19%
OTHER				
7900s - Sources	-	-	-	N/A
8900s - Uses	-	-	-	N/A
EXCESS REVENUES AND OTHER RESOURCES OVER (UNDER) EXPENDITURES AND OTHER USES				
	<u>\$ (4,850,895)</u>	<u>\$ (17,880,568)</u>	<u>\$ (22,731,463)</u>	
EXPENDITURES BY OBJECT CODE:				
6100s - Payroll	\$ 117,262,568	\$ 84,165,322	\$ 33,097,245	71.78%
6200s - Purchased and Contracted Services	14,121,463	8,618,828	5,502,634	61.03%
6300s - Supplies and Materials	8,264,282	4,530,410	3,733,872	54.82%
6400s - Miscellaneous Expenditures	5,026,270	4,297,426	728,843	85.50%
6500s - Debt Service	2,628,803	1,265,079	1,363,724	48.12%
6600s - Capital Outlay	3,212,881	1,267,847	1,945,034	39.46%
Total Expenditures	<u>\$ 150,516,266</u>	<u>\$ 104,144,911</u>	<u>\$ 46,371,354</u>	69.19%

**Abilene Independent School District
Revenues and Expenditures
Governmental Fund Types
Period Ending April 2024**

	<u>Revenues/ Other Resources</u>	<u>Expenditures/ Other Uses</u>	<u>Revenues Over/(Under) Expenditures</u>
General Fund:			
190 Shotwell Complex	\$ 542,659	501,350	\$ 41,309
191 FY22 Board Approved Capital Projects	-	1,626,541	(1,626,541)
197 Extracurricular (beyond District)	29,344	355,402	(326,058)
199 General Operating	85,692,340	101,661,618	(15,969,278)
Total	<u>\$ 86,264,343</u>	<u>\$ 104,144,911</u>	<u>\$ (17,880,568)</u>
Special Revenue Fund:			
205 Head Start	1,489,263	2,070,753	(581,490)
206 McKinney Vento Grant	21,567	73,312	(51,745)
211 ESEA Title I	2,666,327	3,738,361	(1,072,034)
224 IDEA-B Formula	2,223,240	3,596,662	(1,373,422)
225 IDEA-B Preschool	95,349	110,678	(15,329)
226 IDEA-B Discretionary Deaf	30,756	41,643	(10,887)
240 Food Service	8,959,068	7,777,282	1,181,786
242 Summer Feeding	60	120	(60)
244 Carl Perkins-Vocational Education	199,970	171,453	28,517
255 ESEA Title II, TPTR	283,116	338,977	(55,861)
263 Title III	44,757	44,741	16
279 TCLASS ESSER III	9,565	9,386	179
281 JROTC Department of Defense		818	(818)
282 ESSER III	4,250,176	4,320,519	(70,343)
284 IDEA-B Formula ARP (ESSER)		7,789	(7,789)
285 IDEA-B Preschool, ARP		18,579	(18,579)
288 Early Head Start	1,633,798	2,174,213	(540,415)
289 Title IV, Part A - SSAEP	240,680	344,313	(103,633)
309 Adult Education-Federal	484,697	564,830	(80,133)
312 Temp. Assistance for Needy Families-Federal	32,416	40,437	(8,021)
379 ARP Homeless I_TEHCY Supplemental	27,435	100,979	(73,544)
410 Textbook	39,644	51,814	(12,170)
412 Childcare Services	38,053	51,714	(13,661)
429 State Funded Special Revenue Funds	66,611	444,892	(378,281)
431 Adult Education-State	77,479	96,048	(18,569)
435 Deaf Ed - State	71,164	64,356	6,808
461 Campus Activity Fund	201,787	151,575	50,212
480 Partners In Education		-	-
481 Holland Medical HS Community Donation		378	(378)
487 Dodge Jones	15,000	-	15,000
488 Dian Graves Owen	7,500	2,491	5,009
489 Abilene Education Foundation	134,526	164,436	(29,910)
492 Kids Learning Together	66,850	90,978	(24,128)
493 Homeless Supply Program	16,495	6,171	10,324
496 Regional Day School for the Deaf-Local	151,587	180,658	(29,071)
499 Other	10,856	3,561	7,295
Total	<u>\$ 23,589,792</u>	<u>\$ 26,854,917</u>	<u>\$ (3,265,125)</u>
Debt Service Fund:			
599 Debt Service	<u>\$ 17,858,336</u>	<u>\$ 13,418,429</u>	<u>\$ 4,439,907</u>
Capital Projects Fund:			
620 Capital Projects-2019 Bonds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Abilene Independent School District
Revenues and Expenditures - Projection
ESSER I, II, & III
As of April 2024

	Actuals As of Fiscal Year					Encumbrances As of 1/31/2024	Remaining Payroll Projection		Grand Total	Budget Per TEAL	Difference
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024		FY 2023	FY 2024			
ESSER I - CARES Fund 266 Grant End Date: 09/30/2022											
REVENUES											
5900s - Revenue - Direct Cost	-	3,777,770	-	-	-	-	-	-	3,777,770	3,853,117	75,347
5900s - Revenue - Indirect Cost	-	192,347	-	-	-	-	-	-	192,347	117,000	(75,347)
Total Revenues	-	3,970,117	-	-	-	-	-	-	3,970,117	3,970,117	-
EXPENDITURES											
6100s - Payroll	-	3,764,959	-	-	-	-	-	-	3,764,959	3,751,507	(13,452)
6200s - Contracted Services	-	12,811	-	-	-	-	-	-	12,811	35,000	22,189
6300s - Supplies and Materials	-	-	-	-	-	-	-	-	-	66,610	66,610
6400s - Miscellaneous Expenditures	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	-	3,777,770	-	-	-	-	-	-	3,777,770	3,853,117	75,347
RECONCILING ITEMS											
Indirect Cost	-	192,347	-	-	-	-	-	-	192,347	117,000	(75,347)
ESSER II - CRRSA Fund 281 Grant End Date 09/30/2023											
REVENUES											
5900s - Revenue - Direct Cost	-	4,862,807	11,582,604	-	-	-	-	-	16,445,411	16,233,507	(211,904)
5900s - Revenue - Indirect Cost	-	667,031	1,620,406	-	-	-	-	-	2,287,437	2,499,341	211,904
Total Revenues	-	5,529,838	13,203,010	-	-	-	-	-	18,732,848	18,732,848	(0)
EXPENDITURES											
6100s - Payroll	-	4,862,807	9,142,544	-	-	-	-	-	14,005,351	10,250,000	(3,755,351)
6200s - Contracted Services	-	-	31,131	-	-	-	-	-	31,131	1,800,407	1,769,276
6300s - Supplies and Materials	-	-	2,408,929	-	-	-	-	-	2,408,929	4,175,050	1,766,121
6400s - Miscellaneous Expenditures	-	-	-	-	-	-	-	-	-	8,050	8,050
Total Expenditures	-	4,862,807	11,582,604	-	-	-	-	-	16,445,411	16,233,507	(211,904)
RECONCILING ITEMS											
Indirect Cost	-	667,031	1,620,406	-	-	-	-	-	2,287,437	2,499,341	211,904
ESSER III - ARP Fund 282 Grant End Date 09/30/2024											
REVENUES											
5900s - Revenue - Direct Cost	1,167,512	2,276,627	10,684,755	14,769,066	4,320,519	-	-	4,573,976	37,792,456	38,237,626	445,170
5900s - Revenue - Indirect Cost	161,935	303,078	1,496,995	2,091,466	238,979	-	-	-	4,292,452	3,847,281	(445,171)
Total Revenues		2,579,705	12,181,750	16,860,532	4,559,498	-	-	4,573,976	42,084,908	42,084,907	-
EXPENDITURES											
6100s - Payroll	961,036	566,742	8,736,487	13,077,023	4,318,519	-	-	4,573,976	32,233,783	33,346,363	1,112,581
6200s - Contracted Services	-	917,970	952,499	228,529	2,000	-	-	-	2,100,998	1,809,407	(291,591)
6300s - Supplies and Materials	206,477	791,916	989,792	1,462,841	-	-	-	-	3,451,026	3,073,827	(377,199)
6400s - Miscellaneous Expenditures	-	-	5,977	672	-	-	-	-	6,649	8,029	1,380
Total Expenditures	1,167,512	2,276,627	10,684,755	14,769,066	4,320,519	-	-	4,573,976	37,792,456	38,237,626	445,170
RECONCILING ITEMS											
Indirect Cost	161,935	303,078	1,496,995	2,091,466	238,979	-	-	-	4,292,452	3,847,281	(445,171)



Abilene ISD
Monthly Donations Report
April 2024

<u>Date</u>	<u>Campus/Department</u>	<u>Donor Name</u>	<u>Donor Address</u>	<u>Value</u>	<u>Description of Donation</u>	<u>Purpose of Donation</u>	<u>Fund</u>
4/19/2024	Homeless Department	Community Foundation of Abilene	PO Box 1001 (04)	\$ 6,000.00	Monetary	Homeless Program	493

**ABILENE INDEPENDENT SCHOOL DISTRICT
SUPPLEMENTAL INFORMATION
PERIOD ENDED APRIL 30, 2024**

TAX COLLECTIONS - current:

	2023-24		2022-23		Variance Compared to Tax Levy (Cumulative)	
	Cumulative tax collections Amount	Percent	Cumulative tax collections Amount	Percent	Amount	Percent
Tax levy	\$ 60,039,293	100.00%	\$ 70,497,815	100.00%		
September	-	0.00%	-	0.00%	-	0.00%
October	1,191,850	1.99%	3,747,270	5.32%	(2,002,241.00)	-3.33%
November	8,481,229	14.13%	11,514,718	16.33%	(1,323,187.00)	-2.20%
December	27,674,626	46.09%	35,505,851	50.36%	(2,561,162.00)	-4.27%
January	43,950,152	73.20%	52,276,671	74.15%	(568,984.00)	-0.95%
February	50,084,059	83.42%	61,086,020	86.65%	(1,939,989.00)	-3.23%
March	50,626,483	84.32%	61,982,871	87.92%	(2,160,064.00)	-3.60%
April	51,119,984	85.14%	62,402,405	88.52%	(2,026,798.00)	-3.38%
May	-	0.00%	63,001,653	89.37%	(53,657,116.00)	-89.37%
June	-	0.00%	67,358,259	95.55%	(57,367,545.00)	-95.55%
July	-	0.00%	68,293,628	96.87%	(58,160,063.00)	-96.87%
August	-	0.00%	68,713,719	97.47%	(58,520,299.00)	-97.47%

This information will be used to track District tax collections. Any significant deviations would potentially warrant an adjustment to the District budget. Taxes are officially levied on October 1. As a result, there are no current collections during the month of September each year. Tax collections become delinquent on January 31.

**ABILENE INDEPENDENT SCHOOL DISTRICT
SUPPLEMENTAL INFORMATION
PERIOD ENDED APRIL 30, 2024**

NUMBER OF PAYROLL CHECKS AND DIRECT DEPOSITS:

	2023-24	2022-23	Net
	Payroll checks/direct deposits		Change
September	2,352	2,526	(175)
October	2,362	2,518	(157)
November	2,372	2,513	(141)
December	2,388	2,520	(133)
January	2,397	2,486	(89)
February	2,418	2,489	(72)
March	2,409	2,494	(85)
April	2,382	2,467	(85)
May		2,454	(2,454)
June		2,437	(2,437)
July		2,403	(2,403)
August		-	-

This information is presented to determine if there are any significant fluctuations in the number of employees being paid in any given month. It only includes regular employees from all funding sources, but not any substitutes.

Abilene Independent School District Board Document - Agenda Item VII.C.

Meeting Date: June 10, 2024

Meeting Type: Regular Meeting

Item Type: Consent

Future Action Required: No

If Yes, Month: N/A

Subject: May 2024 Minutes

Background Information:

Attached Supporting Documents:

- May 2, 2024 – Workshop Meeting Minutes
- May 6, 2024 – Regular Meeting Minutes
- May 15, 2024 – Special Called Meeting Minutes
- May 23, 2024 – Special Called Meeting Minutes

Fiscal Implications:

Administrative Recommendation:

Approve minutes as presented.

Contact Person:

Robin Jones, Administrative Assistant to the Superintendent and Board of Trustees



Minutes of the May 2, 2024,
Workshop Meeting of the Board of Trustees

The Board of Trustees of the Abilene Independent School District met in a Workshop Meeting at 5:00 p.m., May 2, 2024, in the Boardroom at One AISD Center 241 Pine Street, Abilene, Texas 79601. Mr. Daryl Zeller, President of the Board of Trustees, called the meeting to order at 5:00 p.m., observed that a quorum was present, and stated that notice of the meeting had been duly posted in the time and manner prescribed by law.

Trustees present for all or part of the meeting: Mr. Daryl Zeller, President; Mrs. Cindy Earles, Vice President; Mrs. Angie Wiley, Secretary; Mr. Bill Enriquez, Assistant Secretary, Mr. Derek Hood, Dr. Danny Wheat, and Mr. Rodney Goodman.

Members absent: None

Administrators present for all or part of the meeting: Dr. John Kuhn, Superintendent; Dr. Joseph Waldron, Associate Superintendent for Operations; Dr. Ketta Garduno, Associate Superintendent for Academics and Student Supports; Mrs. Alison Sims, Associate Superintendent for the Development of Human Resources; Dr. Gustavo Villanueva, Associate Superintendent for Student Services, Dr. Jordan Ziemer, Director of Communications; and Mrs. Robin Jones, Assistant to the Superintendent and Board of Trustees.

I. Call to Order

A. Oral Communication from the Public

Mr. Daryl Zeller asked if anyone wishing to address the Board had completed a public comment card. There was one.

- Mr. Samuel Garcia – Support of Educators

B. Board/Superintendent Announcements/Information

- Dr. John Kuhn gave the Board a copy of the TASB Advocacy Agenda. Resolutions must be submitted by June 16, 2024.
- Dr. John Kuhn presented “Jeans for a Cause” incentive for an increase in ADA in the 2024 fall semester.

II. Board Workshop Items

A. Board Policy CV (LOCAL) Update

Dr. Joseph Waldron presented a recommendation to accept all recommended changes by TASB Legal to the specific wording in Policy CV (LOCAL) as approved by the board in April. The clarification pertains to the delegation of authority for construction methodology selection. The draft of CV (LOCAL) clearly states that projects over \$50,000 shall be submitted to the board for approval, and that projects below the \$50,000 threshold shall be delegated to the Superintendent to determine the construction delivery method. This policy will be presented in the June Regular Meeting for a vote of consideration.

B. Required Professional Development Plan 2024-2025

Dr. Ketta Garguno presented the Required Professional Development Plan for 2024-2025 in accordance with policy DMA (LEGAL and LOCAL) which states that the Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District’s professional development plan. The District plan must be guided by the SBEC clearinghouse training recommendations and must include a schedule of the required professional development for all District employees. The proposed plan meets these requirements. Following this workshop presentation and Board review, the proposed District plan will be provided to the Board at the June Regular Board Meeting for consideration for approval.

C. System of Great Schools (SGS) Update

Dr. Karen Munoz, Executive Director for Innovation and Program Development, provided an update on the System of Great Schools process. In the March 5th board meeting, the Board approved the North Star Goal for Abilene ISD to be: By the end of the 2028-2029 school year, 75% of students in Abilene ISD will be in A/B seats. A North Star Goal serves as an ambitious goal that aligns district priorities and resources toward providing high-quality, best-fit schools that families and communities want and need. Abilene ISD was awarded two grants through the LASO grant program. The first grant was the Strong Foundations Planning Grant and the School Action Fund Redesign-STEM Planning Grant. Both grants are planning grants for the 2024-2025 school year with the option of applying for implementation grants in the 2025-2026 school year.

D. Head Start/Early Head Start COLA Adjustment

Mrs. Julie Wilson, Director of Early Childhood, presented that on April 27, 2024, Head Start/Early Head Start administrators received notification of the availability of increased grant funding. The application for increased funding must be submitted to OHS by May 27, 2024. Grantees must use funds according to funding guidance:

COLA funds are to provide for a 2.35% pay increase. She presented the history of AISD raises, and pay scales to justify a 2% increase, which Abilene ISD has already enacted for all Head Start/Early Head Start staff. Additional funding will be used according to agency guidance.

Program	Cost of Living (COLA)
Head Start	\$74,361
Early Head Start	\$63,502
TOTAL	\$137,863

III. Agenda for Regular Meeting May 6, 2024

Mr. Daryl Zeller asked if there were any questions regarding items on the agenda for the May 6, 2024 Regular Meeting. There were none.

A. Consent Agenda Items for May 6, 2024

- I. Finance: March Financials and Budget Amendments
- II. Approval of Minutes
- III. Job Order Contract for Asbestos Abatement, Proposal 015, 23-24
- IV. Job Order Contract for Commercial Fencing, Proposal 016, 23-24
- V. Head Start/Early Head Start COLA Adjustment

B. Reports

- I. TASB Pay Plan Study
- II. Reading Language Arts, LOTE and Social Studies Report
- III. Budget Workshop

C. Business Items Requiring Board Action

- I. The Board will consider approval of a resolution authorizing the initiation of proceedings for the sale of Fannin Elementary School located at 2726 N. 18th Street.
- II. The Board will consider approval of a resolution authorizing the initiation of proceedings for the sale of Woodson Early Childhood Center located at 520 N. 9th Street.

IV. Adjournment

There being no further business, the meeting adjourned at 6:18 p.m.

APPROVED:

President

ATTEST:

Secretary

Minutes of the May 6, 2024,
Regular Meeting of the Board of Trustees

The Board of Trustees of the Abilene Independent School District met in a Regular Meeting at 4:30 p.m., May 6, 2024, in the Boardroom at One AISD Center 241 Pine Street, Abilene, Texas 79601. Mr. Daryl Zeller, President of the Board of Trustees, called the meeting to order at 4:32 p.m., observed that a quorum was present, and stated that notice of the meeting had been duly posted in the time and manner prescribed by law.

Trustees present for all or part of the meeting: Mr. Daryl Zeller, President; Mrs. Cindy Earles, Vice President; Mrs. Angie Wiley, Secretary; Mr. Bill Enriquez, Assistant Secretary, Dr. Danny Wheat, Mr. Derek Hood, and Mr. Rodney Goodman. Members absent: None.

Administrators present for all or part of the meeting: Dr. John Kuhn, Superintendent; Dr. Joseph Waldron, Associate Superintendent for Operations; Dr. Ketta Garduno, Associate Superintendent for Academics and Student Supports; Mrs. Alison Sims, Associate Superintendent for the Development of Human Resources; Dr. Gustavo Villanueva, Associate Superintendent for Student Services; Dr. Jordan Ziemer, Director of Communications; and Mrs. Robin Jones, Assistant to the Superintendent and Board of Trustees.

- I. Call to Order
- II. Closed Session: A Closed Session may be held under the provisions of Texas Government Code, Chapter 551 including but not limited to Section 551.071, Section 551.072, Section 551.074, Section 551.076, and Section 551.082, and Section 551.0821.

Mr. Daryl Zeller announced that a Closed Session would be held under the provisions of Texas Code, Chapter 551. The Board convened in Closed Session at 4:32p.m.

- A. The Board may deliberate matters of Personnel, i.e. appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee. (Section 551.074)
 - I. Professional Employment Contracts
 - II. Deputy Superintendent Position
- B. Consultation with Legal Counsel regarding Pending or Contemplated Litigation and/or Privileged Legal Advice (Section 551.071)
- C. The Board may discuss the Value, Exchange and/or Disposition of Real Property. (Section 551.072)
- D. The Board may discuss matters of Safety and Security. (Section 551.076)
- E. The Board may discuss matters pertaining to Students necessarily involving personally identifiable information, e.g. Student Discipline. (Sections 551.082, 551.0821)

- III. Reconvene from Closed Session (Approximately 6:00 p.m.)

The Board reconvened at 6:00 p.m.

- A. Invocation

Mr. Daryl Zeller called on Ms. Kimberly Brumley, Executive Director for Federal Programs and District Planning, to give the invocation and lead the pledges.

- B. Pledge of Allegiance to the Flags of the United States of America and the State of Texas
- C. Board/Superintendent Announcements/Information

Mr. Daryl Zeller called on Dr. John Kuhn to make announcements.

- Teacher Appreciation Week
- May 7 – Top 10% Announcement at ATEMS; Top 25 Announcement at AHS and Top 25 Announcement at CHS
- May 7 – Abilene High FFA Banquet
- May 7 – Retiree Dinner at The LIFT
- May 9 – Service Awards and Retiree Reception
- May 10 – AHS Baseball and AHS Softball Playoffs

- IV. Recognitions

- A. CTE State Honorees

Mrs. Lucille Fullen, Director of CTE, shared that 201 AISD students were participants in CTE state competitions. The competitions included Skills – AV Production, Skills – Technology, Robotics, FFA/AG, TPSA, and TAFE.

B. Visual Arts Scholastic Event (VASE) State Competitors

Mrs. Brady Sloan-Duncan, Fine Arts Coordinator, presented the Texas Art Education VASE competitors and their art teachers.

C. Strategic Plan Spotlight

Dr. Ketta Garduno presented the Newcomer/ESL Program at Craig Middle School as the Strategic Plan Spotlight.

D. Leadership Academy Participants

Mrs. Alison Sims presented the 2023-2024 Leadership Academy Participants. There were twenty-nine in the class this year.

V. Oral Communication from the Public

Mr. Daryl Zeller asked if anyone wishing to address the Board had completed a public comment card. There were four.

- Dan Dukes – Purchase of Woodson Building by TLCA
- Lee Morris – Purchase of Fannin Elementary by Nehemiah Abilene for Women & Children
- Edwin McGhee – Requested Woodson Building be given back to the community in that neighborhood.
- Anthony Williams – Purchase or Donation of Woodson Building to the community.

VI. Consent Agenda

Mr. Daryl Zeller asked if any Board member wished to remove an item from the consent agenda for separate discussion. There was none.

Dr. Danny Wheat made a motion to approve the Consent Agenda as presented. The motion was seconded by Derek Hood and passed 7-0.

Ayes: Earles, Enriquez, Goodman, Wiley, Hood, Zeller, and Wheat

Nays: None

- A. The Board will consider approval of the Budget Amendments.
- B. The Board will consider accepting the March Financials.
- C. The Board will consider approval of the Minutes of the April 1, 2024, Special Called Meeting; April 2, 2024, Special Called Meeting; April 3, 2024, Special Called Meeting; April 4, 2024, Special Called Meeting; April 8, 2024, Workshop and Regular Meeting; and April 25, 2024, Special Called Meeting.
- D. The Board will consider approval of Job Order Contract for Asbestos Abatement, Proposal 015, 23-24.
- E. The Board will consider approval of Job Order Contract for Commercial Fencing, Proposal 016, 23-24.
- F. The Board will consider approval of the Head Start/Early Head Start COLA Adjustment.

VII. Reports

A. TASB Pay Plan Study

Mrs. Alison Sims introduced Mr. Zachary Hobbs, Assistant Director of TASB HR Services. He provided an overview of information given in the TASB Pay Study. Models of possible compensation plans for the 2024-2025 school year were shared and discussed.

B. Reading Language Arts, LOTE and Social Studies Report

Dr. Stevanie Jackson, Executive Director for Secondary Curriculum and Instruction; Mrs. Mandi Joiner, Coordinator of Elementary English Language Arts and Reading; and Dr. Margaret Hope, Coordinator of Secondary English Language Arts and Reading, provided an overview of the reading and language arts, languages other than English (LOTE), and social studies content areas.

C. Budget Workshop

Dr. Joseph Waldron presented the second in a series of Board workshops aimed at informing the Board as the FY 25 budget and tax rates are being prepared. This presentation focused on the overall school finance picture, particularly the unique components of revenue and challenges we are facing.

VIII. Business Items Requiring Board Action

- A. The Board will consider approval of a resolution authorizing the initiation of proceedings for the sale of Fannin Elementary School located at 2726 N. 18th Street.

Dr. Joseph Waldron presented a resolution that initiates the process to sell the Fannin Elementary property and authorizes the superintendent and/or designee to take the needed steps according to the provisions of Texas Administrative Code 272.001.

Dr. Danny Wheat made a motion to approve the resolution authorizing the initiation of proceedings for the sale of real property commonly known as Fannin Elementary School located at 2726 N. 18th Street. The motion was seconded by Mrs. Cindy Earles and passed 7-0.

Ayes: Zeller, Hood, Earles, Goodman, Enriquez, Wiley, and Wheat.

Nays: None

- B. The Board will consider approval of a resolution authorizing the initiation of proceedings for the sale of Woodson Early Childhood Center located at 520 N. 9th Street.

Dr. Joseph Waldron presented a resolution that initiates the process to sell the Woodson Early Childhood Center property and authorizes the superintendent and/or designee to take the needed steps according to the provisions of Texas Administrative Code 272.001.

Mrs. Cindy Earles made a motion to approve the resolution authorizing the initiation of proceedings for the sale of real property commonly known as Woodson Early Childhood Center located at 520 N. 9th Street and all associated properties. The motion was seconded by Mr. Daryl Zeller and passed 7-0.

Ayes: Hood, Wheat, Zeller, Wiley, Earles, Goodman, and Enriquez.

Nays: None

- IX. The Board may take action relevant to Items Covered During Closed Session.
 - A. The Board will consider approval of Personnel Recommendations, if any.
 - I. Deputy Superintendent Position

Mr. Daryl Zeller asked if there was a motion regarding the Deputy Superintendent Position. Mr. Derek Hood made a motion to accept the Superintendent's recommendation to add the position of Deputy Superintendent to the Administrative Cabinet. The motion was seconded by Mr. Bill Enriquez and passed 7-0.

Ayes: Wheat, Goodman, Wiley, Zeller, Enriquez, Hood, and Earles.

Nays: None

- B. Matters pertaining to Litigation, if any
- C. Matters pertaining to Real Property, if any
- D. Matters pertaining to Safety and Security, if any
- E. Matters pertaining to Students, if any
- X. Adjournment

There being no further business, the meeting adjourned at 8:57 p.m.

