

MENOMONIE AREA SCHOOL DISTRICT

823-Exhibit

ACCESS TO PUBLIC RECORDS: PUBLIC RECORDS NOTICE AND FEE SCHEDULE

Please take notice that requests for district records can be submitted to the following legal custodian of district records: Joseph Zydowsky, District Administrator.

The School District of the Menomonie Area provides public educational services to pupils in grade levels PK-12. Requests for records can be made between the office's regular business hours of 7:00 a.m. and 4:30 p.m. (M-F, M-TH during the summer), and should be made at 215 Pine Avenue E, Menomonie, WI 54751.

Requests for district records may be made orally or in writing, although the district may require certain requests to be submitted in writing. Requests must be reasonably specific as to the subject matter or length of time represented by the record. District records that are subject to inspection may be viewed or copies may be obtained. Requesters will be charged 25¢ per page for copies and/or actual, necessary, and direct cost of other forms of duplication.

The District may require prepayment if the total cost of duplication for any records request which exceeds \$5.00, and may impose a fee on requesters for locating a record/records (not to exceed the actual, necessary, and direct cost of location) if location costs are \$50.00 or more. Other fees may be charged to requesters to the extent permitted under s.19.35(3), Stats., including mailing or shipping costs.

Except for any applicable costs of staff time as referenced above, there will be no charge for copying records from one digital format to another for electronic distribution (e.g., email) or for scanning physical documents and saving them into a digital format (e.g. PDF) for electronic distribution.

Questions concerning this policy should be directed to the District Administrator's office.

In addition, please note that the following school district positions have been identified as local public office:

Board Members: David Styer, President
 Charlie Schneider, Vice President
 Clint Moses, Clerk
 Tanya Husby, Treasurer
 Amy Riddle-Swanson
 Christopher Freeman
 Mark Hillman
 Karl Palmer
 Angie Skillings

Administrators: Joseph Zydowsky, District Administrator
Samantha Hoyt, Director of Human Resources
Tonia Kowieski, Director of Student Services
Katie Krueger, Director of Technology Services
Michelle Kloser, Director of Nutrition Services
Brian Seguin, Assistant Superintendent of Instruction
Leah Theder, Director of Business Services
Kevin Tomaszewski, Director of Buildings and Grounds
Casey Drake, Principal, Menomonie High School
Perry Myren, Assistant Principal/AD, Menomonie High School
Susan Mommsen, Assistant Principal, Menomonie HS
Bart Boettcher, Principal, Menomonie Middle School
Mark Anderson, Assistant Principal, Menomonie Middle School
Shannon Branch, Wakanda Elementary School
Mike Kennedy, Principal, River Heights Elementary School
Keila Drout, Principal, Downsview Elementary School
Kristin Humphrey, Principal, Knapp Elementary School
Lori Smith, Principal, Oaklawn Elementary School

ADOPTED: July 8, 2019