



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

Issue Paper

DATE:

August 14, 2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve External Support/Booster Organizations Approval for 2024-25 school year for the following groups: Ryland PTO, Twenhofel PTSA, Taylor Mill Elementary PTA, Simon Kenton Dugout Club, RC Hinsdale Elementary PTA, Kenton Elementary PTO, TurkeyFoot Middle School Indians Club, Woodland Middle School Band and Chorus Boosters, River Ridge Elementary PTO, Scott Eagles Club, Dixie Athletic Boosters, Caywood Elementary PTA, and Ft. Wright Elementary PTA.

APPLICABLE BOARD 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 support and promote school programs or compliment student groups or activities, (i.e. PTA, PTO, Booster Organizations, etc). External Support/Booster Organization's work very closely with the District but they are a separate entity and are responsible for adherence to IRS guidelines and Title IX regulations. All organizations listed have completed the required paperwork and have been reviewed by district designee.

FISCAL/BUDGETARY IMPACT:

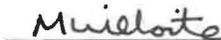
None

RECOMMENDATION:

Approval to External Support/Booster Organizations for 2024-25 school year for the following groups: Ryland PTO, Twenhofel PTSA, Taylor Mill Elementary PTA, Simon Kenton Dugout Club, RC Hinsdale Elementary PTA, Kenton Elementary PTO, TurkeyFoot Middle School Indians Club, Woodland Middle School Band and Chorus Boosters, River Ridge Elementary PTO, Scott Eagles Club, Dixie Athletic Boosters, Caywood Elementary PTA, and Ft. Wright Elementary PTA.

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.

Booster/External Support Group Application

SCHOOL YEAR: 2024-2025 SCHOOL: Byland Heights Elementary

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: PTO (Parent Teacher Org)

APPLIED FOR BY: Nikki Cottengim

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, KCBE as additional insured)

NAME OF BANK 5/3 AND ACCOUNT #: 7901251756

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 65-1305178

STATE SALES TAX EXEMPT # B265162 (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 Nikki Cottengim Vice-President Miyette Evans

Bookkeeper _____ Secretary Sam Lucas

Treasurer Andrea York (KCS D employees ineligible to serve)

Principal [Signature]

Superintendent/Designee M. Willate Board Meeting Date 9/9/24

Annam Raines - Volunteer Coord.
Key Hauder - Fundraising Co.

STUDENTS

09.33 AP.2

Booster/External Support Group Application

SCHOOL YEAR: 2024-2025

SCHOOL: Twenhofel Middle School

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Twenhofel PTSA

APPLIED FOR BY: Kristen McKinley

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)

NAME OF BANK Heritage Bank AND ACCOUNT #: 307914

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 61-1156957

STATE SALES TAX EXEMPT # _____ (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 [Signature]

Vice-President [Signature]

Bookkeeper [Signature]

Secretary [Signature]

Treasurer [Signature]

(KCSD employees ineligible to serve)

Principal [Signature]

Superintendent/Designee M. White

Board Meeting Date 9/9/24

**KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application**

SCHOOL YEAR: 2024-2025 SCHOOL: Taylor Mill Elementary
NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Taylor Mill Elementary PTA
APPLIED FOR BY: Shanel Dean

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 0056A80154
FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 61-1147676
STATES SALES TAX-EXEMPT #: 61-1147676 (Must be different for school/district #)
CHARITABLE GAMING LICENSE: Y/N N/A

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 Shanel Dean Membership Vice-President Kill We
VP Fundraising Chelsie Donald Secretary Roni Thompson
Bookkeeper
Treasurer J Hare (KCS D employees ineligible to serve)
Principal Cecile Holloway

Superintendent/Designee M Willote Board Meeting Date 9/9/24

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KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2024-2025 SCHOOL: SIMON KENTON HIGH SCHOOL

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

APPLIED FOR BY: [Signature]

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)

NAME OF BANK AND ACCOUNT #: 7481465545

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 45-4936452

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

CHARITABLE GAMING LICENSE: Y/N 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 [Signature] Vice-President [Signature]
Bookkeeper _____ Secretary [Signature]
Treasurer [Signature] (KCS D employees ineligible to serve)
Principal [Signature]

Superintendent/Designee M. Willette

Board Meeting Date 9/9/24

Booster/External Support Group Application

SCHOOL YEAR: 2024-2025

SCHOOL: Kenton Elementary School

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Kenton Elementary PTO

APPLIED FOR BY: Laura Mohr

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, KCBE as additional insured)

NAME OF BANK L+N Credit Union AND ACCOUNT #: 13013200009921

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 93-3506851

STATE SALES TAX EXEMPT # A14300 (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 [Signature] Vice-President Jennifer Laker
 of Appreciation
 Vice President of [Signature] Secretary Megan Hunter
 Bookkeeper [Signature]
 Events
 Treasurer [Signature] (KCS D employees ineligible to serve)
 Vice president of [Signature] Vice president of Rachel Sauer
 Principal [Signature] Volunteer Coordination
 Yearbook
 Superintendent/Designee M Willate Board Meeting Date 9/9/24

