

# JASPER UNIT #1 PUBLIC INFORMATION



## PUBLIC INFORMATION

The Jasper County Community Unit #1 School District is organized and operates as a Unit District serving the needs of children in grades pre-kindergarten to 12 and others as required by the School Code.

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

The operating budget for the District for the 2009-10 school year is revenue of \$14,413,356 and expenses of \$15,387,415.

There are five schools in the Jasper Unit #1 School District:

Newton Community High School  
Grades Pre-K; 9-12  
West End Ave.  
Newton, IL 62448  
618/783-2303

Willow Hill School  
Grades - Kdg. Only  
Box 39  
213 S. Cumberland  
Willow Hill, IL 62480  
618/455-3231

Newton Elementary/Jasper Co. Jr. High  
Grades 1-8  
100 Maxwell St.  
Newton, IL 62448  
618/783-8464

Ste. Marie Elementary  
Grades 1-5  
P.O. Box 157  
311 Franklin St.  
Ste. Marie, IL 62459  
618/455-3219

Grove Elementary  
Grades K-6  
5251 E. 1800<sup>th</sup> Ave.  
Montrose, IL 62445  
217/683-2622

The District's Special Education office is located at:

Newton Community High School  
West End Ave.  
Newton, IL 62448  
618/783-3651

The District's Administration office is located at:

609 S. Lafayette St.  
Newton, IL 62448

The District employs 119 certified employees and 111 classified employees for a total of 230 employees.

The School District has a Board that is made up of seven elected members.

Those members are:

Fred Huddlestun  
19983 E. 1850 Ave.  
Yale, IL 62481  
618/793-2448

Gordon Millsap  
18040 E. 430<sup>th</sup> Ave.  
West Liberty, IL 62475  
618/455-3584

Anthony Richards  
305 Stanley  
Newton, IL 62448  
618/783-8007

Holly Farley  
10910 N. 1000<sup>th</sup> St.  
Newton, IL 62448  
618/783-5322

Mike Knepper  
29 Homestead Dr.  
Newton, IL 62448  
618/783-8734

Melinda Barthelme  
13996 E. 1000<sup>th</sup> Ave.  
Newton, IL 62448  
618/783-4097

Gregg Weber  
7457 N. Pinkerton Rd.  
Newton, IL 62448  
618/752-3441

The following items are available to the public for inspection under the Illinois Freedom of Information Act:

A. Financial Records

- Budget
- Levy resolution and certificate of tax levy
- Audit
- Bills
- Receipts for revenue
- Vouchers
- Canceled checks
- Water bills
- Sewer bills
- Real estate tax receipts
- Salary schedules
- Utility bills

B. General Records

- School Board minutes
- School Board resolutions
- Bidding specifications
- School Board policies and administrative procedures
- Administrative instructions to staff (unless exempt under Section 7 of the Act)
- Personnel code
- Personnel names, salaries, title and dates of employment
- Office equipment
- Insurance
- Capital equipment
- Real estate
- Legal notices
- Newspaper articles
- Application for contracts, permits, grants or agreements (unless exempt under Section 7 of the Act)
- Consulting contracts
- Contracts for capital equipment
- Contracts for office supplies
- Contracts for maintenance and repair
- Number of employees
- Official bonds

The following procedures shall be followed when persons seek access to information under the provisions of the Illinois Freedom of Information Act:

1. Inspection of district records not excluded from the Illinois Freedom of Information Act will be permitted between the hours of 8:30 a.m. and 4:00 p.m. Monday through Friday, on days the district office is open for business.
2. Records are inspected at the district office, 609 S. Lafayette Street, Newton, Illinois. Records are not be removed from there.
3. Requests to inspect district records will be submitted in writing, by fax, or email to the Superintendent or a designee. The district will either comply with or deny the written request for public records within 5 working days. Under circumstances specified in Section III of the Act, the time for responding may be extended by not more than 5 working days.

4. Inspection will not be allowed when records are in immediate use by persons exercising official duties that require use of the records.
5. Requests must specify district records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.
6. Should the requested records be classified as exempt but contain information which is not exempt, the Superintendent or a designee shall delete the exempt material and release the remaining information for inspection and copying.
7. The Superintendent or a designee shall be present during the inspection or copying of district records.
8. Upon request copies of the requested district public records shall be produced at the time of inspection. A fee, which is reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged after the first 50 pages. The following fee will be charged for copying district records: \$.15 per page.
9. Copy fees will be waived or lowered if the person making the request states a specific purpose for the request which is in the public interest. A request is in the public interest if its purpose is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. "Commercial benefit" does not apply to news media requests. In setting the amount of the waiver or reduction, the Superintendent may consider the amount of materials requested and the cost of copying them.

If a request for access is denied, in whole or in part, the Superintendent will provide the individual making the request with a written denial and notice of the right to appeal the decision to the Board President.