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February 22, 2022

BY EMAIL

Mr. Eric Alcorn, Director of Human Resources
Kelloggsville Public Schools
242 - 52nd Street SE
Grand Rapids, MI 49548

Re: Title IX Final Rule and Investigations Training

Dear Mr. Alcorn:

This letter certifies that the individuals listed on the enclosed sheet were present at a Title IX Final Rule and Investigation Best Practices training session on Friday, February 18, 2022. The training covered the definition of "sexual harassment" in the Title IX Final Rule, how to conduct an investigation under the District's Title IX Grievance Procedure and other Board Policies, requirements of the District's Title IX Grievance Procedure, documents required during a Title IX investigation, and other investigation requirements and best practices for both students and staff.

This letter and attached list should be kept in the FOIA Coordinator's file and 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

Kara T. Rozin

Jessica Milligan

KTR:mjz
Enclosures

cc: Mr. Samuel Wright, Superintendent



Administration Office
 242 52nd Street SE Grand Rapids, MI 49548
 (616) 538-7460 Phone (616) 532-1597 Fax

Kelloggsville High School 4787 S. Division Ave SW (616) 532-1570
 54th Street Academy 173 54th Street SW (616) 531-7433
 Kelloggsville Middle School 4650 S. Division Ave SE (616) 532-1575
 Southeast Kelloggsville Elementary 240 52nd Street SE (616) 532-1590
 Central Kelloggsville Elementary 4625 Jefferson Ave SE (616) 532-1580
 West Kelloggsville Elementary 4555 Magnolia Ave SW (616) 532-1595
 Kelloggsville Virtual School 242 52nd Street SE (616)-532-8449
 Kelloggsville Early Childhood Learning Center
 977 44th Street SW (616) 532-1585

Title IX Training
 Presenter: Kara T. Rozin, Clark Hill Law Firm
 Day: Friday, February 18, 2022
 Time: 9am-12pm
 Location: Kelloggsville Administration Bldg.

Professional Development Sign In/Out:

<u>Name:</u>	<u>Title:</u>	<u>Sign In:</u>	<u>Sign Out:</u>	<u>Signature:</u>
Alcorn, Eric	HR Director	EA	→	[Signature]
Alston, James	HS Principal	JA	→	[Signature]
Ball, Brian	MS. Asst. Prin.	BB	→	[Signature]
Farkas, Kelly	Ele. Principal	KF	→	[Signature]
Morrow, Chad	MS Principal	MA	→	NA
Muhammad, Bilal	Ele. Asst. Prin.	BM	→	[Signature]
Palmitier, Jeremy	Ele. Principal	JP	-	[Signature]
Patin, Nick	HS Asst. Prin.	NP	-	[Signature]
Schilthuis, Eric	Ele. Principal	ES	-	[Signature]
Sherman, Jenifer	54th. Director.	JS	-	[Signature]
Stevens, Kim	Sped. Director	KS	-	[Signature]
Taylor, Beth	KVS Principal	BT	-	[Signature]