



## Cedarburg School District Public Record Notice

The Cedarburg School District has designated a Custodian of Public Records in order to meet its obligations under State public records laws (Wis. Stat. §§ 19.31 - 19.39). Members of the public may obtain access to the Cedarburg School District's public records, or obtain copies of these records, by making a request to the Custodian of Public Records during the Cedarburg School District's office hours of Monday through Friday, 7:30 a.m. to 4:00 p.m. Such requests should be made to:

Cedarburg School District  
District Office  
Dr. Jeridon Clark - District Records Custodian  
W68 N611 Evergreen Blvd.  
Cedarburg WI 53012  
brauth@cedarburg.k12.wi.us

Requests for records and the District's response shall be in accordance with the processes outlined in Board Policy 8310 – Public Records.

The District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. The cost of locating responsive records will be calculated at an hourly rate constant with the applicable employee's hourly rate for salary and benefits. The Cedarburg School District may also charge requestors two cents (\$.02) per black/white photocopied/printed/scanned page provided for copying and reproduction. The District may also impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester. All requests will be processed as soon as practicable and without delay.

The District has identified the following as Local Public Office Holder Positions:

School Board Members  
Superintendent  
Director of Student Services  
Director of Human Resources  
Director of Technology & Assessment  
Director of Curriculum & Instruction  
Director of Business Services  
Director of Buildings & Grounds  
Special Education Coordinator  
High School Principal(s)  
High School Assistant Principal(s)  
High School Athletic Director  
Middle School Principal(s)  
Middle School Assistant Principal(s)  
Elementary School Principal(s)  
Elementary School Assistant Principal(s)