

Martha Layne Collins High School, Shelbyville, KY 40065
Telephone: (502) 647-1160, Fax: (502) 647-1161

February 12, 2019

Mr. Lawson and Mr. Bilberry,

Enclosed you will find our required KHSAA Title IX audit remedy reports. This has been approved by our Gender Equity Review Committee and thoroughly reviewed by our principal Dr. Joseph Ellison III.

This packet includes:

- Re-submitted 2017/2018 T-35 Expenditures Report
 - Equipment and Supplies
 - Travel and Per Diem
- GERCC Winter 2019 Meeting minutes
 - Vote to adopt Award and Banquet provisions
 - Vote to adopt Travel and Per Diem provisions
- Travel and Per Diem
 - Written Regulations addressing provision of Meals and Lodging
- Publicity
 - Written Regulations addressing Athletic Awards and Banquets
- Softball Game Uniform Purchase Order
 - Picture of Uniforms
- Softball Practice Jersey Purchase Order
 - Picture of Practice Jersey
- Softball Rip It Backpack Purchase Order
 - Picture of Rip It Backpack

Please feel free to contact me should you have any further questions or concerns.

Powell Miller
Martha Layne Collins High School
Athletic Director

ADMINISTRATION

Joseph Ellison, Ed.D., Principal • Donna Jones, Associate Principal
Bonita Franklin, Interim Assistant Principal • Nate Jebson, Assistant Principal • Yasmine Fleming, Assistant Principal

Gender Equity Review Committee -- February 6th, 2019
Shelbyville, KY -- Martha Layne Collins High School Presentation Room

Meeting called to order at 12:01pm by Powell Miller (Martha Layne Collins High School).

Members present:

- Donna Jones (Assistant Principal)
- Yasmine Fleming (Assistant Principal)
- Laura Gordon (Bookkeeper)
- Chris Gaither (Teacher / Coach)
- Courtney Miller (Teacher / Assistant AD)
- Brock Roberts (Teacher / Assistant AD / Coach)
- Kim Powell (Teacher / Coach / Parent)
- Stacy Beard (Parent)
- Trinity Warfield (Female Student Athlete)
- Catie Kelly (Female Student Athlete)
- TJ Rawlins (Male Student Athlete)
- Colby Eades (Male Student Athlete)

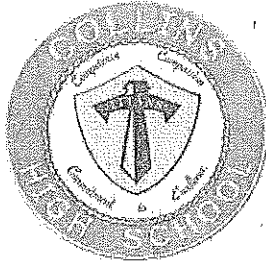
Review of Title IX Audit Report

- KHSAA Findings
 - Equipment (Baseball/Softball, Basketball)
 - Travel & Per Diem (Baseball/Softball, Basketball)
 - Publicity (Awards & Banquets provisions)
 - Travel & Per Diem (Provisions/Protocols)
- Vote to adopt new Travel & Per Diem provisions
 - 12 -- Yes | 0 -- No
- Vote to adopt new Awards & Banquets provisions
 - 12 -- Yes | 0 -- No

Round Table Discussion:

- Gameday atmosphere at Basketball games
 - Continue to have promotions that make people want to come
 - Recognition of groups
 - Alumni performing with the band
 - Band location during ball games
 - Lower level vs. Upstairs

Meeting adjourned at 1:04pm.



ok
Shuf
2-19-19

Martha Layne Collins High School, Shelbyville, KY 40065
Telephone: (502) 647-1160, Fax: (502) 647-1161

February 19, 2019

Mr. Lawson,

Martha Layne Collins High School Athletics has purchased Softball uniforms according to the Title IX Rotation plan as well as purchased a Practice Jersey and Backpack to address the current disparity between baseball and softball.

Powell Miller
Martha Layne Collins High School
Athletic Director
powell.miller@shelby.kyschool.us
Office: 502.647.1160 x41267
Cell: 502.321.0149

ADMINISTRATION

Joseph Ellison, Ed.D., Principal • Donna Jones, Associate Principal
Bonita Franklin, Interim Assistant Principal • Nate Jebson, Assistant Principal • Yasmine Fleming, Assistant Principal

