

OREGON SCHOOL DISTRICT
BOARD OF EDUCATION
POLICY COMMITTEE MEETING
2021-22

DATE: September 20, 2021
TIME: 5:30 P.M. - 7:00 P.M.
PLACE: Virtually Via Conference Call and Google Meet*
456 N. Perry Pkwy, Oregon, WI 53575

Order of Business

Call to Order
Roll Call
Proof of Notice of Meeting and Approval of Agenda
Approval of Minutes of Previous Meeting(s)

AGENDA

- A. Sharing of Public Comment Regarding Agenda Items
- B. Old Business
 - 1. None
- C. New Business
 - 1. Policies 911 and 912 - Facility Use Policies
 - 2. Policy 152 - Public Records Law
 - 3. Calendar 2022-23 Process and Timeline
- D. Future Business:
 - 1. Policy 411.02 - Graduation Requirements
 - 2. Policy 324 - Establishment of and Changing of Names
- E. Future Meeting: October 18, 2021
- F. Adjournment

Go to: www.OregonSD.org/board meetings/agendas for the most updated version agenda.

Notice is hereby given that a majority of the Oregon School Board may be present at the meeting of the Policy Committee scheduled to discuss subjects over which they may have decision-making responsibility. This constitutes a meeting of the Oregon School Board and must be noticed as such although the School Board will not take any formal action at this meeting.

*For the safety and wellness of our school community, we ask that members of the public observe the meeting virtually by Google Hangouts (meet.google.com/jfb-vvsj-qut) or listen by conference call using the number 1 414-436-4438 PIN: 448 240 219#

**We will not have a public comment period, but as always, you are welcome to share your comments with Board members via email or phone. You can find School Board members' contact information [here](#) or call (608) 835-4091 for this information. Any public comments received will be shared at the meeting.

MINUTES OF THE POLICY COMMITTEE OF THE SCHOOL BOARD OF OREGON SCHOOL DISTRICT HELD ON August 9, 2021

The regular meeting of the Policy Committee of the School Board of the Oregon School District was called to order by Ms. Ahna Bizjak at 5:00 PM at the Oregon High School Innovations Center Conference Room.

Committee Members Present: Ms. Ahna Bizjak and Dr. Lokuta.

Absent: Mr. Kevin Mehring

Other Board Members Present: Mr. Tim LeBrun

Administrators present: Dr. Bergstrom, Jina Jonen and Andy Weiland

Others present: Nathan Johnson and Jason Symes for the OEA

Proof in the form of a certificate by the Oregon Observer of communications and notice given to the public and the Oregon Observer, and a certification of posting as required by Section 19.84 Wisconsin Statutes as to the holding of this meeting was presented by Ms. Bizjak.

Dr. Lokuta moved to approve the agenda as posted. Dr. Lokuta voted yes. Ms. Bizjak voted yes. Motion approved 2-0.

Dr. Lokuta moved to approve the Policy Meeting Minutes from July 19, 2021. Dr. Lokuta voted yes. Ms. Bizjak voted yes. Motion approved 2-0.

- A. Public Comment: None
- B. Old Business:
 - 1. Employee Handbook 2021-22: Discussion held. Dr. Lokuta moved to approve the Employee Handbook with the discussed changes. Dr. Lokuta voted yes. Ms. Bizjak voted yes. Motion approved 2-0.
 - 2. Policy 751 Transportation: Discussion held. Dr. Lokuta moved to approve policy 751 with the discussed changes. Dr. Lokuta voted yes. Ms. Bizjak voted yes. Motion approved 2-0.
- C. New Business:
 - 1. Policy 611 Financial: Dr. Lokuta moved to approve policy 611 with the discussed changes. Dr. Lokuta voted yes. Ms. Bizjak voted yes. Motion approved 2-0.
 - 2. Policy 175 Decision-Making Framework. Discussion held. The policy will continue to be discussed by the Vision Committee.

D. Future Business:

1. Policy 152 Public Records
2. Policy 411.02 Portrait of a Graduate
3. Policy 175 Decision-Making Framework

E. Future Meetings: September 20, 2021 at 5:30 p.m.

F. Adjournment: Dr. Lokuta moved to adjourn the meeting. Dr. Lokuta voted yes.

Ms. Bizjak voted yes. Motion approved 2-0. Meeting adjourned at 5:41 PM.

