



# Fayette County Public Schools

## Executive Summary Fayette County Public Schools Board Meeting Agenda Item

**MEETING:** Planning

**DATE:** 8/4/2025

**TOPIC:** Creation of a booster club for Paul Laurence Dunbar Orchestra.

**PREPARED BY:** James McMillin

**Recommended Action on:**  
Informational Item

**Superintendent Prior Approval:** No

**Recommendation/Motion:** A recommendation has been made to create a booster club for Paul Laurence Dunbar Orchestra.

**Background/Rationale:** Creation of a booster club will provide additional support for the Dunbar orchestra.

**Strategic Priority:**

- ☒ Student Achievement    ☒ Unity, Belonging & Student Efficacy
- ☐ Highly Effective, Culturally Responsive Workforce
- ☒ Outreach & Engagement    ☐ Organizational Health & Effectiveness

**Data Considerations:** N/A

**Policy:** 09.33 AP.2 Booster Club Agreement

**Fiscal Impact:** N/A

**Attachments(s):** PLD Orchestra Boosters

**Booster Club Agreement**

This Agreement is entered into by and between the Fayette County Board of Education (hereafter referred to as "Board") and an entity known as Paul Laurence Dunbar Orchestra Boosters (hereafter referred to as the "Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Booster Club may operate and associate with students, teachers, coaches and school administrators at Paul Laurence Dunbar School.

**TERMS AND CONDITIONS**

1. The Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Fayette County Public Schools. In addition, the Booster Club acknowledges that the Board has control and management of all school funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290). All such fees charged to students and/or parents related to students must have prior approval by the Board.
2. The Booster Club acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. §§ 1681-1687, et seq.) by Paul Laurence Dunbar School and the Board. Likewise, any athletic Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of Paul Laurence Dunbar School and the Board must verify that the school complies with Title IX (702 KAR 007:065, Section 2[13]). Accordingly, any Booster Club agrees to provide all information requested by Paul Laurence Dunbar School, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. All Booster Clubs further agree to refrain from engaging in any activity which, in the opinion of the Principal or athletic director of Paul Laurence Dunbar School, District Athletic Director or the Superintendent of the Fayette County Public Schools, adversely affect the school's or the Board's ability to comply with Title IX.
3. The Booster Club shall, on or before September 15 of each year, designate a representative for purposes of communicating with and providing true and accurate information to the Board and Paul Laurence Dunbar School.
4. Upon request of the Principal or athletic director of Paul Laurence Dunbar School, District Athletic Director or upon request of the Superintendent of the Fayette County Public Schools, the Booster Club shall make available a full and complete list of its members.
5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting), and all other relevant statutes and regulations, the Booster Club shall, upon the request of the Principal or athletic director of Paul Laurence Dunbar School, or upon the request of the Superintendent or Board of the Fayette County Public Schools, provide a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended. In addition, if requested to do so, the Booster Club shall also provide financial records, certified by the Booster Club president as true and accurate, concerning its activities.

STUDENTS

09.33 AP.2  
(CONTINUED)

**Booster Club Agreement**

6. On or before September 15 of each year, the Booster Club shall advise the Principal and athletic director (if applicable) of Paul Laurence Dunbar School of all fund raising activities planned for the upcoming year. To the extent the Booster Club seeks to engage in additional fund raising activities, it shall give at least 14 days notice of the intended activity.

7. The Principal and athletic director of Paul Laurence Dunbar School and the District Athletic Director and Superintendent and Board of the Fayette County Public Schools expressly reserve the right to reject any fund raising activity for athletic Booster Clubs for any reason. The Principal of Paul Laurence Dunbar School and the Superintendent, or Superintendent designee, and Board of the Fayette County Public Schools expressly reserve the right to reject any fund raising activity for any other Booster Clubs for any reason. The Booster Club agrees that it shall not engage in any fund raising activity which has not been approved or which has been rejected by the Principal or athletic director of Paul Laurence Dunbar School or the Superintendent or Superintendent designee or Board of the Fayette County Public Schools.

8. By executing this document through its designated representative, all members, officers and representatives of the Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Booster Club represents and agrees that he/she will provide a copy of this Agreement to all members of the Booster Club.

\*\* \*\* \*

I hereby acknowledge that I am a representative of the Paul Laurence Dunbar Orchestra Booster Club and that I am authorized to act on its behalf. I further agree that this Booster Club and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the Principal and athletic director (if applicable) of Paul Laurence Dunbar School and to the Superintendent of the Fayette County Public Schools any violation or breach of this agreement.