Martha Layne Collins High School

801 Discovery Boulevard
Shelbyville, KY 40065
Phone: (502) 647-1160
Fax: (502) 647-1161

C 7862

PURCHASE ORDER FORM

Date 1/14/19

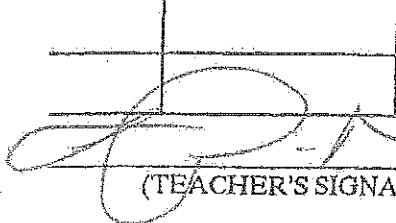
Funds to be Charged _____

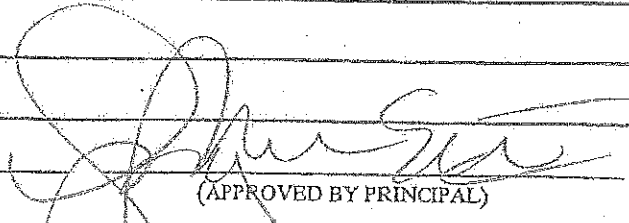
TO: FIRM SHIVELY SPORTING GOODS
ADDRESS _____
CITY _____ STATE _____ ZIP _____

GA
SOFTBALL

PLEASE FURNISH THE MERCHANDISE, MATERIALS OR SERVICE ITEMIZED BELOW

Quantity	Catalog Number	ITEMS ORDERED	Unit Price	
50		UNIFORM TOP/BOTTOM (HOME)	101.00	2,828.00
50		UNIFORM TOP/BOTTOM (AWAY)	101.00	2,828.00


(TEACHER'S SIGNATURE)


(APPROVED BY PRINCIPAL)

TOTAL 5,656.00

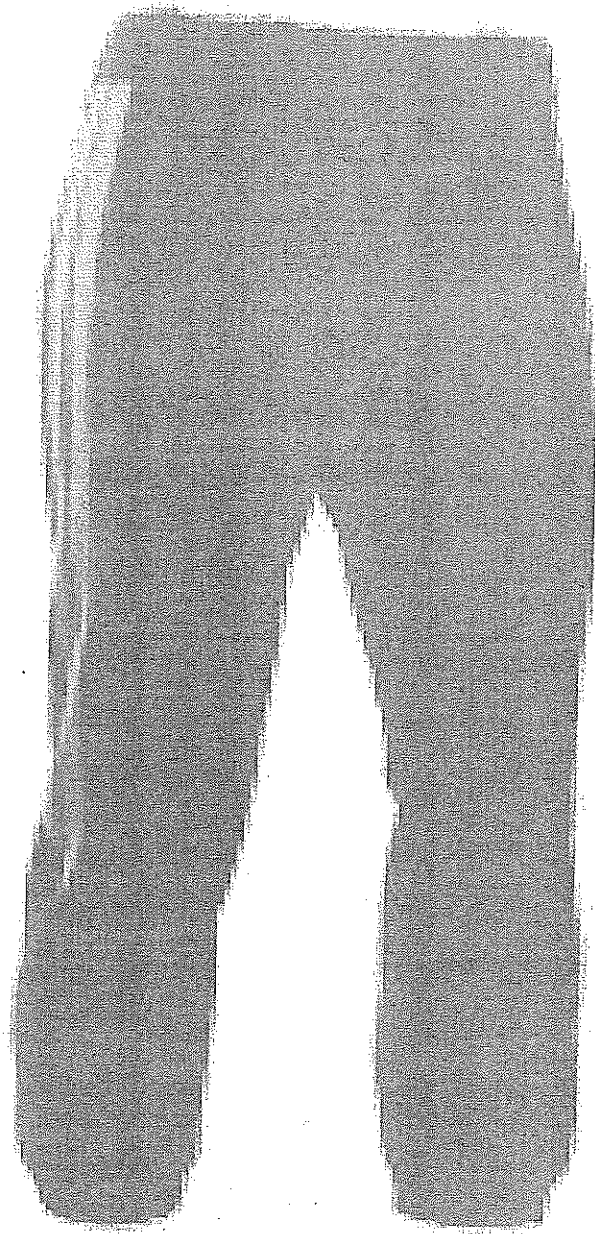
Kentucky Sales Tax
Exemption No. B-692

SHIP TO:
Martha Layne Collins High School
801 Discovery Boulevard
Shelbyville, KY 40065

