

# KAUKAUNA AREA SCHOOL DISTRICT

## WISCONSIN OPEN RECORDS LAW NOTICE

Section 19.34(1), Wis. Stats., requires the Kaukauna Area School District to adopt, prominently display and make available for inspection and copying at its offices a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records and the costs thereof. Section 19.34(1), Wis. Stats., also requires the District separately identify each position in the District that constitutes a local public office.

Notice is hereby provided of the following information required by the Wisconsin Open Records Law:

1. Description of the District: The Kaukauna Area School District is a Wisconsin public school district providing instruction to students in grades PreK-12. The District is comprised of one (1) high school, one (1) grade 5-8 school, two (2) elementary schools, two (2) charter schools, and one (1) early learning center. The District is governed by a school board made up of seven (7) members.
2. Records Custodian: Mike Slowinski, Superintendent
3. Means of Requesting Records: The public may seek access to records and/or request copies of records in the District's custody in person between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, at the District Offices located at 1701 County Road CE, Kaukauna, Wisconsin. In addition, the public may seek access to records and/or request copies of records in the District's custody by writing to the District Administrator at 1701 County Road CE, Kaukauna, WI 54130.
4. Costs of Obtaining Records: The District will impose a fee of \$0.25 per copy which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record upon any individual requesting records from the District as provided for in §§ 19.35(3)(a)(c)(f), Wis. Stats. Except as otherwise provided by law or as authorized to be prescribed by law, an authority may impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more. The District may require prepayment from any individual requesting records from the District if the total amount exceeds \$5.00.
5. Local Public Offices: The District has deemed the following positions in the District as "local public offices" as defined by § 19.32(1dm), Wis. Stats.:
  - a. Superintendent
  - b. Director of Special Education & Pupil Services
  - c. Business Official/Financial Manager
  - d. Human Resources Coordinator
  - e. Director of Curriculum, Instruction, & Continuous Improvement
  - f. Director of Secondary Education
  - g. Kaukauna High School Principal
  - h. River View Middle School Principal
  - i. Victor Haen Elementary School Principal
  - j. Park Community Charter School Principal
  - k. Electa Quinney Elementary School Principal
  - l. New Directions Learning Community Principal
  - m. Dr. H. B. Tanner Early Learning Center Principal