

Darrell Treece, Superintendent
1204 Greensburg Street
Columbia, KY 42728
Phone: 270-384-2476
Fax: 270-384-5841

March 18, 2005

Ms. Brigid DeVries, Commissioner
Kentucky High School Athletic Association
2280 Executive Drive
Lexington, KY 40505

Dear Ms. DeVries:

We appreciate the efforts of the KHSAA on behalf of the student athletes of our county and state. We certainly want to do everything possible to be fair and equitable with all students in Adair County. We are struggling to overcome budget issues that have severely impacted not only athletics but also our academic and other extra-curricular programs. We are addressing the issues and file the following report for your approval:

Item # 6 of the KHSAA Title IX Re-Visit Audit Report dated February 14, 2005 states: "The two major deficiencies observed in the Adair County High School athletic program are the failure to provide equitable amenities at the softball field and the lack of a school plan for monitoring school booster clubs' spending."

Item # 7 recommended that "on or before March 20, 2005, school personnel are to submit a letter containing the projected date for the installation of lights at the school's softball field." To that end the following actions have been taken to date to address this deficiency:

1. At the February 17, 2005 meeting of the Adair County Board of Education a motion was approved (minutes attached) to submit a BG-1 form to the Kentucky Department of Education for softball field lights at Adair County High for Title IX compliance.
2. In a letter from the Division of Facilities (copy enclosed) dated March 7, 2005 the request was denied because the district does not have sufficient funds.
3. On March 9, 2005, the Board Chairman, Mike Harris, and the Superintendent, Darrell Treece, met in Frankfort with Mark Ryles, Director of the Department of Facilities Management, to discuss what other options we might have for available funds to complete this project.

MIKE HARRIS
Chairman

GREG WILLIS
Vice-Chairman

FLOYD BURTON
Member

MARSHA WALKER
Member

CHRIS WATTS
Member

4. On March 11, 2005 a revised BG-1 form was submitted (copy enclosed) requesting to use accumulated interest from a construction fund to complete this project.
5. On March 15, 2005, Mark Ryles gave his verbal agreement for the BG-1 form. He will route it to Kyna Koch with the Division of Finance. However, she is out of the office this week and official approval will not occur before next week.
6. At the March 17, 2005 meeting of the Adair County Board of Education approval was given to advertise for bids for the softball field lights subject to final approval of the Kentucky Department of Education.
7. It is unlikely that the process can be completed prior to the May 1, 2005 deadline in the Title IX Report. Every effort will be made to complete this by that date or as soon as possible. That date will be shared with you immediately after it is determined as well as the date the project is actually completed.

Item # 8 recommended that "on or before March 20, 2005, school personnel are to submit a letter describing " how the school administration monitors its booster clubs in relation to the equitable benefits for athletes at the school." To that end the following actions have been taken to correct this deficiency:

1. At the March 17, 2005 meeting of the Adair County Board of Education, Board Policy # 04.312 School Activity Funds and Board Policy # 09.33 Fund Raising Activities were amended to include guidelines for Booster Clubs/Organizations. (Copies enclosed)
2. A Booster Club Agreement (copy enclosed) was approved for use.

Other recommendations included in the report are being addressed and will be reported in the April 15, 2005 annual submittal to the KHSAA as requested.

We appreciate your willingness to work with us as we address these issues.

Sincerely,



Darrell Treece, Superintendent
Adair County Schools



Michael Harris, Chairman
Adair County Board of Education



Sammy Taylor, Title IX Coordinator
Adair County Schools



Mike Akin, Principal
Adair County High School

RECORD OF BOARD PROCEEDINGS
(MINUTES)

Unofficial

Columbia, Ky., February 17, 2005

The Adair County Board of Education met at Columbia, KY at 7:00 o'clock P.M., on the 17th of February, 2005, with the following members present:

- | | | |
|--------------------------|---------------------------------|-------------------------|
| (1) <u>Mike Harris</u> | (2) <u>Greg Willis</u> | (3) <u>Floyd Burton</u> |
| (4) <u>Marsha Walker</u> | (5) <u>Chris Watts</u> - Absent | |

The meeting was called to order by the Chairman, Mike Harris

APPROVAL OF AGENDA

Motion was made by Marsha Walker and seconded by Floyd Burton to approve the Agenda. All members present voted for the motion.