APPROVED:

President

ATTEST:

Secretary

Minutes of the May 15, 2024,
Special Called Meeting of the Board of Trustees

The Board of Trustees of the Abilene Independent School District met in a Special Called Meeting at 2:00 p.m., May 15, 2024, in the Boardroom at One AISD Center 241 Pine Street Abilene, Texas 79601. Mr. Daryl Zeller, President of the Board of Trustees, called the meeting to order at 1:59 p.m., observed that a quorum was present, and stated that notice of the meeting had been duly posted in the time and manner prescribed by law.

Trustees present for all or part of the meeting: Mr. Daryl Zeller, President; Mrs. Cindy Earles, Vice President; Mrs. Angie Wiley, Secretary; and Mr. Rodney Goodman.

Trustees absent: Mr. Derek Hood, Mr. Bill Enriquez, Assistant Secretary, and Dr. Danny Wheat.

Administrators present for all or part of the meeting: Dr. John Kuhn, Superintendent; Dr. Joseph Waldron, Deputy Superintendent; and Mrs. Robin Jones, Assistant to the Superintendent and Board of Trustees.

- I. Call to Order.
- II. Oral Communication from the Public

Mr. Daryl Zeller asked if anyone wishing to address the Board had filled out a public comment card. There was none.

- III. Canvass and Certify Results of the May 4, 2024 Board of Trustees Election.

Dr. John Kuhn, Superintendent of Schools, canvassed the results of the May 4, 2024 AISD Board of Trustees Election. The order declared Taylor Tidmore elected to Place 1 with 967 votes, Rodney Goodman elected to Place 2 with 1502 votes, Blair Schroeder elected to Place 3 with 1484 votes, and Angie Wiley elected to Place 7 with 1518 votes.

Mr. Rodney Goodman made a motion to approve the order declaring the results of the May 4, 2024 Board of Trustees Election. The motion was seconded by Mrs. Angie Wiley and passed 4-0.

Ayes: Earles, Goodman, Wiley, and Zeller

Nays: None

- IV. Adjournment

There being no further business the meeting adjourned at 2:02 p.m.

APPROVED:

President

ATTEST:

Secretary

Minutes of the May 23, 2024
Special Called Meeting of the Board of Trustees

The Board of Trustees of the Abilene Independent School District met in a Special Called Meeting at 9:00 AM, May 23, 2024, in the Boardroom at One AISD Center 241 Pine Street, Abilene, Texas 79601. Mr. Daryl Zeller, President of the Board of Trustees, called the meeting to order at 9:03 a.m., observed that a quorum was present, and stated that notice of the meeting had been duly posted in the time and manner prescribed by law.

Trustees present for all or part of the meeting: Mr. Daryl Zeller, President; Mrs. Cindy Earles, Vice President; Mrs. Angie Wiley, Secretary; Mr. Bill Enriquez, Assistant Secretary, Mr. Derek Hood, Dr. Danny Wheat and Mr. Rodney Goodman.

Trustees absent: None.

Administrators present for all or part of the meeting: Dr. John Kuhn, Superintendent; and Dr. Joseph Waldron, Deputy Superintendent.

- I. Call to Order
- II. Oral Communication from the Public

Mr. Daryl Zeller asked if anyone wishing to address the Board had filled out a public comment card. There was none.

- III. Adjournment to Closed Session:

Mr. Daryl Zeller announced that a Closed Session would be held under the provisions of Texas Code, Chapter 551. The Board convened in Closed Session at 9:04 a.m.

- A. Pursuant to Texas Government Code § 551.071, to consult with the District's attorney, in person or by phone, on a matter in which the duty of the attorney to the District under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Local Government Code.

- I. Consultation with Legal Counsel regarding Hendrick Health v. Abilene ISD et al.

- IV. Reconvene from Closed Session

The Board reconvened at 10:28 a.m.

- V. The Board may take action relevant to Items Covered During Closed Session.

No action was taken.

- VI. Adjournment

There being no further business, the meeting adjourned at 10:28 a.m.

APPROVED:

President

ATTEST:

Secretary

Abilene Independent School District Board Document - Agenda Item VII.D.

Meeting Date: June 10, 2024 Meeting Type: Regular Meeting

Item Type: Annual Review-Consent Future Action Required: No If Yes, Month: N/A

Subject: Investment Policy CDA (LEGAL) Annual Review

Background Information: Per CDA(LEGAL) – “The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes.

Attached Supporting Documents:

- CDA (LEGAL) Policy
- CDA (LOCAL) Policy
- Memo
- Training Certificates of Investment Officers

Fiscal Implications: None

Administrative Recommendation: Approve as recommended

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Contact Person: Dr. Joseph Waldron

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All investments made by a district shall comply with the Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) and all federal, state, and local statutes, rules, or regulations. *Gov't Code 2256.026*

Definitions

Bond Proceeds	"Bond proceeds" means the proceeds from the sale of bonds, notes, and other obligations issued by a district, and reserves and funds maintained by a district for debt service purposes.
Investment Pool	"Investment pool" means an entity created under the Texas Government Code to invest public funds jointly on behalf of the entities that participate in the pool and whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield.
Pooled Fund Group	"Pooled fund group" means an internally created fund of a district in which one or more institutional accounts of a district are invested.
Separately Invested Asset	"Separately invested asset" means an account or fund of a district that is not invested in a pooled fund group. <i>Gov't Code 2256.002(1), (6), (9), (12)</i>
Pledged Revenue	"Pledged revenue" means money pledged to the payment of or as security for: <ol style="list-style-type: none">1. Bonds or other indebtedness issued by a district;2. Obligations under a lease, installment sale, or other agreement of a district; or3. Certificates of participation in a debt or obligation described by item 1 or 2. <i>Gov't Code 2256.0208(a)</i>
Repurchase Agreement	"Repurchase agreement" means a simultaneous agreement to buy, hold for a specified time, and sell back at a future date obligations, described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds), at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed. The term includes a direct security repurchase agreement and a reverse security repurchase agreement. <i>Gov't Code 2256.011(b)</i>
Hedging	"Hedging" means acting to protect against economic loss due to price fluctuation of a commodity or related investment by entering

into an offsetting position or using a financial agreement or producer price agreement in a correlated security, index, or other commodity.

Eligible Entity

“Eligible entity” means a political subdivision that has:

1. A principal amount of at least \$250 million in outstanding long-term indebtedness, long-term indebtedness proposed to be issued, or a combination of outstanding long-term indebtedness and long-term indebtedness proposed to be issued; and
2. Outstanding long-term indebtedness that is rated in one of the four highest rating categories for long-term debt instruments by a nationally recognized rating agency for municipal securities, without regard to the effect of any credit agreement or other form of credit enhancement entered into in connection with the obligation.

Eligible Project

“Eligible project” has the meaning assigned by Government Code 1371.001 (issuance of obligations for certain public improvements).

Gov’t Code 2256.0207(a)

Corporate Bond

“Corporate bond” means a senior secured debt obligation issued by a domestic business entity and rated not lower than “AA-” or the equivalent by a nationally recognized investment rating firm. The term does not include a debt obligation that, on conversion, would result in the holder becoming a stockholder or shareholder in the entity, or any affiliate or subsidiary of the entity, that issued the debt obligation, or is an unsecured debt obligation. *Gov’t Code 2256.0204(a)*

Written Policies

The board shall adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control. The investment policies must primarily emphasize safety of principal and liquidity and must address investment diversification, yield, and maturity and the quality and capability of investment management. The policies must include:

1. A list of the types of authorized investments in which the district’s funds may be invested;
2. The maximum allowable stated maturity of any individual investment owned by the district;
3. For pooled fund groups, the maximum dollar-weighted average maturity allowed based on the stated maturity date of the portfolio;

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4. Methods to monitor the market price of investments acquired with public funds;
5. A requirement for settlement of all transactions, except investment pool funds and mutual funds, on a delivery versus payment basis; and
6. Procedures to monitor rating changes in investments acquired with public funds and the liquidation of such investments consistent with the provisions of Government Code 2256.021 [see Loss of Required Rating, below].

Gov't Code 2256.005(a), (b)

Annual Review

The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. *Gov't Code 2256.005(e)*

Annual Audit

A district shall perform a compliance audit of management controls on investments and adherence to the district's established investment policies. The compliance audit shall be performed in conjunction with the annual financial audit. *Gov't Code 2256.005(m)*

Investment
Strategies

As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance:

1. Understanding of the suitability of the investment to the financial requirements of the district;
2. Preservation and safety of principal;
3. Liquidity;
4. Marketability of the investment if the need arises to liquidate the investment before maturity;
5. Diversification of the investment portfolio; and
6. Yield.

Gov't Code 2256.005(d)

Investment Officer

A district shall designate by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees as investment officer(s) to be responsible for the investment of its funds consistent

with the investment policy adopted by the board. If the board has contracted with another investing entity to invest its funds, the investment officer of the other investing entity is considered to be the investment officer of the contracting board's district. In the administration of the duties of an investment officer, the person designated as investment officer shall exercise the judgment and care, under prevailing circumstances, that a prudent person would exercise in the management of the person's own affairs, but the board retains the ultimate responsibility as fiduciaries of the assets of the district. Unless authorized by law, a person may not deposit, withdraw, transfer, or manage in any other manner the funds of the district. Authority granted to a person to invest the district's funds is effective until rescinded by the district or until termination of the person's employment by a district, or for an investment management firm, until the expiration of the contract with the district. *Gov't Code 2256.005(f)*

A district or investment officer may use the district's employees or the services of a contractor of the district to aid the investment officer in the execution of the officer's duties under Government Code, Chapter 2256. *Gov't Code 2256.003(c)*

Investment Training Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. *Gov't Code 2256.008(c)*

Initial Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. *Gov't Code 2256.008(a)*

Ongoing The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two-year period that begins on the first day of the district's fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. *Gov't Code 2256.008(a-1)*

Exception The ongoing training requirement does not apply to the treasurer, chief financial officer, or investment officer of a district if:

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1. The district does not invest district funds or only deposits those funds in interest-bearing deposit accounts or certificates of deposit as authorized by Government Code 2256.010; and
2. The treasurer, chief financial officer, or investment officer annually submits to the agency a sworn affidavit identifying the applicable criteria under item 1 that apply to the district.

Gov't Code 2256.008(g)

Standard of Care

Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following objectives, in order of priority:

1. Preservation and safety of principal;
2. Liquidity; and
3. Yield.

In determining whether an investment officer has exercised prudence with respect to an investment decision, the following shall be taken into consideration:

1. The investment of all funds, or funds under the district's control, over which the officer had responsibility rather than the prudence of a single investment; and
2. Whether the investment decision was consistent with the district's written investment policy.

Gov't Code 2256.006

Personal Interest

A district investment officer who has a personal business relationship with a business organization offering to engage in an investment transaction with the district shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity, as determined by Government Code Chapter 573 (nepotism prohibition), to an individual seeking to sell an investment to the investment officer's district shall file a statement disclosing that relationship. A required statement must be filed with the board and with the Texas Ethics Commission. For purposes of this policy, an investment officer has a personal business relationship with a business organization if:

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1. The investment officer owns ten percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed ten percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

Gov't Code 2256.005(i)

Quarterly Reports

Not less than quarterly, the investment officer shall prepare and submit to the board a written report of investment transactions for all funds covered by the Public Funds Investment Act for the preceding reporting period. This report shall be presented not less than quarterly to the board and the superintendent within a reasonable time after the end of the period. The report must:

1. Describe in detail the investment position of the district on the date of the report;
2. Be prepared jointly and signed by all district investment officers;
3. Contain a summary statement of each pooled fund group that states the:
 - a. Beginning market value for the reporting period;
 - b. Ending market value for the period; and
 - c. Fully accrued interest for the reporting period;
4. State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
5. State the maturity date of each separately invested asset that has a maturity date;
6. State the account or fund or pooled group fund in the district for which each individual investment was acquired; and
7. State the compliance of the investment portfolio of the district as it relates to the investment strategy expressed in the district's investment policy and relevant provisions of the Public Funds Investment Act.

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If a district invests in other than money market mutual funds, investment pools or accounts offered by its depository bank in the form of certificates of deposit, or money market accounts or similar accounts, the reports prepared by the investment officers shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the board by that auditor.

Gov't Code 2256.023

Selection of Broker

The board or the designated investment committee shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with a district.

Gov't Code 2256.025

Bond Proceeds

The investment officer of a district may invest bond proceeds or pledged revenue only to the extent permitted by the Public Funds Investment Act, in accordance with:

1. Statutory provisions governing the debt issuance or the agreement, as applicable; and
2. The district's investment policy regarding the debt issuance or the agreement, as applicable.

Gov't Code 2256.0208(b)

Authorized Investments

A board may purchase, sell, and invest its funds and funds under its control in investments described below, in compliance with its adopted investment policies and according to the standard of care set out in this policy. *Gov't Code 2256.003(a)*

In the exercise of these powers, the board may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of its public funds or other funds under its control. A contract made under this authority may not be for a term longer than two years. A renewal or extension of the contract must be made by the board by order, ordinance, or resolution. *Gov't Code 2256.003(b)*

The board may specify in its investment policy that any authorized investment is not suitable. *Gov't Code 2256.005(j)*

Obligations of
Governmental
Entities

The following are authorized investments:

1. Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;

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2. Direct obligations of this state or its agencies and instrumentalities;
3. Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
4. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state, the United States, or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
5. Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
6. Bonds issued, assumed, or guaranteed by the state of Israel;
7. Interest-bearing banking deposits that are guaranteed or insured by the FDIC or its successor, or the National Credit Union Share Insurance Fund or its successor; and
8. Interest-bearing banking deposits other than those described at item 7 above if:
 - a. The funds are invested through a broker with a main office or a branch office in this state that the district selects from a list the board or designated investment committee of the district adopts as required at Selection of Broker above or a depository institution with a main office or a branch office in this state and that the district selects;
 - b. The broker or depository institution selected as described above arranges for the deposit of the funds in the banking deposits in one or more federally insured depository institutions, regardless of where located, for the district's account;
 - c. The full amount of the principal and accrued interest of the banking deposits is insured by the United States or an instrumentality of the United States; and
 - d. The district appoints as the district's custodian of the banking deposits issued for the district's account the de-

pository institution selected as described above, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating under Rule 15c3-3 (17 C.F.R. Section 240.15c3-3).

Gov't Code 2256.009(a)

*Unauthorized
Obligations*

The following investments are not authorized:

1. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal;
2. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
3. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
4. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Gov't Code 2256.009(b)

Certificates of
Deposit and Share
Certificates

A certificate of deposit or share certificate is an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in Texas and is:

1. Guaranteed or insured by the FDIC or its successor or the National Credit Union Share Insurance Fund or its successor;
2. Secured by obligations described at Obligations of Governmental Entities, above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities described at Unauthorized Obligations, above; or
3. Secured in accordance with Government Code Chapter 2257 (Public Funds Collateral Act) or in any other manner and amount provided by law for the deposits of the district.

Gov't Code 2256.010(a)

In addition to the authority to invest funds in certificates of deposit under the previous section, an investment in certificates of deposit made in accordance with the following conditions is an authorized investment:

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1. The funds are invested by the district through a broker that has its main office or a branch office in this state and is selected from a list adopted by the district as required at Selection of Broker, above or a depository institution that has its main office or a branch office in this state and that is selected by the district;
2. The broker or depository institution selected by the district arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the district;
3. The full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
4. The district appoints the depository institution selected by the district, an entity described by Government Code 2257.041(d) (custodian with which to deposit securities), or a clearing broker-dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C.F.R. Section 240.15c3-3) as custodian for the district with respect to the certificates of deposit issued for the account of the district.

Gov't Code 2256.010(b)

The district's investment policies may provide that bids for certificates of deposit be solicited orally, in writing, electronically, or in any combination of those methods. *Gov't Code 2256.005(c)*

Repurchase
Agreements

A fully collateralized repurchase agreement is an authorized investment if it:

1. Has a defined termination date;
2. Is secured by a combination of cash and obligations described by Government Code 2256.009(a)(1) (obligations of governmental entities) or 2256.013 (commercial paper) or if applicable, 2256.0204 (corporate bonds);
3. Requires the securities being purchased by the district or cash held by the district to be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or a third party selected and approved by the district; and
4. Is placed through a primary government securities dealer, as defined by the Federal Reserve or a financial institution doing business in Texas.

The term of any reverse security repurchase agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received by a district under the terms of a reverse security repurchase agreement shall be used to acquire additional authorized investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a repurchase agreement by a district.

Gov't Code 2256.011

Securities Lending
Program

A securities lending program is an authorized investment if:

1. The value of securities loaned is not less than 100 percent collateralized, including accrued income;
2. A loan allows for termination at any time;
3. A loan is secured by:
 - a. Pledged securities described at Obligations of Governmental Entities, above;
 - b. Pledged irrevocable letters of credit issued by a bank that is organized and existing under the laws of the United States or any other state, and continuously rated by at least one nationally recognized investment rating firm at not less than A or its equivalent; or
 - c. Cash invested in accordance with Government Code 2256.009 (obligations of governmental entities), 2256.013 (commercial paper), 2256.014 (mutual funds), or 2256.016 (investment pools);
4. The terms of a loan require that the securities being held as collateral be pledged to the district, held in the district's name, and deposited at the time the investment is made with the district or with a third party selected by or approved by the district; and
5. A loan is placed through a primary government securities dealer, as defined by 5 C.F.R. Section 6801.102(f), as that regulation existed on September 1, 2003, or a financial institution doing business in this state.

An agreement to lend securities under a securities lending program must have a term of one year or less.

Gov't Code 2256.0115

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Banker's
Acceptances

A banker's acceptance is an authorized investment if it:

1. Has a stated maturity of 270 days or fewer from the date of issuance;
2. Will be, in accordance with its terms, liquidated in full at maturity;
3. Is eligible for collateral for borrowing from a Federal Reserve Bank; and
4. Is accepted by a bank organized and existing under the laws of the United States or any state, if the short-term obligations of the bank, or of a bank holding company of which the bank is the largest subsidiary, are rated not less than A-1 or P-1 or an equivalent rating by at least on nationally recognized credit rating agency.

Gov't Code 2256.012

Commercial Paper

Commercial paper is an authorized investment if it has a stated maturity of 365 days or fewer from the date of issuance; and is rated not less than A-1 or P-1 or an equivalent rating by at least:

1. Two nationally recognized credit rating agencies; or
2. One nationally recognized credit rating agency and is fully secured by an irrevocable letter of credit issued by a bank organized and existing under the laws of the United States law or any state.

Gov't Code 2256.013

Mutual Funds

A no-load money market mutual fund is an authorized investment if the mutual fund:

1. Is registered with and regulated by the Securities and Exchange Commission;
2. Provides the district with a prospectus and other information required by the Securities and Exchange Act of 1934 (15 U.S.C. 78a et seq.) or the Investment Company Act of 1940 (15 U.S.C. 80a-1 et seq.); and
3. Complies with federal Securities and Exchange Commission Rule 2a-7 (17 C.F.R. Section 270.2a-7), promulgated under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.).

Gov't Code 2256.014(a)

In addition to the no-load money market mutual fund authorized above, a no-load mutual fund is an authorized investment if it:

1. Is registered with the Securities and Exchange Commission;
2. Has an average weighted maturity of less than two years; and
3. Either has a duration of:
 - a. One year or more and is invested exclusively in obligations approved by the Public Funds Investment Act, or
 - b. Less than one year and the investment portfolio is limited to investment grade securities, excluding asset-backed securities.

Gov't Code 2256.014(b)

Limitations

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service, in mutual funds described in Government Code 2256.014(b);
2. Invest any portion of bond proceeds, reserves and funds held for debt service, in mutual funds described in Government Code 2256.014(b); or
3. Invest its funds or funds under its control, including bond proceeds and reserves and other funds held for debt service, in any one mutual fund described in Government Code 2256.014(a) or (b) in an amount that exceeds ten percent of the total assets of the mutual fund.

Gov't Code 2256.014(c)

Guaranteed
Investment
Contracts

A guaranteed investment contract is an authorized investment for bond proceeds if the guaranteed investment contract:

1. Has a defined termination date;
2. Is secured by obligations described at Obligations of Governmental Entities, above, excluding those obligations described at Unauthorized Obligations, in an amount at least equal to the amount of bond proceeds invested under the contract; and
3. Is pledged to the district and deposited with the district or with a third party selected and approved by the district.

Bond proceeds, other than bond proceeds representing reserves and funds maintained for debt service purposes, may not be invested in a guaranteed investment contract with a term longer than five years from the date of issuance of the bonds.

To be eligible as an authorized investment:

1. The board must specifically authorize guaranteed investment contracts as eligible investments in the order, ordinance, or resolution authorizing the issuance of bonds;
2. The district must receive bids from at least three separate providers with no material financial interest in the bonds from which proceeds were received;
3. The district must purchase the highest yielding guaranteed investment contract for which a qualifying bid is received;
4. The price of the guaranteed investment contract must take into account the reasonably expected drawdown schedule for the bond proceeds to be invested; and
5. The provider must certify the administrative costs reasonably expected to be paid to third parties in connection with the guaranteed investment contract.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution of a guaranteed investment contract by a district.

Gov't Code 2256.015

Investment Pools

A district may invest its funds or funds under its control through an eligible investment pool if the board by rule, order, ordinance, or resolution, as appropriate, authorizes the investment in the particular pool. *Gov't Code 2256.016, .019*

To be eligible to receive funds from and invest funds on behalf of a district, an investment pool must furnish to the investment officer or other authorized representative of the district an offering circular or other similar disclosure instrument that contains the information specified in Government Code 2256.016(b). To maintain eligibility, an investment pool must furnish to the investment officer or other authorized representative investment transaction confirmations and a monthly report that contains the information specified in Government Code 2256.016(c). A district by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds. *Gov't Code 2256.016(b)-(d)*

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Corporate Bonds

A district that qualifies as an issuer as defined by Government Code 1371.001 [see CCF], may purchase, sell, and invest its funds and funds under its control in corporate bonds (as defined above) that, at the time of purchase, are rated by a nationally recognized investment rating firm "AA-" or the equivalent and have a stated final maturity that is not later than the third anniversary of the date the corporate bonds were purchased.

A district is not authorized to:

1. Invest in the aggregate more than 15 percent of its monthly average fund balance, excluding bond proceeds, reserves, and other funds held for the payment of debt service, in corporate bonds; or
2. Invest more than 25 percent of the funds invested in corporate bonds in any one domestic business entity, including subsidiaries and affiliates of the entity.

A district subject to these provisions may purchase, sell, and invest its funds and funds under its control in corporate bonds if the board:

1. Amends its investment policy to authorize corporate bonds as an eligible investment;
2. Adopts procedures to provide for monitoring rating changes in corporate bonds acquired with public funds and liquidating the investment in corporate bonds; and
3. Identifies the funds eligible to be invested in corporate bonds.

The district investment officer, acting on behalf of the district, shall sell corporate bonds in which the district has invested its funds not later than the seventh day after the date a nationally recognized investment rating firm:

1. Issues a release that places the corporate bonds or the domestic business entity that issued the corporate bonds on negative credit watch or the equivalent, if the corporate bonds are rated "AA-" or the equivalent at the time the release is issued; or
2. Changes the rating on the corporate bonds to a rating lower than "AA-" or the equivalent.

Gov't Code 2256.0204

Hedging
Transactions

The board of an eligible entity (as defined above) shall establish the entity's policy regarding hedging transactions. An eligible entity may enter into hedging transactions, including hedging contracts,

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and related security, credit, and insurance agreements in connection with commodities used by an eligible entity in the entity's general operations, with the acquisition or construction of a capital project, or with an eligible project. A hedging transaction must comply with the regulations of the federal Commodity Futures Trading Commission and the federal Securities and Exchange Commission.

Government Code 1371.059(c) (validity and incontestability of obligations for certain public improvements) applies to the execution by an eligible entity of a hedging contract and any related security, credit, or insurance agreement.

An eligible entity may:

1. Pledge as security for and to the payment of a hedging contract or a security, credit, or insurance agreement any general or special revenues or funds the entity is authorized by law to pledge to the payment of any other obligation.
2. Credit any amount the entity receives under a hedging contract against expenses associated with a commodity purchase.

An eligible entity's cost of or payment under a hedging contract or agreement may be considered an operation and maintenance expense, an acquisition expense, or construction expense of the eligible entity; or a project cost of an eligible project.

Gov't Code 2256.0206

Prohibited
Investments

Except as provided by Government Code 2270 (prohibited investments), a district is not required to liquidate investments that were authorized investments at the time of purchase. *Gov't Code 2256.017*

Note: As an "investing entity" under Government Code 2270.0001(7)(A), a district must comply with Chapter 2270, including reporting requirements, regarding prohibited investments in scrutinized companies listed by the comptroller in accordance with Government Code 2270.0201.

Loss of Required
Rating

An investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. A district shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating. *Gov't Code 2256.021*

**Sellers of
Investments**

A written copy of the investment policy shall be presented to any business organization (as defined below) offering to engage in an investment transaction with a district. The qualified representative of the business organization offering to engage in an investment transaction with a district shall execute a written instrument in a form acceptable to the district and the business organization substantially to the effect that the business organization has:

1. Received and reviewed the district investment policy; and
2. Acknowledged that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the district and the organization that are not authorized by the district's investment policy, except to the extent that this authorization:
 - a. Is dependent on an analysis of the makeup of the district's entire portfolio;
 - b. Requires an interpretation of subjective investment standards; or
 - c. Relates to investment transactions of the entity that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The investment officer of a district may not acquire or otherwise obtain any authorized investment described in the district's investment policy from a business organization that has not delivered to the district the instrument required above.

Gov't Code 2256.005(k)-(l)

Nothing in this section relieves the district of the responsibility for monitoring investments made by the district to determine that they are in compliance with the investment policy.

**Business
Organization**

For purposes of the provisions at Sellers of Investments above, "business organization" means an investment pool or investment management firm under contract with a district to invest or manage the district's investment portfolio that has accepted authority granted by the district under the contract to exercise investment discretion in regard to the district's funds.

