

Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

July 18, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve External Support/Booster Organizations Approval for 2022-23 year for the following groups: River Ridge Elementary PTO, Taylor Mill Elementary PTA, Dixie Heights Band Boosters, Simon Kenton Dugout Club, Scott High Student Activities Boosters, Ryland Heights PTO, Beechgrove PTA, Pioneer Wrestling Boosters, Dixie Athletic Boosters, and Colonels Club PTO.

APPLICABLE BOARD POLICY:

Policy 04.312 School Activity Funds

HISTORY/BACKGROUND:

Each year the Superintendent shall report to the Board when booster organizations have been informed of the requirements from the Accounting Procedures for Kentucky School Activity Funds. External Support/Booster Organizations are adult/parent organizations established to promote school programs or compliment student groups or activities, (i.e. PTA, PTO, Booster Organizations, etc). An External Support/Booster Organization's purpose may be to support a student group or program at a particular school or programs at various schools. Even though an External Support/Booster Organization works very closely with the District, it is a separate entity and is responsible for adherence to IRS guidelines and Title IX regulations. All organization listed have completed the required paperwork and has been reviewed by district designee.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Approval to External Support/Booster Organizations for 2022-23 year for the following groups: River Ridge Elementary PTO, Taylor Mill Elementary PTA, Dixie Heights Band Boosters, Simon Kenton Dugout Club, Scott High Student Activities Boosters, Ryland Heights PTO, Beechgrove PTA, Pioneer Wrestling Boosters, Dixie Athletic Boosters, and Colonels Club PTO.

CONTACT PERSON:

Matt Wilhoite


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-2023 SCHOOL: River Ridge Elementary

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: River Ridge Elementary PTO

APPLIED FOR BY: Amber Bovard

The following documents are required and must be attached prior to the Board reviewing application:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Written By-Laws | <input checked="" type="checkbox"/> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (See Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence \$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: Fifth Third Bank #74198435

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 61-1384281

STATES SALES TAX-EXEMPT #: B26942 (Must be different for school/district #)

CHARITABLE GAMING LICENSE: EXE0000289

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President Amber Bovard Vice-President Julie Ben

Bookkeeper N/A Secretary Valerie Busby

Treasurer Amber Sipple (KCS D employees ineligible to serve)

Principal [Signature]

Superintendent/Designee M. Millate

Board Meeting Date 8/1/22

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-2023 SCHOOL: Taylor Mill Elementary

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Taylor Mill Elementary PTA

APPLIED FOR BY: Kindal Ware, TME PTA Vice President

The following documents are required and must be attached prior to the Board reviewing application:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Written By-Laws | <input type="checkbox"/> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (See Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence
\$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: Fifth-Third 0056480154

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 61-1147676

STATES SALES TAX-EXEMPT #: 5110 (Must be different for school/district #)

CHARITABLE GAMING LICENSE: Y/N

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President	<u>[Signature]</u>	Vice-President	<u>[Signature]</u>
Membership	<u>[Signature]</u>	Secretary	<u>[Signature]</u>
Treasurer	_____	(KCS D employees ineligible to serve)	
Principal	<u>[Signature]</u>		

Superintendent/Designee [Signature]

Board Meeting Date 8/1/22

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-2023 SCHOOL: DIXIE HEIGHTS HS

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: DHHS BAND BOOSTERS, INC.

APPLIED FOR BY: SARAH SHANBLIN

The following documents are required and must be attached prior to the Board reviewing application:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Written By-Laws | <input checked="" type="checkbox"/> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (Sec Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence \$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: FIFTH THIRD #7922643841

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 82-4376546

STATES SALES TAX-EXEMPT #: B-000171390 (Must be different for school/district #)

CHARITABLE GAMING LICENSE: EXE0002650

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President Sean Murray Vice-President Chloe Summers

Bookkeeper Kelly Johnson Secretary Anie M. Wells

Treasurer Stephen D. Keimlich (KCSD employees ineligible to serve)

Principal JM

Superintendent/Designee Muillate

Board Meeting Date 8/1/22

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022 - 2023 SCHOOL: SIMON KENTON HIGH SCHOOL

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: SIMON KENTON DUGOUT CLUB

APPLIED FOR BY: Todd Schreiber

The following documents are required and must be attached prior to the Board reviewing application:

- Written By-Laws Copy of Treasurers Bond (required if annual budget exceeds \$19,999)
- Annual Budget List of Officers
- Signed Agreement Affidavit signed by all Officers (See Below)
- Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence, \$5,000 med expense coverage per person, KCBB as additional insured)

NAME OF BANK AND ACCOUNT #: FIFTH THIRD BANK - 7461465545

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 45-4936452

STATES SALES TAX-EXEMPT #: N/A (Must be different for school/district #)

CHARITABLE GAMING LICENSE: Y/N N

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President Melinda Lawrence Vice-President Angie Whittington
Bookkeeper _____ Secretary Diane O'Malley
Treasurer Todd Schreiber (KCSU employees ineligible to serve)
Principal [Signature]

Superintendent/Designee Muelate Board Meeting Date 8/11/22

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-23 SCHOOL: **SCOTT HIGH SCHOOL**

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: **Scott High Student Activities Boosters**

APPLIED FOR BY: **Blaine Edmonds, President**

The following documents are required and must be attached prior to the Board reviewing application:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Written By-Laws | <input checked="" type="checkbox"/> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (See Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence
\$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: Fifth Third 7933677135

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 85-0863621

STATES SALES TAX-EXEMPT #: 26053528001800 (Must be different for school/district #)

CHARITABLE GAMING LICENSE: Y(N)

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds. "Redbook"

