

**KHSAA TITLE IX  
ANNUAL REPORT SUBMISSION  
STATUS REPORT  
2008-2009**

KHSAA  
Form T65  
Revised 4/09

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

FROM: Brigid L. DeVries, Commissioner  
Darren Billberry, Assistant Commissioner

DATE: April 20, 2009

School	Crittenden County	Reviewed by	Gary W. Lawson
--------	-------------------	-------------	----------------

The following is a status report regarding the required 2008 - 2009 Title IX Annual Report submission of forms due into the KHSAA office by April 15, 2009. 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:

<b>X</b>	GE 19 (Annual Verification)	<b>X</b>	T-35 (Budget Expenses)
<b>X</b>	T-1 (Summary Program Chart 1)	<b>X</b>	T-36 (Budget Expenses)
<b>X</b>	T-2 (Summary Program Chart 2)	<b>X</b>	T-41 (Checklist – Overall Interscholastic Program)
<b>X</b>	T-3 (Summary Program Chart 3)	<b>X</b>	T-60 (Corrective Action Plan)
<b>X</b>	T-4 (Summary Program Chart 4)	<b>X</b>	T-63 (Interscholastic Survey Results)

II. Status

A.	<b>X</b>	2008 – 2009 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.	<b>X</b>	<p>According to the 2008-2009 data, the school appears to be meeting the standards established in:</p> <input checked="" type="checkbox"/> Test 1 (Athletic participation is proportionate to enrollment) <input type="checkbox"/> Test 2 (History and continuing practice of program expansion) <input checked="" type="checkbox"/> Test 3 (Full and effective accommodation of interests and abilities)
E.	<b>X</b>	<p>Other Recommendation and Comments: According to data and calculations submitted, the school is currently meeting the standard established in Test 1 for provision of athletic opportunities. It is also likely that the school is meeting the standard established in Test 3. In the benefits area, athletic spending appears to be outside acceptable parameters both on a percentage and per athlete basis. In this particular year, it may be justified by the fact that males are designated as the underrepresented gender. This may or may not be the situation during every school year. Therefore, spending for athletic benefits should be <u>closely monitored</u>.</p>



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

## 2008-2009 ANNUAL VERIFICATION OF TITLE IX PROCEDURES

*KHSAA Form GE19  
F:Forms/GE19  
Rev.12/08*

(To be submitted by April 15, 2009 along with other required forms)

APR 13 2009

The Crittenden County High School, Marion, 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, at least one copy of which must be maintained in the Principal's office, and to the best of my knowledge have completed the following tasks.

Established a gender equity committee at the high school.

Cody Dunham	512 1/2 West Gum, Marion, KY 42064	270 965-2248	Student
Larry Duvall	2927 SR 70, Marion, KY 42064	270 965-3091	Educator/Coach
Michael Gibson	206 Shady Lane, Marion, KY 42064	270 217-5768	Educator/Coach
Denis Hodge	3549 SR 654, Marion, KY 42064	270 965-5346	Educator/Coach
Shannon Hodge	3549 SR 654, Marion, KY 42064	270 965-5346	Educator/Coach
Anna Jimenez	519 1/2 West Gum, Marion, KY 42064	270 965-2248	Student
Todd Merrick	211 Bellville Street, Marion, KY 42064	270 965-9510	Principal
Al Starnes	209 Summit Drive, Marion, KY 42064	270 965-5249	DPP/District Title IX Coordinator
Angela Starnes	209 Summit Drive, Marion, KY 42064	270 965-5249	Educator/Coach/Athletic Director
Rob Towery	307 Second Street, Marion, KY 42064	270 965-2575	Educator/Coach
Blair Winders	1000 SR 120, Marion, KY 42064	270 704-0955	Educator/Coach
Bryce Winders	512 1/2 West Gum, Marion, KY 42064	270 704-1497	Educator/Coach/Asst. Athletic Director

Scheduled a minimum of three meetings during the 2008-2009 school year on the following dates:

August 4, 2008
November 19, 2008
March 11, 2009

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

Name	Title	Address	Phone
Al Starnes	DPP/Coach/Dist. Title IX	209 Summit Drive, Marion	270 965-5249