Gov't Code 2256.005(k)

Donations

A gift, devise, or bequest made to a district to provide college scholarships for district graduates may be invested by the board as provided in Property Code 117.004 (Uniform Prudent Investor Act),

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unless otherwise specifically provided by the terms of the gift, devise, or bequest. *Education Code 45.107*

Investments donated to a district for a particular purpose or under terms of use specified by the donor are not subject to the requirements of the Public Funds Investment Act. *Gov't Code 2256.004(b)*

**Electronic Funds
Transfer**

A district may use electronic means to transfer or invest all funds collected or controlled by the district. *Gov't Code 2256.051*

Memo



To: Dr. John Kuhn, Superintendent of Schools
From: Dr. Joseph Waldron, Deputy Superintendent
Date: June 10, 2024
Re: Annual Review of Investment Policy and Strategies

Investment Policy

In accordance with legal policy, there must be an annual review by the Board of Trustees of the District's investment policy and strategies.

"The board shall review its investment policy and investment strategies not less than annually. The board shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and investment strategies and that the written instrument so adopted shall record any changes made to either the investment policy or investment strategies. Gov't Code 2256.005(e)." (CDA-Legal)

Included are the current legal (CDA-Legal) and local (CDA-Local) policies concerning investments. The investment strategies are also included in the investment policy. A form is attached that can be used by the Board to document the review process.

Investment Strategies

In accordance with legal policy, there must be an annual review by the Board of Trustees of the District's investment strategies.

"As an integral part of the investment policy, the board shall adopt a separate written investment strategy for each of the funds or group of funds under the board's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities in order of importance: Understanding of the suitability of the investment to the financial requirements of the district, preservation and safety of principal, liquidity, marketability of the investment if the need arises to liquidate the investment before maturity, diversification of the investment portfolio, and yield. Gov't Code 2256.005(d)" (CDA-Legal)

The following strategies have been approved by the board for the funds listed below:

- Operating Fund
 - *"Investment strategies for operating funds (including any commingled pools containing operating funds) shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements." (CDA-Local)*

- Custodial Funds
 - *"Investment strategies for custodial funds shall have as their primary objectives preservation and safety of principal, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements." (CDA-Local)*

- Debt Service Funds
 - *“Investment strategies for debt service funds shall have as their primary objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents. Maturities longer than one year are authorized provided legal limits are not exceeded.” (CDA-Local)*

- Capital Project Funds
 - *“Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. Maturities longer than one year are authorized provided legal limits are not exceeded.” (CDA-Local)*

Review of Brokers

In accordance with legal policy, the Board must review a list of qualified investment brokers.

“The Board or a designated investment committee, shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District. Gov’t Code 2256.025” (CDA - Legal)

The following organizations have been previously authorized and adopted by the Board of Trustees for investing District funds:

- Texpool
- Lone Star Investments (Texas Association of School Boards)
- Texas Term Local Government Investment Pool (Austin)
- FHN Financial, Inc. (Houston)
- Merrill Lynch (Abilene)
- Edward Jones (Abilene)
- Wells Fargo Advisors (Abilene)
- Raymond James (Abilene)

Investment Officer Training

In accordance with legal policy, the investment officer(s) must obtain training related to their responsibilities under the Public Funds Investment Act.

“Investment training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with the Public Funds Investment Act. Gov’t Code 2256.008(c).” (CDA-Legal)

“Within 12 months after taking office or assuming duties, the treasurer, the chief financial officer if the treasurer is not the chief financial officer and the investment officer of a district shall attend at least one training session from an independent source approved by the board or a designated investment committee advising the investment officer. This initial training must contain at least ten hours of instruction relating to their respective responsibilities under the Public Funds Investment Act. Gov’t Code 2256.008(a).” (CDA-Legal)

“The treasurer, or the chief financial officer if the treasurer is not the chief financial officer, and the investment officer of a district shall attend an investment training session not less than once in a two year period that begins on the first day of the district’s fiscal year and consists of the two consecutive fiscal years after that date, and receive not less than eight hours of instruction relating to investment responsibilities under the Public Funds Investment Act from an independent source approved by the board or by a designated investment committee advising the investment officer. Gov’t Code 2256.008(a-1).”
(CDA-Legal)

Included are the attendance certificates verifying compliance with the above policy requirement. The Board has previously approved the Texas Association of School Business Officials (TASBO) and University of North Texas Center for Public Management as an independent source for investment training.

Memo



REVIEW OF INVESTMENT POLICY AND STRATEGIES

In accordance with Abilene ISD policy (CDA - Legal), the Board of Trustees has reviewed the investment policy and investment strategies of the District at its meeting held on June 10, 2024.

This review will be noted in the official minutes of the Board of Trustees meeting.

Signed _____

President, Board of Trustees

Date _____

Signed _____

Secretary, Board of Trustees

Date _____

CERTIFICATE OF COMPLETION

PRESENTED TO

Jennifer Hinds

FOR SUCCESSFUL COMPLETION OF

“TEXAS PUBLIC FUNDS INVESTMENT ACT & RELATED INVESTMENT ISSUES”

PROGRAM DATE: APRIL 4-5, 2024
TAUGHT BY: CHUCK SPRINGER & HARLAN JEFFERSON
CPE CREDIT: 10 CPE CREDITS

METHOD OF DELIVERY: GROUP INTERNET BASED
FIELD OF STUDY: REGULATORY ETHICS
PROGRAM # 2404

IN ACCORDANCE WITH THE TEXAS ADMINISTRATIVE CODE, CPE CREDITS HAVE BEEN BASED ON A 50-MINUTE HOUR.



1155 Union Circle #305129
Denton, TX 76203
<https://cpm.hps.unt.edu>
Texas Sponsor ID #007716

Cori Reaume
Center for Public Management Representative

Public Funds Investment Act Training

North Central Texas Council of Governments
and

Government Treasurers' Organization of Texas

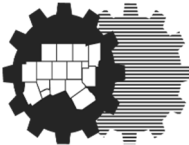
Certificate of Attendance

Joseph Waldron

October 31, 2023 8 hours

Zoom

INSTRUCTOR: Patrick Shinkle
SPONSOR NUMBER: 010174



We are registered with the Texas State Board of Public Accountancy as a CPE sponsor. This registration does not constitute an endorsement by the board as to the quality of our CPE Program. In accordance with the standards of the National Registry of CPE Sponsors and the rules for CPE promulgated by the TSBPA, CPE credits have been granted based on a 50-minute hour.

Abilene Independent School District Board Document - Agenda Item XX.XX

Meeting Date: June 10, 2024

Meeting Type: Board Meeting

Item Type: Consent Agenda

Action Required: Yes

If Yes, Month: June

Subject: Required Professional Development Plan 2024-2025

Background Information:

In accordance with policy DMA (LEGAL and LOCAL), the Board shall annually review the professional development clearinghouse published by the State Board for Educator Certification (SBEC) and annually approve the District's professional development plan. The District plan must be guided by the SBEC clearinghouse training recommendations and must include a schedule of the required professional development for all District employees. The attached 2024-2025 Abilene ISD Professional Development Plan meets these requirements. The plan was initially presented to the Board during the May 2nd Board Workshop and is now provided for the Board's consideration for approval.

Attached Supporting Documents:

Professional Development Plan presentation slides from May 2, 2024 Workshop
SBEC Clearinghouse Training Recommendations
2024-2025 Abilene ISD Professional Development Plan

Fiscal Implications:

None

Administrative Recommendation:

The 2024-2025 Abilene ISD Professional Development Plan is recommended to the Board for consideration for approval.

Contact Person:

Dr. Ketta Garduno, Associate Superintendent for Academics and Student Supports

Abilene ISD Required Professional Learning Matrix

👉 Be sure to scroll down to see the full document. 👈

USE LINKS BELOW TO QUICKLY ACCESS PORTIONS OF THE DOCUMENT.

[All Staff](#)

[Trainings in Statue](#)

[New Hires](#)

All Abilene ISD employees are required to view each online training module and acknowledge they understand and will comply with the content covered.

Additional training requirements may be added during the year.

ALL STAFF

Campus/District Personnel hired after the initial annual requirements deadline have six (6) weeks to complete required compliance training.

**Training completion for the following personnel will be verified by departments: Food Services, Transportation, Maintenance and Custodial Services.*

Vector Safe Schools Course

Vector Safe Schools Course

KnowBe4 Course

2024-2025 Compliance Training

Available Aug. 6, 2024

Completion Deadline: Oct. 1, 2024

Estimated time: 2 hours, 52 minutes

- Bloodborne Pathogens Exposure Prevention
- General Ethics in the Workplace
- Identifying and Reporting Suspected Child Abuse, Neglect, and Human Trafficking
- Sam's Law (Seizure Disorders)

2025-2026 New Hire Compliance Training

Available TBD

Completion Deadline:

Estimated time:

- CrisisGo Basics
- Sam's Law
- Additional training modules as

2024-2025

Cybersecurity Training

Available September 2024

Completion Deadline: Dec. 1, 2024

Estimated time: 45 minutes

Abilene ISD Required Professional Learning Matrix


 Be sure to scroll down to see the full document.
 

<ul style="list-style-type: none"> Sexual Harassment Youth Suicide: Awareness, Prevention, and Postvention AISSD Employee Handbook AISSD Confidentiality Agreement (HIPPA) AISSD Safety and Security & CrisisGo Basics 	assigned	
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TRAININGS IN STATUTE

Course/Training	Description/Audience	Training Link/Location	Special Notes & Instructions
Administration of Epinephrine Auto-Injectors	AUDIENCE: District & School Nurses (K-12) - School personnel and volunteers who are authorized and trained. How to recognize the signs and symptoms of anaphylaxis, administer an epinephrine auto-injector, implement emergency procedures, and properly dispose of used or expired epinephrine auto-injectors. Provided in formal training setting or online and completed annually.	Job embedded training scheduled through Health Services	Training in compliance with professional learning statute 38.208(a)
Administration of Opioid Antagonist	AUDIENCE: One or more school personnel members or volunteers on each campus must be authorized and trained to administer opioid antagonist How to recognize the signs and symptoms of an opioid-related drug overdose, administer an opioid antagonist, implement emergency procedures if necessary, and properly dispose of used or expired opioid antagonists.	Training scheduled through Health Services	Training in compliance with professional learning statute 38.222(c) and 38.224(b)

Abilene ISD Required Professional Learning Matrix

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Administrator Appraiser Training	AUDIENCE: Administrators Training in compliance with professional learning statute TAC, Title 19, §150.1024 (b) and TAC, Title 19, §150.1005 (c) (d)	Training and certification offered by the Regional Education Service Centers.	Before conducting appraisals, an appraiser must satisfactorily complete the T-TESS appraiser training and pass the examination and have completed ILT, ILD, or AEL certification training.
AP 30-Hour Summer Institute (5 Days)	AUDIENCE: AP Teachers	College Board	Any teacher that is assigned to teach an AP course must complete the AP 5-day Summer Institute prior to 1st day of instruction.
Assessment Instrument Administration	AUDIENCE: School district employees involved in the administration of assessment instruments administered under Section 39.023. Training in compliance with professional learning statute TEC, §39.0304 (a), (b), (c); TAC, §101.3031 (a) (D)(ii); (c)	Annually through Assessment & Accountability Department	
Bleeding Control Stations	AUDIENCE: School district police officer commissioned under Section 37.001 or school security personnel, school resource officer, other district or school personnel who may be reasonably expected to use a bleeding control station Training in compliance with professional learning statute TEC, §38.030(b)(3)	Contact Safety & Security Department for training information	Agency approved training on the use of a bleeding control station using nationally recognized evidence-based guidelines.
Bullying: Prevention, Response, and Reporting	AUDIENCE: All Teachers, School Counselors, Principals, and all other appropriate personnel Job embedded training through implementation of PBIS/CHAMPS/ Safe & Civil Schools, Capturing Kids' Hearts and Character Strong	Campus-based Training scheduled and monitored through Student Services Department	Training in compliance with professional learning statute 21.451(d)(3)(C)(d-1)(1)(A), 38.351, and 21.451(d-1)(2)

Abilene ISD Required Professional Learning Matrix

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Capturing Kids' Hearts	<p>AUDIENCE: Elementary and Middle School Staff</p> <p>Training in compliance with professional learning statute 21.451(d)(3)(B)(d-1)(1)(A), 38.351, and 21.451(d-1)(2)</p>	Job embedded training provided annually through scheduled inservice.	
Cardiopulmonary Resuscitation (CPR)	<p>AUDIENCE:</p> <ul style="list-style-type: none"> - Secondary Fine Arts Teachers - Head director of school marching band; head coach or chief sponsor of extracurricular athletic activity, including cheerleading 	Annual training dates will be determined by the appropriate cooperating departments	<p>RENEWAL REQUIRED EVERY TWO YEARS</p> <p>Must maintain and submit proof of certification in first aid and cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification</p>
Civil Rights Training	<p>AUDIENCE: Frontline food service staff and those that supervise frontline staff.</p> <p>Training in compliance with professional learning statute USDA, FNS Instruction Number 113-1, XI</p>	Training scheduled through Student Nutrition Department	Civil rights training in compliance and complaints on an annual basis.
Concussion Training	<p>AUDIENCE: District Concussion Oversight Team , Athletic Trainers</p> <p>Training in compliance with HB 2038, TEC, §38.154 (b-1), (c)</p>	Training scheduled through Athletics Department	Training must be from an approved provider and must include the evaluation, treatment, and oversight of concussions.
Diabetes	<p>AUDIENCE: School employees acting as unlicensed diabetes care assistants.</p> <p>Training in compliance with professional learning statute Texas Health and Safety Code, §168.005</p>	<p>Provided before the beginning of the school year</p> <p>Coordinated by School Nurse as needed</p>	If a school nurse is assigned to a campus, the school nurse shall coordinate the training of school employees acting as unlicensed diabetes care assistants.
Disciplinary Procedures	AUDIENCE: Principal or other appropriate	Annual training dates will be	Training on the distinction between

Abilene ISD Required Professional Learning Matrix

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	<p>administrator who oversees student discipline</p> <p>Training in compliance with professional learning statute TEC, §37.0181 (a) (b)</p>	<p>determined by the appropriate cooperating departments</p>	<p>a discipline management technique under Section 37.002(a) and Section 37.002(b). Training must be received every three years.</p>
Dyslexia	<p>AUDIENCE: Teachers who screen and treat students with dyslexia and related disorders. Classroom teachers and administrators of districts that are recipients of a grant under TEC, §29.027.</p> <p>Training in compliance with professional learning statute TAC, §74.28(d)(e)</p>	<p>Annual training dates will be determined by the Special Education Department</p>	
ESL Supplemental Certification	<p>AUDIENCE:</p> <ul style="list-style-type: none"> - All ELA Teachers (K-12) - Special education teachers (except PALS and ADAPT) <p>Teachers must pass the ESL Supplemental exam. Teachers who have not passed the exam will have an ESL addendum added to their contract which will require them to successfully pass the exam by the date indicated on the addendum.</p>	<p>Training provided by AISD and/or TEA. Annual training or preparation dates will be determined by the Curriculum & Instruction Department.</p>	<p>TExES ESL Exam #154 administered by Pearson.</p>
Evidence- based Mental Health Training	<p>AUDIENCE: Any district employee who regularly interacts with students.</p> <p>Training in compliance with professional learning statute TEC §22.904</p>	<p>Annual training dates will be determined by the appropriate cooperating departments</p>	<p>25% of staff compliant with expectation by 2025-2026</p>
Extracurricular Athletic Activity Training Program	<p>AUDIENCE: Coaches, trainers, sponsors of extracurricular athletic activities. Director of the marching band.</p> <p>Training in compliance with professional learning statute TEC, §33.202 and TAC, §76.1003</p>	<p>Training scheduled through Athletics Department</p>	<p>Emergency action planning, communicating with 9-1-1, recognizing symptoms of potentially catastrophic injuries.</p>

Abilene ISD Required Professional Learning Matrix

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Fentanyl Abuse Prevention	District plan in development	Training scheduled through Student Services and/or Health Services Department	
Food Allergy Training	<p>AUDIENCE: Awareness training for all staff; comprehensive training for the food allergy management team.</p> <p>Training on anaphylaxis and emergency response to anaphylactic reactions</p>	Training scheduled through Student Nutrition Department	Training in compliance with professional learning statute TEC, §38.0151; Commissioner of DSHS guidelines
G/T Training- Foundational 30 Hours (5 Days)	<p>AUDIENCE:</p> <ul style="list-style-type: none"> - Teachers (K-12) who provide instruction and services to G/T students, including Honors (formerly PreAP) - Administrators who evaluate G/T staff <p>Must be completed within one semester. Must include the nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students.</p>	Region 14 ESC - Online modules and in-person workshops offered annually	Per TEA Guidelines, any teacher who provides instruction and services designated as part of the district's G/T services, including elementary GT as well as Honors (formerly PreAP/AP), is required to receive a minimum of thirty (30) hours of professional learning (foundational training) PRIOR to providing G/T instruction. Honors (formerly PreAP/AP) teachers who have completed the 5-Day AP Summer Institute only need to complete Days 1 and 2 of the foundation training. Campus Administrators need to complete Day 1 of the foundational training.
G/T Training Annual 6-Hour Update	<p>AUDIENCE: Teachers (K-12) who provide instruction and services to G/T students, including Honors (formerly PreAP)</p> <p>Teachers must receive a minimum of six (6) hours annually of professional learning in G/T education.</p>	Annually through any qualifying course with GT credit provided	

Abilene ISD Required Professional Learning Matrix

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<p>Hazardous Chemicals</p>	<p>AUDIENCE: Employees who use or handle hazardous chemicals (including science lab teachers).</p> <p>Education and training program with information on interpreting labels and SDSs, use of protective equipment, first aid</p>	<p>Training scheduled through Facilities and Curriculum & Instruction Departments</p>	<p>Training in compliance with professional learning statute Texas Health and Safety Code, §502.009</p>
<p>Illegal Steroid Use</p>	<p>AUDIENCE: Each district employee who serves as an athletic coach at or above the 7th grade for an extracurricular athletic activity.</p> <p>Health effects of steroid use</p>	<p>Training scheduled through Athletics Department</p>	<p>Training in compliance with professional learning statute TEC, §33.091 (c-1)</p>
<p>Instruction of Students with Disabilities</p>	<p>AUDIENCE: Educators who work primarily outside of special education and do not possess the knowledge and skills necessary to implement IEPs.</p> <p>Training in compliance with professional learning statute TEC, §21.451 (d)(2)(a)(b); TEC, §21.054</p>	<p>Annual training dates will be determined by the Special Education Department</p>	
<p>Kiln Safety Training</p>	<p>AUDIENCE: All visual art faculty working with a kiln</p> <p>All visual art faculty working with a kiln are required to participate in in-person training followed by a short annual update.</p>	<p>Annual training dates will be determined by the Fine Arts Department.</p>	<p>Please contact the Fine Arts Office for information.</p>
<p>Migrant New Generation System (NGS)</p>	<p>AUDIENCE: All personnel sharing responsibility for implementing NGS activities.</p> <p>Training in compliance with professional learning statute PL 107-110, Title I, Part C, Section 1304(a)(6)(B); Texas Manual for the Identification and Recruitment of Migrant Students</p>	<p>Training scheduled through Federal Programs Department</p> <p>Before November 15</p>	
<p>Migrant Identification and</p>	<p>AUDIENCE: All recruiters and designated SEA</p>	<p>Training and certification</p>	

Abilene ISD Required Professional Learning Matrix

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Recruitment (ID&R)	<p>reviewers for the Migrant Education Program.</p> <p>Training in compliance with professional learning statute PL 107-110, Title I, Part C, Section 1304; Texas Manual for the Identification and Recruitment of Migrant Students</p>	<p>offered by the Regional Education Service Centers. Must be before October 15 or before recruitment efforts begin.</p>	
Multi-hazard Emergency Operations Plan	<p>AUDIENCE: School district employees including substitute teachers</p> <p>Training in responding to an emergency</p>	<p>Training scheduled through Safety & Security Department</p>	<p>Training in compliance with professional learning statute TEC, §37.108 (a)(1) and (c-2)(4)</p>
Positive and Proactive Behavior Management	<p>AUDIENCE: DAEP staff</p> <p>Must target prevention and intervention and focus on positive and proactive behavior management strategies. Annual requirement. Procedures for reporting abuse, neglect, or exploitation of students.</p>	<p>Training scheduled through Student Services Department</p>	<p>Training in compliance with professional learning statute TAC, §103.1201 (3)(h)(2) and (3)(i)</p>
Positive Relationship & Conflict Resolution	<p>AUDIENCE: All Teachers, School Counselors, Principals, and all other appropriate personnel</p> <p>Training in compliance with professional learning statute 21.451(d)(3)(B)(d-1)(1)(A), 38.351, and 21.451(d-1)(2)</p>	<p>Check In Onboarding Program</p> <p>Campus-based</p>	<p>Job embedded training through implementation of PBIS/CHAMPS/ Safe & Civil Schools, Capturing Kids' Hearts and Character Strong</p>
P-TESS Orientation	<p>AUDIENCE: Principals new to district or that have never been appraised with the T-PESS</p> <p>Prior to or in conjunction with the pre-evaluation conference. The training shall include all state and local appraisal policies.</p>	<p>Training scheduled through Curriculum & Instruction Department</p>	<p>Training in compliance with professional learning statute TAC, §150.1025</p>
Reading Academy (Literacy Achievement Academies)	<p>AUDIENCE: Teachers who provide reading instruction to students in any grade level. - Teachers (K-3) (Exceptions: PE, Music, Art)</p>	<p>Training scheduled with AISD Reading Academy Cohort Leader</p>	<p>This will include in person training and coaching sessions.</p>

Abilene ISD Required Professional Learning Matrix


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	<ul style="list-style-type: none"> - K-3 Reading Interventionists - K-3 Special Ed, includes PALS, Adapt, and TIP - Elementary Principals <p>House Bill 3 (HB 3), passed by the 86th Texas Legislature in June of 2019, requires all kindergarten through third grade teachers and principals to attend a "teacher literacy achievement academy."</p>		Contact Mandi Joiner (mandi.joiner@abileneisd.org) for more information.
Science Safety Training	AUDIENCE: All Science Teachers (K-12)	Training provided by TEA through TEA Learn at https://register.tealearn.com/	REQUIRED RENEWAL EVERY THREE YEARS Teachers must provide proof of passing a science safety course for Elementary or Secondary Science. Upload your certificate to https://bit.ly/SciSafeTEA once complete.
Teen Dating Violence	AUDIENCE: Teachers and administrators Training in compliance with professional learning statute TEC, §37.0831 (b) (2)	Training scheduled through Student Services Department	
Texas English Language Proficiency Assessment System	AUDIENCE: Professionals or paraprofessionals who administer English language proficiency tests. Training or online calibration activities	Annually through Assessment & Accountability Department	Training in compliance with professional learning statute TEC, §29.056(b) and TEC, §21.4571
UIL Safety Training	AUDIENCE: Coaches, Trainers, Sponsors for Extra Curricular Activities, School Marching Band Directors Training in compliance with professional learning statute 33.202(a)(b)(c)	AISD Coaches Summit (annual)	

Abilene ISD Required Professional Learning Matrix

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<p>Use of an Automated External Defibrillator</p>	<p>AUDIENCE: District employees and volunteers. School nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, other school employee specified by the Commissioner and student athletic trainers must participate.</p> <p>Training in compliance with professional learning statute TEC, §22.902(a)(c) and TEC, §21.4515, Section 779.001, Health and Safety Code</p>	<p>Training scheduled through Health Services Department</p>	
<p>Use of Restraint CPI: Crisis Prevention Institute</p>	<p>AUDIENCE: School employees, volunteers, independent contractors.</p> <p>Training in compliance with professional learning statute TAC, §89.1053 (d)</p>	<p>Annual training dates will be determined by the Special Education and Student Services Departments</p>	<p>A core team of personnel on each campus must be trained and must contain an administrator or designee. Personnel using restraint in an emergency must receive training within 30 school days after the use of restraint.</p>
<p>Use of Time-Out</p>	<p>AUDIENCE: General or special education personnel who implement time-out based on requirements in a students' IEP</p> <p>Training in compliance with professional learning statute TAC, §89.1053 (h)</p>	<p>Annual training dates will be determined by the Special Education and Student Services Departments</p>	<p>Training must occur within 30 school days of being assigned the responsibility of implementing time-out</p>

NEW HIRES (Instructional Roles)

Course/Training	Description/Audience	Training Link/Location	Special Notes
<p>AP 30-Hour Summer Institute</p>	<p>AUDIENCE: AP Teachers</p>	<p>College Board</p>	<p>Any teacher that is assigned to teach an AP course must complete the AP</p>

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(5 Days)			5-day Summer Institute prior to 1st day of instruction.
Capturing Kids' Hearts - CKH 1 Training	<p>AUDIENCE: Elementary and Middle School Staff</p> <p>Training in compliance with professional learning statute 21.451(d)(3)(B)(d-1)(1)(A), 38.351, and 21.451(d-1)(2)</p>	Annual training provided during summer inservice and Teacher Onboarding program.	All elementary and middle school staff must complete the 2 days of CKH 1 Training.
Classroom Management (CHAMPS Training)	<p>AUDIENCE: New employees receiving a school district teaching permit</p> <p>Training in compliance with professional learning statute TEC, §21.055(b),(d-1)</p>	<p>Check In Onboarding Program</p> <p>Job embedded training provided annually through scheduled inservice.</p>	
CTE Work-based Learning Course	<p>AUDIENCE:</p> <ul style="list-style-type: none"> - Career Prep - Any CTE Practicum teacher <p>In this professional development course, teachers will learn what authentic work-based learning (WBL) is and how to ensure students learn the skills and knowledge appropriate for their career pathway in a safe and appropriate environment through collaborative partnerships with local employers. This course introduces basic laws, rules, and procedures relevant to teaching career and technical education (CTE) courses that involve WBL at the secondary school level in Texas.</p>	CTE Work-Based Learning Course	This course takes approximately 8 hours to complete.
Digital Instruction	<p>AUDIENCE: All new teachers</p> <p>Topics include but are not limited to Learning Management System (Google Classroom, Edgenuity); Frontline Gradebook (Setup, Progress Reports)</p>	<p>Check In Onboarding Program</p> <p>Online, self-paced course</p>	

