



**MEMORANDUM**

TO: KHSAA Member School Superintendents, Principals, and Athletic Directors

FROM: Brigid L. DeVries, Commissioner  
Larry Boucher, Assistant Commissioner

DATE: June 15, 2004

RE: 2004 Title IX Forms Submission

School	Christian Academy- Louisville	Reviewed by	Gary W. Lawson
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The following is a status report regarding the required 2003 - 2004 Title IX submission of forms due in to the KHSAA office by April 15, 2004. Appropriate audit personnel have reviewed these forms and the following is a summary of this review.

I. Checklist of Forms properly submitted in a satisfactory manner:

✓	GE 19 (Annual Verification)	✓	T-36 (Budget Expenses)
✓	T-1 (Summary Program Chart 1)	✓	T-41 (Checklist – Overall Interscholastic Program)
✓	T-2 (Summary Program Chart 2)	✓	T-60 (Corrective Action Plan)
✓	T-3 (Summary Program Chart 3)	✓	T-63 (Interscholastic Survey Results))
✓	T-4 (Summary Program Chart 4)	✓	T-68 (Five Year Summary)
✓	T-35 (Budget Expenses)		

II. Status

A.	✓	2003 – 2004 Forms are satisfactory and no further information or action is necessary at this time.
B.		Errors have been noted with respect to the following forms:
C.		The following forms were omitted and must be submitted by school representatives:
D.	✓	<p>Other Recommendation and Comments:</p> <ul style="list-style-type: none"> <li>▪ All calculations are correct and the report appears to be well prepared.</li> <li>▪ It is recommended that students be placed on the Gender Equity Review Committee, and that they be active members of the Committee.</li> <li>▪ It is also recommended that you be a little more specific on future "suggested changes" in your Corrective Action Plans (i.e. how many games do you plan to add?).</li> <li>▪ It would also help if you were more specific on Form T-68. You could then be given credit for your accomplishments.</li> </ul>



**2003-2004 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
ANNUAL VERIFICATION OF TITLE IX PROCEDURES  
(To be submitted by April 15, 2004 along with other required forms)**

APR 15 2004

The Christian Academy of Louisville High School, Louisville, Kentucky  
(Name of High School) (City)

certifies to the Kentucky High School Athletic Association that the following is an accurate and true representation of the facts surrounding compliance with 20 U.S.C. Sections 1681-1688, et. Seq. (also known as Title IX)

**I certify the following provisions in accordance with records at the school contained in the permanent Title IX file, and to the best of my knowledge have completed the following tasks. (All boxes must be checked)**

Established a gender equity committee at the high school. (list committee personnel and provide attachment if necessary)

Name	Address	Phone	Title
Valerie Cook	10708 Colonial Woods Ct.	502-290-0673	teacher/coach
Lisa Martel	10014 Glen Meadow Rd	502-394-9419	teacher
Susan West	206 Lanark Pl	502-244-3769	parent
Linda Rafla	8406 Gant Court	502 241-4446	Assistant principal
Dale Anderson	12316 Crosswinds Dr.	502 245-1941	teacher/Coach
Jeff Imlay	11312 Sullivan Ct	502-968-9075	AD

Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:  
November 20, 2003  
February 26, 2004  
April 14, 2004

Designated the following person(s) as the Title IX coordinator for the school:

Jeff Imlay	AD	11312 Sullivan Ct.	502-968-9075
Name	Title	Address	Phone

School personnel are continuing to make periodic reviews of the boys and girls athletics program reflected in the Corrective Action Plan.

In addition to the above information, the above referenced school maintains a complete permanent file relative to Title IX records including copies of the self-assessment audit, all corrective action plans, and other related materials.