President <u>[Signature]</u>	Vice-President <u>[Signature]</u>
Concession Lead / Bookkeeper <u>[Signature]</u>	Secretary <u>[Signature]</u>
Treasurer <u>[Signature]</u>	(KCS D employees ineligible to serve)
Principal <u>[Signature]</u>	
Superintendent/Designee <u>M. Wilata</u>	Board Meeting Date <u>8/1/22</u>

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-2023 SCHOOL: Byland Heights Elementary

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Byland Heights PTO

APPLIED FOR BY: Amy Cottengim

The following documents are required and must be attached prior to the Board reviewing application:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Written By-Laws | <input checked="" type="checkbox"/> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (See Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence \$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: 5/3 7901251754

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 45-1305178

STATES SALES TAX-EXEMPT #: B26562 (Must be different for school/district #)

CHARITABLE GAMING LICENSE: Y/N N

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President Brendy Moore Vice-President [Signature]

Bookkeeper _____ Secretary _____

Treasurer Amy Cottengim (KCS D employees ineligible to serve)

Principal [Signature]

Superintendent/Designee Mwillate

Board Meeting Date 8/1/22

KENTON COUNTY SCHOOL DISTRICT EXTERNAL SUPPORT GROUP APPLICATION

SCHOOL YEAR: 2022-2023

Official Name of External Support/Booster Organization: Bedouin PTA
Approval Applied for by: Jessica Burkholder

The following documents are required and must be attached prior to the board reviewing your application:

- Written by-laws
- Copy of Treasurers' Bond (required only if annual budget exceeds \$19,999.99)
- List of Officers (Employees of KCSA are ineligible to be Treasurer.)
- Proof of Liability Coverage \$1,000,000 Gen Liability per occurrence - \$2,000,000 Gen Liability aggregate
\$5,000 med expense coverage per person - KC Board of ED as additional insured
- Annual Budget
- Signed Affidavit that all Officers of the group have read and agree to follow the *Accounting Procedures for Kentucky School Activity Funds*. (Located at the bottom of this form.)

(Required) Bank Account - Name of Bank: Huntington Bank

(Required) Federal Employer Identification Number (FEI) 41-1156570

State Sales Tax-Exempt Number: _____ Please attach 501C3 tax exempt letter to this application
(External support groups are not permitted to use the school/district's Ky. sales tax exempt number)

Does the organization have a charitable gaming license? Y/N Y

What gradelevels/clubs/sports will this group support? PreK - 5th Grades
FRC, BSM Training

By signing below, each officer acknowledge that they have read and will follow the 2013 Accounting Procedures for School Activity Funds.

Signature Jessica Burkholder President
Signature _____ Vice President
Signature [Signature] Treasurer
Signature [Signature] Secretary
Signature _____ Bookkeeper

Principal's Signature [Signature]
If group supports more than one school ALL principals need to sign

Superintendent/Designee [Signature] Board Meeting Date: 8/1/22

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-2023 SCHOOL: Simon Kenton

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Pioneer Wrestling Boosters

APPLIED FOR BY: Jon Morgan

The following documents are required and must be attached prior to the Board reviewing application:

- Written By-Laws N/A Copy of Treasurers Bond (required if annual budget exceeds \$19,999)
- Annual Budget List of Officers
- Signed Agreement Affidavit signed by all Officers (See Below)
- Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence
\$5,000 med expense coverage per person, KCBE as additional insured)

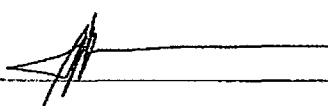
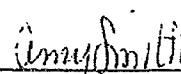
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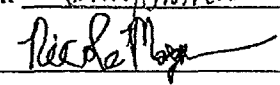
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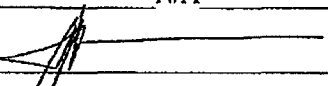
STATES SALES TAX-EXEMPT #: B25719 (Must be different for school/district #)

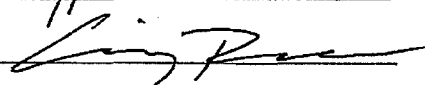
CHARITABLE GAMING LICENSE: Y/N N

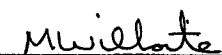
By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President  Vice-President 

Bookkeeper N/A Secretary 

Treasurer  (KCS D employees ineligible to serve)

Principal 

Superintendent/Designee  Board Meeting Date 8/1/22

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022/23 SCHOOL: Dixie

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Dixie Athletic Boosters

APPLIED FOR BY: Terese Catchen

The following documents are required and must be attached prior to the Board reviewing application:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Written By-Laws | <input checked="" type="checkbox"/> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (See Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence \$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: Huntington

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 611043412

STATES SALES TAX-EXEMPT #: B 23528 (Must be different for school/district #)

CHARITABLE GAMING LICENSE YN _____

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President Terese Catchen Vice-President OPEN

Bookkeeper Jan Doby Secretary Jennifer Kopp

Treasurer [Signature] (KCS D employees ineligible to serve)

Principal [Signature]

Superintendent/Designee Mwillata

Board Meeting Date 8/1/22

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-23 SCHOOL: Dixie

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Colonels Club PTO

APPLIED FOR BY: A. Krieger

The following documents are required and must be attached prior to the Board reviewing application:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Written By-Laws | <u>N/A</u> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (See Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence \$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: Fifth Third

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 20-1527314

STATES SALES TAX-EXEMPT #: B23390 (Must be different for school/district #)

CHARITABLE GAMING LICENSE: Y/N No

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President Allison Krieger Vice-President Tiffany Woelfel

Bookkeeper Ami C. Steynor Secretary Blair Reister

Treasurer Christy Sully (KCSD employees ineligible to serve)

Principal [Signature]

Superintendent/Designee [Signature]

Board Meeting Date 8/1/22