

# Agenda of Workshop Meeting

## The Board of Trustees Abilene Independent School District

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A Workshop Meeting of the Board of Trustees of Abilene Independent School District will be held Thursday, September 4, 2025, beginning at 5:00 PM in the Valley View Room, 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
  - A. Oral Communication from the Public
  - B. Board/Superintendent Announcements/Information
- II. Board Workshop Items
  - A. 2026-2027 AISD Academic Calendar
  - B. Head Start Governance and ERSEA Training
  - C. School Health Advisory Council (SHAC) Annual Report
  - D. Communications Department
- III. Agenda for Regular Meeting September 8, 2025
  - A. Consent Agenda Items
    - I. Finance: July Financials
    - II. Approval of Minutes
    - III. Ratifying the Employment of the new Director of Accounting
    - IV. Appointment of Members of the Local School Health Advisory Council
    - V. Texas A&M AgriLife Extension Service Resolution and Adjunct Agreement
      - a. Callahan County
      - b. Taylor County
    - VI. Update Policy DC (LOCAL) - Employment Practices
    - VII. Reauthorize Superintendent's Hiring Authority for Contractual Personnel
    - VIII. 2025-2026 Professional Development Plan
    - IX. TASB Policy Update 125
    - X. 2025-2026 Staff Development Waiver
  - B. Reports
    - I. Academic Performance Report
    - II. Gift and Talented Program Update
    - III. TCASE SPED Program Audit Summary
    - IV. Efficiency Audit
- IV. Business Items Requiring Board Action

- A. Adoption of Resolution for District of Innovation
  - B. Replacement of a Sewer Line at Alcorta Elementary
  - C. Policy CV (LOCAL) Update
- V. Adjournment

**Abilene Independent School District Board Document - Agenda Item II.A**

Meeting Date: September 4, 2025

Meeting Type: Workshop Meeting

Item Type: Presentation

Future Action Required: Yes

If Yes, Month: December

Subject: 2026-2027 AISD Calendar

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Background Information:

With the beginning of a new school year comes the beginning of developing the school calendar for the 2026-2027 school year. The Board normally approves the calendar in December. Early December approval allows maximum planning time for families and staff. We will utilize a calendar planning committee with representation from every campus and several district departments to communicate with all staff. After draft calendars are prepared, a district-wide feedback survey will be conducted. The board will hear updates on the calendar process in October and November. The District-Wide Consultation Committee (DWCC) will also approve the Calendar Committee's recommendation prior to it being sent to the Board of Trustees for final approval.

Attached Supporting Documents:

Blank Calendar Template for 2026-2027

Calendar Development Timeline

Calendar Development Presentation

Fiscal Implications:

Administrative Recommendation:

None at this time. A recommended 2026-2027 calendar will be presented to the board in December of 2024.

Contact Person:

Alison Sims

Goal - 172-174 Student Days

Jul 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### Student Days

Total Student Minutes	
State Required Minutes	75600
Minute Difference	(75600)

Oct 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Key Dates

- AIISD First Day of Classes
- Last Day of AIISD Classes
- Graduation - Abilene High
- Graduation - ATEMS, Cooper High

Jan 2027						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Feb 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Mar 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Holidays

- Labor Day: 9/7/2026
- Columbus Day: 10/12/2026
- Thanksgiving: 11/26/2026
- Christmas Break: 12/12/2026 - 12/25/2026
- MLK Holiday: 1/18/2027
- President's Day (student ho): 2/15/2027
- Spring Break: TBD
- Good Friday: 3/26/2027
- Memorial Day: 5/24/2027
- Juneteenth: June 19, Observed June 18
- Independence Day: 7/4/2026, Holiday July 3

Apr 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2027						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

This proposed calendar utilizes a 445 minute school day.

Calendar Key	
{ }	Semester Grading Period Begins or Ends
	Professional Development Day
	Holidays
	Alternative Staff Development Day (AISD Closed)
	Work Day
*	Early Release Days

Teacher Days	
Days with students	
Professional Development Days	
Work Days	
Alternative Staff Development	
Total Teacher Days	_____

First Semester Days -  
Second Semester Days -

## 2026-27 AISD Calendar Development Timeline



September 4, 2025	<b>Board Workshop</b> – Overview of Calendar Development Process
September 16, 2025	<b>Calendar Development Committee Meeting</b> – Process Outline, Feedback for Draft Calendar Options, Homework – Campus Staff Feedback
September 16, 2025	<b>DWCC Meeting</b> - Process Outline, Feedback for Draft Calendar Options, Homework – Campus Staff Feedback
September 29, 2025	<b>Draft Calendar Options</b> shared with AISD Staff, Feedback to Calendar Committee and DWCC members
October 2, 2025	<b>Board Workshop</b> – Calendar Development Update
October 9, 2025	<b>Calendar Development Committee Meeting</b> – Members share campus feedback, input for final drafts for district survey
November 3-7, 2025	<b>Parent/Community Calendar Survey</b> available to AISD parents and community members through AISD website
November 3-7, 2025	<b>District-Wide Calendar Survey</b> available to all staff
December 2, 2025	<b>Joint DWCC/Calendar Development Committee Meeting</b> – Discuss results of district survey, Finalize a single recommended calendar for consideration by AISD Board of Trustees
December 4, 2025	<b>Board Workshop</b> – Calendar Development Update
December 8, 2025	<b>Regular Board Meeting</b> - Consideration of Recommended 2025-2026 AISD Academic Calendar by trustees



# 2026-2027 Academic Calendar Development

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*Presenter Name* **Process**



# **Calendar Development Process**

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*Mrs. Alison Sims*



# Calendar Development Timeline

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November 3-7, 2025	<b>Parent/Community Calendar Survey</b> available to AISD parents and community members through AISD website



## Calendar Development Timeline continued...

November 3-7, 2025	<b>District-Wide Calendar Survey</b> available to all staff
December 2, 2025	<b>Joint DWCC/Calendar Development Committee Meeting</b> – Discuss results of district survey, Finalize a single recommended calendar for consideration by AISD Board of Trustees
December 4, 2025	<b>Board Workshop</b> – Calendar Development Update
December 8, 2025	<b>Regular Board Meeting</b> - Consideration of Recommended 2025-2026 AISD Academic Calendar by trustees



## Upcoming Key Activities:

- DWCC and Calendar Committee meeting - we will work from a blank calendar to develop at least two drafts

## Next Steps:

- Calendar Committee gathers campus feedback
- Calendar Committee utilizes feedback to edit calendars for final draft

**Questions?**

**Abilene Independent School District Board Document - Agenda Item II.B.**

Meeting Date: September 4, 2025 Meeting Type: Workshop

Item Type: Information Only Presentation Future Action Required: No If Yes, Month:

Subject: Head Start Governance and ERSEA Training

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Background Information:

The Office of Head Start requires regular communication with the governing body and Parent Policy Council as well as Training and Technical Assistance. This presentation and documents serve as the yearly Shared Governance and ERSEA (Eligibility, Recruitment, Selection, Enrollment Attendance) training.