Motion was made by Greg Willis and seconded by Floyd Burton to approve the Consent Agenda. All members present voted for the motion.

APPROVAL OF MINUTES

Motion was made by Greg Willis and seconded by Floyd Burton to approve the January 20, 2005 regular board meeting minutes. All members present voted for the motion.

APPROVAL OF TREASURER'S REPORT

Motion was made by Greg Willis and seconded by Floyd Burton to approve the treasurer's report. All members present voted for the motion.

APPROVAL OF PAYMENT OF BILLS

Motion was made by Greg Willis and seconded by Floyd Burton to approve payment of the bills. All members present voted for the motion.

APPROVAL OF PAY REQUEST NO. 2 REVISED AND PAY REQUEST NO. 3 TO AMERESCO

Motion was made by Greg Willis and seconded by Floyd Burton to approve Pay Request No. 2 Revised in the sum of \$779,061.27 and Pay Request No. 3 to Ameresco in the sum of \$781,457.02. All members present voted for the motion.

APPROVAL OF SENIOR CLASS TRIP TO NEW YORK CITY USING A CERTIFICATED COMMON CARRIER

Motion was made by Greg Willis and seconded by Floyd Burton to approve for the Senior Class to take a trip to New York City to visit various sites April 27, 2005 through May 1, 2005 as presented by Donna Owens, ACHS teacher. They will be traveling by Certificated Common Carrier.

All members present voted for the motion.

APPROVAL TO APPLY FOR WHAS GRANT

Motion was made by Greg Willis and seconded by Floyd Burton to approve to apply for WHAS Grant as presented by Anita Wethington, Special Education Director.

All members present voted for the motion.

APPROVAL TO USE 2004 KIP SURVEY RESULTS FOR PRESENTATIONS, GRANT APPLICATIONS – Ellen Zornes

Motion was made by Greg Willis and seconded by Floyd Burton to approve to use 2004 KIP Survey Results for presentations, grant applications as presented by Ellen Zornes.

All members present voted for the motion.

ACKNOWLEDGEMENT OF PERSONNEL ACTION

Acknowledgement of personnel action.

SUPERINTENDENT'S REPORT

Superintendent made a report on important issues, which may not have needed Board action.

PUBLIC COMMENTS

No public comments.

APPROVAL OF BG-1 FORM FOR SOFTBALL FIELD LIGHTS AT ADAIR COUNTY HIGH SCHOOL

Motion was made by Marsha Walker and seconded by Floyd Burton to approve a BG-1 Form for softball field lights at Adair County High School for Title IX Compliance.

All members present voted for the motion.

APPROVAL OF BG-2 AND BG-3 FORMS ON NEW ADAIR COUNTY ELEMENTARY SCHOOL

Motion was made by Greg Willis and seconded by Mike Harris to approve BG-2 and BG-3 Forms on new Adair County Elementary School.

All members present voted for the motion.

DISCUSS SALE OF TIMBER ON RECENTLY PURCHASED CARTER PROPERTY

Discussed sale of timber on recently purchased Carter property. More information will be gathered for the March 17, 2005 meeting.

APPROVAL OF SBDM ALLOCATIONS

Motion was made by Greg Willis and seconded by Floyd Burton to approve the SBDM allocations for 2005 – 2006.

All members present voted for the motion.

GIFTED/TALENTED PRESENTATION – Carla Kirkland

Gifted/Talented presentation by Carla Kirkland and students.

EXECUTIVE SESSION – PURSUANT TO KRS 61.810(1)(C) PENDING LITIGATION

Motion was made by Greg Willis and seconded by Marsha Walker to go into Executive Session – Pursuant to KRS 61.810(1)(C) Pending Litigation.

All members present voted for the motion.

Motion was made by Floyd Burton and seconded by Marsha Walker to come out of Executive Session.

All members present voted for the motion.

ADJOURNMENT

Motion was made by Greg Willis and seconded by Marsha Walker to adjourn.

All members present voted for the motion.



