

NEENAH JOINT SCHOOL DISTRICT

WISCONSIN OPEN RECORDS LAW NOTICE

Section 19.34 (1), Wis. Stats., requires the Neenah Joint 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 for the following required by the Wisconsin Open Records Law:

1. **Description of the District:** The Neenah Joint School District is a Wisconsin public school district providing instruction to students in grades 4K-12. The District is comprised of one (1) high school, one (1) middle school and nine (9) elementary schools. The District is governed by a school board make up of nine (9) members.
2. **Records Custodian:** Superintendent Stephan Harrison, PhD
3. **Means of Requesting Records:** The public may seek access to records and/or request copies of records in the District's custody using one of the following methods:
 - in person at the District Office during business hours
 - by mailing a request to the records custodian
 - via email to stephan.harrison@neenah.k12.wi.us

The District office location and mailing address is 410 South Commercial Street, Neenah, WI, 54956.

4. **Costs of Obtaining Records:** The District will impose fees as set forth in Board policy 8310, including but not limited to \$0.10 per copy page, actual postage, and location fees when applicable.
5. **Local Public Offices:** The District has deemed the following positions in the District as "local public offices" as defined by Wisconsin Statutes 19.32(1dm):
 - Superintendent
 - Assistant District Administrator of Leadership and Engagement
 - Chief Financial Officer
 - Director of Communications
 - Director of Curriculum, Instruction and Assessment
 - Director of Facilities
 - Director of Instructional Technology
 - Director of Special Education
 - Director of Student Growth and Support Programs
 - High School Principal
 - Middle School Principal
 - High School and Middle School Associate Principals
 - Elementary School Principals