Principal: Mindy Corman

Booster/External Support Group Application

SCHOOL YEAR: 2024 - 2025 SCHOOL: TURKEY FOOT MIDDLE

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: INDIANS CLUB

APPLIED FOR BY: SPACEY CAMMACK

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, KCBE as additional insured)

NAME OF BANK US BANK AND ACCOUNT #: 145811128712

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 20-1621400

STATE SALES TAX EXEMPT # 1327313 (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 Camack Vice-President _____

Bookkeeper _____ Secretary Jessica Schlemmer

Treasurer Chris Padgett (KCS D employees ineligible to serve)

Principal Mohamud

Superintendent/Designee M. Willote Board Meeting Date 9/9/24

Booster/External Support Group Application

SCHOOL YEAR: 2024-2025 SCHOOL: Woodland Middle School

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Band and Chorus Boosters

APPLIED FOR BY: Rachel Fausz

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

- Written By-Laws
- Annual Budget
- Signed Agreement
- 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)
- N/A Copy of Treasurers Bond (required if annual budget exceeds \$19,999)
- List of Officers
- Affidavit signed by all Officers (See Below)

NAME OF BANK Fifth Third Bank AND ACCOUNT #: 7930254276

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 84-2911086

STATE SALES TAX EXEMPT # 815881 (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 Rachel Fausz Vice-President Rachel Fausz

Bookkeeper _____ Secretary J. Bert

Treasurer Ally (KCSD employees ineligible to serve)

Principal Ryan R. Burton

Superintendent/Designee Mwillate Board Meeting Date 9/9/24

KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2024-2025 **SCHOOL:** RIVER RIDGE ELEMENTARY

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: RIVER RIDGE ELEMENTARY PTO

APPLIED FOR BY: SARAH LITTLEFIELD, 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 BANK

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 74198435

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

CHARITABLE GAMING LICENSE: Y/N 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 *Sarah Littlefield* Vice-President Mikka Benzinger Julie Bernier

Bookkeeper N/A Secretary Morgan Hopper

Treasurer Liz Fossett (KCSD employees ineligible to serve)

Principal *Michelle Ewald*

Superintendent/Designee *Tina Wastma*

Board Meeting Date 9/9/24

Booster/External Support Group Application

SCHOOL YEAR: 2024-2025 SCHOOL: Scott High School
NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Scott Eagle Club
APPLIED FOR BY: BKline Edmonds

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

- Written By-Laws
- Annual Budget
- Signed Agreement
- Copy of Treasurers Bond (required if annual budget exceeds \$19,999)
- List of Officers
- 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)

NAME OF BANK US Bank AND ACCOUNT #: 1-458-1722-8490

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 85-0863621

STATE SALES TAX EXEMPT # B-000172332 (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 BKline Vice-President Miranda May
Bookkeeper Aria Wallace Secretary _____

^{Concessionaire} Treasurer John Okude (KCSD employees ineligible to serve)

^{Legal} Principal [Signature]

Superintendent/Designee M. White Board Meeting Date 9/9/24

KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2024/2025 SCHOOL: Dixie Heights HS.
NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Dixie Athletic Boosters
APPLIED FOR BY: Teresa 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 #: B23528 (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 Teresa Catchen Vice-President Open
Bookkeeper Open Secretary Janifer Kopp
Treasurer Jimmey Weiss (KCSO employees ineligible to serve)
Principal [Signature]
Superintendent/Designee mwelate Board Meeting Date 9/9/24

Booster/External Support Group Application

SCHOOL YEAR: 2024-2025 SCHOOL: James A Caywood

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Caywood PTA

APPLIED FOR BY: Erin Kraft

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

- Written By-Laws
- Annual Budget
- Signed Agreement
- 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)
- Copy of Treasurers Bond (required if annual budget exceeds \$19,999)
- List of Officers
- Affidavit signed by all Officers (See Below)

NAME OF BANK 5/3 Bank AND ACCOUNT #: _____

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 61-0461750

STATE SALES TAX EXEMPT # 61157192 (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 Erin Kraft Vice-President _____

Bookkeeper Brian Weber Secretary Rebecca Burson

Treasurer Matthew Hagle (KCS D employees ineligible to serve)

Principal Erin Mott

Superintendent/Designee M. Willota Board Meeting Date 9/9/24

KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2024-2025 SCHOOL: Ft Wright Elementary

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: FT Wright PTA

APPLIED FOR BY: Courtney Smith

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 #: Cinfed 107426

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 61114-76

STATES SALES TAX-EXEMPT #: 40190 (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 Courtney Smith Vice-President Stephanie Strickland
Bookkeeper Kim Delaney Secretary Wendy
Treasurer Michelle (KCSD employees ineligible to serve)
Principal Sarah Achel

Superintendent/Designee M. Wilcox

Board Meeting Date 9/9/24