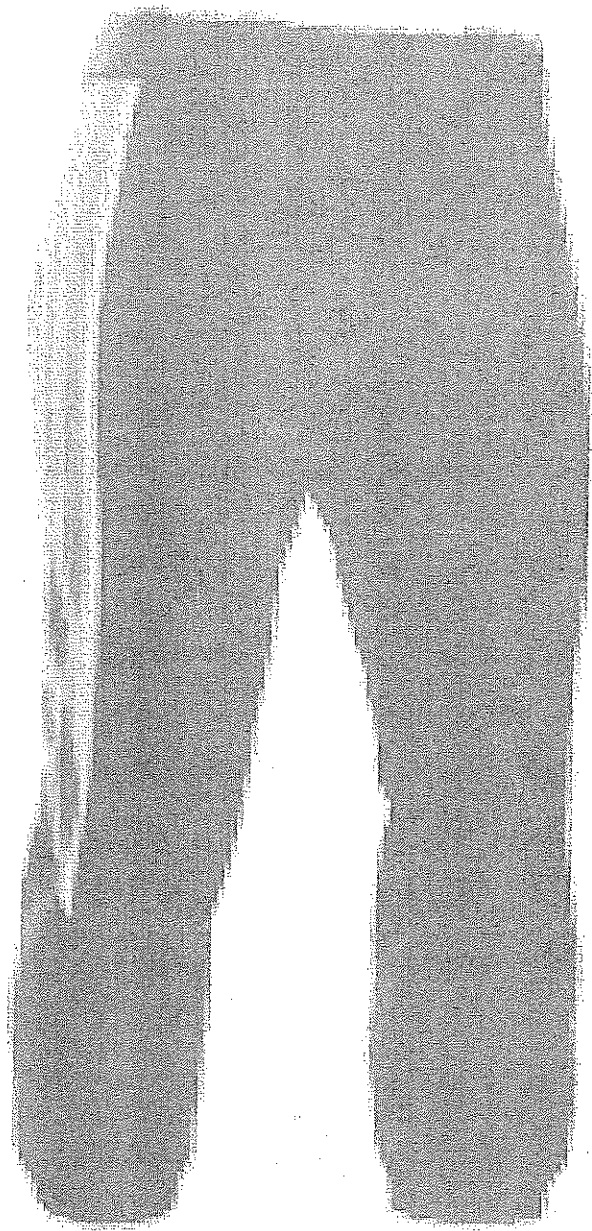
Conflict of interest, gratuities and kickbacks as defined in KRS 45A.445 and as provided for in KRS 45A.455 are absolutely prohibited. The provisions of these statutes shall be used by the users of this Procurement Document.

BILL TO:
MARTHA LAYNE COLLINS HIGH SCHOOL
ATTN: ACCOUNTS PAYABLE
801 DISCOVERY BOULEVARD
SHELBYVILLE, KY 40065









Martha Layne Collins High School

801 Discovery Boulevard
 Shelbyville, KY 40065
 Phone: (502) 647-1160
 Fax: (502) 647-1161

C 7861

PURCHASE ORDER FORM

Date 1/16/19

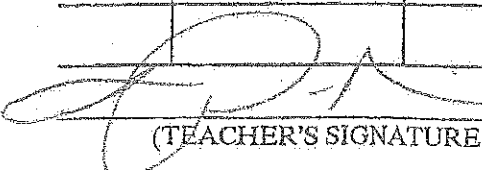
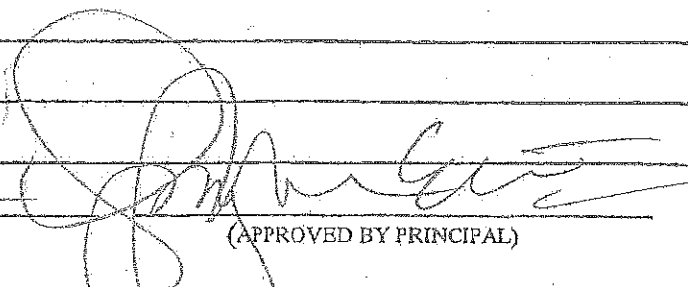
Funds to be Charged _____

TO: FIRM SHIVELY SPORTING GOODS
 ADDRESS _____
 CITY _____ STATE _____ ZIP _____

GA
SOFTBALL

PLEASE FURNISH THE MERCHANDISE, MATERIALS OR SERVICE ITEMIZED BELOW

Quantity	Catalog Number	ITEMS ORDERED	Unit Price	
28		PROLOOK JERSEY	45 ⁰⁰	1,260 ⁰⁰
1		SHIPPING	18 ⁰⁰	18 ⁰⁰

 (TEACHER'S SIGNATURE)
 (APPROVED BY PRINCIPAL)