Shared governance consists of the Board of Trustees, Parent Policy Council, and the Head Start/Early Head Start Management Staff to ensure all Head Start Performance Standards, including the Head Start Act, are met. Each governing body also serve as an accountability system between The Administration of Families and Children, Office of Head Start, Abilene Independent School District and the Early Childhood Programs.

Attached Supporting Documents:

2025 Head Start Governance and ERSEA Training  
Abilene ISD Head Start Programs Eligibility, Recruitment, Selection, Enrollment and Attendance Policy

Fiscal Implications:

The Office of Head Start grants the AISD just over \$6 million to fund quality services for 521 children ages 0-5 and their families.

Contact Person:

Julie Wilson, Director for Early Childhood, ext. 3113  
Shannon Marshall, Director of Federal Programs, ext. 8264

**ABILENE ISD HEAD START PROGRAMS**  
**Eligibility, Recruitment, Selection, Enrollment, and Attendance Policy**  
**HSPS 1302 Subpart A**

I. Service and Enrollment Area

1. The service area is the City of Abilene, Tx.
2. Based on the Community Assessment the majority of eligible families live within the Abilene ISD school boundaries, and because current funding is inadequate to serve the entire service area, the enrollment area will be confined to the attendance boundaries of the Abilene Independent School District.

II. Eligibility

1. The Early Head Start program at Crockett will serve a total of 132 children and 9 pregnant women. The Head Start program at Long will serve a total of 380 children. Eligibility will be determined by applicants meeting of applicable federal regulations (see Addendum #2)
2. All staff who determine eligibility will be trained annually on applicable Federal Regulations and program policies for determination of eligibility. 1302.12 (m)
3. Staff who examine the required documents to make a determination of eligibility will sign and date the OHS approved eligibility verification form attesting to their review of the specific documents and their determination that the pregnant woman or child is eligible based upon current federal eligibility requirements.
4. Any staff who knowingly violates Federal and program eligibility determination regulations, and who enroll pregnant women and/or children that are not eligible to receive Head Start services, will be subject to disciplinary action per the approved AISD personnel policies regarding ethics violations, up to and including possible termination of employment. 1302.12 (l)

III. Recruitment

1. Annual recruitment advertising efforts will begin no later than March 15 of each year for the program year to begin in August of the same year.
2. A minimum of four pre-enrollment days will be scheduled in the spring (April, May, or June) of each year. Enrollment will resume in late July or early August if slots remain unfilled and continue throughout the program year.
3. Recruitment efforts will attempt to actively inform all families including pregnant and parenting teens, within the service area of the availability of services through PSA announcements, advertisements, flyers, newspaper ads, notices to parents, parent referrals, community, and child agency referrals, etc., as appropriate. Recruitment efforts will include efforts to target homeless and foster children as well as children with disabilities.1302.13

#### IV. Selection

1. The Head Start Programs maintain an established selection criteria that weighs the prioritization of selection of participants based on identified community needs through the community needs assessment. The selection criteria includes family income, homeless or foster status, child's age, eligible for special education or early intervention service and other relevant family or child risk factors as well as children of staff members. The prioritized selection criteria is reviewed and if necessary revised annually and then approved by the Policy Council. 1302.14 (a)(1), 1302.14(a)(6)
2. Crockett prioritizes pregnant and/or parenting teens. Non-teen parents and children will be enrolled once the waiting list of teen parent's children for a particular age group has been exhausted.
3. Long Head Start program will give prioritized points to eligible children transitioning out of Crockett. These children may begin being served at the time of their third birthday. Once enrolled in Head Start, these children will automatically be eligible for Head Start the next program year, unless there are compelling reasons for the child not to remain in the program. 1302.12(J)(1), 1302.70(d), 1302.12(J)(4)
4. Long Head Start program will prioritize children who are 4-years-of-age on or before September 1st. of the program year. This is the year before they are eligible for kindergarten by state regulations. Remaining slots will serve children who are 3-years-of-age by September 1st. of the program year. Once enrolled in Head Start, these children will automatically be eligible for Head Start the next program year, unless there are compelling reasons for the child not to remain in the program. 1302.12(J)(1), 1302.14(A)
5. To maintain full funded enrollment, Head Start slots may be shifted between the 4-year-old and the three-year old classrooms as needed to reach full funded enrollment. At no time will any three-year old class exceed 17 children nor will any 4-year old class exceed 20 children. In addition, when the waiting list of eligible 4-year-old children is exhausted, three-year old children with the most points and earliest birth dates may be enrolled in four-year-old classrooms to meet full funded enrollment. 1302.21(b)
6. Children with disabilities will fill a minimum of 10% of actual enrollment slots. Priority points for selection will be given to children with professionally diagnosed disabilities by the LEA under IDEA that are eligible for Head Start. Children that do not meet the Head Start eligibility guidelines are placed on a waiting list until all children that are determined to be eligible for Head Start are placed and a slot becomes available. Appropriateness of placement of disabled children into Head Start will be determined by the Program Director, Disability Coordinator and ERSEA Coordinator. 1302.14 (B)

7. Children with a diagnosed disability (IEP/IFSP) that are not eligible for Head Start will be placed on the bottom of the waitlist and will only be placed once the eligible children have been enrolled. Over-income children may fill a maximum of 10% of enrollment slots.
8. Eligible children will be selected for enrollment according to severity of need as determined by a prioritized point system. Every effort will be made to recruit and enroll the neediest children as early as possible so that those most in need of the program will be served. All factors (points) being equal, the earliest date and time of application are selected first. (See Addendum #1 for Prioritization Criteria)
9. Children that are not selected for enrollment because all slots are filled will be placed on a prioritized waiting list which will be maintained at all times. 1302.14(C)
10. Head Start programs maintain a long waiting list of eligible children. Over-income children will not be enrolled unless the waiting list of eligible children has been exhausted. If the waiting list of eligible children for any age group is exhausted, then children whose families' income is 100%-130% of the poverty line may be enrolled. The number of over-income children enrolled will not exceed the allowable percentage of total enrollment. 1302.12(D)(1)
11. Once all Head Start 4-year-old slots have been filled, eligible children will be served in the state pre-kindergarten program.

## V. Enrollment

1. All vacancies will be filled within 30 days. 1302.15(A)
2. As vacancies occur, children and or pregnant women with the greatest need as identified by the prioritized waiting list will be given priority for enrollment.
3. Over-income children will not be placed on the waiting list unless they have a diagnosed disability (IFSP) or the income eligible waitlist has been exhausted. Over-income children may fill a maximum of 10% of enrollment slots.
4. Community Needs Assessment has determined there are families experiencing homelessness in the area as well as children in foster care that could benefit from services. The program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care when a vacancy occurs. Reserved slots will not exceed 3% of the programs' funded enrollment slots. If the enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with federal regulations. 1302.15 (c)
5. Non eligible children will only be enrolled if the prioritized waiting list of eligible children has been exhausted. These children will be enrolled in order of greatest need as identified by the point system.