KENTUCKY DEPARTMENT OF EDUCATION
CAPITAL PLAZA TOWER • 500 MERO STREET • FRANKFORT, KENTUCKY 40601

Gene Wilhoit, Commissioner
(502) 564-4770

March 7, 2005

Mr. Darrell Treece, Superintendent
Adair County Schools
1204 Greensburg Street
Columbia, KY 42728

RE: BG 05-179, ADAIR CO. – High School Softball Field Lighting

Dear Mr. Treece:

Enclosed please find the BG-1 application for the above referenced project. The Division of Finance reviewed your request to utilize monies from your General Fund account, and has indicated that the district does not have sufficient funds.

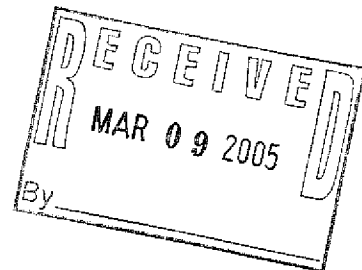
Please let me know if I can be of further assistance.

Sincerely,

Mark W. Ryles, Director
Division of Facilities Management

MWR/efh

c: Louis Hugg, DFM, w/attachment
Correspondence/Project File, w/enclosure



II PROPOSED PLAN TO FINANCE APPLICATION

A. Statement of Probable Cost:

1. Total Construction Cost	_____
2. Architectural/Engineer Fee	_____
3. Construction Manager Fee	_____
4. Bond Discount	_____
5. Fiscal Agent Fee	_____
6. Contingencies	_____
7. Site Acquisition	_____
8. Equipment/Furnishings	<u>\$50,000</u>
9. Equipment/Computers	_____
10. Technology Network System (KETS)	_____
11. Other	_____
Total Estimated Cost	<u>\$50,000</u>

B. Funds Available:

1. SFCC Cash Requirement	_____
2. SFCC Bond Requirement	_____
3. SFCC Bond Sale	_____
4. Local Bond Sale	_____
5. Cash - General Fund	<u>\$50,000</u>
6. Cash - Capital Outlay	_____
7. Cash - Building Fund	_____
8. Cash - Investment Earnings	_____
9. KETS	_____
10. Other	_____
11. Other	_____
Total Funds Available	<u>\$50,000</u>

OK

THE ABOVE INFORMATION IS A STATEMENT OF PROBABLE COST AND FUNDS AVAILABLE AND IS REQUIRED TO BE REVISED TO CORRESPOND TO ACTUAL BIDS RECEIVED PRIOR TO THE SIGNING OF CONSTRUCTION CONTRACTS.

TO BE COMPLETED ON INITIAL & REVISED APPLICATION: The signing of this financial document certifies the above stated funds are available and designated for this project during this fiscal year.

Danell Ince Superintendent 2-18-05 Date
Shirley Hunt Chairman 2/18/05 Date

ORIGINAL SIGNATURES REQUIRED

NOTE: Any district anticipating the financing of this and/or other projects in a combined school revenue Bond should discuss the financing with the Director of Division of Finance.

TO BE COMPLETED ON INITIAL APPLICATION:
 This building project application is approved by the Division of Facilities Management indicating compliance with current facility plan or minor project under 702 KAR 1:010.

Comments: _____

Mark Ryan
 Director/Branch Manager, Facilities Management

Date: 3/3/05

TO BE COMPLETED ON INITIAL APPLICATION WHEN KETS FUNDING IS INDICATED: Technology Approval: Application approval based on available KETS funding and conformance with approved district technology plan. Disbursement of these funds may require additional approval.

Comments: _____

MAR 2 2005
 Director, Division of Systems Support, Education Technology

Date: _____

TO BE COMPLETED ON INITIAL & REVISED APPLICATION:
 Financial Approval: Tentative approval based upon financial information provided this office in support of projected cost.

Comments: _____

Director/Branch Manager, Division of Finance

Date: _____

TO BE COMPLETED ON INITIAL APPLICATION:
 This building project application is hereby approved according to the condition outlined in the application. You should now proceed in accordance with the attached checklist.

