



FLOYD COUNTY BOARD OF EDUCATION  
Anna Whitaker Shepherd, Superintendent  
442 KY RT 550  
Eastern, KY 41622  
Telephone (606) 886-2354 Fax (606) 886-4550  
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Linda C. Gearheart, Board Chair - District 1  
William Newsome, Jr., Vice-Chair - District 3  
Dr. Chandra Varis, Member - District 2  
Keith Smallwood, Member - District 4  
Steve Stone, Member - District 5

**Consent Agenda Item (Action Item):**

Approve the establishment of a Parent-Teacher Organization at James D. Adams Middle School, pending certificate of Liability Insurance.

**Applicable State or Regulations:**

KRS 160.160: Powers and Duties of the Local Board of Education

**Fiscal/Budgetary Impact:**

The creation of a Parent-Teacher Organization would be of no cost to the school. All funds will be generated through fundraising and held in a separate bank account associated directly with the PTO. All guidelines outlined in Redbook will be upheld and followed.

**History/Background:**

Through reflection and collaboration with parents and other community stakeholders, it has been determined that there is a need for a Parent-Teacher Organization (PTO) at James D. Adams Middle School to bridge the gap and increase parent/guardian engagement while working towards enhancing the educational opportunities provided to all students. This PTO would be ran by a group of elected officers (President, Vice President, Treasurer, Secretary & Media Coordinator) representative of the parental body as outlined in bylaws, pending board approval.

**Recommended Action:**

Approve the establishment of a Parent-Teacher Organization at James D. Adams Middle School as presented.

**Contact Person(s):** Kim Hicks (606) 416-0827, Jenn Kopecky (606) 206-0569

Charles E. Lowe  
Principal

Kathy Shepherd  
Director

Anna W. Shepherd  
Superintendent

**Date:** August 15, 2023

**Application and Agreement for Use of District Property**

***NOTE: Please complete this form in duplicate and submit both copies to the Central Office designee for approval. If the application is approved, one (1) copy of the signed agreement will be returned to the using organization along with a contract prepared by the Board attorney. The contract shall be signed by the designated representative of the using organization and returned to the Central Office designee. If the application is not approved, both copies will be returned.***

Name of Sponsoring Organization/Activity <u>AMS PTO</u>		Telephone <u>(606) 886 2671</u>
Representative's Name <u>Kim Hicks / Maliss Harvey</u>		
Address <u>2520 S. Lake Drive Prestonsburg, Ky 41653</u>		
The above organization/individual requests the use of:		
<input type="checkbox"/> auditorium <input checked="" type="checkbox"/> gymnasium <input checked="" type="checkbox"/> dining room/kitchen <input type="checkbox"/> stadium <input checked="" type="checkbox"/> classroom(s) _____ <input type="checkbox"/> other, specify _____		
Is the organization planning to use District-owned equipment? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
If yes, specify equipment _____ Operator's Name _____		
Is the organization planning to conduct sales on school premises? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, give a complete description of what is being sold and how the proceeds will be used. <u>Various items &amp; Activities throughout the school year</u>		
Building/school/facility <u>James D. Adams Middle School</u>		
Purpose <u>PTO hosted events / fundraisers</u>		
Date(s) requested <u>As needed</u>		Time(s) Requested <u>As needed</u>
Will public be admitted?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Will advertisement(s) be used?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Will admission be charged?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

When using school facilities, this organization agrees to observe the following:

1. To schedule with the building Principal the time(s) District property is to be used. It is understood that the Superintendent/designee may cancel the use of the room or building at any time such use interferes with regular school activities.
2. To be legally responsible for any and all damage to individuals and school equipment, building(s), grounds, or facilities, resulting from use by the organization. To this end, the organization will procure sufficient liability insurance to indemnify the Board, school officers and employees for any injuries or property damage which might occur during the organization's use of the facilities. This insurance shall contain limits of \$1,000,000 for bodily injury and \$10,000 for property damage. A copy of the organization's insurance certificate shall be filed with the Board prior to the date the organization uses the building. The Board shall require the renting organization to assume all liability for injury to individuals by reason of the lease of Board property and that the organization indemnify and save harmless the Board from any loss or damage thereby.
3. To provide appropriate equipment for the use of District property. When gymnasiums are used, the organization agrees to permit on the gym floor only those persons wearing shoes that will not mark the floor.
4. To abide by the requirements of Board Policies 05.3 and 05.31 (see attached). Disregard of the rules and regulations governing the use of the school buildings, equipment and facilities shall result in the refusal of the Board to grant the offending organization further use.
5. To acknowledge that approval of this request does not signify District sponsorship, endorsement or approval of your organization or the activity.

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**FEE SCHEDULE**

The organization agrees to pay the applicable fee(s) for the use of District facilities.

	# of Employees Required	# of Hours	Hourly Rate (Overtime at 1.5 times)	Total
Custodians	0			0
Food Service Employees	0			0
Supervisory Personnel	3			0
Other _____				
<b>TOTAL PERSONNEL CHARGE</b>				0

Property Used	Facility/ Equipment Fee	Personnel Cost, if applicable	Insurance cost, if applicable	Total Cost for Facility Use
Gymnasium at <u>AMS</u> school	0	0		0
Auditorium at _____ school	—	—		—
Cafeteria - <input checked="" type="checkbox"/> Dining Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Both at <u>AMS</u> school	0	0		0
Classroom(s) Number _____ at <u>AMS</u> school	0	0		0
Stadium at _____ school	—	—		—
Other Property at <u>AMS</u> school	0	0		0

*Melvin S. [Signature]*  
Signature - Representative of User Group

9-15-23  
Date

\_\_\_\_\_  
Signature - Superintendent/designee

\_\_\_\_\_  
Date

IN THE EVENT SCHOOL IS CLOSED DUE TO WEATHER CONDITIONS, ALL SCHEDULED ACTIVITIES, WITH THE EXCEPTION OF DINNER MEETINGS, WILL BE CANCELED AND OPPORTUNITY TO RESCHEDULE OR REFUND RENTAL FEE(S) WILL BE MADE.

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**For Office Use Only - To be Completed by School Official**

Cost for use of District property \$ \_\_\_\_\_ Cost for school employee \$ \_\_\_\_\_ Total cost \$ \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Is deposit refundable?  Yes  No

Date Deposit Received \_\_\_\_\_ Balance Due \$ \_\_\_\_\_

Board employee(s) assigned: \_\_\_\_\_

Board Action Date, if applicable \_\_\_\_\_ Board Order # \_\_\_\_\_

Review/Revised:9/29/11