

Kentucky High School Athletic Association

Memorandum

To: Superintendent, Principal, and Athletic Director

From: Brigid L. DeVries, Commissioner



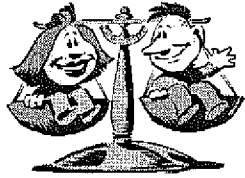
Date: July 3, 2002

Subject: 2001-2002 Annual Report Forms Submission

School: Villa Madonna Academy High School

Enclosed please find a copy of Form T-65, The 2001-2002 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 2001-2002 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.



Memo

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

From: Brigid L. DeVries, Commissioner

Date: July 2, 2002

Re: 2002 Title IX Forms Submission

School	Villa Madonna Academy	Reviewed by	Fran Edwards
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The following is a status report regarding the required 2001 - 2002 Title IX submission of forms due in to the KHSAA office by April 15, 2002. 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:

<input checked="" type="checkbox"/>	GE 19 (Annual Verification)	<input checked="" type="checkbox"/>	T-35 (Budget Expenses)
<input checked="" type="checkbox"/>	T-1 (Summary Program Chart 1)	<input checked="" type="checkbox"/>	T-36 (Budget Expenses)
<input checked="" type="checkbox"/>	T-2 (Summary Program Chart 2)	<input checked="" type="checkbox"/>	T-41 (Checklist - Overall Interscholastic Program)
<input checked="" type="checkbox"/>	T-3 (Summary Program Chart 3)	<input checked="" type="checkbox"/>	T-60 (Corrective Action Plan)
<input checked="" type="checkbox"/>	T-4 (Summary Program Chart 4)	<input checked="" type="checkbox"/>	T-63 (Interscholastic Survey Results)

II. Status

A.	<input checked="" type="checkbox"/>	2001 - 2002 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 and corrected copies are being returned to you for placement in your 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:



**2001-2002 KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
ANNUAL VERIFICATION OF TITLE IX PROCEDURES**
(To be submitted by April 15, 2002 along with other required forms)

The Villa Madonna Academy High School, Villa Hills, 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 Title 20, U.S.C. Titles 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
Mike Woods	Villa Hills, Ky	859-331-6333	Athletic Director/Coach
Don Shields	Edgewood, Ky	859-331-6333	Assst. A. Director/Coach
Dennis Van Kouten	Villa Hills, Ky	859-341-7765	parent/coach
Bev Humphrey	Park Hills, Ky	859-291-9058	parent
Jeff Mando	Villa Hills, Ky	859-331-7173	parent
Mary Pavel	Villa Hills, Ky	859-341-8823	parent

- Scheduled a minimum of three meetings during the 2001-2002 school year on the following dates:
Dec 19, 2001
Feb 20, 2002
Aug 16, 2001

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

<u>Mike Woods</u>	<u>Athletic Director</u>	<u>Villa Hills, KY</u>	<u>859-331-6333</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.

[Signature] 3/25 2002
Principal's Signature Date

[Signature] [Signature]
Superintendent Signature School Board Chairpersons' Signature

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

2001-2002
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 1

KHSAA
 Form T1
 Rev. 07/01

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	100	60.2%	134	57.3%
Row 2	BOYS	66	39.8%	100	42.7%
Row 3	Totals	166	100%	234	100%

Instructions:

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

- 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 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. 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: Jack McQueen Date: 3/25/02

2001-2002
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 2

KHSAA
Form T2
Rev. 07/01

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:	9	98	1	23	17.2%
	Row 2	j.v.:	2	26	0	0	-
	Row 3	frosh:	1	10	0	0	-
	Row 4	total:	12	134	1	23	17.2%
BOYS	Row 5	varsity:	8	84	1	17	17.0%
	Row 6	j.v.:	1	10	0	0	-
	Row 7	frosh:	1	6	0	0	-
	Row 8	total:	10	100	1	17	17.0%

- 1) List the number of interscholastic teams offered for girls and boys at each competitive level (for example, varsity, junior varsity, and freshman levels). Total each of the entries in Column 1 into Row 4, Column 1 and Row 8, Column 1.
- 2) List the number of interscholastic teams that have been added in the last five years at each competitive level. Total each of the entries in Column 3 into Row 4, Column 3 and Row 8, Column 3.
- 3) List the number of participants that are currently on each level of the teams that were added in the last five years. Total each of the entries in Column 2 into Row 4, Column 2 for girls and Row 8, Column 2 for boys. If a team was added previously but no longer exists, there are no current participants to be added for that team.
- 4) List the number of participants added in the last 5 years. Total each of the entries made in Column 4 into Row 4, Column 4 for girls and Row 8, Column 4 for boys.
- 5) Calculate the percentage of participants that have been added in the last five years (Column 4 divided by Column 2 on each line). For example, if girls' varsity soccer (22 participants), junior varsity soccer (18 participants), junior varsity golf (8 participants), and freshman softball (15 participants) have been added in the last five years, then 63 participation opportunities have been added for girls. If the total number of female participants in the program is 96 (taken from Form T-1, Row 1, Column 3), then 65.6% of the current opportunities (63 of 96) have been added in the last five years. Perform similar calculations for male participants.