911: Use of Facilities

911.01 – Philosophical Statement

- 911.01.1: The Board of Education of the Oregon School District recognizes that the buildings and facilities are valuable community assets and encourages their use for activities that are congruent with the educational philosophy and mission of the Oregon School District and when such use does not interfere with regular school activities. Use will be determined by district policies and procedures identified in Chapter 9 and are under the control of the Board of Education or the Superintendent or his/her designee(s). Use for school related activities have priority over non-school activity use. All individuals and groups using school facilities must adhere to the policies and procedures.
- 911.01.2: The Board of Education encourages user organizations to include all school district residents in activities using the school facilities and does not support any use that discriminates. Authorization for use of school facilities shall not be considered as an endorsement or approval of the activity or the organization or the purpose it represents by the school district. The Oregon School District is committed to an equal educational opportunity for all students. No person shall be denied admission to the Oregon School District, or be denied participation in, be denied benefits of, or be discriminated against, in any curricular, extracurricular, pupil services, recreation or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability (s111.13 Wis. Stat) (see complaint procedure)

Adopted: July 12, 1999

Helpful Links for Policy 912 Discussion:

Youth Sports & Athletics Task Force & the Final Report:

Task Force Web Page: <https://www.oregonsd.org/Page/5385>

Task Force Report Link:

https://www.oregonsd.org/site/handlers/filedownload.ashx?moduleinstanceid=9942&dataid=20503&FileName=SportsTaskForcePaperFull_Final.pdf

912: Facility Use Policies

- 912.01 The Oregon School District Board of Education recognizes that the buildings and facilities are valuable community assets and encourages their use for activities that are congruent with the District's educational philosophy and mission when such use does not interfere with school related activities. Use for school related activities have priority over non-school activity use.
- 912.02 The Board encourages user organizations to include all District residents in activities using District facilities and does not support any discriminatory use. Authorization for use of District facilities shall not be considered as District endorsement or approval of the activity, the organization or use.
- The District is committed to an equal educational opportunity for all students. No person shall be denied admission to the District, or be denied participation in, be denied benefits of, or be discriminated against, in any curricular, extracurricular, pupil services, recreation or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability.
- 912.03 The user/group or organization seeking to use district facilities (users) shall complete documentation required by the District to obtain approval for that use and to reserve the District facility or grounds. The user shall designate one adult to be responsible for the use.
- 912.04 All users are responsible for returning the facility to its original condition. Users will be liable for any damages that occur to District property.
- 912.05 Users will be charged for any District services required before, during and after their use. Administration shall adopt a user fee and appropriate guidelines.
- 912.06 If a user fails to comply with this policy the user will not be eligible for future use.
- 912.07 The District shall establish a system for collecting fees, use deposits, and access keys/control devices.
- 912.08 Users are responsible for completion and submission of necessary forms or web based computer submissions and supplying a Certificate of Insurance when deemed necessary.
- 912.09 Youth Sports Programs

- 912.09 A The grounds and facilities under District control and maintenance will be made available to all youth sports programs provided they actively participate in the Oregon Youth Sports Consortium ~~Advisory Board~~ and follow Board approved philosophies and guidelines developed by the 2017 Youth Sports Task Force ~~during the 2005-2006~~ ~~school year~~. The Director of Athletics is directed to be sure there is compliance with this policy.
- 912.09 B Youth sports programs that do not participate in the Oregon Youth Sports ~~Advisory Board-Consortium~~ and/or do not follow Board approved philosophies and guidelines are not eligible to use the District controlled facilities and grounds.
- 912.10 Employee use of District Facilities is allowed and encouraged during non-scheduled times under the following conditions:
- 912.10 A Approval must be obtained through the ~~Internet Based~~ Facility Reservation System.
- 912.10 B Employees may be bumped from their reserved time by a community group with 48 hours notice or by a school-sponsored activity with no notice.
- 912.10 C Employees must supervise the facilities they are using to insure the safety of participants and the security of the facility. Issues encountered during the use of the facility should be immediately reported to the appropriate district personnel.
- 912.10 D Employees must become familiar with the operation of the facility before the use and be able to respond to issues as they occur or are needed. (Examples - lowering baskets, locking doors, calling police/EMT personnel, turning on/off lights, setting security system, etc.)
- 912.10 E Employees using facilities on a recurring basis for a particular activity must inform, if appropriate, Community Education to advertise on the cable access channels so that all school district community members have the ability to participate in those events. Advertised events have the same status as community events and cannot be bumped by other community events.
- 912.10 F The right of any employee or group of employees to reserve facilities may be withheld if the facilities are neglected or the procedures are Ignored not followed.
- 912.11 Employees must follow all other policies regarding the use of facilities except:

- 912.11 A They are not required to pay use fees (unless custodial help is required).
- 912.11 B They may use their employment-issued facility keys without a key deposit.