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

Name	Title	Address	Phone
Al Starnes	DPP/Coach/Dist. Title IX	209 Summit Drive, Marion	270 965-5249

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]* 3-31 2009  
 Principal's Signature Date

*Rachel Harbrough* *Christopher E. Cook*  
 Superintendent Signature School Board Chairpersons' Signature

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



**KHSAA TITLE IX RE-VISIT  
VERIFICATION OF FORMS  
2008-2009 SCHOOL YEAR**

The 

Crittenden County
<b>High School</b>

, 

Marion, KY
<b>City</b>

, Kentucky

certifies to the KHSAA that the following is an accurate and true representation of the facts surrounding compliance with 20 V.S.C. Sections 1681-1688, it. Seq. (also known as Title IX).

The following persons are to be identified:

**School District Title IX Coordinator:**

<b>Name</b>	Al Starnes
<b>Professional Title</b>	DPP/Coach/District Title IX Coordinator
<b>Phone Number</b>	( 270 ) 965 - 2243
<b>Address</b>	209 Summit Drive, Marion, KY

**School Title IX Coordinator:**

<b>Name</b>	Al Starnes
<b>Professional Title</b>	DPP/Coach/District Title IX Coordinator
<b>Phone Number</b>	( 270 ) 965 - 2243
<b>Address</b>	209 Summit Drive, Marion, KY

The following *signatures* verify the authenticity of the documents included:

	<b>SIGNATURE</b>	<b>DATE</b>
<b>Principal</b>		4/1/09
<b>School Title IX Coordinator</b>		4/1/09
<b>Superintendent</b>		4/3/09
<b>District Title IX Coordinator</b>		4/1/09
<b>School Board Chairperson</b>		4/3/09



**KHSAA TITLE IX RE-VISIT  
VERIFICATION OF FORMS  
2008-2009 SCHOOL YEAR**

**School Name: Crittenden County High School**

**Gender Equity Review Committee Members:**

MEMBER NAME	TITLE	SIGNATURE	DATE	(✓)*
Cody Dunham	Student	<i>Cody Dunham</i>	3/31/09	✓
Larry Duvall	Educator/Coach	<i>Larry Duvall</i>	4/1/09	✓
Michael Gibson	Educator/Coach	<i>Michael Gibson</i>	3/31/09	✓
Denis Hodge	Educator/Coach	<i>Denis Hodge</i>	31 Mar 09	✓
Shannon Hodge	Educator/Coach	<i>Shannon Hodge</i>	3/31/09	✓
Anna Jimenez	Student	<i>Anna Jimenez</i>	3/31/09	✓
Todd Merrick	Principal	<i>Todd Merrick</i>	4/1/09	✓
Al Starnes	DPP/Coach/ Title IX Coordinator	<i>Al Starnes</i>	4-1-09	✓
Angela Starnes	Educator/AD	<i>Angela Starnes</i>	4-1-09	✓
Rob Towery	Educator/Coach	<i>Rob Towery</i>	4-1-09	✓
Blair Winders	Educator/Coach	<i>Blair Winders</i>	3-31-09	✓
Bryce Winders	Educator/Coach	<i>Bryce Winders</i>	4-1-09	✓

- - Please check (✓) if Committee member has reviewed this final submission.



**2008-2009**  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART T-1**

KHSAA  
 Form T1  
 F:Forms/T1  
 Rev.10/08

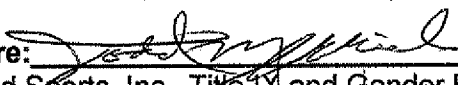
**Participation Opportunities Test One**

		(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	190	47.5	148	52.86
Row 2	BOYS	210	52.5	132	47.14
Row 3	Totals	400	100%	280	100%

Instructions:\*Number of 8<sup>th</sup> grade students & below used in Column 3 and Column 4 calculations:  
 Girls 22, Males 20, and Total 44

- 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 coaches to confirm the names of those individuals who are on the team as of the first **date of regular season competition**, and cross out the names of those who were cut from the team or quit the team prior to the first regular season 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 in 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:  Date: 3-31-09  
 Copyright 1999, Good Sports, Inc., Title IX and Gender Equity Specialists. All rights reserved.