Comments: _____

Associate Commissioner, District Support Services

Date: _____

District Adair County Board of Education District Code 001 Facility Name Adair County High School Emergency
School Code 010
Grade Level Served 9-12 Current Student Capacity _____ District Organization Plan P-5, 6-8, 9-12

I DESCRIPTION AND SCOPE OF PROPOSED PROJECT

A. Check and complete the applicable items:

1. _____ New Building
2. _____ Addition
3. _____ Renovation or Alteration (Describe) _____
4. _____ Relocatable Classroom Number _____ Size _____
5. X Equipment/Furnishings Procurement (Describe) _____
6. _____ Other (Describe) _____
7. Site (Complete the Following)
 - a. Site Acquisition _____ Expansion _____ Number of Acres _____
 - b. A site has been acquired in accordance with 702 KAR 4:050 regulations _____
Initials of District Superintendent _____
 - c. Location Campus of Adair County High School
 - d. Proposed site currently owned by District: (Y)

B. Compliance with 702 KAR 1:001/702 KAR 4:160

This application is being submitted for (refer to current plan):

1. Priority Category: _____
2. Discretionary Item Number _____
3. Minor project not listed on Facility Plan: _____

MAR 2 2005

IF NONE OF THE ABOVE APPLY, YOUR FACILITY PLAN WILL NEED TO BE AMENDED.

C. Please provide a complete narrative of the proposed project.

Lighting for softball field at Adair County High School. Title IX requirement.

LOCAL BOARD ORDER AUTHORIZING PROJECT AND NARRATIVE JUSTIFICATION MUST BE ATTACHED

D. Program Space Square Footage

Complete for new facilities, additions and renovations.

MAR 2 2005

New Facility:

Preschool Elementary Middle X High Alternative Center

Capacity Gross Square Footage

Additions or Renovations: (Please mark "R" after total program square footage entered if renovation.)

Table with 4 columns: Number, Total Net Program Sq. Ft., Number, Total Net Program Sq. Ft. Rows include Instructional (Preschool Classroom, Elementary Classroom, etc.) and Support Space (General Office, Staff Office, etc.) categories.

For Phased Projects:
Estimated Total Net Program Square Footage (Including all Phases)
Estimated Total Construction Cost (Include all Phases)
Estimated Contract Date of Final Phase
This BG-1 is for Phase ___ of ___ Phases

APPROVAL OF SENIOR CLASS TRIP TO NEW YORK CITY USING A CERTIFICATED COMMON CARRIER

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All members present voted for the motion.

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ACKNOWLEDGEMENT OF PERSONNEL ACTION

Acknowledgement of personnel action.

SUPERINTENDENT'S REPORT

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PUBLIC COMMENTS

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All members present voted for the motion.

GIFTED/TALENTED PRESENTATION - Carla Kirkland

Gifted/Talented presentation by Carla Kirkland and students.

MAR 2 2005

Darrell Treece, Superintendent
1204 Greensburg Street
Columbia, KY 42728
Phone: 270-384-2476
Fax: 270-384-5841

March 11, 2005

Mr. Mark Ryles, Director
Division of Facilities Management
Kentucky Department of Education
Capital Plaza Tower, 500 Mero St.
Frankfort, KY 40601

Dear Mr. Ryles:

Thank you for meeting with our Board Chairman, Mike Harris, and me on Wednesday. We appreciate your efforts to assist the Adair County Schools.

In reviewing our available funds, I found that our Construction Account – 360, which was on the Adair County Middle School renovation, has a balance of \$187,145.71 with no outstanding bills left to pay. Of that amount, \$73,712.58 is interest.

I have enclosed a revised BG-1 form requesting to use approximately \$50,000 of the interest to correct the Title IX deficiency for lighting at the Adair County High School softball field.

Since we are on a timeline set by the KHSAA to get this corrected, I would appreciate an approval as quickly as possible.

Thank you again for your assistance.