## VI. Attendance

1. Parents will sign and receive a copy of the Attendance Policy as part of the enrollment. (See Addendum #3)
2. If a child is unexpectedly absent and a parent has not contacted the program within one hour of the program start time the assigned staff member will attempt to contact the parent(s) to ensure the child's well-being and to determine the reason for the absence. These contacts will be documented daily in GoEngage. 1302.16 (a)(1)
3. On the second consecutive day no contact a student is absent the assigned staff and/or advocate will attempt to contact again. If they are unable to contact the parent the advocate will attempt to directly contact the parent by text, home, work or school visit and contacting relatives to locate the family so that they may offer support and encouragement to the family to ensure the child can attend school.
4. Appropriate family support will be implemented for children with excessive absences, including but not limited to, letters, phone calls, home visits, assistance in securing after-school childcare, transportation and education on the importance of regular attendance. (See the Family Services Plan). Attendance letters will be sent to the family at risk of being considered excessive attendance issues. 1302.16 (A)(2)
5. In cases where chronic absenteeism cannot be corrected, and where said absenteeism interferes with the child's ability to benefit from the program, the child will be withdrawn, and his/her slot will be treated as a vacancy. 1302.16(A)(3)

## VII. Suspension and Expulsion

1. Suspension of a child can only happen once all alternatives have been explored and with the approval from the program director. 1302.17(A)(2)
2. The program will prohibit or severely limit the use of suspension due to a child's behavior. Temporary suspension of a child will be used only as a last resort in extraordinary circumstances where there is a serious safety threat that can't be reduced or eliminated by the provision of reasonable modifications. Suspension must have approval of the program director. 1302.17(a)(2)
3. Children will not be expelled or unenrolled from Head Start Programs because of their behavior. All resources available will be used to help the child be successful in the classroom. These strategies can include observation in the classroom by the Education Coordinator, Mental Health Coordinator and/or academic or behavior coach resulting in strategies to support the child to be successful in the program. These strategies will be documented by the assigned staff member(s). 1302.17(b)(1)

## VIII. Policy on Fees

1. Head Start Programs will not charge, solicit, encourage, or in any way condition a child's participation upon the payment of any fee. 1302.18(a)(b)

## ABILENE ISD HEAD START PRIORITIZATION CRITERIA

Student: \_\_\_\_\_

<b>INCOME (AMOUNT IN THOUSANDS BELOW POVERTY GUIDELINES)</b>	<b>Points</b>
At or above poverty guidelines/didn't want to provided income	0
\$0-5,000 below poverty guidelines	5
\$5,001 - 8,000 below poverty guidelines	10
\$8,001 -11,000 below poverty guidelines	15
\$11,001 - 14,000 below poverty guidelines	20
\$14,001 or more below poverty guidelines	25
<b>FAMILY FACTORS</b>	
Single Parent	10
Non-Legal Guardian (Safety Plan, Voluntary Adult Caregiver)	20
Legal Guardian (Court ordered)	15
Foster (2085)	25
Teen Parent (currently in enrolled in public school & under age 20)	25
<b>OTHER FACTORS</b>	
Homeless	25
Living in shelter, motel, unsheltered	20
Doubled up with friend/ non-relative	15
Doubled up with relative	20
Unaccompanied youth	20
TANF	20
In CPS conservatorship (Foster)	25
CPS Involvement (current open case, safety plan, Voluntary Adult Caregiver)	5
Receives social service (Medicaid, SSI, WIC, Housing, SNAP)	5
Sibling in HS or EHS	5
Parent working	20
Parent is Head Start Program employee	5
Parent attending AISD School	25
Parent attending college, trade school, in job training	20
Parent(s) incarcerated	10
Parent(s) drug use	10
Family Violence	10
Transition from EHS	15
Limited English	5
<b>DISABILITIES</b>	
Child with IEP or IFSP	15

Staff Signature \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

AISD HEAD START PROGRAMS  
**GUIDELINES FOR DETERMINING ELIGIBILITY**  
(ACYF-IM-HS-04-03)  
**Addendum # 2**

Head Start will conduct all eligibility interviews in-person. **1302.12(A)(1)(i)**

Head Start staff will determine that the child meets the age requirement to participate in the Head Start Program.  
**1302.12(B)(2)(i)(ii)**

**Head Start Eligibility 1302.12 (C)**

Age appropriate children are eligible for Head Start if they (or their families are):

- **Low-Income**- gross family income before taxes is at or below the federal poverty guidelines (as published annually in the federal register). **1305.2**
- **Eligible for public assistance**- defined as participation in TANF, SSI or SNAP program, regardless of family income (**ACYF-PI-HS-99-06**).
- **Reside in foster care**, regardless of family income **1305.2**;
- **Homeless** as defined by the McKinney Vento Act **1305.2**; (**P.L.110-134**)

**Verification of Age**

Verification must include examination of any of the following:1302.12 (h)

- Certified birth certificate
- Hospital birth certificate or hospital birth facts

In the absence of such, one of the following may be accepted:

- Official Medical records
- Medicaid/CHIP documentation
- Social Security Administration Printout
- State or Federal Agency Documentation
- Passport
- Naturalization documents
- Other (documents the ERSEA committee determines appropriate)

**Teen Parent**

- In the case of an unmarried teenage girl, her own income determines her eligibility regardless of her parents' income. (**ACYF- IM-HS-02-04**)
- For enrollment in AISD Head Start “teen age” is defined as less than 20 years of age and enrolled in public school.
- When the parents of a transitioning EHS student wish to enroll their child in Head Start, the program will ensure, whenever possible, that the child receives Head Start services until eligible for kindergarten unless there is a compelling reason not to do so (i.e. a child in greater need).
- Since it is the intent of the AISD Head Start program to serve the children most in need of services, if at the time of application to Head Start or transition from EHS to HS the parent is no longer a teen or has graduated from high school, they will be considered an adult and the federal definition of “family” may be used for re-determining eligibility.**1305.2** In addition other factors such as social supports or access to resources may be used to determine if the child is still appropriate for the HS program (**ACYF-IM-02-04**). If found eligible, the applicant will be placed in the prioritized lists based upon their points.

**Family 1305.2**

All persons living in the same household who are (must meet both provisions):

- **Supported by the income of the parent(s) or guardian(s) of the child** enrolling or participating in the program.  
**AND**
- Related to the parent(s) by **blood, marriage, or adoption**.
- If additional persons are living in the home who do not meet the above requirements, they are **not** included in the count of persons in the family nor is their income counted.

**Income (1305.2; ACYF-IM-HS-05-01)**

**Income means total cash receipts before taxes from all sources** (with the exceptions noted below.)

**Income includes:**

- Wages
- Business income
- Unemployment compensation-payments
- Military income

**Income does not include:**

- capital gains;
- child support
- TANF or SSI
- any assets drawn down as withdrawals from a bank, the sale of property, a house or a car;
- or tax refunds,
- gifts,
- loans including student loans
- lump-sum inheritances,
- one-time insurance payments, or compensation for injury
- noncash benefits, such as the employer-paid or union-paid portion of health insurance or other employee fringe benefits;
- food or housing received in lieu of wages;
- the value of food and fuel produced and consumed on farms; the imputed value of rent from owner-occupied non-farm or farm housing;
- and such Federal non cash benefit programs as Medicare, Medicaid, food stamps, school lunches, and housing assistance, and
- certain disability payments made to disabled children of Vietnam veterans as prescribed by the Secretary of Veterans Affairs.
- certain military allotments including: the amount of any special pay payable under section 310 of title 37, United States Code, relating to duty subject to hostile fire or imminent danger; and the amount of basic allowance payable under section 403 of title 37, including any housing allowance. (Please see Section 645(a)(3)(ii) of the Head Start Act for the full statutory language.)

