



Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMORANDUM

To: Superintendent, Principal, and Athletic Director
Portland Christian High School

From: Brigid L. DeVries, Commissioner
Larry Boucher, Assistant Commissioner *LB*

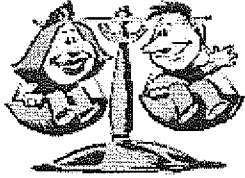
Date: May 7, 2004

Subject: 2003-2004 Title IX Annual Report Forms Submission

Enclosed please find a copy of Form T-65, The 2003-2004 Title IX Annual Report Forms Checklist. In addition, you may find an attachment with corrected copies of the forms submitted by your school personnel. Please review this information so the forms can be completed accurately in the future.

Also, KHSAA Audit Staff may have requested a re-submission of some of the 2003-2004 Annual Report Forms or need additional information on your athletic programs. Please submit this information by the date requested if this is applicable. Copies and all KHSAA Title IX documents must be kept current and included in your permanent Title IX File at the school. All documents are subject to Open Records Requests.

Should you need any further information, please do not hesitate to call anytime.



MEMORANDUM

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

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

DATE: May 7, 2004

RE: 2004 Title IX Forms Submission

School	Portland Christian High School	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: <ul style="list-style-type: none"> ▪ Form T-2 A corrected copy of this form has been returned to you for placement in your permanent Title IX file to ensure proper submission in the future.
C.		The following forms were omitted and must be submitted by school representatives:
D.	✓	Other Recommendation and Comments: <ul style="list-style-type: none"> ▪ The data and responses submitted indicate that the school is meeting the standards established in all three tests for athletic opportunities. ▪ I question your responses on Test #3 (Form T-3) due to your indicated interest in girls' tennis. ▪ The KHSAA requests that you have an 80% return rate on your student survey. Your submittal shows a 70% rate of return.

**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
GIRLS	Row 1	varsity:	6	67	4	35	
	Row 2	j.v.:	5	37	2	18	
	Row 3	frosh:					
	Row 4	total:	11	103	6	53	51%
BOYS	Row 5	varsity:	5	45	2	11	
	Row 6	j.v.:	3	26			
	Row 7	frosh:					
	Row 8	total:	8	71	2	11 ÷ 71	2% → 151

- 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: Janethy J. Morrow Date: 4-13-04



**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 16 2004

The Portland Christian 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
<u>Rick Folden</u>	<u>2400 Portland Ave</u>	<u>(502) 778-4117</u>	<u>AD</u>
<u>Tim Morrow</u>	<u>2500 Portland Ave</u>	<u>(502) 778-6114</u>	<u>Principal</u>
<u>Jennifer Haynes</u>	<u>2500 Portland Ave</u>	<u>(502) 772-0713</u>	<u>Counselor</u>
<u>Steve Hill</u>	<u>2500 Portland Ave</u>	<u>(502) 772-0714</u>	<u>Teacher/Coach</u>
<u>Angel Nelson</u>	<u>2500 Portland Ave</u>	<u>(502) 778-6114</u>	<u>Student</u>
<u>Michael Weber</u>	<u>2500 Portland Ave</u>	<u>(502) 778-6114</u>	<u>Student</u>

- Scheduled a minimum of three meetings during the 2003-2004 school year on the following dates:
August 19, 2003, September 29, 2003, April 5, 2004

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

<u>Rick Folden</u>	<u>AD</u>	<u>2500 Portland Ave</u>	<u>(502) 778-4117</u>
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 Morrow
Principal's Signature

4-13 2004
Date

Tim Morrow
Superintendent Signature

Earl C. Mullen
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. 9/02

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	50	45	103	59
Row 2	BOYS	62	55	71	41
Row 3	Totals	112	100	174	100

Instructions:

*Number of 8th grade students & below used in Column 4 calculations if applicable: 28

- 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 8th 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 8th 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: *Judy J. Morrow* Date: 4-13-04

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?	NO		NO
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?	NO		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?			