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	Training, Report Card Training, End of Semester/End of Year Grading Procedures); Eduphoria: Aware, Forethought, and Strive; Classroom Technology Devices (ActivPanel, PC, Chromebook, iPad); Classlink; and SchoolStatus Connect		
Emerging Bilinguals	AUDIENCE: All new teachers Training in compliance with Senate Bill 560	Check In Onboarding Program Job embedded training provided annually through scheduled inservice.	
Ethics Modules	AUDIENCE: All new teachers Training in compliance with Texas Education Code, §21.041(b)(8)	Check In Onboarding Program	
ESL Supplemental Certification	AUDIENCE: - All ELA Teachers (K-12) - Special education teachers (except PALS and ADAPT) Teachers must pass the ESL Supplemental exam. Teachers who have not passed the exam will have an ESL addendum added to their contract which will require them to successfully pass the exam by the date indicated on the addendum.	Training provided by AISD and/or TEA. Annual training or preparation dates will be determined by the Curriculum & Instruction Department.	TExES ESL Exam #154 administered by Pearson.
G/T Training- Foundational 30 Hours (5 Days)	AUDIENCE: - Teachers (K-12) who provide instruction and services to G/T students, including Honors (formerly PreAP) - Administrators who evaluate G/T staff Must be completed within one semester. Must	Region 14 ESC - Online modules and in-person workshops offered annually	Per TEA Guidelines, any teacher who provides instruction and services designated as part of the district's G/T services, including elementary GT as well as Honors (formerly PreAP/AP), is required to receive a minimum of thirty (30)

Abilene ISD Required Professional Learning Matrix

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	<p>include the nature and needs of gifted/talented students, assessing student needs, and curriculum and instruction for gifted students.</p>		<p>hours of professional learning (foundational training) PRIOR to providing G/T instruction. Honors (formerly PreAP/AP) teachers who have completed the 5-Day AP Summer Institute only need to complete Days 1 and 2 of the foundation training. Campus Administrators need to complete Day 1 of the foundational training.</p>
<p>Integrating Math into the CTE Classroom, Part 1 and Part 2</p>	<p>AUDIENCE: Math teachers who teach a CTE course that meets graduation requirements (Financial Math, Statistics and Business Decision Making, Accounting II, Robotics II, Anatomy & Physiology, Forensic Science, Medical Microbiology, Engineering Science)</p>	<p>TEA Learn: Introduction to Integrating Math into CTE Classrooms, Part 1 Introduction to Integrating Math into CTE Classrooms, Part 2</p>	<p>Online Training Required The TEA provides these courses on the TEA Learn at no cost to the educator. Sign up/Log in to save your progress. Upon completion of the course(s), send the certificate(s) as proof of documentation to the CTE office by interoffice mail (pony) or email them to lucille.fullen@abileneisd.org and althea.luna@abileneisd.org. The math course have two parts and both parts are required.</p>
<p>Integrating Science into the CTE Classroom, Part 1 and Part 2</p>	<p>AUDIENCE: Science teachers who teach a CTE course that meets graduation requirements (Financial Math, Statistics and Business Decision Making, Accounting II, Robotics II, Anatomy & Physiology, Forensic Science, Medical Microbiology, Engineering Science)</p>	<p>TEA Learn: Introduction to Integrating Science into CTE Classrooms, Part 1 Introduction to Integrating Science into CTE Classrooms, Part 2</p>	<p>Online Training Required The TEA provides these courses on the TEA Learn at no cost to the educator. Sign up/Log in to save your progress. Upon completion of the course(s), send the certificate(s) as proof of documentation to the CTE office by</p>

Abilene ISD Required Professional Learning Matrix

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			<p>interoffice mail (pony) or email them to lucille.fullen@abileneisd.org and althea.luna@abileneisd.org.</p> <p>The science course have two parts and both parts are required.</p>
mCLASS	<p>AUDIENCE: Kinder, First, Second Grade Teachers</p> <p>Per Education Commissioner, LEAs will utilize an assessment for K-2 for early reading readiness determining, to meet HB3 requirement for K-2 BOY/MOY/EOY screener, as well as Dyslexia screening for grades K-1 (mid-year for 1st and EOY Kinder).</p>	<p>Online mCLASS modules (Six 1-hour modules)</p> <p>Certificate at completion</p>	<p>Contact Mandi Joiner (mandi.joiner@abileneisd.org) for more information.</p>
Reading Academy (Literacy Achievement Academies)	<p>AUDIENCE: Teachers who provide reading instruction to students in any grade level.</p> <ul style="list-style-type: none"> - Teachers (K-3) (Exceptions: PE, Music, Art) - K-3 Reading Interventionists - K-3 Special Ed, includes PALS, Adapt, and TIP - Elementary Principals <p>House Bill 3 (HB 3), passed by the 86th Texas Legislature in June of 2019, requires all kindergarten through third grade teachers and principals to attend a "teacher literacy achievement academy."</p>	<p>Training scheduled with AISD Reading Academy Cohort Leader</p>	<p>This will include in person training and coaching sessions.</p> <p>Contact Mandi Joiner (mandi.joiner@abileneisd.org) for more information.</p>
Science Safety Training	<p>AUDIENCE: All Science Teachers (K-12)</p>	<p>Training provided by TEA through TEA Learn at https://register.tealearn.com/</p>	<p>REQUIRED RENEWAL EVERY THREE YEARS</p> <p>Teachers must provide proof of passing a science safety course for Elementary or Secondary Science. Upload your certificate to https://bit.ly/SciSafeTEA once</p>

Abilene ISD Required Professional Learning Matrix

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			complete.
Sheltered Instruction	<p>AUDIENCE: All new teachers</p> <p>Training in compliance with Senate Bill 560</p>	<p>Check In Onboarding Program</p> <p>Job embedded training provided annually through scheduled inservice.</p>	
T-TESS Orientation	<p>AUDIENCE: Teachers new to the district or teachers who have never been appraised under the T-TESS</p> <p>Training in compliance with professional learning statute TAC, §150.1006</p>	Campus-based	No later than the final day of the first three weeks of school and at least three weeks before the first observation.

Clearinghouse

Continuing Education and Training Clearinghouse Purpose: The Clearinghouse includes best practices and industry recommendations for the frequency for training of educators and other school personnel.

Professional Development Best Practices: [Effective Schools Framework](#)

Topics Outlined in SB 1267	Statutory Provisions	Required Trainings with Embedded Best Practices	Required Personnel	Recommended Frequency
<p>1. Suicide Prevention</p>	<ul style="list-style-type: none"> • 21.451(d)(3)(A) and (d-1)(1)(A) for the frequency and population, and (d-2) for the program/content • 21.451(d-1)(1)(B) and 38.351 states that training programs are to be developed by the agency in coordination with the Health and Human Services Commission and Education Service Centers • 38.351(h) states school districts to provide suicide prevention training (minus elementary campuses if sufficient funding not available) • 21.451(d-1)(2) states that the training may include two or more topics listed together 	<p>Suicide Prevention, Intervention and Postvention</p>	<p>School counselors, teachers, nurses, administrators, and other staff as well as law enforcement officers and social workers who regularly interact with students.</p>	<ul style="list-style-type: none"> • Job embedded or as part of a professional learning community <p style="text-align: center;"><i>OR</i></p> <ul style="list-style-type: none"> • *Annually
<p>2. Strategies for establishing and maintaining positive relationships among students, including conflict resolution</p>	<ul style="list-style-type: none"> • 21.451(d)(3)(B) and (d-1)(1)(A) for the frequency and population and (B) for the program/content • 38.351 states that training programs are to be developed by the agency in coordination with 	<p>Building Skills Related to Managing Emotions, Establishing and Maintaining</p>	<p>Teachers, school counselors, principals, and all other appropriate personnel.</p>	<ul style="list-style-type: none"> • Job embedded or as part of a professional learning community <p style="text-align: center;"><i>OR</i></p>

Topics Outlined in SB 1267	Statutory Provisions	Required Trainings with Embedded Best Practices	Required Personnel	Recommended Frequency
	<p>the Health and Human Services Commission and Education Service Centers</p> <ul style="list-style-type: none"> 21.451(d-1)(2) states that the training may include two or more topics listed together 	<p>Positive Relationships, and Responsible Decision-Making</p>		<ul style="list-style-type: none"> *Annually
<p>3. Preventing, identifying, responding to, and reporting incidents of bullying</p>	<ul style="list-style-type: none"> 21.451(d)(3)(C) and (d-1)(1)(A) for the frequency and population and (B) for the program/content 38.351 states that training programs are to be developed by the agency in coordination with the Health and Human Services Commission and Education Service Centers 21.451(d-1)(2) states that the training may include two or more topics listed together 	<p>Positive Youth Development</p> <p>Bullying and Cyberbullying</p>	<p>Teachers, school counselors, principals, and all other appropriate personnel.</p>	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p><i>OR</i></p> <ul style="list-style-type: none"> *Annually
<p>4. Safety training program</p>	<ul style="list-style-type: none"> 33.202(b) for the frequency and population and (c) for the certification of participants and the content. (a) requires the UIL to develop the program 	<p>UIL Safety Training</p>	<p>Coaches, trainers, sponsors for an extracurricular activity, director responsible for school marching band.</p>	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p><i>OR</i></p> <ul style="list-style-type: none"> *Annually
<p>5. Increasing awareness of issues regarding sexual abuse, sex trafficking, and other</p>	<ul style="list-style-type: none"> 38.0041(c)(1)(A) for the frequency and (B) population. (2) for the program/content 38.0041(a) requires each district and charter school to adopt a 	<p>Human Trafficking</p>	<p>All employees</p> <p>Part of new employee orientation.</p>	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community

Topics Outlined in SB 1267	Statutory Provisions	Required Trainings with Embedded Best Practices	Required Personnel	Recommended Frequency
<p>maltreatment of children</p>	<p>policy to be included in the district improvement plan and (b)(1) requires that policy to include methods using resources developed by the agency under 38.004.</p> <ul style="list-style-type: none"> 38.004 states that the agency shall develop and update a child abuse training program. 			<p>OR</p> <ul style="list-style-type: none"> *Annually
<p>6. Increasing awareness and implementation of trauma-informed care</p>	<ul style="list-style-type: none"> 38.036(c)(1)(B) and (C) for frequency, and 38.036(d) for population 38.036(c)(1) and 38.351 state that training programs are to be developed by the agency in coordination with the Health and Human Services Commission and Education Service Centers 	<p>Grief Informed and Trauma Informed Training</p>	<p>All staff in the school district.</p> <p>Part of new employee orientation.</p>	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p>OR</p> <ul style="list-style-type: none"> *Annually
<p>7. Administration of an epinephrine auto-injector</p>	<ul style="list-style-type: none"> 38.210(b)(1) and (2) for program content and format and (3) for frequency. states that if a district or charter school or private school adopts a policy under 38.208(a), they are responsible for the training, and points to (c) which states that the Health and Human Services Commission, with advice from the Texas Dept of State Health Services appointed committee in 	<p>Epinephrine Auto-Injector Training</p>	<p>School personnel and volunteers who are authorized and trained.</p>	<ul style="list-style-type: none"> Job embedded or as part of a professional learning community <p>OR</p> <ul style="list-style-type: none"> *Annually

Topics Outlined in SB 1267	Statutory Provisions	Required Trainings with Embedded Best Practices	Required Personnel	Recommended Frequency
	38.207 (38.202 role and composition of the committee) which states that they advise on the training required, must develop rules regarding maintenance and administration of epinephrine injectors, and that the rules must state the amount of training required for school personnel.			

Clearinghouse section:

Texas Constitution and Statutes: For the complete language of the statutory provisions listed above, see [Texas Constitutions and Statutes](#).

Additional Resources: [TASB School District Training Chart](#), [Texas School Mental Health Toolkit](#), [Texas Model for Comprehensive School Counseling, 5th edition](#), [Criteria for Success in Job Embedded Professional Development](#).

Continuing Professional Education Requirements: [Continuing Professional Education Information](#)

*Although several organizations recommended annual training in this topic, they did not submit research or supporting evidence supporting the recommendation.

Abilene Independent School District Board Document - Agenda Item VII.F.

Meeting Date: June 10, 2024

Meeting Type: Regular

Item Type: Consent

Future Action Required: No

If Yes, Month: N/A

Subject: Approval of the Abilene ISD Business Procedures Manual

Background Information: In alignment with business best practices, review and approval of the district's Business Procedures Manual is a regular action item for the Board of Trustees to consider.

Attached Supporting Documents: (1) Supporting Documentation

Fiscal Implications: None.

Administrative Recommendation: Vote to approve the Abilene ISD Business Procedures Manual as presented.

Contact Person: Dr. Joseph Waldron





BUSINESS PROCEDURES MANUAL

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Abilene Independent School District
Business Procedures Manual

Section 1

General Information

Requirements

The Abilene Independent School District Business Procedures Manual for schools and departments is a consolidation of updated guidelines designed to provide a comprehensive presentation of standardized procedures that are mandated by state and federal law, Board policy, administrative directives and/or good business practices.

The district has established fiscal procedures that apply to all financial transactions regardless of the funding source. A separate section in the Business Procedures Manual will include specific procedures related to acquiring, expending, and managing grant funds.

Conformation with these guidelines will allow prompt and accurate conducting of the district's business affairs in a responsive and progressive manner.

Information and procedures specific to activity funds can be referenced in the Student Activity Fund Section.

General Information

The annual operating budget is the foundation on which annual school district activities are dependent.

The budget is reflective of the district's educational plan and should be viewed as an operating subset of a more comprehensive financial plan that directly correlates to the goals and objectives established to achieve the district's mission. Listed below are the Abilene ISD mission statement, vision statement, strategic priorities, belief statements, and HB3 Student Achievement goals.

MISSION:

AISD will equip learners to make a positive impact in their world through relevant, innovative, and challenging learning experiences.

VISION:

Equipped Learners. Brighter Futures!

STRATEGIC PRIORITIES:

- Establish a culture of collaboration between students, teachers, administrators and the AISD community.
- Learners will be actively engaged in classrooms.
- Abilene ISD will develop intentional strategic partnerships which capitalize on the strengths, resources, and talents of all stakeholders.
- Tell the AISD story of being a school district of choice that provides unparalleled opportunities for all students, staff, and parents.

BELIEF STATEMENTS:

Connect

- Each child, staff member and parent needs positive personal connections within the district.
- Respect, care and having high expectations for each student is the foundation for learning.

Lead

- Initiative, innovation, and a strong work-ethic are important life skills for students and staff.
- Developing partnerships throughout the Abilene community builds connections for future leaders to give back to the community.

Succeed

- Intellectual, emotional, and physical safety are crucial components to a successful school environment.
- Critical thinking, collaboration and problem solving are essential for deep learning.

AISD HB3 STUDENT ACHIEVEMENT GOALS:

- The percentage of graduates who meet the criteria for CCMR will increase from 48% to 60% by August 2027.
- The percent of 3rd grade students who score meets grade level or above on STAAR Reading will increase from 40% to 53% by August 2027.

- The percent of 3rd grade students who score meets grade level or above on STAAR Math will increase from 31% to 53% by August 2027.

District Policies

The following policies and administrative directives apply to district funds:

- BBFA (Legal, Local) Ethics: Conflict of Interest
- BBFB (Legal) Ethics: Prohibited Practices
- BQ (Legal, Local) Planning and Decision-Making Process
- BQA (Legal, Local) Planning and Decision-Making Process: District-Level
- BQB (Legal, Local) Planning and Decision-Making Process: Campus-Level
- CAA (Local) Fiscal Management Goals and Objectives: Financial Ethics
- CCA (Legal) Local Revenue Sources: Bond Issues
- CDA (Legal, Local) Other Revenues: Investments
- CE (Legal, Local) Annual Operating Budget
- CFB (Legal, Local) Accounting Inventories
- CFD (Legal, Local) Activity Funds Management
- CH (Legal, Local) Purchasing and Acquisition
- CHE (Legal) Purchasing and Acquisition: Vendor Relations
- CHF (Legal) Purchasing and Acquisition: Payment Procedures
- CMD (Legal) Equipment and Supplies Management: Instructional Materials Care and Accounting
- CQ (Legal, Local) Electronic Communication and Data Management
- CV (Local) Facilities Construction
- DBD (Legal, Local) Employment Requirements and Restrictions: Conflict of Interest
- DBE (Legal) Employment Requirements and Restrictions: Nepotism
- DEE (Legal, Local) Compensation and Benefits: Expense Reimbursement
- DH (Legal, Local) Employee Standards of Conduct

- DK (Legal, Local) Assignment and Schedules
- DMD (Local) Professional Development: Professional Meetings and Visitations
- EHBD (Legal, Local) Special Programs: Federal Title I
- FJ (Legal) Gifts and Solicitations
- FM (Legal, Local) Student Activities
- FP (Legal, Local) Student Fees, Fines and Charges
- GKB (Legal, Local) Community Relations: Advertising and Fundraising in the Schools
- GKD (Legal, Local) Community Relations: Non-school Use of School Facilities
- GKDA (Legal, Local) Non-school Use of School Facilities: Distribution of Non-school Literature

Abilene Independent School District
Business Procedures Manual

Section 2

Purchasing Guidelines

Purchasing guidelines will be maintained and updated in the separate Purchasing Handbook Manual.

Abilene Independent School District
Business Procedures Manual

Section 3

Budget

School districts are labor-intensive organizations. As such, salary and benefits constitute the major portion of the annual operating budget.

The budget is prepared in accordance with generally accepted accounting principles and state guidelines.

State guidelines are administered and monitored by the Texas Education Agency (TEA).

Detailed information can be obtained by referencing the [Financial Accountability System Resource Guide \(FASRG\)](#).

The budget is adopted by the Board of Trustees prior to the beginning of the fiscal year (September 1 – August 31). Listed below is the budget calendar followed by the district:

Budget Calendar

- | | |
|------------------------|--|
| <u>January</u> | Assess ongoing staffing needs for next fiscal year
Discuss budget calendar and other budget items with administration |
| <u>February</u> | Prepare budget gathering documents for next school year
Deliver budget workbooks to budget managers |
| <u>March</u> | Budget gathering documents sent to campuses and departments
Discuss budget calendar with board of trustees
Discuss attendance projections, revenue forecasts, overall financial condition and other budget needs |
| <u>April</u> | Budget overview and preliminary budget discussion with board of trustees
Campus and departmental non-staffing budget forms to include special needs requests are due to the Finance office
Estimate tax rolls from Jones and Taylor County |
| <u>May</u> | Discuss preliminary revenue estimates and special needs with board of trustees |
| <u>June</u> | Discuss preliminary expenditure/revenue projections with the board of trustees
Modifications continue with state aid, local revenue and expenditure projections |

July Approval of budget parameters to be used for budget workbook
Set public meeting date to discuss budget and proposed tax rate

August Deliver budget work to the board of trustees
Complete Truth In Taxation calculation
Complete calculation of rollback tax rate and other information for public notice
Present current school year Final Budget Review to board of trustees
Adopt next school year budget
Adopt next school year tax rate

Budget Preparation for Campuses

Budget documentation is sent to the campuses and budget managers in March/April for the next fiscal year.

Staff participation in the budget process is required.

It is now a requirement of the Texas Education Code that your site based planning committee also participate in the budget process.

Budget Preparation for Departments and Special Revenue Funds

Budget gathering documents are sent to the departments in March/April for the next fiscal year. Special revenue gathering documents are sent in April/May to allow for receipt of Notice of Grant Awards (NOGA).

Detailed instructions will be provided by the finance office regarding the preparation of your budget worksheet.

New program needs should be explained in detail and reference the related accounts.

Salaries and related benefit accounts are calculated by the finance office.

When proposing an increase to the number of positions, submit detailed explanations and/or justifications to the Human Resources department for approval.

Amounts budgeted for professional services should be included on the budget worksheet and properly supported on the form provided in the budget gathering documents.

Budget Amendments

The budget accounts may be amended/changed from time to time by completing a Budget Amendment Form.

Budget amendments that are within the same functional categories are submitted electronically utilizing the district's financial software program.

Budget amendments that require board approval (changing functional categories) is prepared as needed based on the yellow budget amendment form and submitted to the finance office.

Budget amendments must be completed on a **yellow budget amendment form**. These amendments apply only to 6200, 6300 and 6400 series of object accounts.

- **Yellow budget amendment forms** must be used if moving money between function. (i.e, moving from function 11 to function 13). Yellow budget amendments require board approval.

Periodically all budget accounts will be reviewed by the finance office. Amendments may be necessary when over or under estimates have been made relative to revenues or expenditures, or when general budgetary cutbacks become necessary.

- These types of changes must be approved by the Superintendent and will be placed on the next Board of Trustees agenda for approval.
- The Principal/Director will be notified of changes to be made to their budget accounts.

When submitting Budget Amendment forms, please note the following guidelines:

1. Use the current budget amendment form.
2. Review account balances.
3. Prepare amendments using whole numbers (no pennies), except for special revenue funds needing to spend 100% of grant, and include written explanation for change.
4. Obtain necessary signatures prior to submission.
5. The correcting of an actual expenditure (not the budget) that was recorded in the wrong account should be completed by a journal entry in the finance office.

Account Code Structure

The overall account code structure is designed to serve as both an efficient account code facility and a basic management tool. It creates a common language for use in controlling, recording, accumulating and reporting the activities of the school district.

See Account Codes in the Financial Accounting Resource Guide-Module 1: Financial Accounting and Reporting on TEA's website.

Abilene Independent School District
Business Procedures Manual

Section 4

Donations/Gifts

Donations

The Board of Trustees of the district may choose to accept or reject any gift or donation on behalf of the district.

- All donations are tracked monthly by the finance department on the Monthly Donation Report.
- Donations valued more than \$1000 must have Superintendent or designee approval.
- Donations valued at \$5000 or more must have approval from Superintendent or designee and the board of trustees.

The board of trustees may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the district if deliberation in an open meeting would have a detrimental effect of the Board's position in negotiations with a third person. (Government Code 551.074)

All donations shall be provided by the donor with no conditions attached.

Abilene Independent School District
Business Procedures Manual

Section 5

Cash Management

The Abilene Independent School District has guidelines and policies in place for all employees who handle cash within the District. All employees who handle cash are charged with the responsibility of overseeing the proper receipting and safeguarding of all District funds. These controls are set in place not only to ensure the safekeeping and proper recording of all District funds, but are intended to protect the employee as well. Every employee who handles cash must read and sign the cash handling guidelines and procedures document. This document must be kept on file at the campus and a copy sent to the accounting department. Cash receipts consist of checks, money orders and cash received from various sources.

Use the following guidelines when collecting money for any reason including, but not limited to, fund-raisers, uniform payments, library fines and fees, fees for physicals, lost books/textbooks, any type of reimbursements/revenue, testing fees or any other campus cash transaction.

- **Count and Verify Amount**
 - Count and verify the cash amount immediately upon receipt in the presence of the “customer”.

- **Write a receipt**
 - A triplicate, pre-numbered cash receipt **must** be written or printed for every cash transaction received. Give a copy of the receipt to the customer, keep a copy for the campus records and a third copy should remain in the receipt book. En lieu of receipt books, InTouch Receipting may be used to receipt monies received.
 - Receipt books are available from the District’s warehouse. Contact your campus secretary or bookkeeper.

- **Keep it Safe**

- All money **must** be stored in the campus safe or vault at all times.
 - Do not store money at an individual's personal residence.
 - Do not store money in a desk or filing cabinet.

- Do not store money in a vehicle.
- Do not send cash (currency and coin) through district pony mail system.
- **Deposit Money Promptly**
 - Money must be deposited within five (5) working days of receipt. Large sums of money (over \$100.00) should be deposited the same day as receipted.
 - Do **not** use un-deposited cash for expenditures.
 - The campus or department designee will complete the appropriate cash receipt form with attached documentation and money received and send to the accounting department.
 - The accounting department will verify the total on the appropriate cash receipt form in the presence of the campus or department designee. The designee and accounting department personnel will initial documentation.
 - The accounting department will complete a deposit slip and attach to the cash receipt form and enter the appropriate account number to which the funds will be posted into the district's financial software program.
 - The deposit slip will be created by the accounting department for the cash received and taken to the bank for deposit.
 - The time and date stamped deposit slip will be attached to the appropriate cash receipt form.
- **Do Not Commingle Funds**
 - Never commingle District money with money for another organization or with personal funds. A separate cash box should be kept.
 - Do not cash personal checks out of District cash funds.
 - Do not cash payroll checks out of District cash funds.
- **Report Theft or loss of Funds Immediately**
 - Report theft or loss of funds **immediately** to the campus principal/program director. If the principal is not available, contact the Assistant Superintendent for Operations or other District administrator.

- Occurrences of theft or loss of District funds will be reviewed by Administration to determine if further action is necessary.

Lost Textbooks

- Payments for lost textbooks should be receipted at the campus in the presence of the customer. One copy of the receipt should be given to the customer, one copy sent to the Accounting Office with the monies and one copy remains attached in the receipt book.
- All cash receipts must be brought to the Accounting Office within five business (5) days of receipt. **Do not replace currency with personal checks.** Complete the information on the Deposit Envelope and bring to the Accounting Office. Do not send currency or coins through the District pony mail system. Do not hold receipts until the end of the year.
- The budget code for lost or damaged textbooks is listed below:
 - **199-00-2310-00-XXX-0000-00-000**
 - **(XXX = campus code)**
- Reports will be issued periodically to the campus principal and to the textbook coordinator that will reflect the amount of cash receipts collected by each campus for lost textbooks. It is the responsibility of the campus principal or designee to ensure that all deposits are posted correctly. These funds will be used to purchase replacement textbooks as needed.
- If a student pays for a textbook and later finds and returns the textbook, the student will be issued a refund. Complete the ***Student Refund*** form and send it to the Accounting Department. The Accounting Department will process the refund on the next scheduled Accounts Payable check run.