**Verification of Income 1302.12(I)**

Verification must include examination of any of the following:

- Individual Income Tax Form 1040, W-2 forms, pay stubs, pay envelopes, written statements from employers **1302.12 (1)(i)**, or documentation showing current status as recipients of public assistance. **(For Head Start the best and most accurate form of income documentation is the Form 1040)**
- “No income” can be verified by a signed statement on the “No Documentation of Income Form” which will be verified by the ERSEA Coordinator or designee. **1302.12(ii)**

**Income Time Period (ACYF-IM-HS-05-01)**

The period of time to be considered for eligibility is:

- **the twelve months** immediately preceding the month in which application or reapplication for enrollment of a child in a Head Start program is made, **or**
- **the calendar year** immediately preceding the calendar year in which the application or reapplication is made, **whichever more accurately reflects the family's current needs.**
- For Head Start qualification, verifying staff member(s) should not “project” income (i.e. take a current pay stub and multiply as it does not reflect the **last 12 months** as required) if doing so disqualifies the applicant.

**Verification of Homeless 1302.12 (I)(3)**

Families, if able, provide documentation:

- from public or private agency of their homeless status;
- Student Residency Questionnaires that have been verified by school district personnel; **1302.12(I)(3)(ii)(iii)**

**Verification of Foster 1302.12(I)(4)**

Verification must include examination of:

- Texas Department of Child Protective Services for 2085 which states the State of Texas has custody of child
- Court documentation that states the Texas Department of Child Protective Services has custody of the child.

**Verification Record must include: 1302.12(K)(2)**

- the signed/dated statement of a Head Start employee identifying the type of interview that was conducted, which documents were examined and stating that the child is eligible.
- Copies of documents used to determine the eligibility.

**Violation of Eligibility Determination Regulations: 1302.12(I)**

- All staff who determine eligibility will be trained annually on applicable Federal Regulations and program policies for determination of eligibility.
- Any staff who knowingly violates Federal and program eligibility determination regulation, and who enroll pregnant women and children that are not eligible to receive Head Start services will be subject to disciplinary action per the approved AISD personnel policies regarding ethics violations up to and including possible termination of employment.

## Long Early Learning Center; Attendance Guidelines

Head Start/Pre-k/Title 1/KLT

Initial

**All students are expected to attend school regularly and promptly.**

Upon enrollment children become subject to the compulsory attendance laws of the Texas Education Code and Board Policy FEA. Students' daily attendance is reported to the state and is part of their permanent record.

Students should be in school **every** day on time unless they are ill.

**Parents must call the school office every day that their child is absent to notify the school of the reason for the student's absence at 325-671-4594.**

**Students with an excessive number of absences, or excessive tardiness, may be withdrawn from the program per program and campus policy.**

Students can arrive at their assigned campus for bus transportation **no earlier than 7:30 A.M., and no later than 7:50 A.M.** to be transported to Long ELC.

Students being transported to Long ELC by parents or guardians can arrive **no earlier than 7:30 A.M., and no later than 8:15 A.M.**

Students arriving after the tardy bell at **8:15 A.M. must obtain a tardy pass for the student at the main office on Sherry Lane.**

**Students who arrive after 9:30 A.M. will be marked absent** unless a doctor's note is brought to document a visit to the doctor or dentist having occurred that same day.

In order to ensure students' safety, **all students must be accompanied to the school entrance by the parent or guardian. Students must be signed out of school daily with the school employee responsible for their care.**

Students must be picked up by 3:15pm.

Students will **only** be released to those that are listed on the authorized pick-up permission list, with a photo ID. **Changes to the list must be made in person at the Long ELC main office.** For safety, we do not take requests by phone.

**I understand by signing and receiving this Attendance Policy, I am agreeing to follow the Long Early Learning Center Attendance Policy.**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Crockett Early Head Start; Attendance Guidelines

CHILD'S NAME \_\_\_\_\_ TEACHER'S NAME: \_\_\_\_\_

Children learn more when they attend school regularly. Please make every effort to have your children in school each day. Please schedule routine appointments after school hours or late during the school day so your child can participate in class activities.

A child enrolled at Crockett EHS is required to attend school every day. If the child has more than ten unexcused absences in one semester, the child could be dropped from the program.

Children with an excessive number of absences, or excessive tardiness, **will be withdrawn** from the program.

A child that is unexpectedly absent and no contact has been made within one hour of class start time, the secretary will attempt to contact the parent/guardian to ensure the child's safety and well-being.

Children that have been absent for two consecutive days with no contact from parent/guardian, the Family Advocate is required to contact the parent/guardian with a home visit to review the no contact attendance referral.

All children must be accompanied into the building by the parent or guardian and must be signed in and out of school daily with the campus secretary.

Children will not be released to anyone not on the authorized pick-up permission list. Changes to the list must be made in person by the enrolling parent in the school office.

Children not on CCS must be picked up no later than 4 p.m. Children on CCS must be picked up no later than 4:30 p.m.

Parents must call the school secretary before 8:30 a.m. every day the child is absent or tardy.

Students should arrive no earlier than 7:30 a.m., and no later than 8:15 a.m.

Children/parents arriving at school before 7:30 must wait in their vehicles or outside of the building.

**Children arriving between 8:30 – 9:00 are required to take their child to the café to eat breakfast. When the child is finished eating, the parent will take the child to class.**

*I have read and hereby acknowledge the attendance policy of the Abilene ISD Early Head Start Program:*

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date



# **Board of Trustees Workshop**

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9.4.25



# **Head Start Governance & ERSEA Training**

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*Julie Wilson*

*Director of Early Childhood Programs*



# Head Start Shared Governance Model



# Overarching Board Responsibilities



**Legal & Fiscal Responsibility**  
(including safeguarding federal funds & ensuring internal controls)



**Assure active, independent, & informed governance**



**Participate in the development, planning & evaluation of HS programs**



**Ensure compliance with Federal, State and local laws**



# Head Start Specific Responsibilities

1. Approve all **financial management**, accounting and reporting policies, and compliance with fiscal regulations
2. Review and **approve all funding applications** and major amendments to applications
3. Select **service area** and any delegate agencies
4. Review results from **monitoring activities**, including appropriate **follow-up activities**
5. Evaluate **program results and effectiveness**

