

Abilene Independent School District

241 Pine Street • Abilene, Texas 79601 • (325) 677-1444

Summer 2021

To Secondary Principals:

As a friendly reminder, below is an explanation of which budgets to use in regards to Fine Arts departments. Let me know if you have questions. Please share this with campus secretaries.

1. Instrument Repair – these POs and payment will be made by the Fine Arts department.
2. Supplies – these items will remain on the campus budget.
3. Contracted Services – marching band drill/music, choir guest clinician, etc. will be on campus budget except for district-wide events. Piano tuning will be handled by the Fine Arts department. Fine Arts department covers the pit orchestra for the high school musical.
4. Fixed Assets – instruments, kilns, pottery wheels, light boards, sound mixer board, etc. will continue to be paid through the Fine Arts department budget. Larger items not considered a supply item. Things that can be depreciated.
5. Convention Travel for Teachers – will be approved by the campus principal and Fine Arts director. Payment and paperwork will go through the Fine Arts department.
6. Student Travel – football games for band, spirit, etc. will include meal money and transportation. This will come from the campus budget. It is my understanding that busing will not subtract from the campus budget.
7. Post-District Travel – playoff football games or other sports where cheer is involved, fine arts student travel after a first round barrier is passed, or similar will be paid by the post-district account managed by the Fine Arts department. This will include transportation requests. Teachers should continue to complete the student absence list at the campus level to ensure you know when and where your students/teachers are.
8. Entry fees – campus pays for the first-round entry fees for any competition. All Region Choir, Speech Team, UIL Academics which includes One Act Play, etc. If the group or individual advances, the Fine Arts department will manage the fees from the post-district account.
9. Field Trips – like art trips to the Grace or other museums will be paid by the campus (bus). The Fine Arts department often pays entry fees on an annual basis for museums like the Grace or reciprocal agreements that allow for free entrance to plays or museums. However, the individual art, choir, theater budget should cover entry fees if they exist on a field trip.
10. Transportation – busing or district vehicle requests are still made at the campus level if it is dealing with a Field Trip, first round of competition, or district football games. Any post-district transportation should go through the Fine Arts Department or the Athletic Department.

Sincerely,



Jay Lester
Executive Director of Fine Arts
Abilene ISD