Principal's Signature: *Justy F. Moran* Date: 4-13-04

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:	6	67	65%
Row 2	j.v.:	5	36	35%
Row 3	frosh:			
Row 4	total:	11	103	100%
Boys				
Row 5	varsity:	5	45	63%
Row 6	j.v.:	3	26	37%
Row 7	frosh:			
Row 8	total:	8	71	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: Janeth F. Morrow Date: 4-13-04

**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		4,057.50				60.00						
B basketball		4,283.30				90.00						
G softball		395.00				60.00						
B baseball		375.00				60.00						
G cross country		646.18				60.00						
B cross country		779.02				60.00						
G golf		449.00				30.00						
B golf		135.00				30.00						
G soccer												
B soccer												
G swimming												
B swimming												

1. Budget and expenditures on this 2002-2003 year report due by April 15, 2003, should reflect the total monies budgeted and spent for the entire year of 2001-2002 ending June 30, 2002.

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.

Principal's Signature: *Janeth J. Moore* Date: 4-13-04

2003-2004

KHSAA
Form T36
REV. 10/02

**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												
B track		100.00				30.00						
G tennis		120.00				30.00						
B tennis												
G volleyball		1,762.05				60.00						
B wrestling												
G (list sport)												
B (football)												
G (list sport)												
B (list sport)												

1. Budget and expenditures on this 2002-2003 year report due by April 15, 2003, should reflect the total monies budgeted and spent for the entire year of 2001-2002 ending June 30, 2002.
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.

Principal's Signature: Janet F. Morrow Date: 4-13-04

2003-2004 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA
Form T41
Rev. 9/02

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
OPPORTUNITIES			
Accommodation of Interest and Abilities			X
BENEFITS			
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			X
Tutoring			X
Housing and Dining Facilities and Services			X
Recruitment of Student Athletes			X

Principal's Signature: *Janeth J. Morrow* Date: 4-13-04

School Name: Portland Christian

2003-2004

School Year: 2003-2004

TITLE IX

Principal's Signature: *Barry Peterson*

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, 2003.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
Student Survey shows interest in Tennis	Have sign-ups and offer team.	Girls tennis team started in Spring of 2003.
Survey shows lack of communication with coaches and sign-up dates.	Set up meetings with coaches and increase communication skills. Post sign-ups earlier and announce. Put a student on Title IX committee.	Coaches have been approached on communication skills and sign-ups are done well before 1 st practice date. Two students, 1 male and 1 female, to be added to committee, for 2003-04.
Build more varsity sports for the Girls program.	Keep striving to keep interest and abilities supplied for the Girls and Boys programs.	Started 2 new Varsity Girls sports 2003-2004, along with 1 Varsity sport started in 2001-2003.
Publicity	Printing schedule cards and programs for all sports.	Completed 2001-2002 school year.
Title IX committee meetings.	Have more structured dates and minutes. Add two students to the Title IX committee.	To be applied with the 2003-2004 school year. Completed
Set firmer and realistic budgets	Responsible spending and accounting. Add Girls basketball Tournament to off set those monies spent in Boys Basketball.	Corrected, in 2002-2003 school year, still some tweaking to be done. The budget has gone from, in 2001-02 school year, boy program \$14,624.92, and girls program \$6241.77, to this year, 2002-03 school year, Boys program \$6141.82, and Girls program \$5932.38. This still needs to be addressed as a constant issue to equal out the dollars spent on each athlete. The 2003-2004 spending was \$7729.73 on the Girls programs and \$5942.32 on the Boys programs.
Get a better response rate of return on Student Surveys.	Set a time and date in January 2004 to fill out the surveys in 1 st period and turn in at that time.	2003-2004 school year.

Support of Cheer leaders at All Basketball Game equally

The cheer squad divided prime home and away between girls and boys teams

2002-2004 school year complete

An explanation (status report) is needed for all areas identified previously as items for correction as well as all areas currently identified as items for correction. This form

2003-2004 INTERSCHOLASTIC ATHLETICS SURVEY

Summary of Student Responses

School Name: Portland Christian

School Enrollment: 112

Date: 4/13/04

Completed By: Rick Folden

Instructions:

1. Summarize the Student Athletics Interest Surveys Form T-61 by listing the total number of responses on the line next to each sport.
2. Under the Other Category please provide a listing of the sports as well as the number of students who are interested in participating.
3. Please sign and date the Summary Form (T-63) and mail the Summary Form only to the KHSAA by April 15, 2004. Do not mail the student surveys (Form T-61). However, these Forms should be maintained in your files in the event they are requested subsequently.

110 Number of Surveys

78 Total Returned

8 thru 11 Grades Surveyed

How Was The Survey Administered? Given out in 7th period.
(e.g. was it given in all English classes, or all home rooms, or advisee/advisor?)