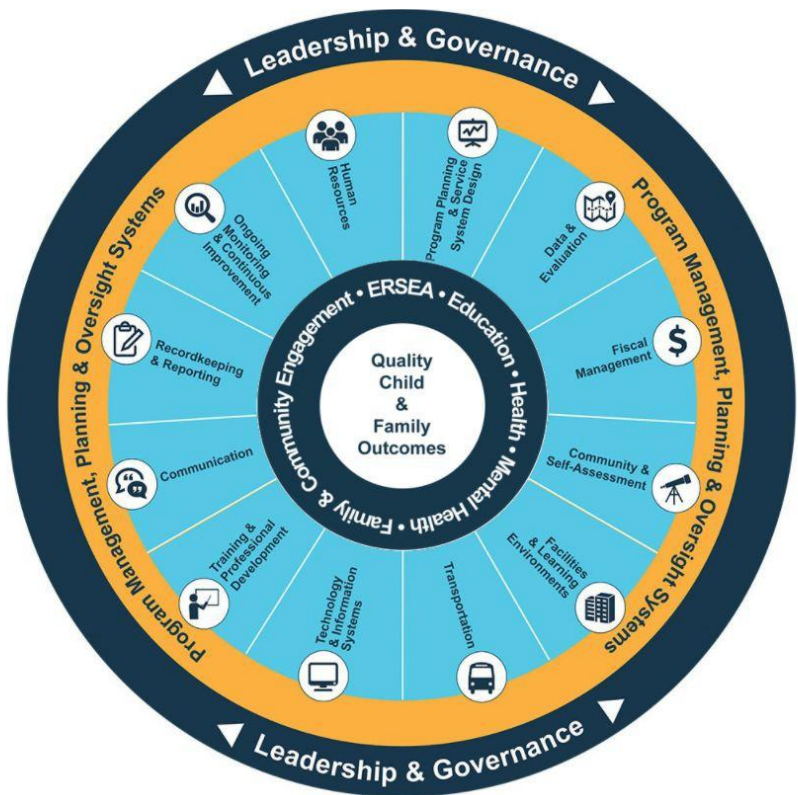


6. Review and **approve all major policies**
7. Develop procedures for **election of the Parent Policy Council**
8. Establish procedures and **criteria for recruitment, selection and enrollment of children (ERSEA)**
9. Establish written **standards of conduct**
10. Establish formal procedures for addressing and resolving any **conflicts of interest, complaints and investigations**

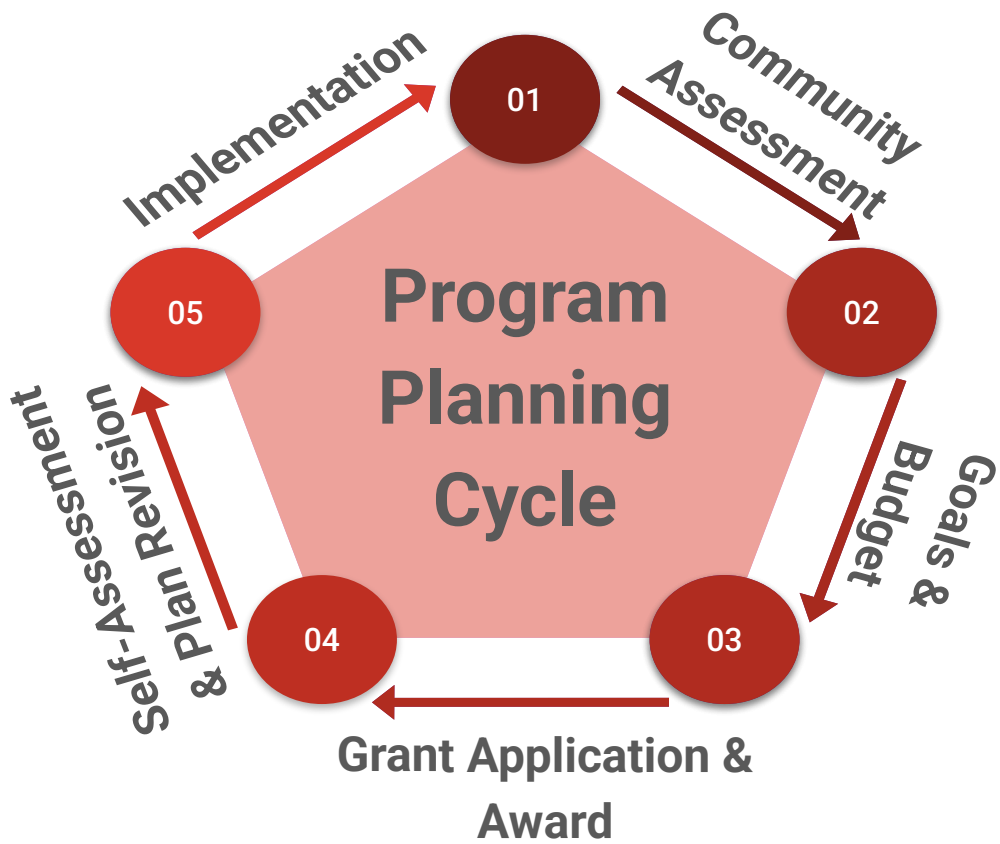


# Head Start Program Basics

- Community Needs Assessment (CNA)
- Programmatic decisions made from CNA
- Planning cycle
- Head Start Systems
- Program Performance Standards



# Head Start Systems



# Related Resources

[Head Start Act](#) describes and legislates how Head Start programs must be operated and governed, including -

- roles and responsibilities of each leadership entity
- relationship between governing body and program leadership team

[Head Start Program Performance Standards](#) complement the Head Start Act and include specific guidance for -

- budgeting and capital expenditures
- key legal and fiscal responsibilities
- program operations
- fiscal and administrative requirements

[Head Start Leadership and Governance Training: Values, Regulations, and Skills](#) provides self-paced online training for anyone wanting to learn more about Head Start programs



# Head Start Eligibility (45 CFR 1320.12 (m))

*ERSEA*

E→ Eligibility

R→ Recruitment

S→ Selection

E→ Enrollment

A→ Attendance



**The ERSEA plan assures enrollment of eligible children and families and compliance with federal regulations.**





# Written ERSEA Policies and Procedures

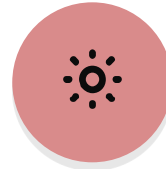
- The Program must maintain **written ERSEA plans that are approved by the Policy Council and the Governing Board.**
- The **ERSEA plan** is used to establish and document the program's policies for each portion of the Eligibility, Recruitment, Selection, Enrollment, and Attendance process.
- Plans include an addendum, **“Guidelines for Determining Eligibility,”** describing what information is collected and how it is obtained.
- Plans and procedures are **reviewed annually** after completion of the Community Assessment to determine if any changes are needed.
- Plans must be **re-approved any time a change is made.**
- Plans include the **penalties for violation** of the regulations for anyone who intentionally enrolls ineligible families.