Returned Checks

- Returned checks are checks previously deposited which are returned unpaid by the bank because of insufficient funds, account closed, stop payment, etc.
- The bank will send returned checks to the campus that deposited the check or to the accounting department who will notify the owner of the account.
- No other checks should be accepted from the individual until the check is redeemed.
- Immediate action is instrumental in collecting on a returned check.

- The campus or the accounting department will contact the individual for payment on the returned check. It must be paid off with cash, cashier's check or a money order.
- When payment is received, prepare a cash receipt (include the number of the original check) for the payment and return the original check to the check maker. Indicate on the cash receipt in the "for" section that it is payment for a returned check.
- If initial collection efforts fail (verbal or written), the next step is to send a letter by certified mail, return receipt requested.
- If collections are not received on the returned check, send copies of all correspondence such as notes, letters, certified mail receipt, etc. along with the original returned check and a completed form that is required by the District Attorney's office to the accounts payable supervisor. Keep a copy of all correspondence for your files.
- All documentation will be filed the District Attorney's check fraud division. Once the returned check has been filed with the District Attorney's office, payments for the returned check cannot be received by the district.

Cash Requests for Reimbursement of Expenses from Federal and State Grants

Funds will be requested for expenditures that have been recorded. Abilene ISD will not request advance payments.

- Expenditures for the current period are entered into the expenditure report for the appropriate grant fund. The expenditure report is prepared by the special programs accountant and reviewed by the Comptroller.
- The district shall periodically or as allowed or required by the grant guidelines, draw down grant funds that have been spent in accordance with the grant guidelines. The draw down shall be for all expenditures to date, less grant funds received to date, as verified by a financial general ledger. All supporting documentation is maintained with the draw down request.
- Federal Regulations (CFR 200.415) requires that the district certify the accuracy of the annual and fiscal reports or vouchers requesting payments be signed by the authorized individual(s).
- The Comptroller and Special Programs Accountant will work together in the submission of every draw-down of funds, including the final expenditure report. The Special Programs Accountant will prepare the expense reports and it will be reviewed by the Comptroller prior to submitting and certifying the draw-down of funds, including the final expenditure report (draw down of funds) as noted below:

- *By signing this report, we certify to the best of our knowledge and belief that the Reports are true, complete and accurate, and the expenditures, disbursements, and cash receipts are the purposes and objectives set forth in the terms and conditions of the federal award. We are aware that any false, fictitious, or fraudulent information or omission of any material fact, may subject us to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise.*
- Upon the completion of the draw-down the Comptroller will print out the supporting documentation and provide it for the Special Programs Accountant for review.

Cash Transfers

This procedure applies to the accounting department and how transferring of funds are processed.

Cash is maintained in four forms: DDA/Checking, MMA, Texpool and Investment Bonds. Transfers are made between DDA/Checking and Texpool accounts. MMA and Investment Bonds transfers only occur when change is being made to the amount in holding.

- Accounts must remain positive.
- Account balances must be below the security pledged threshold to keep funds secured.
- The Director of Fiscal Services reviews the status of the accounts daily.
- If a transfer needs to be made, it is electronically setup through the appropriate investment pool for a withdrawal or deposit, which ever, is deemed necessary.
- A verification report is printed for documentation or available electronically by logging into the investment pool website.
- Once the transaction takes place the action is recorded in the district's financial software system.

Abilene Independent School District
Business Procedures Manual

Section 6

Student Activity Funds

Student Activity Funds guidelines will be maintained and updated in the separate Student Activity Fund Manual (SAF-100).

Abilene Independent School District
Business Procedures Manual

Section 7

Employee & Student Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the District's non-federally-funded activities and in accordance with District's written travel reimbursement policies. Notwithstanding the provisions of §200.444 General costs of government, travel costs of officials covered by that section are allowable with the prior written approval of the Federal awarding agency or pass-through entity when they are specifically related to the Federal award. Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy. In addition, if these costs are charged directly to the Federal award, documentation must justify the expense. (EDGAR 200.474(a)(b))

District Travel Procedures

The following guidelines applies to travel with local funds only. If you are traveling with federal or state funds, refer to Federal & State Grant Travel Procedures below.

Employees of the District may be reimbursed for reasonable travel expenses incurred while performing duties related to their jobs, when such travel is at the request of the employee's immediate supervisor and approved by the Superintendent or designee. Prior approval for all travel, using the District's Travel Request/Expense Statement form, must be obtained before any travel expenses are incurred.

Reasonable travel expenditures will be reimbursed according to the current administrative schedule, subject to IRS regulations. If the District authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.

Advances may be requested for trips requiring an overnight stay. Any unused advances must be returned to the District by the employee. The District's *Travel Request/Expense Statement* form must be completed and returned to the Accounting Office within five days of return.

Meals - Employee

Employee meal expenses will be reimbursed at the rate shown below when such meal expenses are incurred by the employee as a direct result of approved out-of-District travel in which overnight lodging is required. A maximum of \$45.00 is allowed for meals for each full day of travel. Meal expenses shall be reimbursed for each partial day of travel according to the time the employee departs or returns to the District. Reasonable tips are included as meal expenses. Meal expenses will be reimbursed as follows:

- Breakfast - \$11.00 per day – Reimbursable if the employee is out-of-District on the first travel day by 7:00 a.m.

- Lunch - \$12.00 per day – Reimbursable if the employee is out-of-District by 11:00 a.m. or returns after 1:00 p.m.

- Dinner - \$22.00 per day – Reimbursable if the employee is out-of-District by 5:00 p.m. or returns after 6:00 p.m.

Meals included in the cost of registration fees, such as banquets, or free meals provided by organizations shall reduce meal reimbursement to the employee.

Reasonable meal expenses that exceed \$45.00 may be reimbursed with administrative approval; however, receipts for all meals for any day that meal expenses exceed \$45.00 must be submitted by the employee when completing the *Travel Request/Expense Statement* form.

All meals or other expenses incurred by a spouse or a family member traveling with the employee are the responsibility of the employee and in no case will such expenses be paid by the District.

Lodging Expenses

Employees may receive reimbursement for actual costs when overnight lodging is required. In the event an employee shares lodging, the pro-rated cost of the room will be used in arriving at the total individual cost. A valid, paid, itemized receipt will be required prior to any reimbursement. The hotel receipt must itemize the cost of the room per day, the taxes per day, any other miscellaneous charges, date and time of arrival and date and time of checkout, employee's name, room number, and the complete name and address information of the hotel.

Employees that need assistance holding a block of rooms (4 or more) can contact the Accounts Payable Supervisor to hold the rooms with a district credit card. **The credit card will be for holding purposes only.** The employee will still request the lodging expenses on the travel request form or purchase order, depending on the amount. The following information must be provided to the Accounts Payable Supervisor:

- Name of person the reservation will be under

- Hotel name and phone number; Contact name if available
- Dates of travel
- Number of rooms being held

Do not use discount on-line hotel websites to make lodging reservations. They do not provide itemized hotel receipts necessary for the District's audit requirements.

When a District representative chooses to take his or her spouse on a District approved trip, the District representative shall be expected to pay the difference between the single room rate and the double room rate.

Long distance calls are **not** reimbursable unless the calls are District business.

Personal expenses such as laundry, bar tabs, or in-room movies are not reimbursable.

Hotel – State Sales Tax Exemption

The District is exempt for state sales tax in the state of Texas; however, the District is not exempt from hotel (room) tax or state sales taxes in any other state. Tax exempt forms may be found on the district's internal website. When making reservations, inform the hotel that our organization is exempt from paying state sales tax.

Rental Vehicles, Taxis, Buses, Parking, Etc.

Any reimbursement for bus, rental vehicle, limousine, or taxi fares must be supported by an itemized receipt. Rental vehicles must be approved in advance by the employee's immediate supervisor.

Miscellaneous

Miscellaneous expenses for incidentals, amusements, non-business telephone calls, or any other unauthorized expense will not be approved for reimbursement.

Air Travel

All air travel must first be approved in writing from the District Superintendent.

Once approval is obtained, the Accounts Payable Supervisor will assist in booking the airfare using the district credit card. Time can be coordinated with the AP Supervisor to complete the booking to ensure all information for the ticket is accurate. Budget code to be charged must be provided to the AP Supervisor at time of booking.

If the mileage cost to drive is less than air fare and the trip is of reasonable driving distance, then travel by auto will be required. Unusual circumstances will be reviewed by the Superintendent or designee.

If spouses or other family members attend a conference, air fare must be booked and paid by the individual as tickets are processed. The District will only book and pay for the employee's ticket.

Automobile Mileage

The District will reimburse travelers at the current District approved mileage rate, if a district vehicle is not available for travel. If a district vehicle is available and a traveler chooses to take their personal vehicle, mileage will not be reimbursed. Mileage for cities will be determined by the Accounting Office. Unusual circumstances requiring additional mileage will be reviewed in advance by the Superintendent or designee. Example: If an employee stays with family rather than in a hotel, additional mileage may be allowed since the District will save on the cost of lodging.

In-District Mileage Reimbursement

The District will reimburse in-district mileage at the current District approved mileage rate using the District's School Mileage Chart. If an employee travels to a location that is not listed on the School Mileage Chart, the employee must list the actual mileage. If the mileage is not on the School Mileage Chart, a copy of the electronic map is preferred, but not required. The employee should complete the District Mileage Form on a monthly basis, have their supervisor review and sign for approval of the reimbursement. Any forms not completed on a monthly basis for the current fiscal year (i.e., forms turned in extremely late or for a year at a time) will be subject to review and approval by Director of Fiscal Services.

Tours and Side Trips

Tours, side trips, and the like, will not be paid by the District even though the total amount may be included in the registration. However, a personal check for such expenses may be attached to the registration and it will be mailed at the same time the registration fee is paid.

Meals – Student

The District may purchase meals for student groups when traveling out of town. These meals should average approximately \$10.00 per meal including tip (if applicable). Student meal allowances are based upon same departure and return times as defined in the employee section. The coach or sponsor should provide the restaurant with a *Sales Tax Exemption Certificate* to allow the purchase of these meals to be tax-free. These forms are available from the Accounting Office or on-line. When purchasing meals for a student group, an itemized invoice from the restaurant is required. Attach the receipt to the *Travel Request/Expense Statement* form and submit to the Accounting Office. If money for meals is given directly to the student, the students must sign a receipt for the amount given and attach these receipts to the *Travel Request/Expense Statement* form.

Overnight Student Meal expenses will be reimbursed as follows:

- Breakfast - \$8.00 per day – Reimbursable if the student is on an overnight trip and is out-of-District on the first travel day by 7:00 a.m.

- Lunch - \$10.00 per day – Reimbursable if the student is on an overnight trip and is out-of-District by 11:00 a.m. or returns after 1:00 p.m.

- Dinner - \$12.00 per day – Reimbursable if the student is on an overnight trip and is out-of-District by 5:00 p.m. or returns after 6:00 p.m.

The District will not pay for student meals purchased at a local restaurant without prior approval from the Athletic Director or appropriate administrator. However, it is allowable to purchase snacks from the District’s approved vendor(s) to be taken on an out-of-town trip. The District cannot pay for student meals while attending/participating in local events.

Reimbursement for Trips NOT Requiring an Overnight Stay

Meals – One-Day Trips

Reimbursement of meals for one-day trips are not allowed unless the employee is traveling with students or for scouting purposes. If the employee is traveling with students they will receive \$10.00 (student meal amount). The amount received must be approved by the employee’s supervisor. If the employee chooses to receive the meal money, the amount will be reported as taxable wages. According to the IRS, reimbursements for meals on trips that do not require an overnight stay are a taxable fringe benefit to the employee and will be treated accordingly. The Accounting Department will keep documentation on all taxable meals. No meal receipts are required to be turned into the Accounting Department for the employee. Meal receipts or student signatures are required for the student meals.

Advances – One-Day Trips

Advances will **not** be made for one-day trips except when traveling with students. All allowable expenses incurred (including mileage) will be reimbursed upon the employee’s return with appropriate documentation. Advances for trips when traveling with students are allowed.

An employee shall be reimbursed for reasonable, allowable expenses incurred in carrying out district business with the prior approval of the employee’s immediate supervisor. A Travel Request Form must be completed.

The Travel Request Form must be received by the accounting department no later than 7 business days prior to the date of travel.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

For any authorized expense incurred, the employee shall submit a statement, with receipts, documenting actual expenses and in accordance with administrative procedures.

Federal & State Grant Travel Procedures

The following guidelines apply to employees traveling on federal or state grant funds. Federal and state guidelines will be followed unless the District policies and procedures are more restrictive.

First & Last Day of Travel Reimbursement

- Employees traveling on Federal and State Grant monies will only be allowed 75% of the Daily Meal Per Diem on the First and Last Day of Travel.
- Employees will still follow the District policy of meal amounts and allowable reimbursable amounts based on the departure time (refer to Meals – Employees above).

Meals – Employees – Federal & State

- The state meal reimbursement rates will not be applicable, because the district policy of \$45 per day for meals is less than the state rates. We must use the district policy if it is more restrictive than the state rates.
- The per diem rate does not apply if you are traveling using federal and state funds. (i.e. funds 205, 211, 224, 284, 309, 409 etc.)
- **You must have itemized receipts for all meals to be reimbursed through federal and state funds.**
 - An itemized receipt should have the Restaurant Name and Address, Specific Items Purchased, and the Total Charges. We cannot accept the Credit Card Copy of the Receipt with only the amount of the charges.
 - If a hotel uses a cash register to ring up your meal that does not give any of the required itemized details, you will not be reimbursed.
 - Meals charged to your hotel room must have an itemized receipt before you will be reimbursed.
- You must account for your meals daily. If you do not spend your daily per diem, you must return the unspent portion for each day. You cannot add all of your daily meal rates together and spend the total.
- You cannot exceed the local policy per diem rates for meals.
 - If you exceed the per diem rates, you will not be reimbursed the difference.
 - If you do not spend all of the daily meal per diem, you will be required to return any unspent funds.
- Additionally, alcohol, tips, and gratuities cannot be reimbursed through federal and state funds.

- Any meals that are associated with any type of entertainment, recreation, or social event are not allowable. You will not be reimbursed for these expenses.

Federal and State Funds – Lodging Expenses - In State or Out of State

Follow these steps to locate information on the Texas comptroller’s web site regarding per diem rates for lodging and meals for specific cities or counties:

1. Go to <http://comptroller.texas.gov>
2. Select the “Programs” tab at the top of the home page.
3. Scroll down to the “Treasury & Financial Systems” section, and select “Fiscal Management”.
4. In the “Topics” section, select “Travel”, then select the “TxTravel” Logo.
5. Select either the Meals and Lodging or the Transportation tab.
6. In the “Rates” section in the right column, select “Current Rates.”

Note: The State Travel rates are updated each year for September – August; however, the rates are subject to change throughout the year.

In-State Travel

For In-State Travel, the following procedures apply:

- Click on the State of Texas or use the Search By City, State, or Zip Code
- You will see the listing of Cities and Counties along with the Maximum Lodging Amounts.
 - Select the city that you are traveling to in order to verify the maximum lodging amount (excluding appropriate taxes)
 - Please make note that some cities have specific rates for specific dates
 - If the city you are traveling to is not listed, look for the county the city is located in. Use the following link to look for the county.

- http://www.naco.org/Counties/Pages/NACo_FindACounty.aspx
This link is also on the Per Diem Website. Then use the appropriate rate that matches that county.
- Refer to the lodging reimbursement rate for in-state travel to areas not listed on the [federal per diem rate map](#). Maximum reimbursement rate will be listed on the Texas comptroller's website.
- Print this page to be attached to your Travel Reimbursement Request form.

Out-of-State Travel

For Out-of -State Travel, the following procedures apply:

- Click on the state you are traveling to or use the Search By City, State, or Zip Code You will see the listing of Cities and Counties from the selected state along with the Maximum Lodging Amounts.
- Select the city that you are traveling to in order to verify the maximum lodging amount (excluding appropriate taxes)
- Please make note that some cities have specific rates for specific dates
 - Refer to the lodging reimbursement rate for out of state travel to areas not listed on the [federal per diem rate map](#). Maximum reimbursement rate will be listed on the Texas comptroller's website.

Airfare

The reimbursement rate for airfare remains the lowest available airfare and will only be reimbursed with an itemized receipt.

Baggage Fees

Employees will be reimbursed for baggage fees with an itemized receipt.

Travel Allowances

Travel allowances for In-State and Out-of-State travel, in which the employee receives a flat per diem for lodging and meals, regardless of the actual amount expended, are not allowable in Texas. Employees must follow the guidelines stated above when using Federal and/or State Funds for travel.

Although the local policy per diem rate of \$45 for meals can be advanced for travel expenses, all itemized receipts must accompany the travel request forms turned in upon your return. Actual

expenses over the allowable \$45 maximum or any meal expenses not documented by an itemized receipt will not be reimbursed.

If itemized receipts are not turned in, you will be required to return any amount advanced to you for meal expenses. Additionally, if you do not spend your daily meal advance, you will be required to return unspent funds.

Mileage Reimbursement Rates – In State and Out of State

If using federal and state funds to pay for mileage, the **Local District Official Mileage Guide and Policies do not apply.**

The District mileage reimbursement rate reviewed and approved annually and is more restrictive than the state rate.

You must use an electronic mapping source (Map Quest, Yahoo Maps, etc) to document your round trip mileage. You must print out the driving directions and attach them to your Travel Reimbursement Request. You will only be reimbursed the current district approved rate per mile.

These mileage reimbursement guidelines also apply to employees who travel on a daily basis to surrounding cities who are reimbursed from federal and state grants. You must now attach the electronic mileage printout to your reimbursement request for city to city travel. However, they will still use the intra-district travel mileage for campus to campus.

Travel Checklist

A Travel Checklist is recommended to be used to help employees who travel with federal and state grants. This check list may not be all inclusive; however it highlights the most common travel expenses. You can find the checklist in the internal documents.

Conference Documentation

It is highly recommended that you attach a copy of your Conference/Workshop Completion Certification and/or agenda to your Travel Reimbursement Request.

Unique Travel Arrangements

Permission must be obtained in writing from your supervisor before any unique travel arrangements are made. For example, the employee elects to drive instead of fly to an out of state conference to take family members. There will be additional guidelines required of employees in regards to mileage, hotels, and meals. Specific guidelines will be determined as the need arises.

Abilene Independent School District
Business Procedures Manual

Section 8

Account Payable

ACCOUNTS PAYABLE PROCEDURES FOR DISBURSEMENTS

The Accounts Payable staff is charged with the responsibility of disbursing District funds for payment of purchase orders through vouchers. The purchase order is a contract the District has entered into with respective vendors for payment of goods or services.

The purchase orders will not be paid until goods have been delivered or services provided to the satisfaction of requesters or program directors. AP staff will review each invoice to ensure all criteria are met before payment is processed.

Various internal controls have been put in place by definition in District software. These include but are not limited to:

- Duplicate invoice detection
- User definitions to control access to voucher types
- Voucher controls defining matching rules

Physical controls have been put in place to ensure accuracy in payment of invoices:

- Each purchase order must be paid with a valid invoice or registration form
- Invoices must meet district guidelines
- Each voucher created will be reviewed three times before payment is processed
- Invoices will be entered into Control Groups for reconciliation purposes

Control Groups

Control Groups are groups of vouchers that are processed together for specific control or verification purposes. Invoices should be grouped in batches of 50 or less. Invoice batches should be totaled and the amount entered into the Gross Amount field on the Assignment tab when Control Groups are assigned. This is a reconciling tool to determine accuracy as invoices are entered.

Control groups will be exchanged with other AP staff for verification of voucher numbers, invoice numbers, vendor, amounts, dates, remittance information, and terms allowed.

Control groups will be reviewed by supervisor for withholding information, budget codes, match exceptions, budget errors and asset profiles on capital expenditures.

Invoices

Invoices are received in the Accounting office twice daily, date stamped and distributed to Accounts Payable staff. Invoices should include vendor's complete name, invoice date, remit address, and the amount due.

Invoices not including terms for payment will be paid as Net 30. Invoices should also include quantity purchased and information that describes items purchased and/or services provided including but not limited to the type of service provided and dates of service.

Invoices will not be processed for payment until Purchase Order status indicates the PO is "received". Campuses are responsible for submitting the online receiving form to the Purchasing Department when merchandise is delivered to their campus and all items are deemed acceptable. If an invoice is received with an increase in quantity and/or amount the AP staff will inform campus and/or purchasing department immediately of these discrepancies.

AP staff is authorized to make payments on invoices that increase invoice total up to \$25.00. Invoices exceeding an increase of \$25.00 will require a Purchase Order change. Campus will either request a change order for the PO or vendor will be notified by the Purchasing Department to issue a call tag for return of merchandise.

Match Exceptions

Accounts payable supervisor is authorized to override match exceptions for location errors only. All other match exceptions must be resolved by the Purchasing department or corrected by the AP staff on vouchers.

Payments

Payments will be processed by the Accounts Payable office once per week. Invoices and all attachments to be mailed with checks should be submitted at least two business days before checks are processed to ensure receipt. Invoices and payment advice forms are exchanged among AP staff for final review and matching before being mailed.

Physical controls have been implemented to safeguard access to check processing. These include:

- Limited access to vault room
- Limited access to safe
- Limited access to signature chip safe
- User definitions to limit permissions for check processing

A positive payment file will be submitted to the bank each day that checks are processed.

Payment of Purchase Orders/Vendors Invoices

When a Requisition for Purchase is submitted to the Purchasing Department and a purchase order is issued, the requisitioning campus/department should receive back the green colored copy of the purchase order for their records.

It is essential that invoices or attachments that are to be mailed with payments be sent immediately to the Purchasing department. Delays in sending these documents create delays in payments to vendors and therefore jeopardizing the District's credit status.

When purchase orders are issued to local vendors and the campus staff picks up the merchandise, the campus should attach the original vendor's invoice to a photocopy of the purchase order and send to the Accounting Office. The campus should submit the online receiving form to Purchasing to verify receipt of merchandise. If there are pricing discrepancies or defects are found with the merchandise, please notify Central Receiving immediately to explain the problem.

Partial Payments

When a partial shipment is delivered from a vendor and items are backordered, Central Receiving will receive electronically only lines or items that have been received.

When an invoice for shipped items is received the Accounting Office will pay only for the items listed and that are shown as received on the PO. When the remainder of items has been delivered, Central Receiving will receive electronically remainder of items, the vendor will submit final invoice for payment and Accounting will issue payment.

When a partial shipment is received from a vendor where some items are canceled or undeliverable and another shipment is not expected from the vendor Central Receiving will cancel the remainder of the Purchase Order by creating a change order documenting electronically in comments section this information.

Vendor Payments Exceeding the Purchase Order Amount

The Accounting Department is authorized to pay invoices greater than the Purchase Order amount not to exceed \$25; increases greater than \$25 will require a Purchase Order change.

When the requester/director is informed that the original purchase order amount will differ (increase/decrease) from the vendor's invoice amount, or items are canceled or added to the original purchase order, a purchase order change request will be submitted to the Purchasing Department from the requester/director.

Shipping charges not included on the Purchase Order but listed on an invoice require approval from Purchasing before payment can be issued.

Pre-Payment of Merchandise

It is the District's policy not to make pre-payments for merchandise. Some exceptions to this policy include registration fees for conferences and membership dues. When a prepayment is necessary, documentation must be attached showing the name and address of the vendor, time frame of subscription, date of event or conference and the amount to be paid.

Payments for Registration Fees

Pre-payments for registration fees will be processed following District purchasing procedures. Requisitions should be submitted to the Purchasing Department for these payments. Documentation

must be attached showing the name and address of the company, the date of the conference or workshop and the amount to be paid. If there is a registration deadline, please note the pre-payment deadline date along with the words “Prepayment” on the Requisition comments section. Purchase orders are issued and forwarded to Accounting for payment. Payments will be processed with terms of Net 0. It is recommended that at least one week notice be allowed for processing the purchase order and check.

Payments for Professional Services/ Contracted Services

Payments for professional services including non-instructional consultants, judges, story tellers, etc. should be processed using the District’s normal purchasing procedures. Individuals entering into an agreement with Abilene ISD for instructional purposes only should sign the agreement for Contracted/ Professional Services form.

This form can be obtained from the Internal Website under Internal Documents>Purchasing. After the agreement for services has been signed and approved, the campus/department will enter a requisition for purchase for the services rendered and forward to the Purchasing Department.

An itemized invoice from the vendor/individual must be submitted to the Accounting Department at the conclusion of the contracted event/service provided containing the following information before payment can be processed: the individual’s legal name, social security number, mailing address, the date of the service performed, description of services performed and the charge for each, the location of the event and the total amount owed.

Individuals unable to provide a pre-printed invoice should use the Accounts Payable Authorization for Professional Services form. This form may be obtained by contacting the Accounting office.

Payment of Purchases as Confirmation Only

Effective December 2004, United Supermarket has been the only approved vendor which District staff may “charge” grocery related items. In May 2009 United Supermarket issued United Cards (U Cards) to be used for these purchases. This is not a credit card – it is strictly a tool to upgrade the accounting system and accountability for United Supermarket and Abilene ISD. As of April 2022, H-E-B has now been approved for “charge” of grocery items and follows the same procedures as United. Each campus/department has been issued a card with the campus name and account number. Employees must present this card along with campus/department identification badge for all purchases. The receipt for purchases should then be returned to the campus and a requisition submitted to Purchasing. The comments section on the Purchase Order must contain the words “For Confirmation Only” so the Purchasing Department will know the items have already been received.

The requisition with the receipt attached will be sent to Purchasing where a Purchase Order will be issued for payment. A copy of the PO and the original receipt will be forwarded to Accounting for payment processing.

Vendor Payment Schedule

Accounts Payable will process a pay cycle on Thursday of each week for payments to vendors. Invoices, attachments and any other paperwork must be received in the Accounting Office at least five working days prior to the scheduled check run to allow time for processing.

Payments will be issued to vendors according to terms agreed upon between Abilene ISD and vendor as indicated on vendor invoices/statements. Invoices/statements received with no terms indicated will be paid as Net 30 per Government Code, Chapter 2251, sub-chapter A.

Returns of Merchandise

All returns of merchandise should be coordinated through the Purchasing Department. If items are returned without contacting the Purchasing Department first, the employee will be responsible in the event that merchandise is lost.

