

Prospective A.B. Chandler Elementary Parent Teacher Organization

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Henderson County Board of Education
1805 Second St
Henderson, KY 42420

Dear Board Members,

1. At a meeting in May 2025, A.B. Chandler Elementary Parent Teacher Association (PTA) Officers/Members voted to take steps necessary to establish a Parent Teacher Organization (PTO) to replace the PTA currently in place. Per the Kentucky Department of Education Accounting Procedures for Kentucky School Activity Funds "Red Book", district school board approval is required to establish this organization (Red Book, page 25). This letter seeks to receive that approval.

2. A.B. Chandler currently has a PTA in place; however, meeting attendance is very low and rarely meets Kentucky State PTA (KyPTA) quorum requirements. The PTA President contacted KyPTA last spring concerning this issue and was offered the possibility of reducing our quorum requirements from ten to five members so that we may conduct business. PTA asked in March 2025 that this be put in place and has received no confirmation of said reduction. In fact, PTA has repeatedly (at least five times) asked KyPTA of the status. They have never responded. The (lack of) support from KyPTA is one of the reasons for establishing a PTO and dissolving the PTA.

3. The plan of action is as follows. Of note, there are no legal or ethical barriers that prevent a PTA and a PTO from operating at the same time (*PTO Today*).

a. Receive school board approval to establish a PTO per the Red Book

b. Vote within the current PTA on how to spend the remaining funds. PTAs are non-profit organizations that can donate money to other non-profit organizations (IRS).

c. Establish officers (already established by PTA vote) and bylaws

d. Incorporate the PTO through the state (KRS 273.247) using board approval as basis for requesting incorporation. This occurs through filing Articles of Incorporation and filing a Form NAI with the Secretary of State.

e. Incorporating the PTO through the state then allows the PTO to establish an EIN (IRS Form SS-4).

f. Having an EIN then allows the PTO to file for 501(c)(3) tax-exempt status (Form 1023-EZ) and establish a bank account for the PTO.

g. Once these items are established, the PTO will be able to receive funds from the PTA, if so voted. This would then allow the PTO to purchase insurance and begin fully operating as an organization for the benefit of the children at A.B. Chandler Elementary.

h. At that point, the PTA officers/members would hold a vote to dissolve the PTA. A 2/3 majority of membership vote is required to dissolve the PTA per KyPTA rules.

4. Our prospective organization is respectfully requesting district board approval for establishment of the A.B. Chandler Parent Teacher Organization.

Sincerely yours,

Lidi Kusley
Lindsay Bingham
Heather Toom
Sarah Hawks
Frances Tompkins
Deanna Vandiver