# Eligibility Requirements

Head Start: 3+ years on or before Sep 1  
Early HS: Pregnant woman or infant/toddler < 3 yrs



**ECONOMICALLY DISADVANTAGED**  
at or below federal poverty line



**PUBLIC ASSISTANCE**  
SNAP, TANF or SSI



**HOMELESS**  
based off of SRQ



**FOSTER CARE**  
currently in a state conservatorship



**OTHER LOW INCOME**  
Up to 35% between 100-130% of poverty level



**OVER INCOME**  
Up to 10%



# Verifying Income

## The program must:

- Use all family income from the relevant period (using the federal definition of *family*).
- Use tax forms, pay stubs, written statements from employers or other proof of income to verify income eligibility.
- Retain copies of any documents, statements or declarations necessary to document eligibility.
- State the family income and family size.
- State whether the child or pregnant woman meet the income eligibility requirements and/or other eligibility criteria.



# Verifying If No Income

**If the family has no income, staff may take a written statement affirming the family has no income, and -**

- Must make documented efforts to verify income,
- Explain how the family's income was calculated; or seek information from a third party with family consent.



# Categorical Eligibility

## Must be verified by:

- Court order
- Government issued legal document
- Written statement from homeless provider (Homeless Liaison in AISD)
- Other documents

# QUESTIONS?

**Abilene Independent School District Board Document - Agenda Item II.C.**

Meeting Date: Thursday, September 4, 2025

Meeting Type: Board Workshop

Item Type: Presentation

Future Action Required: No

If Yes, Month: N/A

Subject: School Health Advisory Council (SHAC) Annual Report

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Background Information:

The Abilene ISD School Health Advisory Council met in accordance with state requirements and Board policy during the 2024-2025 school year. This item serves as their annual report to the Board. Accompanying staff recommendations are included.

Attached Supporting Documents:

School Health Advisory Council (SHAC) Annual Report Slide Deck  
SHAC Annual Letter to Superintendent

Fiscal Implications:

None

Administrative Recommendation:

Approval of 2025-2026 SHAC member recommendations

Contact Person:

[Angela.Valentine@abileneisd.org](mailto:Angela.Valentine@abileneisd.org), Director of Health Services, ext. 7840.



**School Health Advisory  
Council (SHAC) Annual Report**

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*Angela Valentine, RN  
Director of Health Services*



# 2024-2025 Meeting Summary

September 30, 2024

Introductions of Members, Review of SHAC Responsibilities and 2023-2024 Report  
Elected Co-Chairs and Secretary, Discussed Topics of Future Meetings

November 18, 2024

Vaping and Drug Awareness Prevention Education  
Human Trafficking Education/Awareness

February 24, 2025

District Wellness Policy Annual Review; Food and Nutrition Service Updates Update;  
Update on Communicable Diseases (Measles Outbreak)

April 28, 2025

District Safety/Firearm Safety Education;  
Health and Sexual Wellness Program Update



## SHAC Recommendations

Distributing gun storage and safety information district wide to parents more prominently than on the District webpage.

Increasing parent education opportunities related to firearm safety.

Review and update human sexuality curriculum that is presented to 7th grade students. Current program was created in 2007 and purchased by AISD in 2011.



# 2025-2026 SHAC Member Recommendations

Name	AISD Employee	AISD Parent/Grandparent	School
Barbarick, Tali	Yes	Yes	AHS
Brokaw, Kristi	No	Yes	Taylor, Craig, AHS
Chavana, Olga	No	Yes	Madison, CHS
Garner, Tyrone	No	Yes	Madison, CHS
Kinslow, Tara	No	No	
Lafunte, Lyana Barrera	Yes	Yes	Alcorta, CFI
McCutchen, Chrystal	No	Yes	Craig
Roberts, Mary	Yes	No	
Roth, Megan	No	Yes	Madison
Smith, Karli	No	Yes	Bowie
Valentine, Angela	Yes	No	



Questions?





August 27, 2025

Dear Dr. Kuhn,

As the district designee supporting the Abilene ISD School Health Advisory Council (SHAC) this year, I am submitting a report of meetings and the recommendations of the 2024-2025 SHAC members. Megan Roth and myself served as Co-Chairs and Karli Smith served as Secretary.

The SHAC met in the Alta Vista Room at One AISD from 6:00-7:00 PM on the following dates to learn about and discuss topics pertaining to the health and wellness of the students of Abilene ISD:

September 30, 2024

Welcome and Introductions of Membership  
SHAC Responsibilities and Election of Co-Chairs

November 18, 2024

Presentation from Alison Camp on Vaping, Drug Awareness and Prevention  
Presentation from Tina Fleet-McGuire on Human Trafficking Education and Awareness

February 24, 2025

Presentation from Kandace Grenwelge and Mary Roberts regarding Annual Evaluation of the District Wellness Policy and Food and Nutrition Service Update  
Update from Angela Valentine regarding Communicable Diseases and Measles Outbreak Information

April 28, 2025

Presentation from Tony Lassetter regarding District Safety and Firearm Safety Education  
Presentation from Jason Barber on District Health and Sexual Wellness Programming

The SHAC members enjoyed learning about each of the Departments that presented and thought it was a good representation of the health related elements that are included in educating our students. The SHAC recommendations for the Board going forward are to:

1. Expand distribution of gun storage and safety information to parents district wide in ways other than only being posted on the AISD Webpage.
2. Update curriculum used in the 7th Grade Health and Sexual Wellness Program—currently the materials being used from Baylor, Scott & White were developed in 2007 and have been used in AISD since 2011. AISD has adopted a new health curriculum that has a sexual health and wellness component in it. The SHAC would like to explore using this updated curriculum starting in 2026-2027 after reviewing it in 2025-2026 meetings.
3. Continue to support and recommend the annual participation of Student Nutrition staff in the National Conference, which gives them the opportunity to advocate for policies which serve our students' nutritional health.
4. Continue to advocate for unstructured recess time for all Elementary students and to ensure that recess is not taken away as a form of punishment for any student.

The Abilene ISD SHAC continues to serve as a recommendation body centered on district health and wellness. The SHAC focuses on the whole child model while keeping community values at the center of its recommendations. Members of the SHAC will continue to focus on current concerns in the community such as student health, safety, and social emotional learning.

Please know that I am available to answer questions and assist in providing further information to the Abilene ISD Board of Trustees.

Respectfully submitted,

Angela Valentine BSN, RN  
Director of Health Services

**Abilene Independent School District Board Document - Agenda Item**

Meeting Date: Thursday, September 4, 2025

Meeting Type: Workshop

Item Type: Report Only

Future Action Required: No

If Yes, Month: N/A

Subject: 2025 Communications Department Report

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Background Information:

The Communications Department is proud to serve Abilene ISD students, families, staff, and schools in support of the district's fourth strategic priority:

- Tell the AISD story of being a school district of choice that provides unparalleled opportunities for all students, staff, and parents.

We support this priority by accomplishing key communications, public relations, community engagement, and marketing goals each year.

This report will introduce the Board to current Communications personnel and provide a high-level overview of highlights in this area from the previous calendar year.