Canceling Purchase Orders

If information is received that all/part of the merchandise ordered is not available, contact the Purchasing Department to have the purchase order or partial items canceled. The requester/director should notify Central Receiving via email. The purchase order balance will not be cleared from the budget account until Purchasing has done the PO change to cancel lines or change line item quantities/amounts. Purchase Order changes will also be generated based on information from vendors on out of stock and discontinued items. Documentation in the comments section of the Purchase Order will include who initiated the cancelation.

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Section 9

State and Federal Program Reporting

General Information

Special revenue/grant funds are provided by the federal government and state government.

Abilene ISD does not use debit cards or gift cards for the disbursement of grant funds.

Abilene ISD does not permit the use of grant funds through revolving lines of credit.

Abilene ISD does permit the use of grant funds through procurement cards/corporate accounts for allowable federal expenditures with pre-approval. The business-related reason for using this form of payment must be documented on the Requisition Form.

These funds are legally restricted to expenditures for specified purposes as determined by a Comprehensive Needs Assessment, District Improvement Plan, and/or Campus Improvement Plan and the Applications following federal cost principles in 2 CFR Part 200/EDGAR.

The Director of Fiscal Services or designee is responsible for periodically and annually updating registration information related to the System of Award Management (SAM).

Allowable Costs

This procedure defines the process for identifying allowability of costs to Abilene ISD's state, and federal funds. (EDGAR 200.403, 200.302 (b)(7))

For costs to be allowable, they must meet the following factors:

- Necessary and reasonable for proper and efficient performance and administration.
- Costs associated with State and Federal Grants are identified in the grant application and approved.
- Local budgets are approved by the Abilene ISD Board for allowable costs.
- Be authorized or not prohibited under federal, state or local laws or regulations.
- Is consistent with policies, regulations, and procedures that apply uniformly to awards and other activities of the Abilene ISD.

- Cannot be charged as both direct and indirect.
- Must also be allowable according to the generally accepted accounting principles.
- Must not be included as a cost or used to meet cost sharing or matching requirements of any other federal award.

Necessity of Costs

This procedure defines the process for Abilene ISD to identify necessary costs to local, state, and federal programs. (EDGAR 200.403/404)

A cost is necessary for proper and efficient performance of state/federal grants and local programs.

Federal and state grants require specific objectives to accomplish the intent of federal and/or state dollars.

Abilene ISD identifies tasks to accomplish objectives within the grant applications.

Necessary costs are identified in the grants to implement activities to accomplish the objectives.

Local programs are identified based on the district’s needs.

Abilene ISD identifies all programs in their Comprehensive Needs Assessment.

Employees identify the tasks associated with the program on the Requisition.

Reasonableness of Costs

This procedure defines the process for Abilene ISD to identify reasonableness of costs to local, state, and federal programs (EDGAR 200.404). A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Before making a purchase, the purchaser will:

- Determine if the cost is of a type generally recognized as ordinary and necessary for the operation of the governmental unit.
- Costs associated with state and federal grants are identified in the grant application and approved.
- Local budgets are approved by the Abilene ISD Board of Trustees for allowable costs.

- Consider the restraints or requirements imposed by such factors as: sound business practices; arm's length bargaining; federal, state, and other laws and regulations; and, terms and conditions.
- Research market prices for comparable goods or services.
- Assure that the purchase adheres to Texas Government Code and Texas Education Agency's Financial Accountability Reporting Standard Guide resulting in all purchases being made at the best value.
- Consider if the purchase will be prudent in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government.
- Determine that the purchase will not be a conflict of interest. ABILENE ISD employees, board members, and vendors are required to complete and sign a Conflict of Interest form.

Grant Applications

Applications for grants must be in compliance with district policies and administrative directives. Before applying for a grant that requires matching funds, the applicant must obtain approval from the Superintendent or designee.

If a district staff member is interested in applying for a grant, the staff member must have prior approval from the Superintendent or designee. The Grant Application Guidelines and Preapproval worksheet can be located on the district internal website under Accounting. All documentation should include the grant application, any budget or other relevant information must be submitted to the accounting department prior to the submission of the grant application. Sufficient time should be allowed for the accounting department to review prior to the grant deadline.

Once the grant is awarded to the district, to a campus, or to a department, the program contact must immediately provide the following items to the accounting department:

- Grant application with proper approval
- Grant guidelines
- Grant budget
- Grant timeline, including reporting dates for program and financial reports

No federal or state funds are expended prior to or after the grant's period of availability.

The program director of a particular grant is responsible for compliance with the grant and proper program reporting to state and federal agencies.

The accounting department is responsible for grant expenditure reporting.

The program director must be familiar with the grant and timeline as it relates to (not all inclusive):

- Budget
- Expenditure verification
- Beginning and ending dates
- First and last date funds can be spent (varies by grant)
- Final day for receiving encumbered items (varies by grant)
- Final report due date

The appropriate information must be provided to the accounting department on a timely basis to ensure that all cash receipts and cash disbursements for state and federal programs are properly recorded and reported for each program's current fiscal year.

The accounting department will file with the federal or state awarding agency required information of personal or real property purchased with federal funds including disposition of property.

It is understood that the fiscal agent is ultimately responsible for the refund for any exception received as a result of monitoring or audit. Monies refunded shall be provided by entities in which the district is the fiscal agent if they are responsible for the discrepancy. All documentation for direct services provided is the responsibility of Abilene ISD.

Equipment and/or materials which are purchased by the entities in which the district is the fiscal agent become a part of the entities' inventory.

Equipment and/or materials which are purchased by the Shared Services Arrangement become a part of the SSA members' inventory.

Grant records are to be retained for a period of at least five years after the end of the grant or as found in the Texas State Retention Schedule of the Texas State Library and Archives Commission. Abilene ISD retains records for seven years.

Records may be retained in paper or electronic form. The archived paper records will be maintained within the appropriate department.

The disposal of records will be made by the Records Management Officer of Abilene ISD.

Grant Budget Amendments

Budget amendments must be requested and approved before expenditures that exceed applicable limits are incurred.

The following budget amendment criteria applies to grants awarded by TEA:

- The amendment would result in a line item change that exceeded 25% of the total budget.
- The amendment resulted in an increase or decrease in the number and composition of the positions funded by more than 20%.
- The amendment resulted in the classification of an amount to a line item not previously budgeted.
- The amendment resulted in an increase or decrease in budgeted capital outlays.

For grants awarded through federal or state awarding agencies, other than TEA, refer to the specific grant guidelines for budget amendments.

Semi – Annual Certification and Job Description

The Special Programs Accountant will maintain the list of employees that will need to complete a Semi-Annual Certification and Job Description. Semi-annually, the lists will be distributed to the program director. The program director is responsible for ensuring that each employee on their list has a completed Semi-Annual Certification and Job Description. The original completed copies of the job descriptions will be maintained in the Personnel office and copies maintained by the Program Director and the accounting department. The Semi-Annual Certification and Job Description must be signed by the employee and the Program Director, Principal, and/or Supervisor. The Special Programs Accountant will verify that we have received all of the Semi-Annual Certifications and Job Descriptions.

Time and Effort

The compensation for grant-funded staff shall be allocated to the respective grant program (fund) based on the single and/or multiple cost objectives performed by the grant-funded staff. If a grant-funded staff member performs non-grant activities during the day or beyond the normal work day, the compensation for the non-grant activities shall be paid from non-grant funds. Grant-funded staff with more than one cost objective, shall comply with the Time and Effort documentation requirements. Incentive payments, such as performance, perfect attendance, safety, etc. for grant-funded staff shall be allowable with federal grant funds if they are based on the same criteria as non-federal grant funded staff.

Purchase Orders

Cut-off dates for purchase orders should ensure that all materials are received in time to be properly recorded. Purchasing requirements and procedures vary among grant programs. Each

Program Director/Principal should monitor this activity to ensure compliance with the grant program's intent and guidelines.

Expenditure Verification

Special Programs Accountant and the Comptroller should monitor financial activity in the district's financial software program.

Expenditures shall be collected from the financial accounting software and reviewed while preparing the monthly Expenditure Reports as well as various quarterly/semi/annual reports required by the grant.

Budget amendments must be requested and approved before expenditures that exceed applicable limits are incurred.

Corrections shall be sent to the accounting department as soon as possible, but no later than the last day of the grant program's fiscal year end. This will allow time for adjustments to be made prior to submission of the Final Expenditure Report.

Supplement Not Supplant Procedures

Abilene ISD has implemented guidelines to ensure compliance with the federal fiscal requirement of supplement, not supplant. The purpose of the procedures is to ensure that the level of state and local support for programs remains at least constant and is not replaced by federal funds. Federal funds are used to supplement (add to, enhance, to expand, or increase) the funds available from non-federal sources, and not to supplant (replace or take the place of) the existing non-federal funds.

1. Procedures for determining supplement, not supplant when state or local funds are no longer available. Federal funds shall not be used to provide services that the District is required to provide under federal, state, or local laws/policies (Board Policy).
 - a. Salary expenditures for staff required by federal, state, or local policy shall not be paid from federal funds. For example, teacher FTEs that meet the state's 22:1 student-teacher ratio for grades PK through 4th will not be funded from federal funds. Excess teacher units, if any, may be eligible for payment through federal funds.
 - i. Documentation shall include a report that reflects the teacher units throughout the district mandated by the state and the excess units, if any.
 - b. Salary expenditures for staff required by local policy shall not be paid from federal funds. Excess staff units, if any, may be eligible for payment through federal funds.
 - i. Documentation shall include Board minutes or local policy reflecting the staffing requirement and a report that reflects the staff units throughout the district mandated by the local minutes/policy and the excess units, if any.
 - c. Federal funds shall not be used to pay for state required activities, such as state-mandated assessments.

- i. Documentation shall include purchase orders for state required activities. The purchase orders shall reflect that non-federal funds were used to pay for the expenditures.
2. Procedures for determining that program-specific supplement, not supplant provisions are met.
 - a. A review of the non-federal funds available to each campus (school-wide and non-participating) is conducted during the budgeting process by the Grant Administrator.
 - i. A Comparability Computation Report provides valuable information related to the level of state and local funding available at each Title I, A participating and non-participating campus.
 - ii. All purchase orders with federal funds shall be reviewed by the Grant Administrator to ensure compliance with the supplement, not supplant provision. The final approver's signature and date is his/her representation that the grantee complied with local policy and procedure and state and/or federal law, rules and/or grant requirement, as applicable.

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Section 10

Sales Tax Rules

Purchases

All purchases made for the exclusive use of the district should be made tax exempt. A Texas Sales and Use Tax Exemption Certificate Form should be issued to the vendor.

A Texas Sales and Use Tax Exemption Certificate Form can be located on the district's internal website under the Accounting link.

In the event, a district employee is reimbursed for purchases made on behalf of and for the exclusive use of the district, sales taxes will not be reimbursed to that person.

PTO's, booster clubs, and all other non-employees are prohibited from using the District's sales tax permit number. These groups should apply for their own sales tax permit number. These groups are responsible for collecting, reporting and remitting their own sales tax to the state.

Lodging

District employees and students traveling on official district business should give a Hotel Tax Exemption Certificate Form to the hotel/motel in lieu of paying the state hotel occupancy tax. This form is located on the district's website under the Accounting link.

The hotel exemption exempts only the state portion of hotel occupancy taxes. The city and county taxes should be paid by the employee and will be reimbursed.

Motor Vehicle Rental

District employees traveling on official district business should issue a Motor Vehicle Certificate for Rental Tax Form to the rental agency in lieu of paying sales tax.

Mark "*A Public Agency*" as the reason for claiming an exemption.

Abilene Independent School District

Business Procedures Manual

Section 11

Payroll

Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in §200.431 Compensation—fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of this part, and that the total compensation for individual employees. (EDGAR 200.430)

Establishing a New Employee for Payroll/Personnel purposes

Supervisors will recommend a new employee for hire.

Human Resources department will complete the following:

Request a background check.

Have the potential employee fingerprinted or show evidence of required fingerprinting.

Verify a clean background report.

Verify state certification or license if a requirement of the position.

If position requires Board of Trustees' approval-a personnel document is prepared for the next board meeting

The employee must complete and request the following records/documents:

Request transcripts, service records, and teaching certificate if applicable be sent to the Human Resources Department.

The employee must complete an I-9, W-4, an Employee Election of Insurance Form, and SSA 1945 form if appropriate.

The employee must submit a copy of his/her social security card.

The employee must submit a copy of his/her driver's license.

The Personnel Action Form is completed and matched with the documents previously listed. If there is a variation in the information provided, the employee is contacted for

correction. Once information is verified to be accurate, it is entered into the district's financial software program for future payroll processing.

Authorization Agreement for Direct Deposit

All district employees are required to enroll in the Direct Deposit Program or utilize the District's payroll card program.

Employees must complete the Direct Deposit Authorization Form for automatic deposit.

This will provide the employee's bank transit number, account number, and account type to the accounting department.

In order to reduce the possibility of identity theft, this form must be delivered to the accounting department in person.

If the employee utilizes the district's payroll card program, a payroll card application must be completed in the payroll department.

Employee Extra Duty Payment Request

Extra duty pay should be requested and approved by the Principal/Administrator. Before the employee is paid, the principal/administrator should sign and date the Extra Duty Payment form.

The completed form is submitted to the payroll department.

Distribution of Paychecks

Payroll Calendar: Payroll calendar can be located on the district's website.

Employees are paid semi-monthly as per the district payroll calendar.

Electronic timekeeping system-nonexempt employees

The Abilene ISD electronic timekeeping system and associated work records will become the official basis for recording hours worked for employees. Handwritten timesheets will be accepted by the Transportation Department only. Absence records (e.g. vacation, sick days) must also be recorded in the Abilene ISD Timekeeping System by the Campus/Department Timekeeper Manager.

In order to ensure consistency of treatment for employees, the data recorded in system shall be considered as the "official" record of the workday.

Definition of Non-Exempt Employees

Under the Fair Labor Standards Act, paraprofessional and auxiliary employees are classified as non-exempt and eligible for overtime compensation.

Overtime is legally defined as all hours *physically* worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees must work more than 40 total hours in a week to earn overtime compensation. For purposes of calculating overtime, the District has designated a workweek as beginning at 12:00 A.M. Monday and ending at 11:59 P.M. Sunday.

Compensatory or "Comp" Time

The District *does* allow employees to accrue overtime worked in a compensatory leave bank. At the District's option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay.

Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.

An employee shall use compensatory time within the duty year in which it is earned.

Compensatory time may be used at either the employee's or the District's option. An employee may use compensatory time in accordance with the District's leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

Daily Clock-in/Clock-out

It is a requirement that non-exempt employees MUST "clock-in" in the morning, and "clock-out" at the end of the work day at their place of work. (Under certain conditions, such as a training course at a different location, the employee shall clock-in/out at the different location, or be clocked in/out manually by the Campus/Department Timekeeper Manager). Other requirements include:

- Employees shall not clock-out before their scheduled ending time, unless authorized to do so by their supervisor. If a non-exempt employee that is paid on an annualized basis clocks out early, they shall either "make-up" that time during the same work week or use appropriate leave. If the time is not made up or leave is not used, the employee will be docked.
- All non-exempt employees leaving campus/department site for any personal reason, including lunch during the day must clock-out when leaving campus, and clock-in when returning to campus/department.

Falsification or Tampering

• **Any attempt to tamper with the timekeeping hardware or software will be considered a serious offense, subject to disciplinary action up to and including termination.**

- **Punching in for an absent employee (a.k.a. “buddy punching”) will also be considered a serious offense, with both employees subject to disciplinary action up to and including termination.**
- **No employee should be in possession of another employee’s badge**

- **No employee should be in possession of another employee’s login for the Timekeeping System at any time.**

- **Anyone interfering with other employees’ use of time clocks shall be subject to disciplinary action.**

Overtime

Overtime Approval

Authorization to work beyond an employee’s regular work schedule must be obtained *in advance* by the employee’s supervisor. Non-exempt employees are not permitted to simply clock-in early or clock-out late without supervisory approval.

1. Overtime should always be authorized in advance by a supervisor. Overtime will be calculated based on the actual hours recorded.
2. Overtime is earned on a weekly basis, and is only earned after 40 hours of actual work hours have been accumulated within a given week.
3. Overtime must be approved in advance by the employee’s Supervisor, and is paid at 1.5 times the employee’s base hourly rate after 40 hours worked.
4. Since overtime or extra hours are calculated when recorded work hours exceed 40, employees must not clock-in early or clock-out late without supervisory approval.
5. All employees are paid according to the published district payroll schedule.
6. Each non-exempt employee is responsible for clocking in and out according to the time keeping rules.
7. Any disagreements with the official time detail record shall be reviewed with the employee’s Supervisor, who shall authorize any changes to timekeeping data.

Payment of Overtime

Overtime is calculated at 1.5 times the employee’s regular rate of pay. Hours worked in excess of the employee’s schedule, but less than 40 hours, are compensated at the employee’s regular rate of pay. Overtime is included on the paycheck that corresponds to the pay period in which overtime was incurred.

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Business Procedures Manual

Section 12

Capital Assets

Asset Management (EDGAR 200.313 (d) (1), (2), (3), (4))

Any asset purchase of \$5,000 or more per unit is entered into the Asset Management Module in the district's financial software program by the accounting department recording the:

- Identify Asset as new or used
- Date of Acquisition
- Description of Asset
- Serial number or other identifying number
- Location of asset
- Cost of asset (acquisition cost)
- Funding source account code
- Depreciation Method
- Ultimate disposition data including the date of disposal and sale price

If the asset has been disposed, Directors/Principals are responsible for completing and approving the Inventory & Fixed Assets Addition/Deletion form.

Completed form will be sent to the accounting department.

The accounting department records the disposal in the Asset Management System.

A physical inventory of the property must be taken and the results reconciled with the property records at least every two years.

A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

The accounting department is the custodian of fixed assets.

Property will be kept in rooms/areas with locked doors.

Ensure all doors are locked when rooms/areas are not in use.

Affix inventory tags to all capital assets.

Immediately investigate missing property and report the disappearance in a timely manner to federal, state, and/or local authorities.

Adequate maintenance procedures must be developed to keep the property in good condition.

If the district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

Disposition of Surplus Property (EDGAR 200.313(d)(5), 200.313(e))

When the property under a Federal award is no longer needed, the district must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. If the district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return. This procedure applies when disposing of Abilene ISD surplus property.

Directors/Principals will determine if Abilene ISD personal property has become surplus.

If property is deemed surplus, then purchasing/warehouse department will see if any other campuses at Abilene ISD can use the item. If the item is no longer needed by other campuses, it may be disposed.

If items of surplus have a fair market value of less than \$5,000, they can be sold by informal procedures determined by the purchasing department.

If the items of surplus are valued over \$5,000, prior approval must be obtained from the cognitive agency. The cognitive agency will determine the method of disposal.

Items determined to have no value are disposed of as desired.

When property is disposed, the Inventory and Fixed Assets Addition/Deletion form is completed, submitted to the accounting department and recorded in the Asset Management System.

Pickup and Redelivery of Material

When there is a requirement to move an item(s) from one location to another contact the purchasing department.

Inventory of Capital Assets (Financial Accounting and Reporting Resource Guide (FAR) Section 1.2.4.8)

In accordance with the Texas Education Agency (TEA) FAR 1.2.4.8 guidelines, the Abilene ISD must conduct an annual physical inventory of all land, buildings, machinery, furniture and equipment and entered into Asset Management System.

A report that lists any campus inventory will be verified after August 31st each year.

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Section 13

Non-Capital Assets

Maintaining Inventory (EDGAR 200.313(d)(1), Financial Accounting Resource Guide 1.2.3.4

The procedure applies to all tangible items being purchased by Abilene ISD.

When the purchasing agent receives items purchased valued over \$500 and/or identified as technology, an inventory tag is attached.

The purchasing documents along with the asset number are scanned into the Eduphoria system.

The inventory clerk verifies the inventory to the Eduphoria asset management system recording the:

- New Asset
- Date of Acquisition
- Description of Asset
- Serial number or other identifying number
- Location of asset
- Cost of asset (acquisition cost)
- Funding source account code

If the asset has been disposed, Directors/Principals are responsible for completing and approving the Inventory & Fixed Assets Addition/Deletion form. The form approved and submitted by the Principal to the accounting department.

The transaction is finalized by the inventory clerk who records the disposal in the Eduphoria asset management system.

In accordance with the Texas Education Agency (TEA) FAR 1.2.3.4 guidelines, the Abilene ISD must conduct an annual physical inventory.

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Business Procedure Manual

Section 14

Fraud

Fraud, Waste and Abuse of Public Funds

Abilene ISD prohibits fraud and financial impropriety, as defined below, in the actions of its Board of Trustees, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the district as found in Board Policy CAA (LOCAL), Mandatory Disclosures EDGAR 200.113.

- **DEFINITION**

- Fraud and financial impropriety shall include but not be limited to:

- Forgery or unauthorized alteration of any document or account belonging to Abilene ISD.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document.
- Misappropriation of funds, securities, supplies, or other assets, including employee time.
- Impropriety in the handling of money or reporting of the district's financial transactions.
- Profiteering as a result of insider knowledge of the district's information or activities.
- Unauthorized disclosure of confidential or proprietary information to outside parties.
- Unauthorized disclosure of investment activities engaged in or contemplated by Abilene ISD.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise provided.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.

- Failing to provide financial records required by state or local entities.
- Failing to disclose conflicts of interest as required by law or Abilene ISD policy.
- Any other dishonest act regarding the finances of the district.

FINANCIAL CONTROLS AND OVERSIGHT

Each employee who supervises or prepares Abilene ISD financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

FRAUD PREVENTION

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the district.

REPORTS

Any person who suspects fraud or financial impropriety within Abilene ISD shall report the suspicions immediately to the Superintendent, Principal, CFO, or designee, the Board President, or local law enforcement.

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

PROTECTION FROM RETALIATION

Neither the Board nor any Abilene ISD employee shall unlawfully retaliate against a person who, in good faith, reports perceived fraud or financial impropriety.

FRAUD INVESTIGATIONS

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

RESPONSE

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the Superintendent shall take appropriate action, which may include cancellation of the district's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to Abilene ISD, the district may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

ANALYSIS OF FRAUD

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct.

Abilene Independent School District Board Document - Agenda Item VIII.A

Meeting Date: 6/10/2024

Meeting Type: Regular

Item Type: Report Future Action Required: No If Yes, Month: N/A

Subject: Fine Arts Department Report

Background Information: A presentation detailing the various course offerings of the fine arts department will be presented. Also included will be information about enrollment numbers, staffing, professional development, achievements, recognitions, and projects.

Attached Supporting Documents: Google slides will be presented

Fiscal Implications: None



Administrative Recommendation: N/A

Contact Person: Clay Johnson, Executive Director of Fine Arts



Board of Trustees Meeting

23-24 Fine Arts Report

Date: June 10, 2024

- **Abilene ISD had 81% of students enrolled in a Fine Arts course during the 2023-24 school year.**
- **The fine arts department includes over 100 teachers, administrators, teachers aides, private lesson instructors, temporary employees, and piano accompanists.**
- **Approximately 20% of Fine Arts teachers hold an advanced degree.**
- **The Abilene ISD Fine Arts Department was recognized as a Best Community for Music Education by the NAMM Foundation for the 2023-24 school year. (8th year)**
- **The Abilene ISD Fine Arts Department was named a District of Distinction by the Texas Art Educators Association in 2022-23 and just completed the application for consideration for this past school year.**

- **The Abilene ISD Fine Arts Department has applied to be considered for an Award of Distinction District for our Theatre programs in AISD. This is the first year for this application.**
- **16 high school theater students qualified for the National Thespian Festival.**
- **Speech/Debate – 4 students selected for state level competition.**
- **8 high school art students entered artwork into the State VASE competition where 4 received a IV rating.**
- **285 band, choir, and orchestra students auditioned and were selected to an All-Region honor group.**

- **511 band, choir, and orchestra students earned a First Division rating on a Solo or Ensemble.**
- **33 out of 45 music ensembles earned the Sweepstakes trophy at this year's UIL Evaluation. The number of groups competing increased by 7 ensembles and the overall number of sweepstakes awarded was an increase from last year.**
- **3 band students and 1 choir student earned a spot in a TMEA All-State music ensemble.**
- **Abilene High Student Hollie Nowlan had work selected for the Governors Gallery which will be on display in the Governor's business office for the next year.**
- **Abilene ISD Fine Arts organizations were represented in the Abilene community at over 200 unique public concerts, programs, parades, plays, art shows, competitions, and athletic events.**

Abilene Independent School District Board Document - Agenda Item

Meeting Date: June 10, 2024

Meeting Type: Regular

Item Type: Report

Future Action Required: No

If Yes, Month: N/A

Subject: Athletics Department Report

Background Information:

A slide presentation highlighting the 2023-24 school year. Information that will be provided team sports and individual sports, participation numbers, sixth grade pre-athletics, academic update, professional development.

Attached Supporting Documents: Google slides.