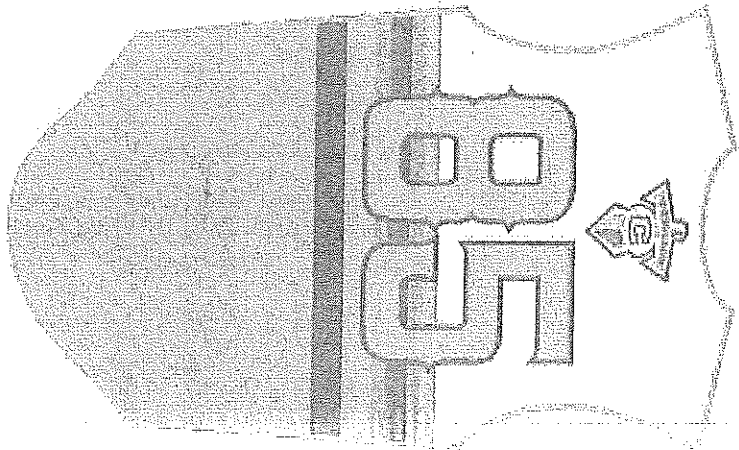
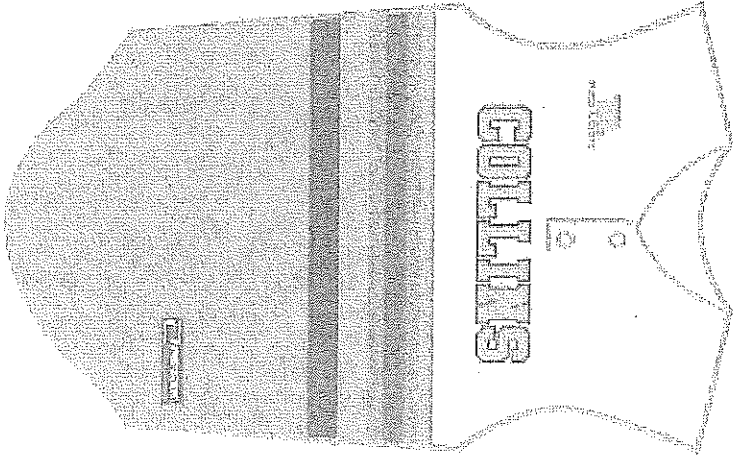
TOTAL 1,278⁰⁰

Kentucky Sales Tax
 Exemption No. B-692

SHIP TO:
 Martha Layne Collins High School
 801 Discovery Boulevard
 Shelbyville, KY 40065

BILL TO:
 MARTHA LAYNE COLLINS HIGH SCHOOL
 ATTN: ACCOUNTS PAYABLE
 801 DISCOVERY BOULEVARD
 SHELBYVILLE, KY 40065

Consists of interest, penalties and
 feebags as defined in KRS
 45A.445 and as provided for in
 KRS 45A.455 are absolutely pro-
 hibited. The provisions of these
 statutes shall be noted by the users
 of this program and...



Martha Layne Collins High School

801 Discovery Boulevard
Shelbyville, KY 40065
Phone: (502) 647-1160
Fax: (502) 647-1161

C 7870

PURCHASE ORDER FORM

Date 1/23/19

Funds to be Charged GA
SOFTBALL

TO: FIRM SHIVELY SPORTING GOODS
ADDRESS _____
CITY _____ STATE _____ ZIP _____

PLEASE FURNISH THE MERCHANDISE, MATERIALS OR SERVICE ITEMIZED BELOW

Quantity	Catalog Number	ITEMS ORDERED	Unit Price	
<u>28</u>		<u>RIP IT BACKPACK BLACK</u>	<u>55⁰⁰</u>	<u>1,540</u>

(TEACHER'S SIGNATURE)

(APPROVED BY PRINCIPAL)

TOTAL 1540⁰⁰

SHIP TO:

Martha Layne Collins High School
801 Discovery Boulevard
Shelbyville, KY 40065

Kentucky Sales Tax
Exemption No. B-692

Conflict of interest, gratuities and kickbacks as defined in KRS 45A.485 and as provided for in KRS 45A.455 are absolutely prohibited. The provisions of these statutes shall be noted by the users of this document.

