



Kara T. Rozin
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October 17, 2025

BY EMAIL

Gail Hughey, Superintendent
West Branch-Rose City Area Schools
P.O. Box 308
West Branch, MI 48661

Re: Title IX Training

Dear Ms. Hughey:

This letter certifies that the individuals listed on the enclosed sheet were present at a Title IX training session on Friday, October 17, 2025. The training focused on the major components of Title IX of the Education Amendments of 1972, as amended by the Final Rule, which went into effect on August 14, 2020. The training covered the definition of “sexual harassment” under Title IX, the scope of the District’s educational program or activity, requirements of the District’s Title IX Grievance Procedure, how to conduct an investigation under the District’s Title IX Grievance Procedure (formal and informal), documents required during a Title IX investigation, and other equitable investigation and grievance procedure requirements, including avoiding prejudgment on the facts at issue, conflicts of interest and bias. Finally, the training outlined the various roles of those involved in the Title IX Grievance Procedure: Title IX Coordinator, Investigator, Decision-Maker, Appeal Decision-Maker and Informal Resolution Facilitator.

This letter and attached list should be kept in the FOIA Coordinator’s file and/or the Title IX Coordinator’s file to ensure compliance under the 2020 Title IX Final Rule. The attached Title IX Training PowerPoint must be posted on the District’s website to be in compliance with the Title IX Final Rule.

Thank you very much for providing this learning activity for the District’s Administrators, and for inviting us to participate in it.

Sincerely,

CLARK HILL PLC

A handwritten signature in blue ink that reads 'Kara T. Rozin'.

Kara T. Rozin

KTR:mjz
Enclosures



Title IX Training with Kara Rozin

Date: October 17, 2025
9:30-11:30 a.m.

Name	Department	Signature
Sara Deyarmond	Surline Elementary	
Stacy Gildner	Surline Elementary	
Jason Hall	Transportation	
Gail Hughey	Central Office	
Calie Kavalunas	Surline Middle	
Scott Kearns	Maintenance	
Korey Kripli	Athletics	
Ted Matuszak	Central Office	
Kim Noble	Surline Middle	
Janis Phillips	Food Service	
Jason Pilarski	Ogemaw Heights	
Tom Rea	Technology	
Susan Shepardson	Rose City	
Jenny Winter	Central Office	
Trisha Ziegler	Ogemaw Heights	