Tim Green  
Principal's Signature

3/15 2004  
Date

William [Signature]  
Superintendent Signature

[Signature]  
School Board Chairpersons' Signature

(Send original copy to KHSAA - Maintain duplicate in Title IX school folder)

2003-2004  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 1**

KHSAA  
 Form T1  
 Rev. 8/03

**Participation Opportunities Test One**

		(Column 1)	(Column 2)	(Column 3)	(Column 4)
	Program	Enrollment	Percentage of Total Enrollment	Number of Interscholastic Participants (double and triple count)	Percentage of Total Participation
Row 1	GIRLS	323	55	253	52
Row 2	BOYS	266	45	229	48
Row 3	Totals	589	100%	482	100%

Instructions:

\*Number of 8<sup>th</sup> grade students & below used in Column 3 and Column 4 calculations if applicable: 12 Boys and 25 girls

- Determine the total number of girls enrolled, (place in Row 1, Column 1). Determine the total number of boys enrolled, (place in Row 2, Column 1).
- Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- Calculate the percentage of total enrollment that is female. (Divide Row 1, Column 1 by row 3, Column 1 and place in Row 1, Column 2.) Calculate the percentage of total enrollment that is male. (Divide Row 2, Column 1 by Row 3, Column 1 and place in Row 2, Column 2.) Note: Row 1, Column 2 plus Row 2, Column 2 should total 100%.
- Ask the head coaches to review the most updated eligibility or squad lists for their teams. Ask coaches to confirm the names of those individuals who are on the team as of the first **date of competition**, and cross out the names of those who were cut from the team or quit the team prior to the first competitive event. Determine the total number of interscholastic athletics participants that are girls, (and place in Row 1, Column 3). In order to determine the total number of athletics participants, an individual should be counted each time he or she participates on a team. For example, if Jane Doe competes on the varsity volleyball team, the junior varsity volleyball team, the junior varsity basketball team, and the varsity softball team, she should be counted as four participants (**do not include club or intramural sports participants, cheerleaders, dance teams, or pom squads**). Calculate the same way for boys and girls. \* In addition, should 8<sup>th</sup> grade students and below play on a Freshman, Junior Varsity, or Varsity team, they should also be counted for each team and sport on which they participate. If applicable, please asterisk the above notation as to how many 8<sup>th</sup> grade students & below are included in the totals. Using the same procedure, determine the total number of interscholastic athletic participants that are boys, (and place in Row 2, Column 3). Add Row 1, Column 3 plus Row 2, Column 3 to get total participants and place in Row 3, Column 3.
- Calculate the percentage of female participation. (Row 1, Column 3 divided by Row 3, Column 3 and place in Row 1, Column 4.) Calculate the percentage of male participation. (Row 2, Column 3 divided by Row 3, Column 3 and place in Row 2, Column 4.) Note: Row 1, Column 4 plus Row 2, Column 4 should total 100%.

Note: While being within three percent is not a formal compliance standard; if the percent listed in Row 1, Column 4 is within 3% of Row 1, Column 2, then it provides a good target within which compliance is likely.

Principal's Signature: Tim Green Date: 3/15/04

**ACCOMMODATION OF INTERESTS AND ABILITIES****SUMMARY PROGRAM CHART 2****Participation Opportunities Test Two**

		Column 1	Column 2	Column 3	Column 4	Column 5	
Program		Number of Teams Currently Offered	Number of Participants	Number of Teams Added in Last Five Years	Number of Participants Added in Last Five Years	Percent of Total Participation By Sex Added in Last 5 Years	
<b>GIRLS</b>	Row 1	varsity:	10	141	2	36	
	Row 2	j.v.:	6	75	2	11	
	Row 3	frosh:	3	37	2	25	
	Row 4	total:	19	253	6	72	28%
<b>BOYS</b>	Row 5	varsity:	9	141	1	10	
	Row 6	j.v.:	5	76	1	10	
	Row 7	frosh:	1	12	0	0	
	Row 8	total:	15	229	1	20	8%

- 1) For Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level (varsity, junior varsity, and freshman). For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 2) For Column 2, list the number of participants at each level. For girls, total each of the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8. **Note:** The totals in Row 4 for girls and in Row 8 for boys must be the same as the totals in Form T-1, Column 3, Rows 1 and 2 respectively.
- 3) For Column 3, list the number of interscholastic teams that have been added in the last five years at each competitive level. Count each team added during the 5 year period only one time. e.g. Girl's junior varsity soccer was added 3 years ago, count the team only once, not 3 times. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 4) For Column 4, list the number of participants that are currently on each level of the teams that were added in the last five years. If a team was added previously but no longer exists, there are no current participants to be added for that team. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total Rows 5, 6, and 7 into Row 8.
- 5) For Column 5, calculate the percentage of participants that have been added in the last five years. For girls, take the number in Column 4, Row 4 and divide by the number in Column 2, Row 4. For boys, take the number in Column 4, Row 8 and divide it by the number in Column 2, Row 8.