BILL TO:

MARTHA LAYNE COLLINS HIGH SCHOOL
ATTN: ACCOUNTS PAYABLE
801 DISCOVERY BOULEVARD
SHELBYVILLE, KY 40065



SHIVELY SPORTING GOODS
 4006 DIXIE HIGHWAY
 LOUISVILLE, KY 40216

QUOTATION

Quote Number: 1092
 Quote Date: Jan 18, 2019
 Page: 1

Voice: 502-448-7272
 Fax: 502-449-0175

Quoted To:
COLLINS HIGH SCHOOL 801 DISCOVERY BLVD SHELBYVILLE, KY 40065

Customer ID	Good Thru	Payment Terms	Sales Rep
COLL01	2/17/19	Net 30 Days	00EDDJ

Quantity	Item	Description	Unit Price	Amount
28.00	02	RIP IT BACKPACK BLACK	55.00	1,540.00
Subtotal				1,540.00
Sales Tax				
TOTAL				1,540.00



PRIMMINARY
KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

PRIMMINARY

The listed amounts were approved in the 2017-18 Board Meeting

T35 ACTUAL EXPENDITURES - PROGRAM COMPARISON CHART 2-19-17

2016/2017

dot

KHSAA Form T35
 Rev. 10/15

Sport	Equipment		Travel & Per Diem		Awards		Salaries		Facilities	
	School	Booster	School	Booster	School	Booster	Salaries	Teams	School	Booster
Archery										
Baseball	15,072	0	20,452	0						
Basketball - Boys	7,384	0	6,082	0						
Basketball - Girls	3,744	0	3,229	0						
Bowling - Boys										
Bowling - Girls										
Cross Country - Boys										
Cross Country - Girls										
Fast Pitch Softball	4,596	0	3,915	0						
Field Hockey - Girls										
Fishing										
Football										
Golf - Boys										
Golf - Girls										
Lacrosse - Boys										
Lacrosse - Girls										
Marksanship										
Slow Pitch Softball										
Soccer - Boys										
Soccer - Girls										

PRIMMINARY

MLCHS Athletics

Policy for Travel and Per Diem

ok
Jeff
2-19-19

Away Game - During regular season / overnight stays:

1. Shelby County Board of Education will provide school bus only transportation for all away games up to 350 miles (one way).
2. All travel above and beyond 350 miles (one way) will require teams to use a charter bus. Programs using charter buses will coordinate with Shockey Tours or other company with Athletic Director approval. If board policy requires more than 1 quote, programs must contact other travel companies.
3. Programs can have Parents/Guardian use transportation waivers from the SCPS Board of Education to transport student athlete (waivers shown on next 3 pages: Red, Yellow, Green).
4. Programs pay for meals for student athletes only if previous Purchase Order is approved. If students are paying for meals coaches will coordinate with parents prior to departure regarding expected meal costs.
5. Fundraising money that the team has raised can minimize student expenses for meals and lodging when traveling overnight.

- Hotel accommodations:
- Lodging: Cost range \$70 - \$110 per room per night
- Lodging: Must stay in hotels rated 2 stars or better according to google.
- Lodging: Use of government rates, if available, is encouraged.
- Per Diem: If meals are provided
- Breakfast - \$5 to \$8 (5:00am - 9:00am)
- Lunch - \$6 to \$9 (11:00am - 2:00pm)
- Dinner - \$12 to \$18 (5:00pm - 9:00pm)

MLCHS Athletics Policy for Travel and Per Diem

SCPS Waiver Forms: Green - Released to parent / guardians care after a single event. SCPS is still providing transportation

All waivers shall have school administration approval for use prior to event.
This waiver does not approve students transporting students.

Board Policy 09.36
Waiver 1

RELEASE AGREEMENT

Shelby County Public Schools is providing transportation, but parents wish to have their child released AFTER the event.

The first option is the preferred release after an event. This option is for parent/guardian only.

I am requesting my child, _____, be released to my care immediately following the conclusion of the Shelby County Public Schools sponsored event being held on _____, 20____. I acknowledge the Shelby County Public Schools is affording transportation for my child back to Shelbyville, Kentucky. Nevertheless, I am voluntarily requesting my child be transported from the event and otherwise be released to my supervision prior to returning to Shelbyville/Shelby County.

This option should only be used if there is a family/parent/guardian hardship. This option is based on school administration/coaches/sponsors' approval for adults other than legal guardian/parent.

