




# 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  
Williamsburg High School

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

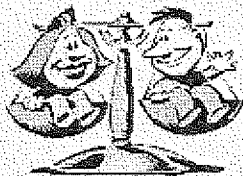
Date: May 4, 2005

Subject: 2004-2005 Title IX Annual Report Forms Submission

Enclosed please find a copy of Form T-65, the 2004-2005 KHSAA Title IX Annual Report Submission Status Report. 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 Team Members may have requested resubmission of some of the 2004-2005 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.



**KHSAA TITLE IX  
ANNUAL REPORT SUBMISSION  
STATUS REPORT  
2004-2005**

KHSAA  
Form T65  
Revised 4/05

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

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

DATE: May 4, 2005

School	Williamsburg High School	Reviewed by	Phyllis Catlett
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The following is a status report regarding the required 2004 - 2005 Title IX Annual Report submission of forms due into the KHSAA office by April 15, 2005. Appropriate KHSAA Audit Team 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-35 (Budget Chart)
✓	T-1 (Summary Program Chart 1)		T-36 (Budget Chart)
✓	T-2 (Summary Program Chart 2)	✓	T-41 (Checklist – Overall Interscholastic Program)
✓	T-3 (Summary Program Chart 3)	✓	T-60 (Corrective Action Plan)
✓	T-4 (Summary Program Chart 4)		

II. Status

A.		2004 – 2005 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"> <li>▪ Form T-36 (Budget Chart) – School personnel did not include total expenditures or percentages in section 3.</li> </ul> Please resubmit a completed Form T-36 to the KHSAA no later than <b>June 15, 2005</b> .
C.		The following forms were omitted and must be submitted by school representatives:
D.		Other Recommendation and Comments:

**2004-2005  
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)
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
G track	1000	464.75	N/A	1553	General	N/A
B track	1000	464.75	N/A	1553	Maint	N/A
G tennis	N	N	N/A	N/A		N/A
B tennis	N	N	N/A	N/A		N/A
G volleyball	N	N	N/A	N/A		N/A
B wrestling	N	N	N/A	N/A		N/A
G (list sport)	N	N	N/A	N/A		N/A
B (football)	10466.60	879.75	N/A	13050		N/A
G (list sport)	N	N	N/A	N/A		N/A
B (list sport)	N	N	N/A	N/A		N/A

1. Total expenditures on T-35 and T-36 on the 2004-2005 year report due by April 15, 2005, should reflect the total monies spent (rounded off to nearest hundred) for the entire year of 2003-2004 ending June 30, 2004.

2. Booster Club Funding/Contributions must be included in the expenditures total.

3. Indicate percentage of total expenditures for each gender: Total Expenditures \$ \_\_\_\_\_ % for boys \_\_\_\_\_ % for girls \_\_\_\_\_

Principal's Signature: *Jim Smith* Date: 3-16-05



Kentucky High School Athletic Association

Joy Mack-Paris  
606 549-6044

KHSAA  
Form GE19  
Rev. 10/04

### 2004-2005 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL VERIFICATION OF TITLE IX PROCEDURES (To be submitted by April 15, 2005 along with other required forms)

MAR 30 2005

The Williamsburg High School, Williamsburg, 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
SEE ATTACHMENT			

Scheduled a minimum of three meetings during the 2004-2005 school year on the following dates:  
Sept 15, 2004  
Dec 15, 2004  
April 15 2005

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

Alice Bryant      DPP      1000 Main St      606-549-6044

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

Alice Bryant      DPP      100 Main St.      606-549-6044

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.

Tom Faulkner  
Principal's Signature

3-16      2005  
Date

Dennis W. Beard  
Superintendent Signature

[Signature]  
School Board Chairpersons' Signature

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

Equity committee 2004-2005

Alice Bryant	Chair
Tom Faulkner	Principal
Joy Mack	Asst Principal
Dennis Byrd	Superintendent
Susan Brown	Counselor
John Jefferies	Girls Basketball Coach
Don Haynes	Boys Basketball Coach
Sharon Apple	Teacher/Parent
Paul Fields	Parent
Chase Fields	Student/Athlete
Julie Apple	Student/Athlete

**2004-2005**  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 1**

KHSAA  
Form T1  
Rev. 10/04

**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	112	54%	73	46%
Row 2	BOYS	94	45%	87	54%
Row 3	Totals	206	100%	160	100%

Instructions:

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

- 1) 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).
- 2) Add the total number of girls and boys enrolled to determine total enrollment, (place in Row 3, Column 1).
- 3) 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%.
- 4) 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.
- 5) 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: Jerry Faulkner Date: 3-16-05