**2008-2009**  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART T-2**

KHSAA  
 Form T2  
 Rev. 12/08

**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 Since the beginning of the 2004-2005 School Year	Number of participants for the 2008-09 school year who are playing on teams added since the 2004-05 school year	Percent of Total Participation By Sex Added Since the beginning of the 2004-2005 School Year
<b>GIRLS</b>	Row 1	varsity:	6	79	0	0	
	Row 2	j.v.:	4	69	0	0	
	Row 3	frosh:	0	0	0	0	
	Row 4	total:	10	148	0	0	0
<b>BOYS</b>	Row 5	varsity:	5	83	0	0	
	Row 6	j.v.:	3	49	0	0	
	Row 7	frosh:	0	0	0	0	
	Row 8	total:	8	132	0	0	0

- 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: 3-31-09

**2008-2009**  
**ACCOMMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART T-3**

KHSAA  
 Form T3  
 Rev. 12/08

**Participation Opportunities Test Three**

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

	GIRLS (Yes / No)		BOYS (Yes / No)
1. 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.	NO		NO
2 For a sport <u>not</u> currently offered, is there sufficient interest, based on the responses to your most recent Student Interest Survey, to form a viable interscholastic team for a sport not currently offered. If yes, what sport?	NO		YES Soccer 35
3. 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 <u>varsity</u> team not currently offered?	NA		NA
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 <u>junior varsity or freshman</u> team that is not currently offered?	NA		NA
5. If you answered YES to question (1), (2), (3), or (4), are there enough high schools in the geographic area offering the sport (at the appropriate level) to allow for the development of a reasonable schedule of competition?			YES

**Plans to Address Interest:** There is a significant interest in adding boys' soccer (35). In the past a committee was established to research adding this program. At that time, the principal felt that it was not feasible to add an additional boys team due to Title IX compliance. The current principal agrees with that conclusion.

Principal's Signature :  Date: 4-1-09



**2008-2009**  
**ACCOMODATION OF INTERESTS AND ABILITIES**  
**SUMMARY PROGRAM CHART T-4**

KHSAA  
 Form T4  
 F:Forms/T4  
 Rev.12/08

**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	79	53.38
Row 2	j.v.:	4	69	46.62
Row 3	frosh:	0	0	0
Row 4	total:		148	100%
<b>Boys</b>				
Row 5	varsity:	5	83	62.88
Row 6	j.v.:	3	49	37.12
Row 7	frosh:	0	0	0
Row 8	total:		132	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: 3-31-09



**2008-2009  
ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 1  
TO INCLUDE BOOSTER CLUB FUNDING**

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment; dollar amount required)			facilities improvements		publications (if sport-specific)	
	Expenditures		Expenditures		Expenditures		Expenditures			Expenditures		Expenditures	
	School	Booster	School	Booster	School	Booster	School	Booster	# Coaches for all levels / # Teams for all levels	School	Booster	School	Booster
G basketball	1,773	7,058	2,000	1,337	67	879	12,000	3	3	666			
B basketball	4,374	3,294	1,566	476	203	458	12,000	3	3	666			
G softball	325	2,322	967	0	0	1,012	3,750	2	2				
B baseball	323	6,608	1,286	7,700	0	298	3,750	2	2				
G cross country													
B cross country													
G golf	659	0	169	0	80	0	1,250	1	1	0	1,022		
B golf	760	0	169	0	80	0	1,250	1	1	0	1,022		
G soccer	437	867	752	0	0	1,025	3,750	2	2	950	1,022		
B soccer													
G swimming													
B swimming													

~~Total expenditures on T-25 and T-26 on the 2008-2009 year report due by April 15, 2009, should reflect the total monies spent (founder off to nearest dollar) for the entire school year of 2007-2008 ending June 30, 2008.~~

2. Booster Club Funding/Contributions must be included in the above expenditures total. (Note: It is illegal for coaches to be paid by Booster Clubs - Reference KHSAA Bylaw 27)