Paul Laurence Dunbar Orchestra Boosters  
(Name of Booster Club)

BY: Shelley Ayoub

TITLE: Treasurer

STATE OF KENTUCKY  
COUNTY OF FAYETTE

Subscribed and sworn to before me on this 20<sup>th</sup> day of May, 2025, by  
Shelley Ayoub

Jean H. Hixson  
NOTARY PUBLIC

My commission expires: 10/28/20

Review/Revised: 7/24/2017





DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

Date of this notice: 05-20-2025

Employer Identification Number:  
39-2240377

Form: SS-4

Number of this notice: CP 575 E

PAUL LAURENCE DUNBAR ORCHESTRA  
BOOSTERS  
% SHELLEY G AYOUB  
2300 BARNWELL LN  
LEXINGTON, KY 40513

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

#### WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 39-2240377. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search [www.irs.gov](http://www.irs.gov) for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit [www.irs.gov/charities](http://www.irs.gov/charities).

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.
- \* Provide future officers of your organization with a copy of this notice.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

CP 575 E (Rev. 7-2007)

CP 575 E

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DATE OF THIS NOTICE: 05-20-2025  
EMPLOYER IDENTIFICATION NUMBER: 39-2240377  
FORM: SS-4 NOBOD

PAUL LAURENCE DUNBAR ORCHESTRA  
BOOSTERS  
% SHELLEY G AYOGB  
2300 BARNWELL LN  
LEXINGTON, KY 40513

**BOOSTER GROUP OFFICER INFORMATION**

Year:	2025-2026	FEIN#	39-2240377
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Please fill in the name, address and phone number of all newly elected or returning officers of your booster group. Please send this information as soon as your officers have been elected, deadline for having this information to the school principal is September 1st or within the first thirty days of the first transaction of the organization. You should keep a copy for the Booster Group records as well.

Name of Group Paul Laurence Dunbar Orchestra Boosters, Inc.

Name of School and Principal Paul Laurence Dunbar High School

School Address 1600 Man O' War Blvd  
Lexington, KY 40513

Name of Organization Paul Laurence Dunbar Orchestra Boosters

Organization President Nikki Reichert

Address 2224 Mangrove Dr. Lexington, KY 40513

Phone (859) 619-9247 E-mail nberrong@qx.net

Name of Vice President Cynthia Kito

Address 3310 Brookhill Circle Lexington, KY 40502

Phone (303) 641-0787 E-mail kitocynthia@gmail.com

Name of Secretary Emily Diehl

Address 1073 Chasewood Way Lexington, KY 40513

Phone (732) 421-7400 E-mail emily.a.diehl@gmail.com

Name of Treasurer Shelley Ayoob

Address 2300 Barnwell Lane Lexington, KY 40513

Phone (859) 576-4280 E-mail shelleyayoob73@gmail.com

If your organization President changes any time during the year, please notify the Principal at once.

**\*\* Please attach a copy of your External Support Organization's proof of liability insurance coverage. \*\***

## **BYLAWS OF THE PAUL LAURENCE DUNBAR ORCHESTRA BOOSTERS ORGANIZATION**

**ARTICLE I: NAME** The name of this organization shall be the Paul Laurence Dunbar Orchestra Boosters (hereafter referred to as "Boosters").

**ARTICLE II: PURPOSE** The purpose of Boosters is to support and enhance the orchestra program of Paul Laurence Dunbar through volunteer service, fundraising, and community engagement. Boosters operates exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

### **ARTICLE III: MEMBERSHIP**

Section 1. Eligibility: Membership is open to all parents or guardians of students enrolled in the orchestra program, alumni parents, and other community members who support the mission of Boosters.

Section 2. Dues: No dues shall be collected per FCPS Redbook rules.

### **ARTICLE IV: MEETINGS**

Section 1. General Meetings: General membership meetings shall be held at least one (1) time per year. Dates will be determined by the Executive Board and announced in advance.

Section 2. Special Meetings: Special meetings may be called by the President, a majority of the Executive Board, or by petition of at least ten (10) members.

Section 3. Quorum: A quorum for any general meeting shall consist of at least ten (10) members, including a majority of the Executive Board.

### **ARTICLE V: EXECUTIVE BOARD**

Section 1. Composition: The Executive Board shall consist of appointed or elected officers: President, Vice President, Secretary, and Treasurer. Committee Chairs such as Fundraising Chair, Events Chair, and Volunteer Chair will be appointed as needed and considered members of the Executive Board.

Section 2. Authority: The Executive Board shall have general supervision of the affairs of Boosters, set meeting agendas, prepare the annual budget, and make recommendations to the membership.

Section 3. Meetings: The Executive Board shall meet monthly or as needed. A simple majority shall constitute a quorum.

Section 4. Voting: Each officer shall have one vote. Decisions shall be made by majority vote.