Attached Supporting Documents:

- Presentation: 2025 Communications Department Report

Fiscal Implications: None

Administrative Recommendation: N/A, report item only

Contact Person: Dr. Jordan Ziemer, Executive Director of Communications



# **Communications Department Report**

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*Dr. Jordan Ziemer  
Executive Director of Communications*

# Our Team



**Dr. Jordan Ziemer**  
Executive Director of  
Communications



**Kaitlin Paonessa**  
Assistant Director of  
Communications



**Randy Cluck**  
Media Production Specialist



**Truman Young**  
Digital Media Specialist



**Olivia Shelburne**  
Communications Secretary



**Terry Hall**  
Digital Media Specialist

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“Together, we will go above and beyond to serve every member of the AISD community with care, creativity, and purpose.”

# Core Responsibilities

**Strategic Priority #4:** Tell the AISD story of being a district of choice that provides unparalleled opportunities for students, staff, and families.



## Communications

Strategic executive, internal, external & safety communications



## Public Relations

Media relations, public information requests, storytelling, strategic initiatives



## Community Engagement

Volunteer program, partnerships, surveys, civic engagement



## Marketing

Brand management, strategic campaign development, video production, graphic design & photography

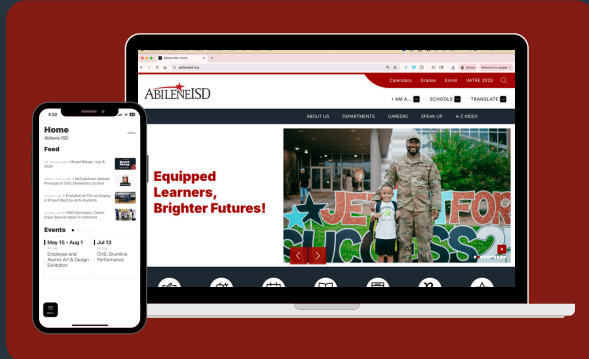
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# Our Impact



## AI SD Live

Live event production for athletics, fine arts, and academic events with student interns



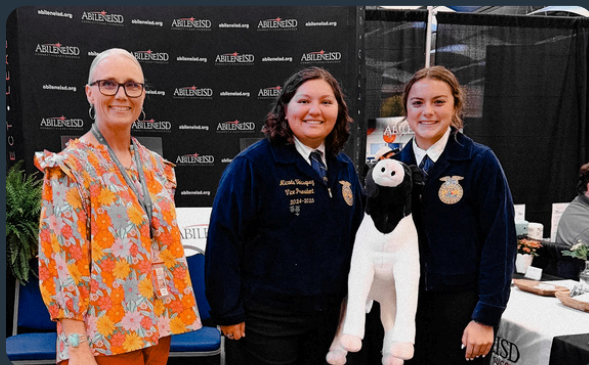
## Digital Media

Website & app management, social media, video & photography production



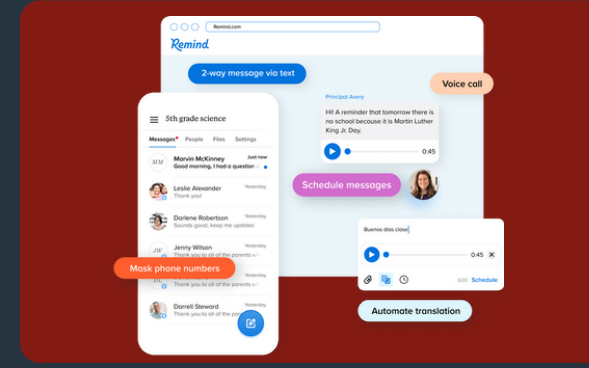
## Event Planning & Recognitions

Convocation, Retiree Luncheon, Service Awards, Employee Awards



## Community Engagement

Volunteer program support, community partner MOUs, civic partnerships



## Family Communication Support

Administration of Remind and Thrillshare for school-to-parent messaging



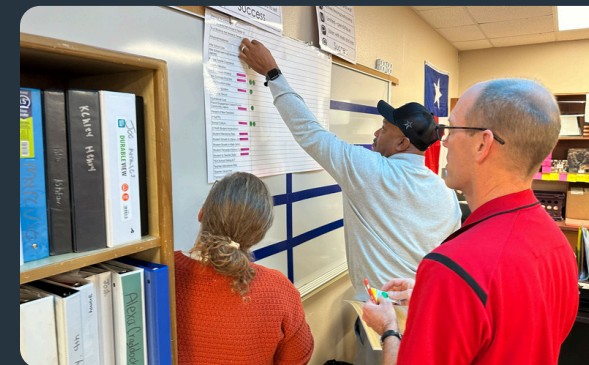
## Marketing Campaigns

Design of professional campaigns and collateral for district & campus use



## Safety & Crisis Communications

Districtwide notifications, safety reporting tools & messages



## Strategic Initiatives

Support for districtwide priorities and innovation efforts

# Website Redesign



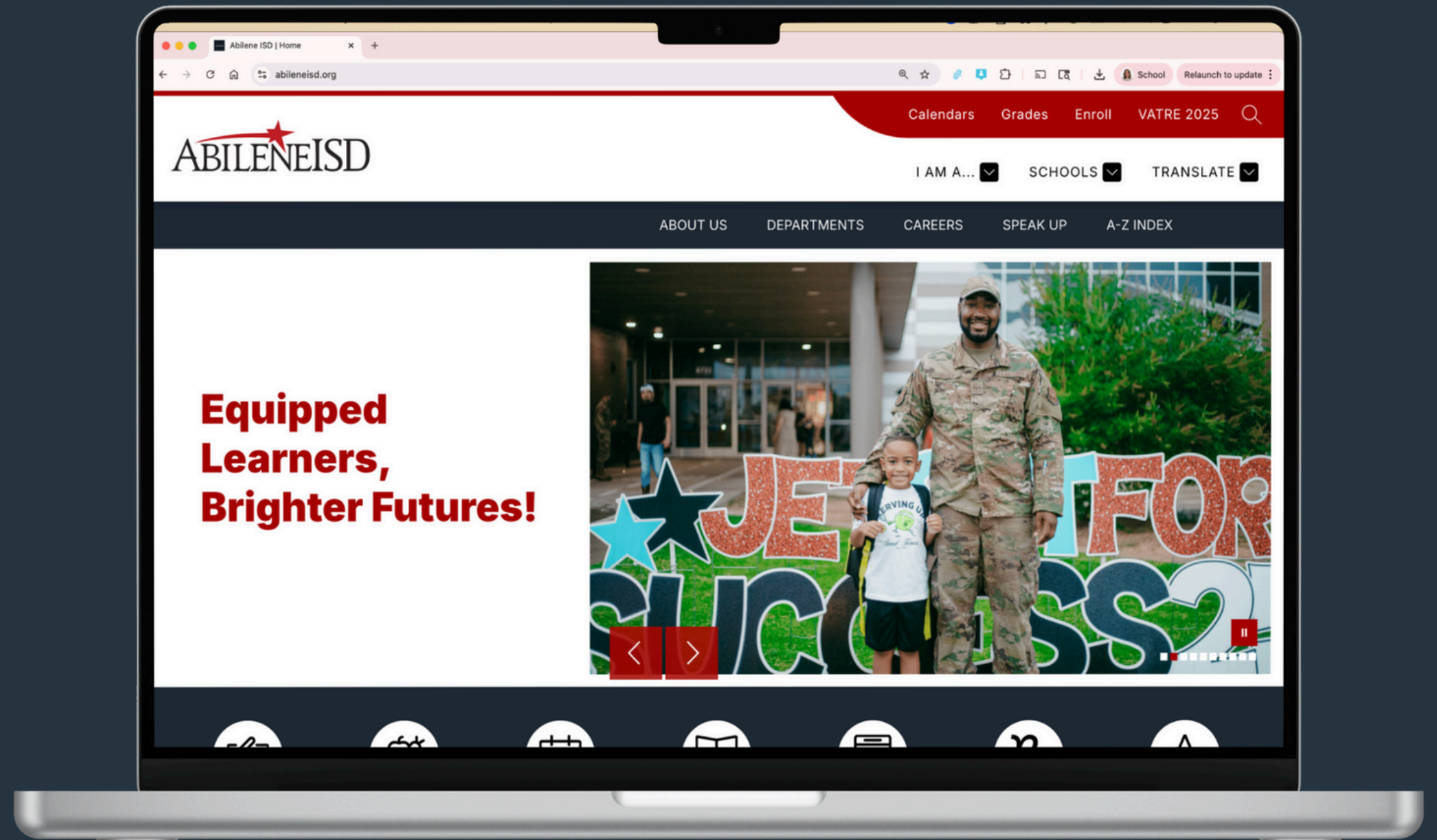
**Redesigned** district & campus websites