Principal's Signature:  Date: 3-31-09

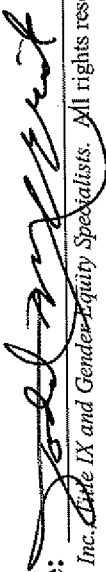
**2008-2009  
ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2  
TO INCLUDE BOOSTER CLUB FUNDING**

	equipment and supplies		travel		awards		coaches' salaries (to include supplemental and extended employment; dollar amount required)		facilities improvements		publications (if sport-specific)	
	Expenditures		Expenditures		Expenditures		Expenditures		Expenditures		Expenditures	
	School	Booster	School	Booster	School	Booster	School	Booster	School	Booster	School	Booster
G track	579	144	1,159	57	0	296	1,750	1	1			
B track	279	144	174	57	0	296	1,750	1	1			
G tennis												
B tennis												
G volleyball	696	3,033	406	230	0	1,065	3,750	2	2	666	1,022	
B wrestling												
G (list sport)												
B football	13,889	1,335	1,682	2,343	1,119	1,434	12,000	3	2	1,150	1,022	
G (list sport)												
B (list sport)												

1. Total expenditures on T-35 and T-36 on the 20082009 year report due by April 15, 2009, should reflect the total monies spent (rounded off to nearest dollar) for the entire school year of 2007-2008 ending June 30, 2008.

2. Booster Club Funding/Contributions must be included in the above expenditures totals. Indicate percentage of total expenditures for each gender: (If disparities are obvious, list on your Corrective Action Plan (T-60) what action you will take to correct the problem).

Gender	Expenditures	Percentage
Boys	\$84,957	58.21
Girls	\$60,992	41.79
<b>Total:</b>	<b>\$145,949</b>	<b>100%</b>

Principal's Signature:  Date: 4-1-09

## **T 35 & T 36 Explanations**

- Baseball – chose to play in a tournament in Florida over spring break. Not any of our teams chose to play in tournaments that many miles away.
- Football – there was a 16.42 percent disparity between male and female expenditures on the T 36 form. This is due to the higher cost to safely maintain and equip a football team. \$4, 383 was spent on reconditioning helmets, shoulder pads and replacing helmets and shoulder pads. This is a yearly expenditure that must take place to ensure that our athletes are playing in safe equipment. Without football there would be a 10.91 percent financial disparity, with more money being expended on female athletics versus male athletics.

## 2008-2009 KHSAA TITLE IX ATHLETICS AUDIT

KHSAA  
Form T41  
Rev. 12/08

### 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. A review of T-35 and T-36 spending patterns might be helpful in completing this form.

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			X
Tutoring			X
Any meals provided for home			X

**If an advantage is shown, corrective action should be show on T-60 (Corrective Action Plan).**

Principal's Signature:  Date: 3-31-09

**SCHOOL NAME**

Crittenden County High School

**2008-2009**


**TITLE IX**

**CORRECTIVE ACTION PLAN**

**DIRECTIONS:**

1. For Column 1, indicate the intended area (Opportunities or Benefits) 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, 2009.

COLUMN 1 ITEM FOR CORRECTION/ IMPROVEMENT	COLUMN 2 SUGGESTED CHANGE/ ACTIVITIES	COLUMN 3 TIME TABLE FOR CORRECTIVE ACTION/ AND OR COMPLETION DATE
Lights to the soccer field	To add lights to the soccer field	Lights were added to the soccer field in 2004
Improve the weight room	Add lighter weights, and pin-loaded weight machines	Lighter weights and pin-loaded machines were added to the weight room in the fall of 2006
Improve the softball field	Add bleachers, press box, and safety covering for the fencing	Our superintendent researched the financial resources for softball improvements. Legally the school system cannot use school funds on property that we do not own
Softball field continued		The parks board has purchased a plastic safety covering for the fence, a concrete pad has been put under the bleachers and the parks board is researching grants that can be used for additional improvements.
Softball field continued		Field improvement has been made and the Parks Board is continuing to make improvements on the fence and press box.
Softball Field continued	Add Clay	Field improvement has been made and the Parks Board is continuing to make improvements on the field by adding clay. (Added Fall 2008)

**Principal's Signature:**  **Date:** 3-31-09