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: Janet M. Queen Date: 3/25/02

2001-2002
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. Is there an intramural team offered in a sport not now available in the interscholastic athletics program? (YES or NO)	No		No
2. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team based on participation on an intramural team or community recreation teams? (YES or NO)	No		No
3. For a sport <u>not</u> currently offered, is there sufficient interest to form a viable interscholastic team with the interscholastic survey.	No		No
4. For a sport currently offered, is there interest to form a viable team for a junior varsity, freshman, or other intramural level that is not currently offered? (YES or NO)	No		No
5. If you answered YES to question (1), (2), (3) or (4), 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. (YES or NO)			

Principal's Signature:

Samuel McQueen

Date:

3/25/02

2001-2002
ACCOMMODATION OF INTERESTS AND ABILITIES
SUMMARY PROGRAM CHART 4

KHSAA
 Form T4
 Rev. 07/01

Levels of Competition Test One

		(Column 1)	(Column 2)
	Team Levels	GIRLS	BOYS
Row 1	Total Number of Athletics Participants in All Levels	134	100
Row 2	Number of Varsity Teams Offered	9	8
Row 3	Number of Participants on all Varsity Teams	98	84
Row 4	Percentage of Total Varsity Participants By Sex	73.1%	84.0%
Row 5	Number of Junior Varsity Teams Offered	2	1
Row 6	Number of Participants on all Junior Varsity Teams	26	10
Row 7	Percentage of Total Junior Varsity Participants By Sex	19.4%	10.0%
Row 8	Number of Freshman Teams Offered	1	1
Row 9	Numbers of Participants on all Freshman Teams	10	6
Row 10	Percentage of Total Freshman Participants By Sex	7.5%	6.0%

- 1) Copy the number entered on Form T1, Row 1, Column 3 and place on Row 1, column 1 of this form.
- 2) Copy the number entered on Form T1, Row 2, Column 3 and place on Row 1, column 2 of this form.
- 3) List the number of teams at the varsity, junior varsity, and freshman levels for boys and girls (Rows #2,5,8) and place in the proper boxes in columns 1 and 2.
- 4) List the number of teams at the varsity, junior varsity, and freshman levels for boys and girls (Rows #3,6,9) and place in the proper boxes in columns 1 and 2.
- 5) Calculate the percentage of female and male participants at each level. (Rows #4,7,10)
 - Divide Row 3, Column 1 by Row 1, Column 1, and place the percentage in Row 4, Column 1.
 - Divide Row 3, Column 2 by Row 1, Column 2, and place the percentage in Row 4, Column 2.
 - Divide Row 6, Column 1 by Row 1, Column 1, and place the percentage in Row 7, Column 1.
 - Divide Row 6, Column 2 by Row 1, Column 2, and place the percentage in Row 7, Column 2.
 - Divide Row 9, Column 1 by Row 1, Column 1, and place the percentage in Row 10, Column 1.
 - Divide Row 9, Column 2 by Row 1, Column 2, and place the percentage in Row 10, Column 2.

Principal's Signature: Samela McQueen Date: 3/25/02

2001-2002

**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	1260	1260	500	750	75	150	\$3950	\$3950	0	0		
B basketball	1260	1260	200	300	75	150	\$4500	\$4500	0	0		
G softball	525	525	0	0	75	75	\$1500	\$1500	0	0		
B baseball	518	518	500	0	75	75	\$1500	\$1500	0	0		
G cross country	450	450	100	100	75	75	\$625	\$625	0	0		
B cross country	450	450	100	100	75	75	\$625	\$625	0	0		
G golf	545	545	350	350	75	75	\$525	\$525	0	0		
B golf	1000	1000	350	350	75	75	\$525	\$525	0	0		
G soccer	1825	1825	200	200	75	75	\$2250	\$2250	0	0		
B soccer	1847	1847	200	200	75	75	\$2250	\$2250	0	0		
G swimming	55	55	200	200	75	75	\$625	\$625	0	0		
B swimming	55	55	200	200	75	75	\$625	\$625	0	0		

"B" is for budgeted dollar amounts and "E" is for actual dollar expenditures. Expenditures should include items provided by third parties such as Booster Clubs.