Fall Sports (List Total Number of Participation Responses)

2 Cross Country (Girls)

6 Cross Country (Boys)

3 Field Hockey (Girls)

14 Football (Boys)

2 Golf (Girls)

4 Golf (Boys)

4 Soccer (Girls)

2 Soccer (Boys)

9 Volleyball (Girls)

1 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

8 Basketball (Girls)

13 Basketball (Boys)

6 Gymnastics (Girls)

 Indoor Track (Girls)

1 Indoor Track (Boys)

4 Swimming & Diving (Girls)

 Swimming & Diving (Boys)

4 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

<u>4</u>	Baseball (Boys)
<u>6</u>	Fast Pitch Softball (Girls)
<u>5</u>	Slow Pitch Softball (Girls)
<u>6</u>	Tennis (Girls)
<u>1</u>	Tennis (Boys)
<u>1</u>	Track (Girls)
<u>7</u>	Track (Boys)

Other Sports (From Student Survey T-61 Question 10)

Name of Sport		Number of Students Interested In Participating	
<u>Football</u>	<u>3</u>	<u>Frisbee</u>	<u>1</u>
<u>Horseback Riding</u>	<u>1</u>	<u>Fishing</u>	<u>1</u>
<u>Dance Team</u>	<u>1</u>	<u>Field Hockey</u>	<u>1</u>
<u>Soccer</u>	<u>1</u>	<u>Wrestling</u>	<u>1</u>
<u>indoor Track</u>	<u>1</u>	<u>Ice Hockey</u>	<u>1</u>
<u>BMX</u>	<u>1</u>	<u>Racket ball</u>	<u>1</u>

Number of Students who participate in Intramural Sports.
(From Student Survey T-61 Question 5)

<u>Sport</u>	<u>Number</u>
<u>Soccer</u>	<u>1</u>
<u>Cross Country</u>	<u>1</u>
<u>Swimming</u>	<u>1</u>
<u>Basketball</u>	<u>4</u>
<u>Golf</u>	<u>1</u>
<u>Bowling</u>	<u>1</u>
<u>Tennis</u>	<u>1</u>

List Intramural Sports students are interested in adding:
(From Student Survey T-61 Question 6)

<u>Sport</u>	<u>Number</u>	
<u>Football</u>	<u>4</u>	<u>Powder Puff</u> <u>1</u>
<u>Swimming</u>	<u>1</u>	<u>Wall Ball</u> <u>1</u>
<u>Dance Team</u>	<u>1</u>	<u>BMX</u> <u>2</u>
<u>Lacrosse</u>	<u>1</u>	<u>Basketball</u> <u>3</u>
<u>Gymnastics</u>	<u>1</u>	<u>Golf</u> <u>1</u>
<u>Frisbee</u>	<u>1</u>	<u>Hockey</u> <u>1</u>
<u>Men's Volleyball</u>	<u>1</u>	<u>Wrestling</u> <u>2</u>
<u>Ice Skating</u>	<u>1</u>	<u>Fishing</u> <u>1</u>

Participation in Non-School Sports Activities
(From Student Survey T-61 Question 7)

<u>Sport</u>	<u>Number</u>
Football	1
Basketball	3
Golf	1
Soccer	3
Baseball	3
BMX	1
Wrestling	1
Frisbee	2
Swimming	2
Softball	2
Dance	2
Bowling	1
Weight Lifting	1

Reasons for not participating in interscholastic athletics.
(From Survey Question 8)

<u>Response</u>	<u>Number</u>
<u>2</u> I prefer other activities such as band, chorus, etc.	
<u>2</u> I don't have time	
<u>4</u> The practice schedules and game times are inconvenient	
<u>9</u> The sport I like isn't offered	
<u>1</u> It's too expensive	
<u> </u> I prefer to participate in club or intramural sports	
<u>3</u> Working	
<u>1</u> Other	

Our school does not offer any sports I want to play. Flunked off. Do not like the Coaches attitude.

Student Suggestions to encourage participation

Have the coach tell the school what his/her sport will include. Have snacks. Get sports people want. Get a new golf coach. Offer Football. More fun and lose. Not so strict. Make it a requirement for all to play one sport per year. Add football. Add Lacrosse. To lose weight. It is fun. Nicer Coaches, cheaper cost, and positive reinforcement. Get more sports so we have more to chose from.

Leahy J. Morrow
Principal's Signature

4-13-04
Date