Fiscal Implications: None



Administrative Recommendation: N/A

Contact Person: Jim Garfield Executive Director of Athletics



Athletics

Athletic Department

Jim Garfield	Executive Director of Athletics
Lou Mora	Assistant Director of Athletics
Open	Facility Manager
Open	Intramurals
Blinda Raley	Administrative Assistant for Athletics
Annette Franco	Sports Medicine



Athletic Department - Abilene High Feeder

Mike Fullen	Campus Coordinator
Jenna Bane Aguirre	Girls Coordinator
Melissa Cedillo	Athletics Secretary
Michael Fisher	Boys Coordinator Craig MS
Jordan Childress	Girls Coordinator Craig MS
Rudy Saltus	Boys Coordinator Mann MS
Julie Harris	Girls Coordinator Mann MS



Athletic Department - Cooper High Feeder

Aaron Roan	Campus Coordinator
Open	Girls Coordinator
Kristen Benton	Athletics Secretary
Nick Gonzales	Boys Coordinator Clack MS
Jamey Willis	Girls Coordinator Clack MS
Josh Adams	Boys Coordinator Madison MS
Dala Sanders	Girls Coordinator Madison MS



District Alignments 2024 -2025 5A

Region 1 - Div. 1 Football

District 2-5A

Abilene

Amarillo

Amarillo Caprock

Amarillo Tascosa

Lubbock

Lubbock Coronado

Lubbock Monterey

Region 1 - Div. 2 Football

District 2-5A

Abilene Cooper

Abilene Wylie

Amarillo Palo Duro

Lubbock Cooper

Plainview

Wichita Falls Legacy

Wichita Falls Memorial

District Alignments 2024 -2025 5A

Region 1 - All - Sport

District 4 - 5A

Abilene

Abilene Cooper

Abilene Wylie

Wichita Falls Legacy

Wichita Falls Memorial

Region 1 - Swim and Dive

District 4 - 5A

Abilene

Abilene Cooper

Abilene Wylie

Lubbock

Lubbock Cooper

Lubbock Coronado

Lubbock Monterey

Team and Individual Sports - High School

Football

Volleyball

Boys and Girls Basketball

Boys and Girls Soccer

Baseball

Softball

Team Tennis

Boys and Girls Cross Country

Boys and Girls Golf

Boys and Girls Swim & Dive

Boys and Girls Spring Tennis

Boys and Girls Track & Field

Boys and Girls Gymnastics

Boys and Girls Powerlifting

ESports

Team and Individual Sports - Middle School

Football

Volleyball

Boys and Girls Basketball

Boys and Girls Soccer

Boys and Girls Cross Country

Boys and Girls Golf

Boys and Girls Swim & Dive

Boys and Girls Tennis

Boys and Girls Track & Field

Boys and Girls Gymnastics

Boys and Girls Powerlifting

Pre-Athletics - Middle School

Criteria:

Open to all students interested in athletics in the 7th grade.

Course will fulfill PE requirements for 6th grade

Requirements:

Students will require a physical prior to the 6th grade year. There will be an out of pocket cost for the physical.

Students will be required to participate in the Intramural Sports Program.

Students will dress out daily.

Students will participate daily.


Students must have athletic shoes.



Pre-Athletics - Middle School

2024-2025 School Year

August 14 - 23	Guidelines and procedures for pre-athletics.
August 26 - November 1	Football / Volleyball / Weight Training
November 4 -January 24	Basketball / Weight Training
January 27 - March 7	Track & Field / Weight Training
March 10 - April 25	Soccer / Weight Training
April 28 - May 16	Football / Volleyball / Weight Training
May 19- May 22	Seventh grade expectations



AISD 8th Grade Middle School City Champions

Girls

- Cross Country - **Mann**
- Volleyball - **Mann**
- Basketball - **Madison/Mann**
- Track - **Mann**
- Soccer - **Craig**
- Powerlifting - **Mann**

Boys

- Cross Country - **Mann**
- Football - **Madison**
- Basketball - **Madison**
- Track - **Madison**
- Soccer - **Mann**
- Powerlifting - **Madison**

UIL Playoffs

Football - **Abilene / Cooper**

Volleyball - **Abilene**

Boys basketball - **Abilene**

Boys Soccer - **Abilene / Cooper**

Girls Soccer - **Abilene**

Baseball - **Abilene**

Softball - **Abilene**

Team Tennis - **Abilene / Cooper**

Boys Gymnastics - **Abilene / Cooper**

Girls Gymnastics - **Abilene / Cooper**

Boys Cross Country - **Abilene / Cooper**

Girls Cross Country - **Abilene / Cooper**

Boys Swimming - **Abilene / Cooper**

Girls Swimming - **Abilene / Cooper**

Spring Tennis - **Abilene / Cooper**

Boys Track & Field - **Abilene / Cooper**

Girls Track & Field - **Abilene / Cooper**

Boys Powerlifting - **Abilene / Cooper**

Girls Powerlifting - **Abilene / Cooper**

Abilene ISD Team Sports

District Champion

5A Div 1. Football - **Abilene High**

Bi-District Champions First Round

Football - **Abilene / Cooper**

Boys Soccer - **Abilene**

Baseball - **Abilene**

Softball - **Abilene**

Team Tennis - **Abilene**

Abilene ISD Team Sports

Area Champion Second Round

Football - **Abilene**

Baseball - **Abilene**

Softball - **Abilene**

Regional Quarterfinals Third Round

Football - **Abilene**

Softball - **Abilene**

Abilene ISD

Individual Sports

District Champion

Cross Country - **Abilene**
Boys

Abilene ISD Regional Qualifiers Individual

Regionals Qualifiers

Girls CC - **Abilene (7) / Cooper (1)**

Boys CC **Abilene (7)**

Boys Track - **Cooper (6) / Abilene (13)**

Girls Track - **Cooper (7) / Abilene (6)**

Boys Swim - **Abilene (4) / Cooper (4)**

Girls Swim - **Abilene (4) / Cooper (4)**

Regionals Qualifiers

Spring Tennis Girls Double - **Abilene**

Spring Tennis Boys Singles - **Abilene**

Boys Gymnastics Team - **Abilene / Cooper**

Girls Gymnastics Team - **Abilene / Cooper**

Boys Powerlifting - **Cooper (8)**

Girls Powerlifting - **Abilene (25) / Cooper (8)**

Abilene ISD Individual Sports State Qualifiers

State Qualifiers

Cross Country - **Abilene Boys & Girls**

Andruw Villa - Silver Medalist.

Marin Murray and Zoe Van.

Track and Field - **Abilene / Cooper**

Jazlyn Hatcher - Cooper Silver Medalist Long Jump.

4X100 relay - Abilene High - Bryson Perez, Jaden Jackson, Brayden Henry, Ryland Bradford.

Gymnastics - **Abilene / Cooper Boys**

Tristan Reyna State Champion Pommel Horse, 3rd All Around

Korban Jackson 6th Pommel Horse

Aaron Grow 7th Vault



Athletics - Participation Numbers

High School - 1454 (1405)

Middle School - 1905 (1227) - Included 6th grade pre-athletics 23/24



88.36% 23-24 Pre Athletics

88.45% 22-23

Combined pass rate through the 5th six weeks

Pass Rate

AISD Student Athletics Honors

Superlatives - 9

All - District

1st Team - 63

2nd Team - 42

Honorable Mention - 36

All-State - 6

Academic All- District - 83

Academic All-State - 81

College Bound Athletes - 43



AISD Coach Athletics Honors Abilene High School

Mike Fullen - 2-5A Div.1 Football Coach of the Year.

Brad Harman - THSBA - 2nd Vice President.

Jenna Bane Aguirre - THSCA ROCK Mentor.

Jodi Paige Williams - THSCA ROCK Mentor.

Tiffany VanHoose - United Soccer Coaches 30 under 30.

Justin Reese - THSCA - Basketball Elite Team Committee.

TABC - Basketball Coach of year Committee.

Brandon Cooke - Head Coach Team Texas - National Championships Summer 2024.

Rosemary Martin - THSCA Girls Track Super Elite Team Committee.



AISD Coach Athletics Honors Cooper High School

Aaron Roan - THSCA Board of Directors

Dave Campbell's Football Unsung Coaching Heros Award Winner

Michael Bacon - THSCA - Super-Elite Team Committee Chair

City of Abilene - Young Professionals Top 20 under 40

Brandon Hudson - THSCA ROCK Mentor.

TGCA - Basketball Committee - All-State Selection Committee

Stacey Herring - TGCA - Softball All-Star Selection Committee.

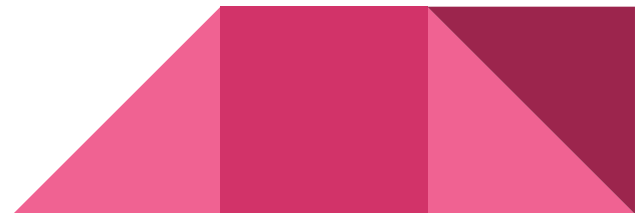
Nora Campbell - TGCA - Volleyball All-Star Selection Committee

Brandon Cooke - Head Coach Team Texas - National Championships Summer 2024.



Professional Development

June 2-5	THSADA Convention
June 7	TGCA Satellite Clinic- Volleyball / Basketball / Softball / Football Guest lectures. Cooper High School
June 24-27	TGCA Coaches School
July 21- 23	THSCA Coaches School
July 26	AISD Coaches Summit
Fall and Spring 24/25'	SALT
Fall and Spring 24/25'	THSCA Seat at the Table
Spring 2025	Head Coaches Academy




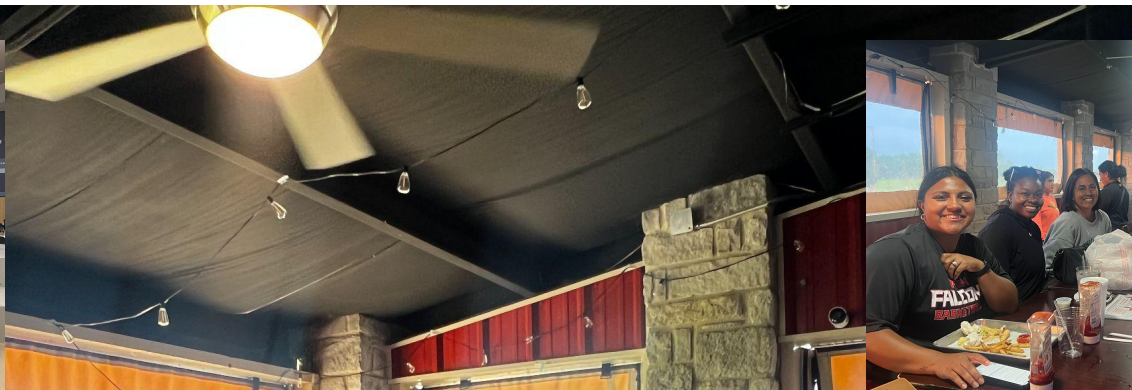
Seat at the Table

Purpose

To allow women coaches to network, share ideas, and support each other through structured discussions relating to the coaching profession.

The program itself is simple: a facilitator will lead discussions centering around issues in women's sports, sport-specific topics, and program and culture development. Coaches will talk about how they handle certain issues in their program, share situations they have learned from, and ask for assistance with problems that they are having within their own programs.





Head Coaches Academy

Grow our assistants to become head coaches.

3 Sessions

1. So, You want to be a head coach
2. Resumes and Interviews
3. You got the job-Now What







R.O.C.K.

Conlan Aguirre - Abilene

Rett Dittfurth - Cooper

Jayton Voss - Abilene

Jodi Paige Williams - Abilene

Kaegan Jimenez - Cooper

Chance Pierce - Cooper

Heath Koop - Madison

Trent Pearson - Abilene







OTOF

One Town One Family

Abilene Independent School District Board Document - Agenda Item IX.A.

Meeting Date: June 10, 2024

Meeting Type: Regular

Item Type: Action

Future Action Required: No

If Yes, Month: N/A

Subject: CV (LOCAL) – Facilities Construction, Policy Update

Background Information: Board policies CV (LEGAL) and CV (LOCAL) outline the district obligations relating to facility construction. In particular, CV (LEGAL) states the laws and requirements relating to construction, and CV (LOCAL) further details the specific guidelines within Abilene ISD.

In the March Workshop Item, the administrative team recommended consideration of an update to CV (LOCAL) that will comply with all facility construction law while allowing operational flexibility. Then in April the board voted to approve the CV (LOCAL) as presented.

As an attachment to this item, the board will see a letter from TASB LEGAL outlining recommended changes to the specific wording in CV (LOCAL) as approved by the board in April. TASB LEGAL recommends clarification pertaining to the delegation of authority for construction methodology selection. The attached draft of CV (LOCAL) clearly states that projects over \$50,000 shall be submitted to the board for approval, and that projects below the \$50,000 threshold shall be delegated to the Superintendent to determine the construction delivery method.

It is the administrations recommendation to accept all recommendations from TASB LEGAL regarding policy CV (LOCAL). As part of our regular process, this policy will be presented in May at the workshop and then again in June for a vote of consideration.

Attached Supporting Documents: Presentation, CV (LOCAL) Draft

Fiscal Implications: None

Administrative Recommendation: Potential motion language: Move to approve the update to Board Policy CV (LOCAL) as presented.

Contact Person: Dr. Joseph Waldron



Dr. Joseph Waldron
Deputy Superintendent

CV (LOCAL) - Facilities Construction

June 2024

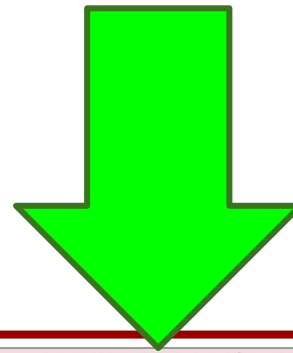
TASB LEGAL - Recommendation

Review of Your Policies:

For this review, we have examined only the following code(s): **CV(LOCAL)**. We have the following comments:

CV(LOCAL): At Construction Contracts, the policy purports to approve the construction project delivery/contract award methods permitted under Texas Government Code Chapter 2269. The Texas Government Code provides that a governing body of a governmental entity that considers a construction contract using a method other than competitive bidding must, before advertising, determine which method provides the best value for the district. Tex. Gov't. Code § 2269.056(a). State law therefore requires that the board engage in a determination of which method provides the best value for the district on a case-by-case basis, unless the board selects the competitive bidding method for that particular construction project, and would not permit the board to preapprove all methods without considering their utility with respect to a particular project.

TASB LEGAL - Recommendation



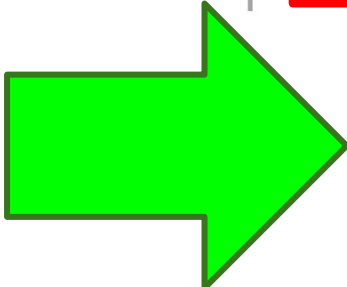
Further, if the board intends to delegate authority to the superintendent or other person to select a construction delivery method, please be aware that the district must provide notice of any delegation and the limits of the delegation by rule or in the procurement documents. Tex. Gov't Code § 2269.053. We believe providing notice of the board's delegation in board policy satisfies the requirement to provide notice by rule; however, the policy as amended does not make a clear delegation of authority. TASB Legal Services recommends that the district revert to its previous language for this policy or consult with its school attorney in revising this policy to conform to the requirements of Texas Government Code Chapter 2269.

CV (LOCAL) - Current as Updated in March

Construction Contracts

In accordance with Texas Government Code 2269, the Board approves the following delivery/contract award methods:

- Competitive Bidding
- Competitive Sealed Proposal
- Construction Manager-At-Risk
- Construction Manager-Agent
- Design Build
- Job Order Contract



For construction contracts valued at or above \$50,000, the Superintendent shall also submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

CV (LOCAL) - New Update for June

- ▶ **Prior Update (March):**
 - ▶ **Board approved all construction methods in Government Code 2269**
 - ▶ **Superintendent determines best value method to use for project**
 - ▶ **Projects over \$50,000 - contract approved by the board**
 - ▶ **Board - change orders**
 - ▶ **Board - final payment**

- ▶ **Current Update (June):**
 - ▶ **Superintendent delegated authority to determine project delivery method/contract award that provides the best value**
 - ▶ **Projects over \$50,000 - contract approved by the board**
 - ▶ **Superintendent - change orders**
 - ▶ **Superintendent - final payment**

Construction Contracts

The Board delegates to the Superintendent its authority to determine, prior to advertising, the project delivery/contract award method to be used for each construction contract. The Superintendent shall determine the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above \$50,000, the Superintendent shall submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

The Superintendent or his/her designee shall be authorized to approve change orders permitted by law.

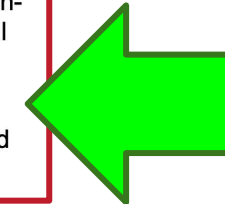
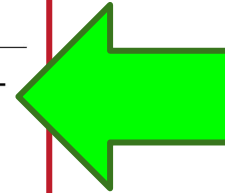
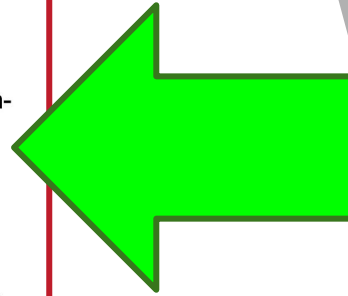
Project Administration

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and accepted by the Superintendent.



Administrative Recommendation - June Action

- ▶ **Accept the TASB Recommended CV (LOCAL)**
- ▶ **Delegates to Superintendent**
 - ▶ **Authority to determine the project delivery method/contract award method that provides best value**
- ▶ **For all projects over \$50,000 the Board shall vote on approval of the contract**
- ▶ **Compliance with all Government Code 2269 Regulations**
- ▶ **Change orders are delegated to the Superintendent**
- ▶ **Superintendent authorizes final payment upon completion**



Dr. Joseph Waldron
Deputy Superintendent

CV (LOCAL) - Facilities Construction

June 2024

FACILITIES CONSTRUCTION

CV
(LOCAL)

Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

~~The Board delegates to the Superintendent its authority to determine, prior to advertising, the project delivery/contract award method to be used for each construction contract. The Superintendent shall determine the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]~~

For construction contracts valued at or above \$50,000, the Superintendent shall submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Deleted: Prior to advertising, the Board shall determine the project delivery/contract award method to be used for each construction contract valued at or above \$50,000. To assist the Board, the Superintendent shall recommend the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

Deleted: In accordance with Texas Government Code 2269, the Board approves the following delivery/contract award methods:
Competitive Bidding
Competitive Sealed Proposal
Construction Manager-At-Risk
Construction Manager-Agent
Design Build
Job Order Contract

Deleted: also

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

~~The Superintendent or his/her designee shall be authorized to approve change orders permitted by law.~~

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Project Administration

All construction projects shall be administered by the Superintendent or designee.

Deleted: shall be approved by the Board or its designee prior to any changes being made in the approved plans or the actual construction of the facility

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and accepted by the Superintendent.

Deleted: Board

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Compliance with Law

The Superintendent shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

The Board delegates to the Superintendent its authority to determine, prior to advertising, the project delivery/contract award method to be used for each construction contract. The Superintendent shall determine the project delivery/contract award method that he or she determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

For construction contracts valued at or above \$50,000, the Superintendent shall submit the resulting contract to the Board for approval. Lesser expenditures for construction and construction-related materials or services shall be at the discretion of the Superintendent and consistent with law and policy. [See also CH and CBB(LEGAL)]

Note: For provisions regarding delegation of authority for construction contracts in the event of a catastrophe, emergency, or natural disaster affecting the District, see CH(LOCAL).

Change Orders

The Superintendent or his/her designee shall be authorized to approve change orders permitted by law.

Project Administration

All construction projects shall be administered by the Superintendent or designee.

The Superintendent shall keep the Board informed concerning construction projects and also shall provide information to the general public.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and accepted by the Superintendent.

Abilene Independent School District Board Document - Agenda Item IX.B.

Meeting Date: June 10, 2024

Meeting Type: Regular

Item Type: Action

Future Action Required: No

If Yes, Month: N/A

Subject: Hartford Learning Center Gymnasium – HVAC System and Installation – TIPS
Comprehensive HVAC Job Order Contract 22010602

Background Information: Batjer Service provided a quote for removal of the existing and installation of two (2) new packaged HVAC units for Hartford Learning Center Gymnasium where training and professional development are held for district staff. The administration recommends the Board vote to proceed with this project using The Interlocal Purchasing System (TIPS), Comprehensive HVAC Job Order Contract 22010602.

Attached Supporting Documents: (5) Supporting Documentation

Fiscal Implications: None.

Administrative Recommendation: Vote to accept the quote from Batjer Service and authorize administration to negotiate a contract with Batjer Service to proceed with the removal of the existing and installation of two (2) new packaged HVAC units for Hartford Learning Center Gymnasium per The Interlocal Purchasing System (TIPS) Comprehensive HVAC Job Order Contract 22010602.

Contact Person: Dr. Joseph Waldron

ABILENE ISD
CONNECT • LEAD • SUCCEED



Lisa Metcalf
Director of Purchasing
325-677-1444, ext. 8600
325-794-1329, fax
Lisa.Metcalf@Abileneisd.org

Abilene Independent School District

3757 Amarillo Street • Abilene, Texas 79602

Date: May 29, 2024

To: Dr. Joseph Waldron

From: Lisa Metcalf

RE: Hartford Professional Learning Center (Gymnasium) – HVAC System and Installation – TIPS Job Order Contract 22010602

Batjer Service provided a quote for removal of the existing and installation of two (2) new packaged HVAC units for Hartford Learning Center Gymnasium where training and professional development are held for district staff. Abilene ISD engaged Bradshaw and Associates Consulting MEP Engineers to design the new system to provide an efficient outcome. Please refer to supporting attachment from Mr. Johnny Rose as to the design of the new system.

The gymnasium is one of the largest areas at Hartford Professional Learning Center for trainings and professional development which makes this project necessary. Due to timing or lack thereof, the district did not have sufficient time to let its own competitive procurement; therefore, relying on an awarded Job Order Contract for Comprehensive HVAC through The Interlocal Purchasing System (TIPS), a purchasing cooperative.

The Board of Trustees approved the Interlocal Agreement with TIPS Purchasing Cooperative that is facilitated through Region VII Education Service Center on March 15, 2015. This Agreement automatically renews annually unless terminated by either party. An Interlocal Agreement is one of the viable methods of procurement for a local government, Government Code Chapter 791.

If awarded, this project will be funded by the 2023-24 facilities departmental budget.

The administration asks the AISD Board of Trustees to accept the quote from Batjer Service for \$109,205.00 and authorize administration to negotiate a contract with Batjer Service to proceed with the removal of the existing and installation of two (2) new packaged HVAC units for Hartford Learning Center Gymnasium per The Interlocal Purchasing System (TIPS) Comprehensive HVAC Job Order Contract 22010602.

Attachments include the Batjer Service quote, memorandum from AISD Facilities Director, memorandum from Bradshaw and Associates Consulting MEP Engineers and TIPS contract document.



Rickey Wallace, Director of Facilities
rickey.wallace@abileneisd.org

AIISD Facilities Department

3757 Amarillo Street • Abilene, Texas 79602 • (325) 692-7234 • (325) 794-1382 Fax

Date: May 29, 2024

To: Lisa Metcalf

From: Rickey Wallace

Subject: Hartford Professional Learning Center (Gymnasium) – HVAC System and Installation – TIPS
Job Order Contract 22010602

Based on my review of the Contractor's scope and sequence and of the mechanical equipment required to bring the Hartford Professional Learning Center up to an acceptable conditioned space for up to 200 people, I am confident in strongly endorsing Batjer Services to go forward with this work. In addition, after reviewing their pricing for the equipment listed to accomplish this job, I feel their pricing is reasonable.

Thank you,

Rickey Wallace
Director of Facilities
Abilene ISD
325-692-7234 Ext. 8170

BRADSHAW & ASSOCIATES MEPF ENGINEERING
SURVEYING / MEPF ENGINEERING

Abilene **Midland** **Big Spring**
325/672-0793 432/682-4400 432/263-1098

MAY 29, 2024

Mr. Rickey Wallace
Director of Facilities
Abilene ISD
Abilene, Texas

Re: Hartford Center
HVAC Report
Abilene ISD
Abilene, Texas

Dear Rickey Wallace:

Refer to the attached design recommendations for the existing Hartford Center.

Please call if you have any questions.

Respectfully Submitted,
Johnny L. Rose
Project Manager
Abilene Office
jrose@bradshawengineer.com

HVAC DESIGN
For
HARTFORD CENTER
ABILENE INDEPENDENT SCHOOL DISTRICT
ABILENE, TEXAS

EXISTING HVAC SYSTEMS TYPE:

The existing HVAC system for the existing Hartford Center Gym consists of two 7.5 ton packaged units that supply cooling and heating to the gym. Packaged units are mounted on a concrete slab on the East side of the gym. Ductwork (designed for 7.5 ton, 3000 CFM) extend from the unit and into the building and routes side wall on the inside of the gym.

NEW HVAC SYSTEMS DESIGN:

The new HVAC system for the existing Hartford Center Gym consists of two 10 ton packaged units that will supply cooling and heating to the gym. Packaged units will be mounted on the concrete slab on the East side of the gym. Ductwork will be designed for the 10 ton unit (4,000 CFM) and extend from the unit and into the building. The supply air ductwork will transition to 20" round duct sock that will be 68' long. The duct sock will be mounted at same elevation as the gym light fixtures. The gym type return air grille (heavy duty) will be replaced with a new cube style return.

Bradshaw & Associates design recommends this type of system instead of just replacing the existing 7.5 ton packaged units with new 10 ton packaged units. Replacing the 7.5 ton packaged units with new 10 ton packaged units only, will solve the cooling requirements (200 people) but will create an air noise issue that will be noticed (37 NC). We didn't want to solve a problem (cooling for 200 people) and create an air noise issue.

Respectfully Submitted,
Johnny L. Rose
Project Manager
Abilene Office
jrose@bradshawengineer.com



EMAIL PO & VENDOR QUOTE TO: TIPSP0@TIPS-USA.COM
 PO AND QUOTE MUST REFERENCE VENDOR'S TIPS CONTRACT NUMBER
 ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

Notice:

Many Vendors utilize specific warranties, subscription agreements, license agreements, EULA's, etc. ("Supplemental Agreements") when you purchase specific goods or services from that Vendor. Since the Supplemental Agreements do not necessarily apply to every Member, every jurisdiction, or every purchase, TIPS does NOT now negotiate the terms of those agreements on Members' behalf. If you are required to sign such a supplementary agreement by the TIPS Vendor, TIPS strongly encourages Members not to proceed with a purchase until they have carefully reviewed and negotiated all applicable Supplemental Agreements. TIPS recommends you work with your entity's legal counsel to ensure compliance with the legal requirements of your entity and your jurisdiction.