Note: If the percentage of current participants added in the last five years is 25% or greater, compliance with test two may be possible. If less than 25%, then compliance with test three should be analyzed. **CAUTION:** 25% is not a formal compliance standard.

Principal's Signature: Tom Green Date: 3/15/04

**2003-2004**  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 3**

**Participation Opportunities Test Three**

FOR ANY QUESTION ANSWERED "YES" IDENTIFY THE RESPECTIVE SPORT(S).

	GIRLS (Yes / No)		BOYS (Yes / No)
1. For a sport not currently played at the interscholastic level (varsity, junior varsity, or freshman) in your school, is there an intramural team offered for that sport?	No		No
2. For a sport <u>not</u> currently offered in your interscholastic athletics program, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams?	No		No
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on student responses from the interscholastic survey?	No		No
4. For a sport currently offered at the varsity level only, is there sufficient interest to form a viable team for a junior varsity, or freshman team that is not currently offered?	Yes		Yes
5. For a sport currently offered at the junior varsity or freshman level is there sufficient interest to form a varsity team not currently offered?	NA		No
6. If you answered YES to question (1), (2), (3), (4), or (5), are there enough high schools in your geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?	NA		yes

Principal's Signature: Tim Green Date: 3/15/04

**2003-2004**  
**ACCOMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 4**

**Levels of Competition Test One**

		Column 1	Column 2	Column 3
Girls	Team Levels	Number of Teams Currently Offered	Number of Participants	Percentage of Participants at Each Level
Row 1	varsity:	10	141	55.7
Row 2	j.v.:	6	75	29.6
Row 3	frosh:	3	37	14.6
Row 4	total:		253	100%
<b>Boys</b>				
Row 5	varsity:	9	141	61.5
Row 6	j.v.:	5	76	33.2
Row 7	frosh:	1	12	5.2
Row 8	total:		229	100%

- 1) Column 1, list the number of interscholastic teams offered for girls and boys at each competitive level; varsity, junior varsity, and freshman. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 1.)
- 2) For Column 2, list the number of participants at each level. For girls, total the entries in Rows 1, 2, and 3 into Row 4. For boys, total the entries in Rows 5, 6, and 7 into Row 8. (Refer to Form T-2, Accommodation of Interests and Abilities, Summary Program Chart 2, Column 2.)
- 3) For Column 3, calculate the percentage of female and male participants at each level.  
For girls' varsity, junior varsity, and frosh, respectively:
  - Divide Column 2, Row 1 by Column 2, Row 4, and place the percentage in Column 3, Row 1.
  - Divide Column 2, Row 2 by Column 2, Row 4, and place the percentage in Column 3, Row 2.
  - Divide Column 2, Row 3 by Column 2, Row 4, and place the percentage in Column 3, Row 3.
  -
 For boys' varsity, junior varsity, and frosh, respectively:
  - Divide Column 2, Row 5 by Column 2, Row 8, and place the percentage in Column 3, Row 5.
  - Divide Column 2, Row 6 by Column 2, Row 8, and place the percentage in Column 3, Row 6.
  - Divide Column 2, Row 7 by Column 2, Row 8, and place the percentage in Column 3, Row 7.