Revised: April 11, 2005
September 10, 2007
October 22, 2012

912.12: Facility Use Guidelines

912.12.1 – The Director of Building and Grounds will be responsible for scheduling, supervising, and staffing the use of the facility for events after 4:00 pm on scheduled school days and for non-scheduled school days.

912.12.2 – Staff requests for school affiliated activities for the coming school year should be submitted between January 1st and May 15th and will receive priority scheduling. Requests may be submitted at any time. All requests will be granted on a space available basis for the upcoming school year.

912.12.3 – Requests for non-school related use of facilities will be accepted beginning May 15. These requests will be scheduled on a first come basis.

912.12.4 – Groups requesting large blocks of time and/or multiple facility use for non-school activities will be scheduled as follows:

1. Scheduling requests can last for up to one year starting July 1 through June 30th. An organization may book a facility starting on May 16th for a reservation date after July 1st. The reservation will be valid through June 30th of the following year.
2. The Oregon School District reserves the right to cancel or modify the facility use approval to accommodate school related activities or individual /infrequent use situations. As much notice as possible will be given in that circumstance.

912.12.5 – Use of facilities on school observed holidays or emergency closure days is generally not available. The holidays are:

- Christmas Eve (and Christmas Eve observed)
- Christmas (and Christmas observed)
- New Years Eve
- New Years Day
- Friday preceding Easter
- Easter
- Memorial Day

- July 4th
- Labor Day
- Thanksgiving
- Friday after Thanksgiving

912.12.6 – Facility use cancellation guidelines are as follows:

1. Weekday reservations need one business day notice to cancel.
2. Weekend reservations need three business days notice to cancel.
3. Failure to follow cancellation guidelines may result in assessing a set up and take down fee and may forfeit future use.

912.12.7 – The Performing Arts Center, kitchens, concessions, and the pool may have additional specific policies and guidelines.

912.12.8 – Food and/or beverages shall be allowed in limited food areas only. Requests should be listed on the facility use form.

912.12.9 – Groups running concessions for activities shall obtain a concession contract and abide by its rules.

912.12.10 – Smoking, electronic vaping devices and alcoholic beverages are not permitted in any school building or on school grounds.

912.12.11 – For security purposes all users are requested to use designated entrances only.

912.12.12 – Use of the facility outside of the approved dates and times is not allowed.

912.12.13 – Access cards will be signed out to users as deemed necessary. The person accepting responsibility for the access card is considered the activity card holder. The cards are the property of the District and a \$25.00 deposit is required. Users shall notify the Director of Building and Grounds immediately if the cards are lost or stolen. Users may be charged \$10 for replacement cards.

912.12.14 – If an individual is provided keys, a \$25 deposit is required. Keys must be returned within three working days of completion of the scheduled activity. If a key is lost or stolen, the user must report it immediately to the Director of Buildings and Grounds. All deposit checks will be cashed and refunds will be mailed after the keys are returned. If a key core replacement is deemed necessary by the District, there will be a

minimum fee assessed of \$20.00 per core. The actual fee charged will be sufficient to cover the actual cost of the replacement.

912.12.15 – For safety and security purposes, access cards and/or keys are not to be duplicated or loaned to unauthorized persons.

912.12.16 - As an educational institution, the District reserves the right to require a visible and noticeable statement on all advertisement materials that “the Oregon School District does not support, endorse or otherwise sponsor this advertisement” and/or inform the public of such. The District does not allow advertisements on school district property or facilities that contain the following material:

- a. alcohol or other drugs, tobacco, or e-cigarettes;
- b. firearms, weapons or ammunition;
- c. defamatory, disparaging, libelous, is illegal, vulgar, profane, pornographic or offensive;
- d. promotes or condones political or religious candidates, issues, causes or beliefs except as allowed by state or federal law;
- e. presents a danger of causing riots, disorder, or may lead to a substantial disruption to the District’s educational environment; or
- f. material not otherwise suitable for an educational environment.