## **ARTICLE VI: OFFICERS AND DUTIES**

Section 1. Officers The officers of the Orchestra Boosters Organization shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Fundraising Chair, as needed
- Events Chair, as needed
- Volunteer Chair, as needed

Section 2. Term of Office: Each officer shall serve a term of one (1) year, beginning July 1 and ending June 30, or until a successor is elected or appointed. Officers may serve multiple consecutive terms if duly elected.

Section 3. General Duties: All officers shall:

- Attend regular and special meetings of the Organization
- Perform duties prescribed in these Bylaws and by the parliamentary authority adopted by the Organization
- Deliver to their successors all official materials within thirty (30) days of the end of their term

Section 4. Duties of Officers:

### **A. President**

- Preside at all meetings of Boosters and the Executive Board
- Serve as the official representative of Boosters to the school and community and act as a liaison between Boosters and orchestra director and administration
- Prepare meeting agendas in consultation with the orchestra director and Executive Board and ensure timely communication
- Oversee the activities and duties of all officers and committees
- Ensure compliance with school policies and booster bylaws
- Facilitate annual planning and goal-setting



#### B. Vice President

- Assist the President and perform the duties of the President in their absence
- Oversee specific initiatives or projects as assigned by the President or Executive Board
- Coordinate with committee chairs and assist with organizational initiatives
- Assume the office of President if the position becomes vacant mid-term and prepare to transition into the President role in future years
- Help coordinate communication among officers and members

#### C. Secretary

- Record and distribute minutes for all meetings of Boosters and Executive Board
- Maintain all official documents, including bylaws, rosters, and meeting records
- Handle general correspondence and maintain communication among members and Executive Board
- Keep accurate attendance records of meetings and events
- Assist with written correspondence when needed

#### D. Treasurer

- Be custodian of all funds of Boosters
- Maintain accurate and complete financial records
- Receive and deposit all monies in a timely manner
- Disburse funds as approved by the Executive Board or general membership
- Prepare monthly financial reports and an annual financial summary
- Present budgets for approval and track budget-to-actuals
- Ensure compliance with applicable tax and reporting requirements

#### E. Fundraising Chair

- Assist the director in planning and overseeing all fundraising activities for Boosters
- Present fundraising plans for approval by the Executive Board
- Develop and maintain a calendar of fundraising events as needed

- Coordinate with the Treasurer to track income and expenses related to fundraisers
- Promote fundraising events and encourage participation from members and the community

#### F. Events Chair

- Plan and coordinate all booster-sponsored events including concerts, banquets, receptions, and trips
- Work closely with the orchestra director and other officers to determine event needs
- Arrange logistics such as venues, supplies, hospitality, and timelines
- Collaborate with the Volunteer Chair to staff events appropriately

#### G. Volunteer Chair

- Recruit, schedule, and manage volunteers for concerts, fundraisers, events, and trips
- Maintain a current list of volunteers and their interests or availability
- Communicate volunteer opportunities using approved tools or platforms
- Coordinate with school administration to ensure volunteer compliance with district policies

Section 5. Vacancies: A vacancy in any office shall be filled by appointment by the Executive Board, subject to ratification by the general membership at the next regular meeting.

Section 6. Removal from Office: An officer may be removed from office for failure to perform duties, misconduct, or violation of bylaws by a two-thirds vote of the Executive Board, provided that the officer in question has been given at least ten (10) days written notice and an opportunity to respond.

### **ARTICLE VII: COMMITTEES**

Section 1. Standing and Ad Hoc Committees: Committees may be established by the Executive Board as needed to carry out the work of the Organization.

Section 2. Committee Chairs: Chairs of standing committees shall be appointed by the President with approval of the Executive Board and shall report to the board as requested.

### **ARTICLE VIII: FINANCES**

Section 1. Fiscal Year: The fiscal year shall begin on July 1 and end on June 30.

Section 2. Budget: An annual budget shall be prepared by the Executive Board and approved by a majority of the general membership.

Section 3. Expenditures: Expenditures outside the approved budget must be authorized by the Executive Board and ratified by the membership.

Section 4. Audits: An audit of the financial records shall be conducted annually by a committee of members not currently serving as Treasurer.

**ARTICLE IX: PARLIAMENTARY AUTHORITY** Robert's Rules of Order, Newly Revised shall govern Boosters in all cases in which they are applicable and not inconsistent with these bylaws.

**ARTICLE X: AMENDMENTS** These bylaws may be amended at any general meeting of the Organization by a two-thirds vote of those present, provided that the amendment has been submitted in writing and notice has been given at least ten (10) days prior to the meeting.

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*Adopted on July 1, 2025*