Sincerely,



Darrell Treece, Superintendent
Adair County Schools

MIKE HARRIS
Chairman

GREG WILLIS
Vice-Chairman

FLOYD BURTON
Member

MARSHA WALKER
Member

CHRIS WATTS
Member

SCHOOL DISTRICT: Adair County Board of Education

Initial: _____ Revised: X BG# _____

II PROPOSED PLAN TO FINANCE APPLICATION

A. Statement of Probable Cost:

1. Total Construction Cost	_____
2. Architectural/Engineer Fee	_____
3. Construction Manager Fee	_____
4. Bond Discount	_____
5. Fiscal Agent Fee	_____
6. Contingencies	_____
7. Site Acquisition	_____
8. Equipment/Furnishings	<u>\$50,000</u>
9. Equipment/Computers	_____
10. Technology Network System (KETS)	_____
11. Other	_____
Total Estimated Cost	<u>\$50,000</u>

B. Funds Available:

1. SFCC Cash Requirement	_____
2. SFCC Bond Requirement	_____
3. SFCC Bond Sale	_____
4. Local Bond Sale	_____
5. Cash - General Fund	_____
6. Cash - Capital Outlay	_____
7. Cash - Building Fund	_____
8. Cash - Investment Earnings	_____
9. KETS	_____
10. Other <u>Construction-360</u>	<u>50,000</u>
11. Other	_____
Total Funds Available	<u>\$50,000</u>

THE ABOVE INFORMATION IS A STATEMENT OF PROBABLE COST AND FUNDS AVAILABLE AND IS REQUIRED TO BE REVISED TO CORRESPOND TO ACTUAL BIDS RECEIVED PRIOR TO THE SIGNING OF CONSTRUCTION CONTRACTS.

TO BE COMPLETED ON INITIAL & REVISED APPLICATION: The signing of this financial document certifies the above stated funds are available and designated for this project during this fiscal year.

Danell Ineese Superintendent 3-11-05 Date
Cheryl Zhan Chairman 3-11-05 Date

ORIGINAL SIGNATURES REQUIRED

NOTE: Any district anticipating the financing of this and/or other projects in a combined school revenue Bond should discuss the financing with the Director of Division of Finance.

TO BE COMPLETED ON INITIAL APPLICATION:

This building project application is approved by the Division of Facilities Management indicating compliance with current facility plan or minor project under 702 KAR 1:010.

Comments: _____

Director/Branch Manager Facilities Management

Date: _____

TO BE COMPLETED ON INITIAL APPLICATION WHEN KETS FUNDING IS INDICATED:

Technology Approval: Application approval based on available KETS funding and conformance with approved district technology plan. Disbursement of these funds may require additional approval.

Comments: _____

Director, Division of Systems Support, Education Technology

Date: _____

TO BE COMPLETED ON INITIAL & REVISED APPLICATION:

Financial Approval: Tentative approval based upon financial information provided this office in support of projected cost.

Comments: _____

Director/Branch Manager, Division of Finance

Date: _____

TO BE COMPLETED ON INITIAL APPLICATION:

This building project application is hereby approved according to the condition outlined in the application. You should now proceed in accordance with the attached checklist.

Comments: _____

Associate Commissioner, District Support Services

Date: _____

LOCAL BOARD ORDER AUTHORIZING PROJECT MUST BE ATTACHED ON INITIAL & REVISED APPLICATIONS

KENTUCKY DEPARTMENT OF EDUCATION
DIVISION OF FACILITIES MANAGEMENT

BG-1, MAY 1993
PROJECT APPLICATION
702 KAR 4:160

District Adair County Board of Education District Code 001 Facility Name Adair County High School School Code 010 Emergency
Grade Level Served 9-12 Current Student Capacity _____ District Organization Plan P-5, 6-8, 9-12

I DESCRIPTION AND SCOPE OF PROPOSED PROJECT

A. Check and complete the applicable items:

1. _____ New Building
2. _____ Addition
3. _____ Renovation or Alteration (Describe) _____
4. _____ Relocatable Classroom Number _____ Size _____
5. X Equipment/Furnishings Procurement (Describe) _____
6. _____ Other (Describe) _____
7. Site (Complete the Following)
 - a. Site Acquisition _____ Expansion _____ Number of Acres _____
 - b. A site has been acquired in accordance with 702 KAR 4:050 regulations _____
Initials of District Superintendent _____
 - c. Location Campus of Adair County High School
 - d. Proposed site currently owned by District: (Y)

B. Compliance with 702 KAR 1:001/702 KAR 4:160

This application is being submitted for (refer to current plan):

1. Priority Category: _____
2. Discretionary Item Number _____
3. Minor project not listed on Facility Plan: _____

IF NONE OF THE ABOVE APPLY, YOUR FACILITY PLAN WILL NEED TO BE AMENDED.