[TIPS Purchase Order Procedure here](#)

OVERVIEW	DUE DILIGENCE	CONTACTS	PRINT PROFILE
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[Print](#)

VENDOR **Batjer Service LLC**

2825 Pine Street Abilene TX,79601

WEBSITE www.batjer.com

SERVICE/PRODUCTS DESCRIPTION HVAC, Heating, Cooling, Heater, Furnace, Humidifier, Air Conditioning, Condenser, Condensing Unit, Ventilation, Fan, Duct Work, Chiller, Cooling Tower, Boiler, Air Handler, Fan Coil, FCU, AHU, VRF, VRV, Mini Split, Roof Top Unit, RTU, Package Units, Unitary, Repair, Service, Replacement, Trane, Lennox, Carrier, LG, Daikin, York, RUUD, Rheem, Samsung, Mitsubishi, Samsung, American Standard, Greenheck, Bosch, Honeywell, AAON, Lochinvar, and many more.

CONTRACT: 22010601 Comprehensive HVAC
 End Date: Mar-31-2025 EDGAR COMPLIANCE: [View Doc.](#)

CONTRACT: 22010602 Comprehensive HVAC (JOC)
 End Date: Mar-31-2025 EDGAR COMPLIANCE: [View Doc.](#)

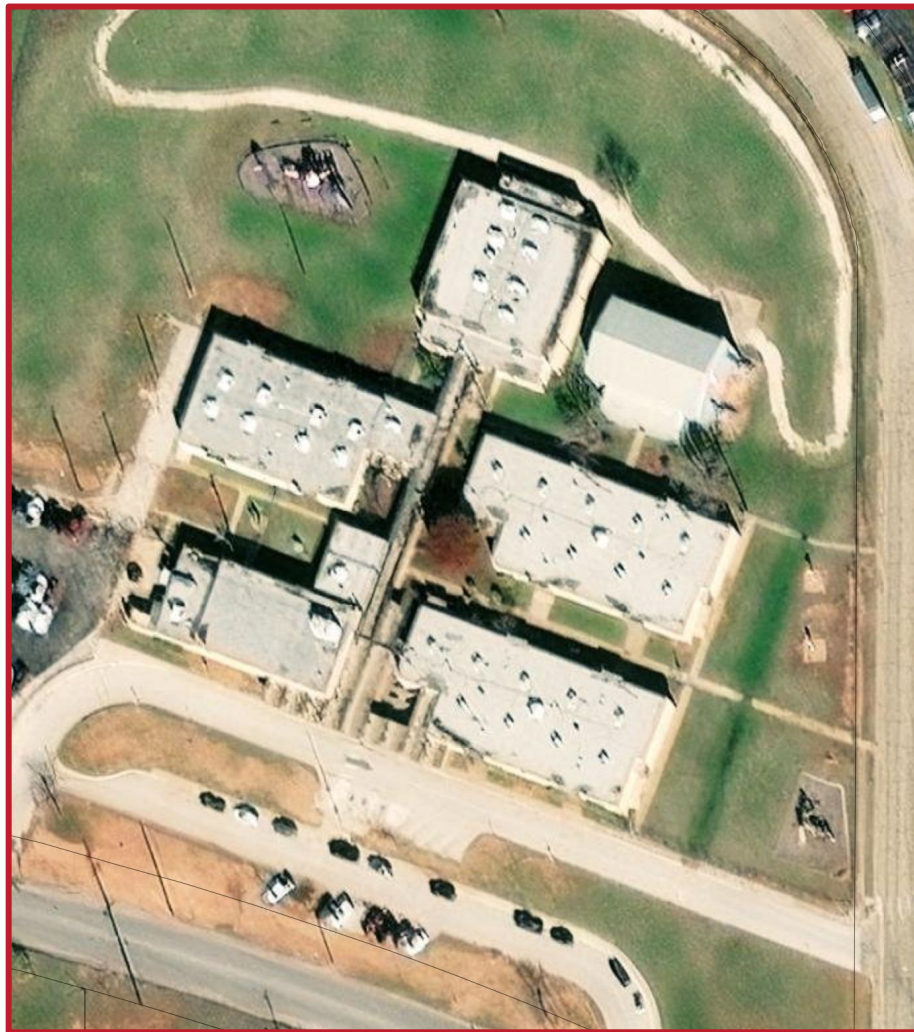


Dr. Joseph Waldron
Deputy Superintendent

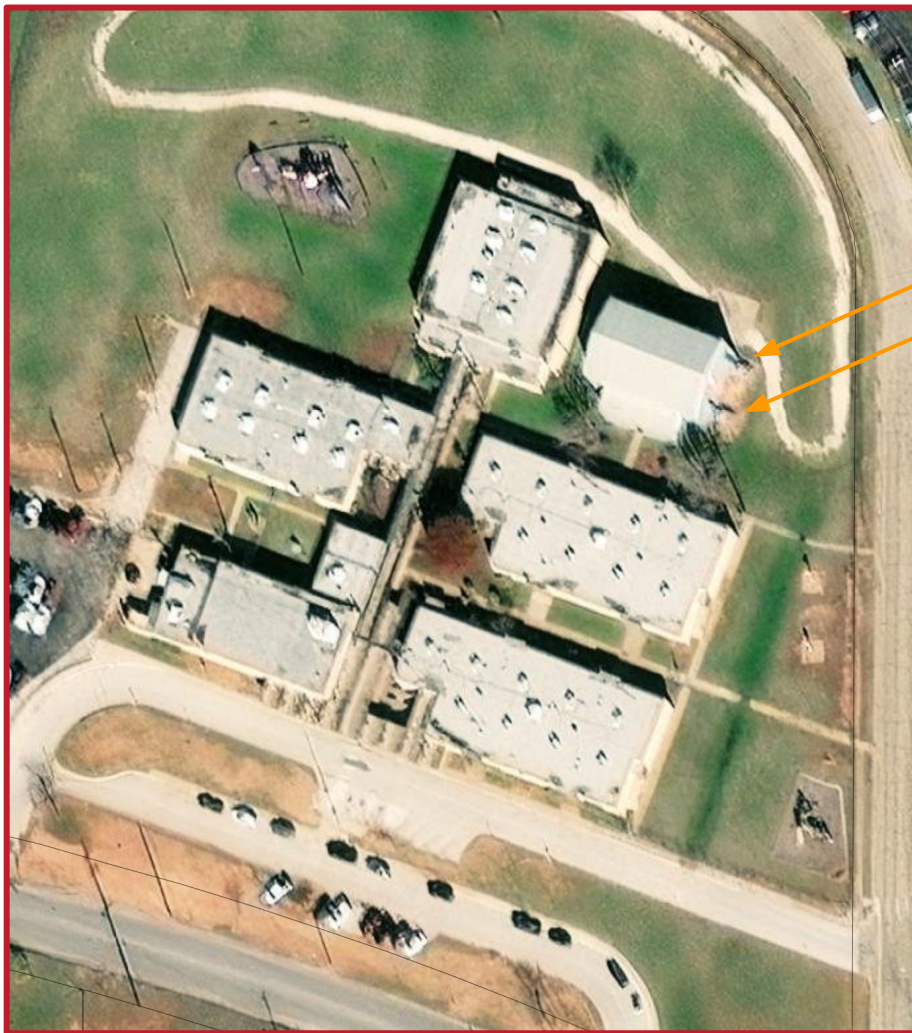
**HVAC Replacement -
Hartford Annex**

June 2024

Hartford



Hartford



**Replacement
Units**

Recommendation



- ▶ **Accept the quote from Batjer Service and authorize administration to negotiate a contract with Batjer Service to proceed with the removal of the existing and installation of two (2) new packaged HVAC units for Hartford Learning Center Gymnasium per The Interlocal Purchasing System (TIPS) Comprehensive HVAC Job Order Contract 22010602.**



Dr. Joseph Waldron
Deputy Superintendent

**HVAC Replacement -
Hartford Annex**

June 2024

Abilene Independent School District Board Document - Agenda Item IX.C.

Meeting Date: June 10, 2024

Meeting Type: Regular

Item Type: Action

Future Action Required: No

If Yes, Month: N/A

Subject: Jefferson Parking Improvements, Proposal #018, 23-24

Background Information: The Proposal for the Jefferson Parking Improvements were received and evaluated. The administration recommends the Board vote to rank the bidders in accordance with the ranking presented.

Attached Supporting Documents: (5) Supporting Documentation

Fiscal Implications: None.

Administrative Recommendation: Vote to accept the ranking and authorize the administration to enter into a contract for the Jefferson Parking Improvements, Proposal #018, 23-24.

Contact Person: Dr. Joseph Waldron





Lisa Metcalf
Director of Purchasing
325-677-1444, ext. 8600
325-794-1329, fax
Lisa.Metcalf@Abileneisd.org

Abilene Independent School District

3757 Amarillo Street • Abilene, Texas 79602

Date: May 22, 2024
To: Dr. Joseph Waldron
From: Lisa Metcalf
RE: Jefferson Parking Improvements (Proposal #018, 23-24)

Sealed proposals for the Jefferson Parking Improvements (Proposal 018, 23-24) were received by the District until 2:00 PM, Thursday, May 16, 2024. Three (3) proposals were received by the deadline.

This proposal was advertised in the Abilene Reporter News. In addition, the proposal was available electronically by the architect firm and issued to plan rooms.

The proposal was evaluated by an administration evaluation committee, (“Committee”) including administrative staff of various expertise using the following criteria which was published in the CSP document.

Price and Alternates Selected by District	80%
Quality of the Offeror’s Goods or Services	20%

This project includes repaving an existing drive, adding a parking lot with twenty-four parking bays and a loading zone, concrete sidewalks, pedestrian ramps, and an additional drive to facilitate loading and unloading. If awarded, this project will be funded by the 2023-24 technology departmental budget.

The Committee recommends approving the ranking as presented in the Evaluation of Bidder’s form for the Jefferson Parking Improvements (Proposal 018, 23-24).

The administration asks that the AISD Board of Trustees approve the ranking of the bidders as presented on the Evaluation of Bidders form for the Jefferson Parking Improvements (Proposal #018, 23-24) which documents the recommendation of the Committee, and authorizes the Superintendent or his designee to negotiate a contract with the first ranked proposer in accordance with its proposal and proceed in accordance with the provisions of Texas Government Code, Section 2269.155.

Attachments include a memorandum from Jacob Martin, bid tabulation, evaluation of bidders, and memorandum from AISD Facilities Director.



INTEGRITY
EXCELLENCE
TRUST

5/20/24

Lisa Metcalf, Director of Purchasing
Abilene ISD
3757 Amarillo Street
Abilene, Texas 79602

RE: Letter of Recommendation

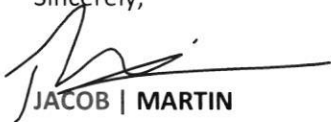
Dear Mrs. Metcalf:

On May 16, 2024 bids were opened for the Jefferson Parking Improvements project. This project included repaving an existing drive, adding a parking lot with twenty-four parking bays and a loading zone, concrete sidewalks, pedestrian ramps, and an additional drive to facilitate loading and unloading at the southernmost building. There were three bids received with the low base bid of \$250,329.40 being turned in by Bontke Brothers Construction Company out of Abilene, Texas.

We have completed previous projects with Bontke Brothers Construction Company and see no reason not to award the contract. Based on our communication with the District, we recommend awarding the base bid to Bontke Brothers Construction Company for the total contract amount of \$250,329.40.

Based on the School Board's preference for awarding the project, we will prepare documents for execution by the Contractor and the District. Per previous conversations, the District will complete the A101 and 201 forms.

Sincerely,



JACOB | MARTIN

Tal Fillingim, P.E.
Attachments – Bid Tabulation



3465 Curry Lane
Abilene, TX 79606
325.695.1070

908 S. Main Street, Suite 100
Boerne, TX 78006
325.695.1070

4920 S. Loop 289, Suite 104
Lubbock, TX 79414
806.368.6375

1925 Fort Worth Highway
Weatherford, TX 76086
817.594.9880

Bid Tabulation

Abilene Independent School District
Jefferson Parking Improvements
Proposal 018, 23-24



Contractor	Price	Number of Days for Completion
AAJ Concrete Company	\$345,079.65	90
Bontke Brothers Construction Co.	\$250,329.40	60
Sullivan Contracting Services	\$520,000.00	100

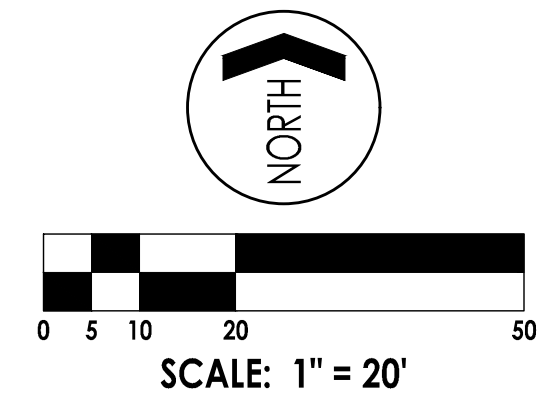
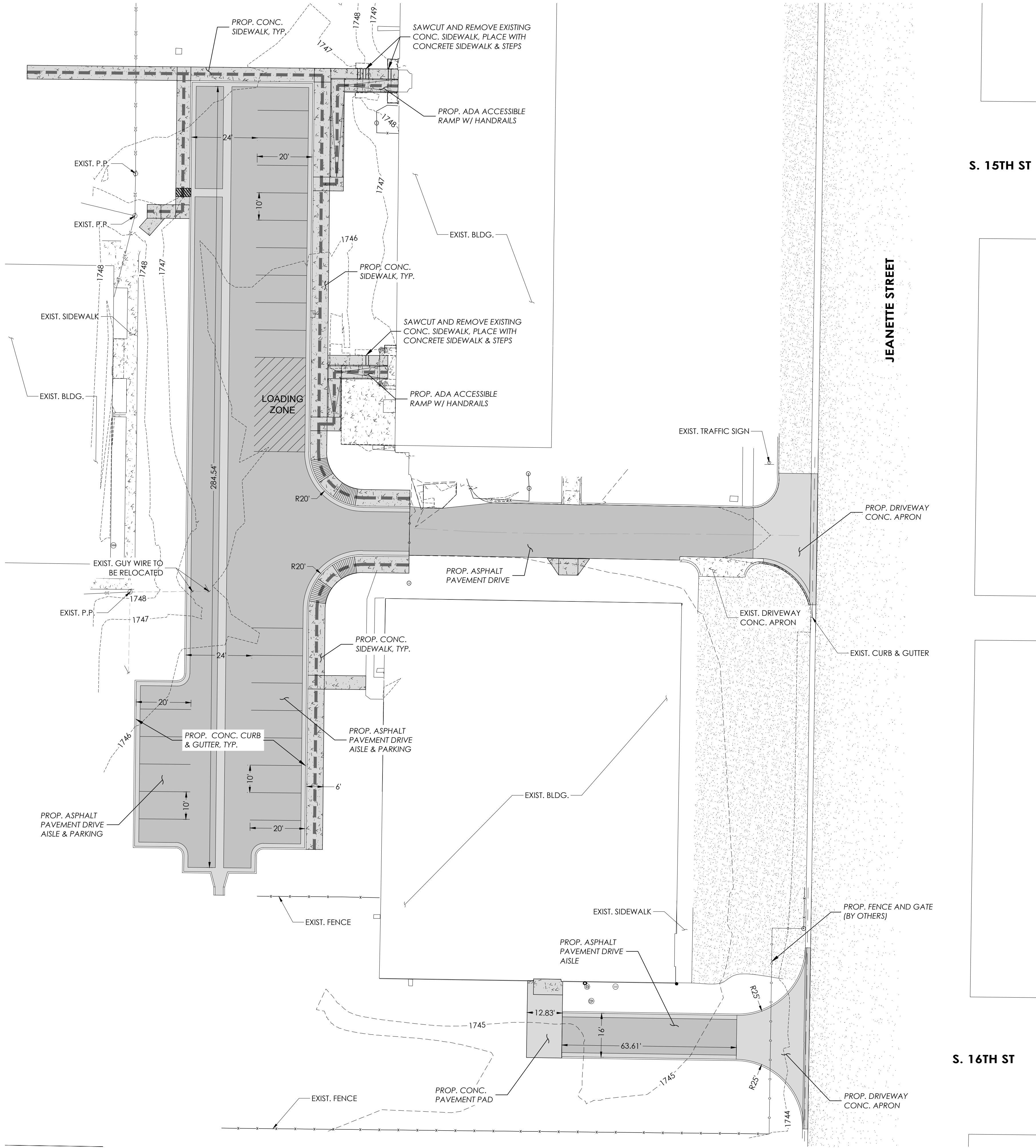
Plot Date: 4/19/2024 9:53 AM

Plotted by: santago medina

Save Time: 4/19/2024 9:53 AM

Saved By: smedina

X:\SD_ABSD\23477 Jefferson Parking Improvements - ASD\Drafting\Plans\C_Civil\01 SITE PLAN.dwg



SITE PLAN LEGEND	
	SITE BOUNDARY
	PROPOSED ACCESSIBLE ROUTE
	EXISTING OVERHEAD ELECTRIC
	EXISTING CHAINLINK FENCE
	PROPOSED FENCE AND GATE
	EXISTING ASPHALT PAVING
	EXISTING CONCRETE PAVING
	PROPOSED CONCRETE PAVING
	PROPOSED ASPHALT PAVING
	PROPOSED CONCRETE SIDEWALKS
	EXISTING CONTOURS

- SITE PLAN NOTES:**
- ALL SURFACES ON THIS SITE WILL BE PROPOSED. ALL AREAS NOT COVERED BY BUILDING FOOTPRINTS OR PAVING WILL BE GRASS OR VEGETATIVE COVER.
 - SURFACE FOR ALL PARKING & MANEUVERING AREAS SHALL BE ASPHALT OR CONCRETE.
 - PROPOSED SIDEWALKS ON THIS SITE ARE ACCESSIBLE. ACCESSIBLE ROUTES INCLUDE ALL ACCESSIBLE SIDEWALKS AS WELL AS THE PROPOSED SIDEWALK RAMPS AND PEDESTRIAN CROSSINGS AT THESE RAMPS.
 - THERE ARE NO EXISTING EASEMENTS IMPACTED BY THIS PROPOSED DEVELOPMENT.
 - ALL OUTDOOR LIGHTING SHALL MEET CITY OF ABILENE REQUIREMENTS AND ALL OUTDOOR LIGHTING FIXTURES SHALL BE FULLY SHIELDED.
 - ALL DRIVEWAYS, SIDEWALKS & SIDEWALK RAMPS MUST BE PERMITTED THROUGH THE CITY OF ABILENE BUILDING INSPECTIONS OFFICE. (325-676-6077).
 - A SWPPP SHALL BE PREPARED AND EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO COMMENCEMENT OF CONSTRUCTION.
 - MECHANICAL EQUIPMENT (EXCLUDING ROOF-MOUNTED EQUIPMENT) SHALL BE SCREENED FROM VIEW FROM STREETS AND PARKING LOTS.
 - INTERNET, TELEPHONE AND CABLE PROVIDERS AS WELL AS IRRIGATION CONTRACTORS SHALL COORDINATE INSTALLATION OF NECESSARY CONDUIT PRIOR TO PLACEMENT OF PAVING.

THIS DOCUMENT IS RELEASED FOR REVIEW ONLY UNDER THE AUTHORIZATION OF HOMER T. FILLINGIM IV, P.E. #97395 AND IS NOT TO BE USED FOR CONSTRUCTION, BIDDING OR PERMITTING PURPOSES



ABILENE ISD
JEFFERSON PARKING IMPROVEMENTS
 SITE PLAN

NO.	REVISION	DATE
01		

PROJECT #	23477
SCALE	1" = 20'
BAR IS ONE INCH IN LENGTH ON ORIGINAL DRAWING. CHECK SCALE AND ADJUST ACCORDINGLY.	



Dr. Joseph Waldron
Deputy Superintendent

**Parking Improvements -
Jefferson, Proposal #018, 23-24**

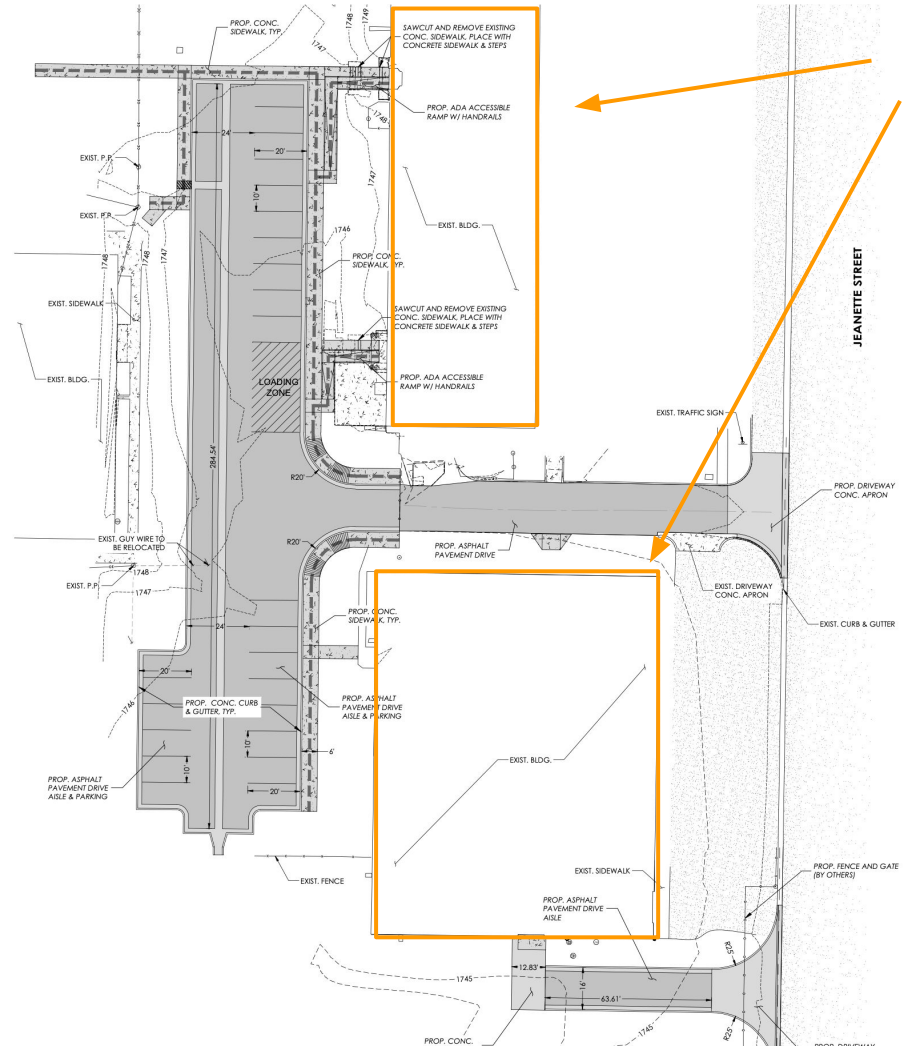
June 2024

Jefferson



Existing Building

Site Plan



Recommendation



- ▶ **Accept the ranking and authorize the administration to enter into a contract for the Jefferson Parking Improvements, Proposal #018, 23-24.**



Dr. Joseph Waldron
Deputy Superintendent

**Parking Improvements -
Jefferson, Proposal #018, 23-24**

June 2024



Rickey Wallace, Director of Facilities
rickey.wallace@abileneisd.org

Bryan Mannke, Facilities Maintenance Coordinator
Bryan.mannke@abileneisd.org

AISD Facilities Department

3757 Amarillo Street • Abilene, Texas 79602 • (325) 692-7234 • (325) 794-1382 Fax

Date: May 22, 2024

To: Lisa Metcalf

From: Rickey Wallace

Subject: Proposal 18, 23-24; Jefferson Parking Improvements

Based on my review of the contractor's evaluation criteria used for ranking bidders, I recommend approving the ranking of bidding as presented and award Proposal 18, 23-24 (Jefferson Parking Improvements) to Bontke Brothers Construction.

Thank you,

Rickey Wallace
Director of Facilities
Abilene ISD
325-692-7234 Ext. 8170

Abilene Independent School District Board Document - Agenda Item IX.D.

Meeting Date: June 10, 2024

Meeting Type: Regular Meeting

Item Type: **Action**

Future Action Required:

If Yes, Month: N/A

Subject: Naming of Shotwell Annex

Background Information: The board may consider renaming or naming school facilities according to board policy CW (LOCAL). The annex at Shotwell Stadium doesn't currently have an official name outside of its affiliation with Shotwell Stadium.

Attached Supporting Documents: CW (LOCAL)

Fiscal Implications: Cost of signage which is variable based on style, size, materials, and quantity of signage bearing the proposed new name.

Administrative Recommendation: Administration defers to board majority on this decision. Administration has been presented several letters of support for this proposed naming. At the same time, a process for gathering feedback from a large number of stakeholders has not occurred. Naming facilities can be a divisive subject, so the administration's recommendation is for the board to proceed with care and thoughtful deliberation.

Contact Person: John Kuhn

NAMING FACILITIES

CW
(LOCAL)

Criteria for Name Selection

The naming or re-naming of any facility within the District shall be at the discretion of the Board. No two schools or facilities shall be given the same name.

For newly constructed schools or other District facilities; including portions of a building such as wings, annexes, libraries, auditoriums, gymnasiums, drives located on school property, and the like; the Board shall select a name in accordance with the criteria described below.

In selecting names for a school or a District facility, the Board shall consider names that will have a significant meaning to students and the community. A person whose name is considered must have made a significant contribution to society or to public education, and the name should lend prestige and status to an institution of learning. The Board shall choose a name that falls in at least one of the following categories:

1. Local geographical names, streets or landmarks related to the particular area where the school or facility is located;
2. Names describing the program housed in the facility or the function of the facility;
3. Distinguished local educators, Board members who have retired from service in the District, alumni, or other individuals who have been identified and approved by the Board;
4. A facility may be named for a person who has served the District or community, especially in service to children;
5. A distinguished, historical person.

Recommendation Process

The Board may consider input from various sources when considering the names for a facility.

At the direction of the Board, the Superintendent may appoint a committee to solicit and review recommendations of names. A naming committee may include employee representatives from existing campuses, as well as community residents who are not employees.

The committee shall submit to the Board, within a time frame established by the Board, three recommended names for the campus or facility to be named.

Board Decision

The Board retains the final authority for the decision in naming or re-naming facilities.