Principal's Signature: Tim Green Date: 3/15/04

*Christian Academy of Louisville*

**2003-2004  
BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART  
TO INCLUDE BOOSTER CLUB FUNDING**

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment)		facilities improvements		publications (if sport-specific)	
	B	E	B	E	B	E	B	E	B	E	B	E
G basketball	1100	3822.40	AS Expended	400			AS Expended	6000	NA	NA		
B basketball	1100	798.24	"	400			BASE PAY	6500	"	"		
G softball	1500	2351.64	"	0			Additional Money for years of experience	2500	"	"		
B baseball	1500	1473.15	"	125				2500	"	"		
G cross country	1000	2600.54 both go	"	1064.54 both travel together				1500	"	"		
B cross country	1000	1000	"	1000				1500	"	"		
G golf	1000	1492.79	"	254.44				1600	"	"		
B golf	1000	1706.54	"	645.16				2400	"	"		
G soccer	1500	2237.12	4480.00	482.50				2600	"	"		
B soccer	1500	1662.52	"	482.50				2600	"	"		
G swimming	550	952 both go to some needs	"	125				1500	"	"		
B swimming	550	550	"	125 travel some				1500	"	"		

1. Budget and expenditures on this 2003-2004 year report due by April 15, 2004, should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003.

2. "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.

3. Booster Club Funding/Contributions must be included in the expenditures total. 93,813.71 % for boys 54 % for girls 46

4. Indicate percentage of total expenditures for each gender: Total Expenditures \$ 93,813.71

Principal's Signature: Tina Green Date: 5/12/04

*Christian Academy of Louisville*

2003-2004

KHSAA  
Form 136  
REV. 8/03

**BUDGETED AND ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2  
TO INCLUDE BOOSTER CLUB FUNDING**

Teams	equipment and supplies			travel			awards			coaches' salaries (to include supplemental and extended employment)			facilities improvements			publications (if sport-specific)			
	B	E		B	E		B	E		B	E		B	E		B	E		
G track	500	650	AS Expanded	335			School			1750			NA						School does a fall program and winter program
B track	500	650	"							1750									
G tennis	1000	603.50	"							1500									
B tennis	1000	826.50	"							1500									
G volleyball	1000	1081.53	"	366.40						3500									
B wrestling	NA																		
G (list sport) Field Hockey	1000	1329	"							3500									
B (football)	4000	6713.50	"	2272.94			for Verdicty Letters			9450									
G (list sport)																			
B (list sport)																			

- Budget and expenditures on this 2003-2004 year report due by April 15, 2004, should reflect the total monies budgeted and spent for the entire year of 2002-2003 ending June 30, 2003.
- "B" is for budgeted dollar amounts and "E" is for actual dollar expenditures.
- Booster Club Funding/Contributions must be included in the expenditures total. 93,813.71
- Indicate percentage of total expenditures for each gender: Total Expenditures \$ 93,813.71 % for boys 54 % for girls 46

Principal's Signature: *Tim Dyer* Date: 5/13/04



## 2003-2004 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA  
Form T41  
Rev. 8/03

### Checklist - Overall Interscholastic Athletics Program

Areas of Compliance	ADVANTAGE TO (Respond based on Internal Evaluation by checking the appropriate column.)		
	GIRLS' PROGRAM	BOYS' PROGRAM	NEITHER PROGRAM
<b>OPPORTUNITIES</b>			
Accommodation of Interest and Abilities			X
<b>BENEFITS</b>			
Equipment and Supplies			X
Scheduling of Games and Practice Time			X
Travel and Per Diem Allowances			X
Coaching			X
Locker Rooms, Practice and Competitive Facilities			X
Medical and Training Facilities and Services			X
Publicity			X
Support Services			X
Athletic Scholarships			NA
Tutoring			X
Housing and Dining Facilities and Services			NA
Recruitment of Student Athletes			NA

Principal's Signature: Tom Green Date: 3/15/04

SCHOOL NAME

Christian Academy of Louisville

2003-2004

TITLE IX

CORRECTIVE ACTION PLAN

To complete this form, indicate the intended area which needs corrective action, the suggested change and time table for implementation. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2004.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
Increase the number of Girls Freshman Basketball games	Add more games	2004-05
Increase the number of Girls Basketball Prime time games	Add more games	2004-05

- For all areas currently identified as items for correction, an intended corrective action explanation is needed. THIS FORM SHALL BE TYPED.

Principal's Signature: Tom Shuman

Date: 3/15/04