**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:	5	50	2	12	
	Row 2	j.v.:	2	23	0	15	
	Row 3	frosh:	0	0	0	0	
	Row 4	total:	7	73	2	27	37%
BOYS	Row 5	varsity:	5	60	0	10	
	Row 6	j.v.:	2	27	0	15	
	Row 7	frosh:	0	0	0	0	
	Row 8	total:	7	87	0	25	29%

- 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: \_\_\_\_\_

Date: \_\_\_\_\_

*Tom Faulkner*      3-16-05

**2004-2005**  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART 3**

**Participation Opportunities Test Three**

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

	<b>GIRLS</b> (Yes / No)		<b>BOYS</b> (Yes / No)
<b>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?</b>	No		No
<b>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?</b>	No		No
<b>3. For a sport <u>not</u> currently offered, is there sufficient interest, based on your most recent Student Interest Survey, to form a viable interscholastic team based on student responses from the interscholastic survey? If yes, what sport?</b>	No		No
<b>4. For a sport currently offered at the varsity level only, is there sufficient interest, based on your most recent Student Interest Survey, to form a viable team for a junior varsity or freshman team that is not currently offered?</b>	No		No
<b>5. For a sport currently offered at the junior varsity or freshman level is there sufficient interest, based on your most recent Student Interest Survey, to form a varsity team not currently offered?</b>	No		No
<b>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?</b>	No		No

Principal's Signature: Jan Faulkner Date: 3-16-05



**2004-2005**  
**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:	5	50	68%
Row 2	j.v.:	2	23	32%
Row 3	frosh:	0	0	0
Row 4	total:		73	100%
<b>Boys</b>				
Row 5	varsity:	5	60	69%
Row 6	j.v.:	2	27	31%
Row 7	frosh:	0	0	0
Row 8	total:		87	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: \_\_\_\_\_

Date: \_\_\_\_\_


2004-2005

**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)
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
G basketball	5398	1868.75	N/A	11327	General	N/A
B basketball	6490	1664		11327	Maint.	
G softball	4672	1153.50		2227		
B baseball	2024	2577		2227		
G cross country	313	449.125		1002		
B cross country	313	449.125		1002		
G golf	633	135		1002		
B golf	N/A	180.25		1002		
G soccer	N/A	N		N		
B soccer	N/A	N		N		
G swimming	N/A	N		N		
B swimming	N/A	N		N		

1. Total expenditures on T-35 and T-36 on the 2004-2005 year report due by April 15, 2005, should reflect the total monies spent (rounded off to nearest hundred) for the entire year of 2003-2004 ending June 30, 2004.

2. Booster Club Funding/Contributions must be included in the expenditures total.

Principal's Signature: 

Date: 3-16-05

2004-2005

KHSAA  
Form T-36  
REV. 10/04

**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)
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
G track	1000	464.75	N/A	1553	General	N/A
B track	1000	464.75	N/A	1553	Maint	N/A
G tennis	N	N	N/A	N/A		N/A
B tennis	N	N	N/A	N/A		N/A
G volleyball	N	N	N/A	N/A		N/A
B wrestling	N	N	N/A	N/A		N/A
G (list sport)	N	N	N/A	N/A		N/A
B (football)	10466.60	879.75	N/A	13050		N/A
G (list sport)	N	N	N/A	N/A		N/A
B (list sport)	N	N	N/A	N/A		N/A

1. Total expenditures on T-35 and T-36 on the 2004-2005 year report due by April 15, 2005, should reflect the total monies spent (rounded off to nearest hundred) for the entire year of 2003-2004 ending June 30, 2004.

2. Booster Club Funding/Contributions must be included in the expenditures total.

3. Indicate percentage of total expenditures for each gender: Total Expenditures \$ \_\_\_\_\_ % for boys \_\_\_\_\_ % for girls \_\_\_\_\_

*Jim Smith*

Principal's Signature: \_\_\_\_\_ Date: 3-16-05

## 2004-2005 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA  
Form T41  
Rev. 10/04

### Checklist - Overall Interscholastic Athletics Program

**DIRECTIONS:**

For the Areas of Compliance (Opportunities and Benefits) listed on the left hand side of the page, place a checkmark under the appropriate column identifying whether your school provided an advantage to the Girls' Program, or to the Boys' Program or to Neither Program.