912.12.17 – All staff and users of the facilities are expected to follow these guidelines as well as the District's Policies and procedures. Failure to do so could result in loss of use privileges, reimbursement of all costs for property damage or other losses, and/or disciplinary action.

912.12.18 - All individuals who reserve or otherwise use District facilities for non-school sponsored events do so at their own risk. The District is not responsible for any loss or damage to personal property, or any injury or other harm to individuals as a result of their use. All individuals who use District facilities for non-school sponsored events agree to hold the District harmless and indemnify the District for all harms or damages to persons or property.

Adopted: April 11, 2005

Revised: September 10, 2007; May 20, 2021; September 1, 2021

Appendix A: Facility Use Fees

General Area	Community/Non-Profit **no cost see below ***flat rate see below	Community/Profit ****flat rate see below ****per hour unless noted.	Non-Community/Non-Profit **per hour unless noted	Non-Community/Profit **per hour unless noted
<p>Indoor Athletic Spaces</p> <p>Elementary School Gym Middle School or High School Gym High School Field House</p>	<p>*No cost/***see below *No cost/***see below *No cost/***see below</p>	<p>\$40 \$50 \$75</p>	<p>\$40 \$50 \$75</p>	<p>\$60 \$75 \$100</p>
<p>Kitchens</p> <p>Room Fee</p> <p>Staffing Fee(a)</p> <p>Staffing Fee(b)</p> <p>Orientation & Check-in</p> <p>Equipment Use Fee (per event)</p>	<p>*No cost</p> <p>\$30/hr per person based on average overtime rate and fringes for kitchen support staff.</p> <p>\$30/hr per person for staffing when kitchen facility is used for more than serving i.e. for use of equipment, etc.</p> <p>Charged an hourly rate of \$30/hr for orientation check in and check out with Food Service Director. If group organization has a licensed/professional chef.</p> <p>\$50 to cover wear and tear on equipment for future replacement costs.</p>	<p>\$40</p> <p>\$30/hr per person based on average overtime rate and fringes for kitchen support staff.</p> <p>\$30/hr per person for staffing when kitchen facility is used for more than serving, i.e. for use of equipment, etc.</p> <p>Charged and hourly rate of \$30/hr for orientation check in and check out with Food Service Director. If group organization has a licensed/professional chef.</p> <p>\$75 to cover wear and tear on equipment for future replacement</p>	<p>\$40</p> <p>\$30/hr per person based on average overtime rate and fringes for kitchen support staff.</p> <p>\$30/hr per person for staffing when kitchen facility is used for more than serving, i.e. for use of equipment, etc.</p> <p>Charged and hourly rate of \$30/hr for orientation check in and check out with Food Service Director. If group organization has a licensed/professional chef.</p> <p>\$75 to cover wear and tear on equipment for future replacement costs.</p>	<p>\$60</p> <p>\$30/hr per person based on average overtime rate and fringes for kitchen support staff.</p> <p>\$30/hr per person for staffing when kitchen facility is used for more than serving, i.e. for use of equipment, etc.</p> <p>Charged and hourly rate of \$30/hr for orientation check in and check out with Food Service Director. If group organization has a licensed/professional chef.</p> <p>\$100 to cover wear and tear on equipment for future replacement costs.</p>

		costs.		
Classroom/Lounge/Meeting Room	* No cost/**see below	\$20	\$20	\$60
Computer Lab (includes supplies and support staff)	Supply costs and supplies ***see below	\$100	\$100	\$200

152: Public Records

152.01 - All records as defined by Section 19.32 (2) Wis. Stats. are subject to release, inspection and reproduction as required by law.

152.02 - The Superintendent shall be the official legal custodian of all Oregon School District public records. The Director of Special Education shall be the legal custodian of all records pertaining to Special Education.

152.03 - The legal custodians shall safely keep and preserve District public records and shall have full legal power to render decisions and carry out duties related to those public records in accordance with state law.

152.04 - Public records may be inspected and/or copied at any time during established District Office hours. The District shall display a public records notice including the fee schedule for copying on its website, ~~in designated locations throughout the District.~~

152.05 - The legal custodians shall be reimbursed for any costs or fees incurred by them in the discharge of their public records responsibilities.

