



Kara T. Rozin  
T (616) 608-1110  
F (616) 608-1176  
Email: KRoizin@ClarkHill.com

Clark Hill  
200 Ottawa N.W., Suite 500  
Grand Rapids, MI 49503  
T (616) 608-1100  
F (616) 608-1199

August 26, 2022

***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 Tuesday, August 16, 2022. The two and one-half hour training covered the definition of "sexual harassment" in the Title IX Final Rule, how to conduct an investigation under the Title IX Grievance Procedure, requirements of the Title IX Grievance Procedure and documents required during a Title IX investigation. The training also included content regarding transgender students' rights based on current case law and federal and state guidance.

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 Title IX Final Rule. The attached PowerPoint should also be posted on the District's website to ensure 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

# SIGN IN SHEET

ADMINISTRATOR TRAINING

AUGUST 16, 2022 8-10:30 A.M.

TITLE IX TRAINING WITH KARA ROZIN FROM CLARK-HILL



## West Branch-Rose City Area Schools

NAME	Signature	Building
TED MATUSEAK		Central Office
Trisha Ziegler		OHHS
Gail Hughey		Central Office
Heather Phelps		Central Office
Susan Sheppard		RCS
Jack Uliet		OHHS
Sarah Atkins		OHHS
Kimberly Noble		SMS
Michael Evans		SMS
Jill Smith		SCS
Rod Good		Central Office