Areas of Compliance:	ADVANTAGE TO:		
	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			N/A
Tutoring			N/A
Housing and Dining Facilities and Services			N/A
Recruitment of Student Athletes			N/A

Principal's Signature: Jan Janky Date: 3-16-05

SCHOOL NAME

2004-2005  
TITLE IX

Williamsburg

CORRECTIVE ACTION PLAN

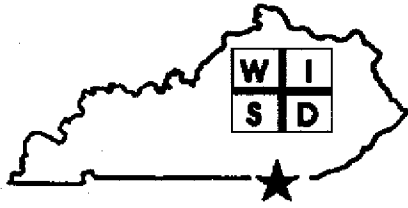
**DIRECTIONS:**

1. For Column 1, indicate the intended area which needs corrective action in order to achieve gender equity. For Column 2, write the suggested change or activities that will correct the area in need of alteration. For Column 3, include the estimated completion date for the changes or activities.
2. It is possible to attain compliance with Title IX and no longer need "corrective" action. However, the KHSAA strongly encourages compliant schools to identify items for improvement (Column 1), activities to accomplish the improvement (Column 2) and a timetable for completion (Column 3) that will strengthen the athletic program.
3. You may copy this form as needed. Please attach corrective action plans along with audit forms and submit by April 15, 2005.

COLUMN 1	COLUMN 2	COLUMN 3
ITEM FOR CORRECTION/IMPROVEMENT	SUGGESTED CHANGE/ ACTIVITIES	TIME TABLE FOR CORRECTIVE ACTION/ COMPLETION
Start girl's volleyball	Girl's volleyball	As student and finances allow
Basketball schedules	Comply with title IX regs	Begin 2005-2006 season

Principal's Signature: *Jan Jank*

Date: 3-16-05



*State- and Nationally-Recognized for  
Excellence in Education*

## WILLIAMSBURG INDEPENDENT SCHOOL DISTRICT

1000 Main Street, Williamsburg, KY 40769

606-549-6044 • Fax 606-549-6076

Web Page Address - <http://www.wburg.k12.ky.us>

*Dennis W. Byrd, Superintendent*

*Alice Bryant, Director of Pupil Personnel & Special Education*

*Loren Connell, Director of Instruction*

*David Higginbotham, School Business Manager*

*Steve Mosley, Chief Information Officer*

April 26, 2005

K.H.S.A.A.

Atten: Phyllis Catlett

2280 Executive Drive

Lexington, KY 40505

Dear Ms. Catlett:

This is a completed report for forms T35 and T36 of the Title IX Report from the Williamsburg Independent High School for the 2004-2005 self-audit. If you need any additional information feel free to contact Mrs. Joy Mack or me for assistance.

Our former principal, Mr. Tom Faulkner, has resigned and Mrs. Mack is now our building principal.

Respectfully,

Dennis W. Byrd,  
Superintendent



*William Burt*

2004-2005  
**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)
	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures	Expenditures
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B tennis	N	N	N/A	N/A		N/A
G volleyball	N	N	N/A	N/A		N/A
B wrestling	N	N	N/A	N/A		N/A
G (list sport)	N	N	N/A	N/A		N/A
B (football)	10466.60	879.75	N/A	13050		N/A
G (list sport)	N	N	N/A	N/A		N/A
B (list sport)	N	N	N/A	N/A		N/A

1. Total expenditures on T-35 and T-36 on the 2004-2005 year report due by April 15, 2005, should reflect the total monies spent (rounded off to nearest hundred) for the entire year of 2003-2004 ending June 30, 2004. *\$1650*

2. Booster Club Funding/Contributions must be included in the expenditures total. *\$455*

3. Indicate percentage of total expenditures for each gender: Total Expenditures \$ *87* % for boys *63%* % for girls *37%*

*Jan Smith*

Principal's Signature: \_\_\_\_\_ Date: *3-16-05*

**2004-2005  
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)
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G softball	4672	1153.50		2227		
B baseball	2024	2577		2227		
G cross country	313	449.125		1002		
B cross country	313	449.125		1002		
G golf	633	135		1002		
B golf	N/A	180.25		1002		
G soccer	N/A	N		N		
B soccer	N/A	N		N		
G swimming	N/A	N		N		
B swimming	N/A	N		N		

1. Total expenditures on T-35 and T-36 on the 2004-2005 year report due by April 15, 2005, should reflect the total monies spent (rounded off to nearest hundred) for the entire year of 2003-2004 ending June 30, 2004.

2. Booster Club Funding/Contributions must be included in the expenditures total.

Principal's Signature: *Jan Duda* Date: 3-16-05