152.06 - Notice of this policy shall be posted in all district schools and published annually in the District's official newspaper.

152.07 - The District designates the following positions as Local Public Offices: Superintendent, Business Manager and Director of Special Education.

152.08 - ~~Procedures for Access to Public Records~~ Public Records Law Guidelines

~~● 152.08.1: Definitions~~

- ~~1. "Authority" means any formally constituted unit or sub-unit of the Board; e.g., Board of Education, Board appointed committees, officers of the Board.~~
- ~~2. "Legal Custodian" means any person or position designated by the Board or otherwise designated by law to carry out responsibilities under this policy and the public records law.~~
- ~~3. "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to: handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person from whom~~

~~the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.~~

● ~~152.08.2: Legal Custodians~~

- ~~1. On behalf of any school district authority identified in I.A. (except Director of Special Education for all records pertaining to special education), the following position is designated as legal custodian of records: Superintendent of Schools.~~
- ~~2. The legal custodian of records maintained in a publicly owned or leased building shall designate one or more deputies to act as legal custodian of such records in his or her absence or as otherwise required to respond to requests for records.~~
- ~~3. The legal custodians have the full legal power to render decisions and carry out the duties of the authorities identified in I.A. The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.~~

● ~~152.08.3: Public Records Notices~~

- ~~1. The Superintendent of Schools or the Director of Special Education shall inform any authority identified in I.A. about the notice requirements in s.19.33(4) and s.19.34(1) [and (2)] of the Statutes and shall assist any identified authority in meeting the authority's obligations under those statutes.~~

● 152.08.4: Fees (MOVE TO LATER)

- ~~1. Except as provided in IV.G, Any person has a right to inspect a record and to make or receive a copy of any record pursuant as provided in s.19.35(1) of the statutes.~~
2. Records will be available for inspection and copying during regular office hours from 8:00 a.m. to 4:30 p.m., Monday through Friday on days the District Office is open.
 - ~~2. y (except holidays).~~
3. A requester shall be permitted to use facilities comparable to those available to District employees to inspect, copy or abstract a record.
4. The legal custodian may require supervision of the requestor during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
5. A requester shall be charged a fee for the cost of copying and locating records as provided for in Appendix A. follows:
- ~~6. The fee for photocopying shall be 15 cents per page.~~
- ~~7. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.~~
- ~~8. The actual full cost of providing a copy of other records not in print form on paper, such~~

~~as films, computer printouts, and audio and video tapes shall be charged.~~

~~9. If mailing or shipping is necessary, the actual cost thereof shall also be charged.~~

~~10. There shall be no charge for locating a record unless the actual cost exceeds \$50.00 in which case the actual cost shall be determined by the legal custodian and billed to the requestor.~~

~~11. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.~~

~~12.6. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.~~

~~13.7. The legal custodian may provide copies of a record without charge, or at a reduced charge, where he/she determines that waiver or reduction of the fee is in the public interest.~~

~~14.8. The legal custodian or his/her designee may not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. The collection of fees as outlined above is not a sale or rental under these procedures.~~

- 152.08.5: Access Procedures

1. A request to inspect or copy a record shall be made to ~~the legal custodian, or deputy the~~ person identified in 152.08.10. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. ~~However, if the record is kept at a private residence,~~ or if security reasons or federal law so dictate, identification may be required. Mail requests may not be denied unless a fee prepayment is required.

2. Each legal custodian, upon request for any record shall, as soon as practicable and without delay, either fill the request or notify the requestor or the authority's denial.

3. ~~A request for a record may be denied as provided in IV.G. Oral-Verbal~~ requests may be denied ~~orally-verbally~~ unless a demand for a written statement of the reasons for denying the request is made by the requestor within five business days of the ~~oral verbal~~ denial. If a written request is denied in whole or part, the requestor shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requestor that the denial may be reviewed by a court of mandamus under s.19.37(1) of the Statutes, or upon application to the attorney general or a district attorney.

- 152.08.6: Limitations on the Right to Access

1. ~~As provided by s.19.36 of the Statutes,~~ certain records are exempt from disclosure pursuant to Wisconsin law, including, but are not limited to:

- (1) Records specifically exempted from disclosure by state or federal law or authorized to

be exempted from disclosure by state law. Pupil records are exempted as provided by 118.125 of the Statutes.