C. Please provide a complete narrative of the proposed project.

Lighting for softball field at Adair County High School. Title IX requirement.

School Activity Funds

School activity funds may be expended for purposes which contribute generally to the benefit of the students. Based on a schedule developed by the Superintendent, the Board shall review the status of school activity funds at least twice each fiscal year.

UNIFORM ACCOUNTING

All personnel shall comply with the uniform financial accounting system¹ and activity fund accounting procedures set out in Kentucky Administrative Regulation.

Funds generated from school and/or school-sponsored activities shall be deposited in the school's activity fund.

Employees who make activity fund expenditures for which District guidelines are not followed shall be subject to appropriate disciplinary action, up to and including termination of employment.

The Board shall not be responsible for expenditures made outside prescribed activity fund purchasing procedures. In addition to holding violators personally responsible for payment of such purchases, the District may pursue legal action when appropriate.

TWO SIGNATURES REQUIRED

The Principal, or school councils in SBDM schools, shall be responsible for the manner in which accounts are kept and preserved. Two (2) signatures shall be required on each check drawn against school activity funds, neither of which may be a signature stamp. The two (2) signatures shall be the manual signatures of the Principal/designee and the school treasurer.

PURCHASE ORDERS

Activity fund purchases must be supported by a properly executed purchase request and authorization for payment by the Principal.

Because no school activity fund is permitted to end the fiscal year with a deficit balance, the school shall not expend or commit to expend any activity fund in excess of revenue received for the fiscal year. Should this occur, the employee(s) responsible shall be subject to appropriate disciplinary action, and the Superintendent may require the school/council to present for Board approval a plan for reimbursement of any deficit amount.

FINANCIAL STATEMENTS

Each month the Principal shall provide the Superintendent and SBDM Council with a financial statement for activity fund accounts. On or before July 10, following the end of the fiscal year, the Principal shall submit to the Superintendent and SBDM Council an annual financial statement for those accounts.

DEFINITION OF SCHOOL ACTIVITY FUNDS

School activity funds refer to all school funds including funds derived from fund-raising activities sponsored under the auspices of the school. Funds raised or received by organizations that do not come under the direct supervision of school authorities shall not be considered activity funds.

School Activity Funds**AUDIT OF FUNDS**

All school activity funds shall be audited annually by a certified public accountant. All audit reports shall be reviewed and appropriate action taken as required by Kentucky Administrative Regulation.¹

SUPPORT/BOOSTER CLUB FUNDS

Parent-teacher associations and booster club funds are not subject to deposit and accounting procedures as school activity funds.³ However officers of these groups who assume financial responsibilities as part of their positions should learn and adhere to sound accounting procedures, especially when dealing with cash receipts. Support and booster groups who mismanage their finances and, by doing so, tarnish the reputation of the school, may have their relationship with the school severed. In such cases, the group would be prohibited from using the school's or District's name in future fund-raising or purchasing activities. Each year the Principal shall obtain the following from all support/booster club organizations as required by the state activity fund accounting procedures:

1. Names of club officers;
2. A copy of the annual budget within the first thirty (30) days of the school year;
3. Cumulative semi-annual financial report by January 25, for the six (6) months ending December 31, and by July 25, for the year ending June 30, reporting receipts, expenditures and beginning and ending balances;
4. Principals shall submit copies of support/booster club cumulative semi-annual and annual financial reports to the Board as part of their financial report package.

Organizations which fail to provide the above items when due may be subject to suspension or disassociation with the school or District.

FUND-RAISING PROJECTS

Schoolwide fund-raising projects must be approved by the Board.³

REFERENCES:

¹702 KAR 003:130; Accounting Procedures for Kentucky School Activity Funds
KRS 156.070; KRS 160.340; KRS 160.290

²702 KAR 003:120

OAG 79-556

³KRS 158.290

KRS 139.497

Fund-Raising Activities**BOARD APPROVAL REQUIRED**

All schoolwide fund-raising activities must be approved by the Board.¹ Requests must be channeled through the Principal and Superintendent.