I am requesting my child, _____, be released to the custody and care of _____ immediately following the conclusion of the Shelby County Public Schools sponsored event being held on _____, 20____. I acknowledge the Shelby County Public Schools is affording transportation for my child back to Shelbyville, Kentucky. Nevertheless, I am voluntarily requesting my child be transported from the event and otherwise be supervised thereafter by _____ in all activities prior to returning to Shelbyville/Shelby County.

This option is for the entire season when the bus delivers students, but parents or others take home after the event.

I am requesting my child, _____, be released to the custody, care, and supervision of _____ immediately following the conclusion of the Shelby County Public Schools sponsored event during the 20____-20____ school year unless otherwise specifically noted in writing. I acknowledge the Shelby County Public Schools is affording transportation for my child back to Shelbyville/Shelby County. Nevertheless, I am voluntarily requesting my child be transported from the event and otherwise be supervised thereafter by _____ in all activities prior to returning to Shelbyville/Shelby County.

I hereby release and waive, and further agree to hold harmless the Board of Education of Shelby County, its officers, employees, and agents, from and against any claim, in or as the representative of _____, any now or hereafter having claim to have in any court or other forum for or on account of any losses, damages, personal injuries, pain and suffering, death, or property damage resulting from or arising out of, during, or in connection with _____ being released to the custody, care, and supervision of _____ following the conclusion of the event mentioned above.

This Release Agreement shall be construed to be as comprehensive as is allowed by law; as severable, the invalidity of any portion of which shall not affect any other portions; and shall not establish a legal or other relationship between or among those released which does not in fact exist.

Signature of Parent/Legal Guardian

Date

Signature of School Employee who observed parent/guardian signing form

Date

OR if a school employee does not observe the parent/guardian signing this form, this area must be initialed.

COMMONWEALTH OF KENTUCKY

COUNTY OF _____

Subscribed and sworn to before me by _____ on this _____ day of _____, 20____.

My Commission Expires _____, 20____.

NOTARY PUBLIC

MLCHS Athletics Policy for Travel and Per Diem

SCPS Waiver Forms: Yellow - SCPS transportation is not an option for a single event.

All waivers shall have school administration approval for use prior to event.
This waiver is to be used only when SCPS transportation is not an option for a single event.
This waiver does not approve students transporting students.

Board Policy 42.16
Waiver 2

RELEASE AGREEMENT

Shelby County Public Schools is providing transportation, but parent wishes to transport student TO and FROM a single event, or school administration has approved approval to not provide transportation for this event.

Option 1 is the preferred option in use of this form. Parent/guardian transportation is first priority.

I am requesting my child, _____, be permitted to be transported by _____, to and from the Shelby County Public Schools sponsored event being held in _____ County, (State), on _____, 20____. I acknowledge the Shelby County Public Schools is affording transportation for my child. Nevertheless, I am voluntarily requesting my child be permitted to be transported to and from event, and otherwise be released to my supervisor.

The following options are not to be at coaches/sponsors' discretion. It is necessary to have prior approval of school administration in order to be used in extreme family hardships.

I am requesting my child, _____, be permitted to be transported by _____, to and from the event. I acknowledge the Shelby County Public Schools is affording transportation for my child. Nevertheless, I am voluntarily requesting my child be permitted to be transported.

This option shall only be used with principal approval prior to issuing waiver to coaches/sponsors.

I am requesting my child, _____, be permitted to drive to and from the Shelby County Public Schools sponsored event held in _____ County, _____ (State), on _____, 20____. I acknowledge the Shelby County Public Schools is affording transportation for my child. Nevertheless, I am voluntarily requesting my child be permitted to drive. (Child should be 18 before giving any consentation to this option)

I hereby release and waive, and further agree to hold harmless the Board of Education of Shelby County, its officers, employees, and agents, from and against any claim, or as the representative of my child who is under the age of eighteen (18), may now or hereafter have or claim to have in any court or other forum for or on account of any losses, damages, personal injuries, pain and suffering, death, or property damage resulting from or arising out of, during or in connection with driving to and from the event first mentioned above.

This Release Agreement shall be construed to be an agreement as is allowed by law, as severable, the invalidity of any portion of which shall not affect any other portions; and shall not establish a legal or other relationship between or among those released which does not in fact exist.

Signature of Parent/Local Guardian _____ Date _____

Signature of Student (if over the age of 18) _____ Date _____

Signature of School Employee who observed parent/guardian signing form _____ Date _____

(If a school employee does not observe the parent/guardian signing the form, this form must be notarized)

COMMISSIONER OF EDUCATION

1 Set

WITNESSETH

Witnessed and sworn to before me by _____ on this _____ day of _____, 20____.