Principal's Signature: *Janet McQueen*

Date: 3/25/02

**2001-2002
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	500	200	N.A.	75	75	8500	8500	0	0		
B track	500	500	200	N.A.	75	75	8500	8500	0	0		
G tennis	180	180	0	0	75	75	8575	8575	0	0		
B tennis	180	180	0	0	75	75	8575	8575	0	0		
G volleyball	870	870	150	150	75	75	8350	8350	0	0		
B wrestling												
G (list sport)												
B (football)												
G (list sport)												
B (list sport)												

"B" is for budgeted dollar amounts and "E" is for actual dollar expenditures. Expenditures should include items provided by third parties such as Booster Clubs.

Principal's Signature: *Renee McQueen* Date: 3/25/02

2001-2002 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA
Form T41
Rev. 07/01

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
Equipment and Supplies			✓
Scheduling of Games and Practice Time			✓
Travel and Per Diem Allowances			✓
Coaching			✓
Locker Rooms, Practice and Competitive Facilities			✓
Medical and Training Facilities and Services			✓
Publicity			✓
Support Services			✓
Athletic Scholarships			✓
Tutoring			✓
Housing and Dining Facilities and Services			✓
Recruitment of Student Athletes			✓

Principal's Signature: *Bonnie McQueen* Date: 3/25/02

School Name: Villa Madonna Academy 2001-2002
 School Year: 2001-2002
 Principal's Signature: Samuel McQueen
 Date: 3/25/02

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, 2002.

ITEM FOR CORRECTION	SUGGESTED CHANGE	TIME TABLE FOR CORRECTIVE ACTION
New Tennis Courts	To be built	Summer 2002
Track Team	Interest of students (boys & girls) brought about addition of teams	Spring 2002

- 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 shall be typed.

Principal's Signature: Samuel McQueen Date: 3/25/02

2001-2002 INTERSCHOLASTIC ATHLETICS SURVEY

Summary Of Student Responses

School Name: Villa Madonna Academy
School Enrollment: 166
Date: March 20, 2002
Completed By: Don Shields, Asst A.D.

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, 2002. 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.

121 Number of Surveys
121 Total Returned
9, 10, 11 Grades Surveyed

How Was The Survey Administered? Administered by Asst. A.D. during homeroom period

Fall Sports (List Total Number of Participation Responses)

7 Cross Country (Girls)
2 Cross Country (Boys)
14 Field Hockey (Girls)
8 Football (Boys)
8 Golf (Girls)
6 Golf (Boys)
15 Soccer (Girls)
21 Soccer (Boys)
24 Volleyball (Girls)
6 Volleyball (Boys)

Winter Sport (List Total Number of Participation Responses)

22 Basketball (Girls)
21 Basketball (Boys)
6 Gymnastics (Girls)
6 Indoor Track (Girls)
7 Indoor Track (Boys)
7 Swimming & Diving (Girls)
1 Swimming & Diving (Boys)
2 Wrestling (Boys)

Spring Sport (List Total Number of Participation Responses)

<u>16</u>	Baseball (Boys)
<u>3</u>	Fast Pitch Softball (Girls)
<u>18</u>	Slow Pitch Softball (Girls)
<u>14</u>	Tennis (Girls)
<u>6</u>	Tennis (Boys)
<u>15</u>	Track (Girls)
<u>13</u>	Track (Boys)

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

Name of Sport	Number of Students Interested In Participating
<u>Ice hockey</u>	<u>11</u>
<u>Lacrosse</u>	<u>6</u>
<u>Football</u>	<u>6</u>
<u>Field Hockey</u>	<u>7</u>
<u>Bowling</u>	<u>3</u>
<u>Fencing</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>0</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>9</u>
<u>Volleyball</u>	<u>12</u>
<u>Basketball</u>	<u>7</u>
<u>Rugby</u>	<u>2</u>
<u>Soccer</u>	<u>2</u>
_____	_____

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

<u>Sport</u>	<u>Number</u>
Swimming	7
Soccer	23
Volleyball	6
Basketball	8
Baseball	4
Golf	2
Tennis	4

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

<u>Response</u>	<u>Number</u>
9 I prefer other activities such as band, chorus, etc.	9
18 I don't have time	18
2 The practice schedules and game times are inconvenient	2
2 The sport I like isn't offered	2
0 It's too expensive	0
1 I prefer to participate in club or intramural sports	1
6 Working	6
2 Other	2
<u>Fear of injury</u>	

Student Suggestions to encourage participation

- (1) Better school spirit
 - (2) Have consistent "good" teams
-
-
-
-
-
-

Donna McQueen
Principal's Signature

3/25/02
Date