- (2) Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the state.
 - (3) Computer programs, although the materials used as input for a computer program or the material produced as product of the computer program is subject to inspection.
 - (4) A record or any portion of a record containing information qualifying as a common law trade secret.
2. If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and ~~delete~~ redact the information that may not be made public from the record before release.
 3. A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public interest through disclosure of the record outweighs the public benefit of access to the record. The legal custodian is authorized and encouraged to consult with the school district's legal counsel in making such determinations. ~~The legal custodian shall follow the procedures in F and in s.19.35(4) of the Statutes when the access to a record in whole or in part is denied.~~
- 152.08.7: Destruction of Records
 1. All school district records shall be kept as provided for by the Department of Public Instruction's Wisconsin Records Retention Schedule for School Districts found here: Wisconsin Records Retention Schedule for School Districts
 - ~~1.2. for a period of not less than seven years unless a shorter period is fixed by the public records and forms board under s.16.61(3)(e) of the Statutes and except as provided in (b).~~

This section does not apply to pupil records under s.118.125.
 - ~~2.3.~~ Any ~~taped~~ recording of a meeting by a governmental body, in s.19.82(1) and (2) of the Statutes, may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.
 - ~~3.4.~~ Prior to destruction of any records, the Wisconsin State Historical Society shall be notified at least sixty days in advance to determine if historical interest justified preservation of such records. The Wisconsin State Historical Society may, upon application, waive this notice.
 - ~~4.5.~~ Notwithstanding any minimum period of time for retention set under s.16.61(3)(e), Wis. Stats., by the public records board, any ~~taped~~ recording of a meeting (meeting being defined as s.19.82(2), Wis Stats.) by the school district, school board or any of its committees or sub-unit may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.

● ~~152.08.8: Preservation of Records by Microfilm~~

~~The legal custodian may, subject to school board resolution, keep and preserve public records in his or her possession by means of microfilm or other photographic reproduction set forth in s.16.61(7) of the Statutes, and shall be considered original records for all purposes. Such records shall be preserved along with other files of the school district and shall be open to public inspection and copying according to the provisions of state and these procedures.~~

● 152.08.9: Additional Information

This official Public Records Notice/Procedure is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the district. Any questions in regard to this Public Records Notice/Procedure shall be directed to the official legal custodian of the records of the District.

152.08.10

Official Custodian

~~The official custodian of the Oregon School District public records is the Board Clerk. Andrew Weiland, Business Manager, maintains the district public records; Katie Heitz, Administrative Assistant to the Superintendent, maintains Board records.~~

Requests to inspect public records shall be made to:

Katie Heitz	OR	Jina L Jonen
Administrative Assistant		Legal Counsel
Office of the Superintendent		Oregon School District
Oregon School District		123 E Grove Street
123 E Grove Street		Oregon, WI 53575
Oregon, WI 53575		

Legal Reference: Chapter 19, Subchapter II and IV, Wisconsin Statutes; Section 120.13 (28)

Revised: August 12, 1996
September 13, 2004

Appendix A: Public Records Request Fee Schedule

Hard Copies	Includes any paper records provided by: <ul style="list-style-type: none"> ● Copying a paper record ● Printing an electronic record 	\$0.15 per page Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>
Electronic Copies	Includes any electronic records provided by: <ul style="list-style-type: none"> ● Email, PDF, DVD, Flash Drive, Other electronic format 	
	Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>
	Digital to Physical Includes copying records already in digital format onto physical medium for distribution.	Cost of physical medium: DVD (each): <ul style="list-style-type: none"> ● \$0.13 (4.7 GB) Flash drive (each): <ul style="list-style-type: none"> ● \$5.02 (8 GB), \$6.53 (16 GB), \$10.08 (32 GB), \$18.52 (64 GB), \$32.21 (128 GB), \$53.81 (500 GB), \$60.14 (1 TB), \$74.83 (2 TB) Fee calculation: Cost of physical medium used
Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).	Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i>	
Location Fees	May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.	\$20.00 per hour staff time (lowest possible hourly rate) <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i> Fee calculation: Staff time
Redaction Fees	No charge	None
Mail Charge		Actual cost of postage. Requester has the option to pick up records at Main Office

OSD may require prepayment of any fee imposed if the total amount exceeds \$5.