DOOR-TO DOOR SALES

The Superintendent shall develop and present for Board review door-to-door sales guidelines to reflect the following standards:

1. Students shall be permitted to participate only when mature enough to benefit safely from the experience;
2. To promote their safety and well-being, students shall be instructed to use specific sales strategies, which shall be provided in writing; and
3. Community members and businesses shall not be overburdened by continual appeals.

SUBSCRIPTION SALE OF PRINTED MATERIALS

The Superintendent shall provide written approval to the county clerk for all subscription sales of printed materials. This approval shall identify the product(s) being sold, the students involved as solicitors and the duration of sales.²

GAMING ACTIVITIES LICENSE

Schools and individual classes planning to conduct charitable gaming activities, as defined by law, shall obtain and display the appropriate license.³

PUPIL NOT COMPELLED

No student shall be compelled to participate in or meet any kind of quota in a fund-raising activity.¹

SOLICITATION OF FUNDS

No solicitation of funds from students or the general public for a school or nonschool purpose shall be conducted without the approval of the principal.

NON-SCHOOL GROUPS

Fund-raising activities by nonschool groups shall not be conducted during school hours.

BOOSTER CLUBS/ORGANIZATIONS

Booster clubs/organizations shall register with both the school administration and the school council by submitting the official name of the organization, the by-laws/policies, the names of the current officers, the name of the bank where the club/organization's funds will be deposited, all bank account numbers, and the names of the persons authorized to sign checks. Clubs/organizations founded or reactivated after July 1, 2005 shall submit within thirty (30) days of the first meeting the same information required of other clubs/organizations.

Booster clubs/organizations shall submit an annual financial report consisting of a listing of all receipts and disbursements and the reconciliation(s) of bank statements. When specifically requested by the Superintendent, Principal, or school councils, financial reports shall be submitted more frequently than on an annual basis.

Fund-Raising Activities

BOOSTER CLUBS/ORGANIZATIONS (CONTINUED)

Fund-raising projects of booster organizations, and the P.T.A. shall be approved by the building Principal. Any expenditures that may affect compliance with Title IX of the Educational Amendment of 1972 must have a purchase order signed by the principal or athletic director.

GIFTS/DONATIONS

Any gift/donation by a group or individual that may have an affect on compliance with Title IX of the Educational Amendment of 1972 must be approved by the superintendent, principal or athletic director.

REFERENCES:

¹KRS 158.290

²KRS 367.515

OAG 79-330

OAG 79-556

OAG 78-508

RELATED POLICY:

04.312

Athletic Booster Club Agreement

This Agreement is entered into by and between the Adair County Board of Education (hereafter referred to as "Board") and an entity known as _____ (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 Adair County High 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 Adair 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).
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 Adair County High School and the Board. Likewise, the Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of Adair County High School and the Board must verify that the school complies with Title IX (702 KAR 7:065, Section 2[13]). Accordingly, the Booster Club agrees to provide all information requested by Adair County High School, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. The Booster Club further agrees to refrain from engaging in any activity which, in the opinion of the Principal and Athletic Director of Adair High School or the Superintendent of the Adair 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 July 15 of each school year, designate a representative for purposes of communicating with and providing true and accurate information to the Board and Adair County High School.
4. Upon request of the Principal or Athletic Director of Adair County High School, or upon request of the Superintendent, 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 Adair County High School, or upon the request of the Superintendent, 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 audited financial records concerning its activities.

Athletic Booster Club Agreement

- 6. On or before August 1 of each school year, the Booster Club shall advise the Principal and Athletic Director of Adair County High 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 Adair County High School and the Superintendent expressly reserve the right to reject any fundraising activity for any reason. The Booster Club agrees that it shall not engage in any fundraising activity which has not been approved or which has been rejected by the Principal and Athletic Director of Adair County High School or the Superintendent.
- 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 that 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 _____ 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 of Adair County High School and to the Superintendent any violation or breach of this agreement.

(NAME OF BOOSTER CLUB)
BY: _____
TITLE: _____

STATE OF KENTUCKY
COUNTY OF _____

Subscribed and sworn to before me on this the _____ day of _____, _____, by
_____.

NOTARY PUBLIC
My commission expires: _____