



Wisconsin Public Records Law Notice

[Wis. Stat. §19.34\(1\)](#), requires the Green Bay Area Public School District to adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, 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. This statute also requires the District to 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 Public Records Law:

Description of the District

The Green Bay Area Public School District is a Wisconsin public school district providing instruction to students in grades preK-12. The District is comprised of four (4) high schools, two (2) instrumentality charter schools, four (4) middle schools, three (3) K-8 schools, twenty-four (24) elementary schools, one (1) alternative school, and three (3) early learning centers. The District is governed by a school board made up of seven (7) members.

Records Custodian

Dr. Claude Tiller Jr.
Superintendent of Schools and Learning
Green Bay Area Public School District
200 South Broadway
Green Bay, WI 54303

Means of Requesting Records

All requests to inspect or copy records shall be made to the records custodian and may be made orally or in writing. Upon location of the records, records will be available for inspection and copying during regular business hours of the District Office, which are Monday through Friday from 8:00 a.m. to 4:00 p.m., except for holidays and other such exceptions as may be established in connection with the school calendar.

Costs of Obtaining Records

The District may charge the requestor a fee for the actual, necessary and direct cost of reproduction and transcription of records, and in some instances, there may be additional fees for the location of records and postage/ mailing fees. The District has established a Fee Schedule, detailing fees for various records. The District's policy and rule regarding access to public records, as well as the fee schedule for obtaining records can be found online at: <https://go.boarddocs.com/wi/gbapsd/Board.nsf/Public> > Click Policies in upper right corner > 800 Series >823.

Local Public Offices

The District has deemed the following positions in the District as “local public offices” as defined by Wis. Stat. §19.32(1dm):

- School Board members
- Board officers
- Superintendent of Schools and Learning
- Deputy Superintendent
- Chief Financial Officer
- Chief Operations Officer
- Chief Academic Officer
- Legal Counsel
- Executive Director of Education PreK-12
- Executive Director of Student Services
- Executive Director of Teaching and Learning
- Executive Director of Technology and Information
- Executive Director of Human Resources
- Executive Director of Talent, Acquisition, Development and Retention
- Executive Director of Finance
- Director of Facilities and Related Services
- Director of Food Services
- Director of Procurement
- Director of Transportation
- Director of Communications and Public Relations
- Associate Director of Community Partnerships and Grants
- Building Principals

Interactive Media Policy for Open Records Preservation and Production

To the extent feasible, the Green Bay Area Public School District (GBAPSD) preserves some online content. All online/interactive media (websites, social media channels) may not be preserved in all forms.

The District recommends utilizing tools such as the [Internet Archive Wayback Machine](#) for previous versions of GBAPSD websites.

Anyone can access both school and District Facebook and Twitter accounts at any time, at no charge. Currently both Facebook and Twitter allow access to all public posts since the creation of the specific account.

The District cannot control third-party comments, deletions or edits.

[Directory of all official GBAPSD Social Media](#)

[Directory of GBAPSD Open Records Requests and Responses](#)