**New** mobile app



**2 million** website views last year



# Brand Development



## Ad Building Updates

Reception screens & window wrap, directory box, conference room refresh



## Marketing Materials

District Snapshot, Dyess Families Flyer, Academic Calendar



## Coming Soon!

Exterior window wraps, meeting room visual upgrades, event materials



Building **Brighter** Futures!

# Building Brighter Futures

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**2.7k** webpage views

**20k** announcement video views

**21.6%** announcement email open rate

**Innovation Announcements:**

Elementary STEM programs,  
Campus Circles, TEA Grant Funding

# Enrollment & Registration



**NEW** enrollment marketing materials  
(billboards, yard signs, flyers, posters, digital ads)



**Redesigned** web user experience



Inaugural **district enrollment event**



# Budget Blueprint & VATRE



Launch of **enduring** financial education campaign



**8k+** website events on launch day



**VATRE plan:** Microsite, internal & external messaging, 45+ meetings scheduled so far



# BUDGET BLUEPRINT

ABILENE INDEPENDENT SCHOOL DISTRICT



# VATRE 25

ABILENE INDEPENDENT SCHOOL DISTRICT

# Employee Awards



**299** nominations submitted this spring



**18** Employees honored



**\$1,800** in total gifts donated by First Financial Bank



# Media Production



**3** new video series

**Kuhn on the Move**  
8 episodes, 116k views

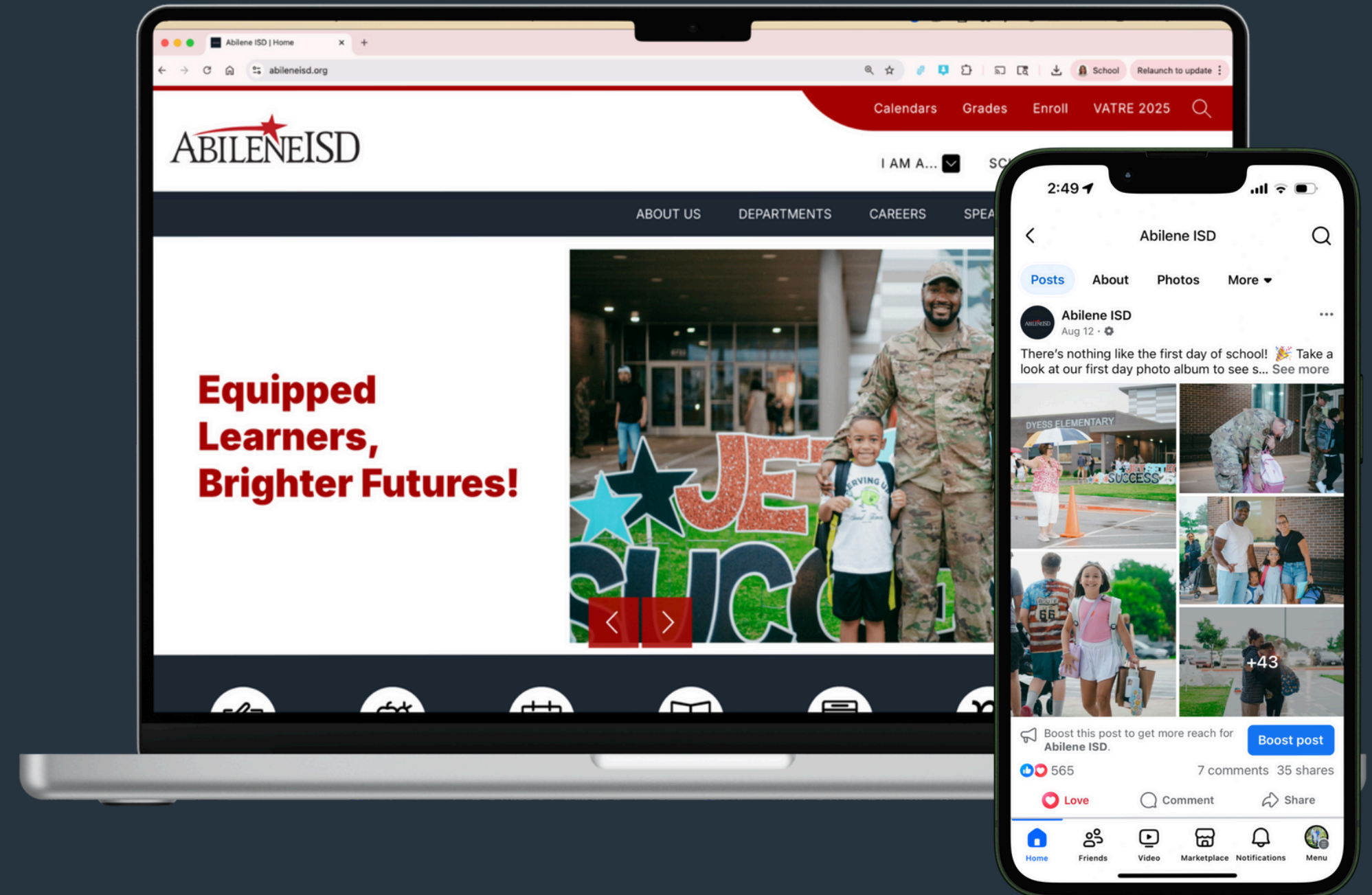
**Teaching Minute**  
8 episodes, 77k views

**Vibe Check**  
2 episodes, 25k views



**Expanded** photography services

First Day of School Photo Album:  
**64k** views  
**18k** engagements



# AISSD **LIVE**

## Internship Program



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First fully student-led  
football broadcast in 2024



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First senior practicum  
graduate in 2025



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Serving multiple  
practicum students  
in 2025-26



**Thank  
You!**

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