My Comm. Exp. Date: _____

NOTARY PUBLIC

MLCHS Athletics Policy for Travel and Per Diem

SCPS Waiver Forms: Red - SCPS transportation is not an option for entire season.

This form cannot be used without prior district administration approval.
Parents must be informed at the first organized meeting that SCPS will not afford transportation.

Board Policy 09.36
Waiver 3

RELEASE AGREEMENT

Shelby County Public Schools will NOT be providing transportation.

My child, _____, has decided to participate in _____ during the 20__-20__ school year. I acknowledge that the Board of Education of Shelby County has determined that transportation will not be provided in relation to this activity, and that transporting my child is a cost and responsibility which I must accept in order for my child to participate in this activity. With knowledge of this condition, I am voluntarily giving my permission for my child to participate in this activity and I am agreeing to provide or arrange for transportation of my child. I further acknowledge that I must provide the coach the name(s) of any individual who has permission to pick my child up following any team/club activity.

I hereby release and waive, and further agree to hold harmless the Board of Education of Shelby County, its officers, employees, and agents, from and against any claim I, or as the representative of my child,

_____, who is under the age of eighteen (18), may now or hereafter have or claim to have in any court or other forum for or on account of any losses, damages, personal injuries, pain and suffering, death, or property damage resulting from or arising out of, during or in connection with driving to and from the events relating to the activity referenced above.

This Release Agreement shall be construed to be as comprehensive as is allowed by law; as severable, the invalidity of any portion of which shall not affect any other portion, and shall not establish a legal or other relationship between or among those released which does not in fact exist.

SIGNATURE OF PARENT/LEGAL GUARDIAN

COMMONWEALTH OF KENTUCKY)

) 3d

COUNTY OF _____)

Subscribed and sworn to before me by _____ on this the _____ day

of _____, 20__

My Commission expires _____, 20__

SHELBY COUNTY PUBLIC SCHOOLS

MLCHS Athletics

Policy for Travel and Per Diem

State Tournament Guidelines through KHSAA:

1. MLCHS Athletics will pay for lodging, meals and transportation if a team makes it to KHSAA State Tournament and lodging is required.
2. If a MLCHS Athletic team participates in a state playoff game, the MLCHS athletic department will pay for all meals, transportation, and lodging expenses that will be associated with that KHSAA event as long as MLCHS is reimbursed through gate expenses through KHSAA tournament guidelines.
3. KHSAA will reimburse MLCHS Athletics for lodging (if needed) and food expenses during KHSAA tournament if written in the tournament instructions for that sport.
4. If students are paying for meals coaches will coordinate with parents prior to departure expected meal costs.

- Hotel accommodations:
- Lodging: Cost range \$70 - \$110 per room per night
- Lodging: Must stay in hotels rated 2 stars or better according to google.
- Lodging: Use of government rates, if available, is encouraged.

- Per Diem: If meals are provided
- Breakfast - \$5 to \$8 (5:00am - 9:00am)
- Lunch - \$6 to \$9 (11:00am - 2:00pm)
- Dinner - \$12 to \$18 (5:00pm - 9:00pm)

MLCHS Athletics

Post season Banquets and Awards

Banquets:

1. All programs must have an end of season banquet.
2. All programs must have banquet on SCPS property (MLCHS cafeteria, SCPS Blair Center, etc.) unless team state championship is won.
3. All programs must supply protein for the meal. If a team chooses to do "pot luck", the school/program will supply the meat.
4. If meal is catered it must cost \$7 - \$14 per person per meal.
5. If team state championship is won the program may have end of season banquet at off site location (Claudia Sanders, Shelbyville CC, etc.)
6. If team state championship is won, cost can increase to \$15 - \$20 per person per meal.

Awards:

1. Teams may give plaques, trophies, and certificates above and beyond the awarding of MLCHS Athletic certificates and Letters.
2. Individual team celebration awards must cost between \$5 - \$15 per award. (Examples: Most improved, Offensive POTY, Defensive POTY, etc.)
3. Major Team awards may cost between \$10 - \$25 per award. (Examples: Team MVP, Mr./Mrs. Titan, etc.)
4. All programs are expected to recognize seniors above and beyond the awarding of Athletic Department senior banners.