

BLUE RIDGE CUSD 18
PUBLIC INFORMATION

Updated November 2018

The Blue Ridge Community Unit school District 18 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.

Blue Ridge Community Unit School District 18, in partnership with our students, parents, and the community will promote individual and shared excellence for all students by providing every child the opportunity for a quality education in a safe, supportive environment in order to cultivate the knowledge and skills that will enable them to become life-long learners and productive, well-balanced citizens.

The operating budget for the District for the 2018-19 school year is Revenue \$10,797,829 and Expenditures of \$11,010,291.

There are three schools in Blue Ridge CUSD 18:

Ruth M. Schneider School
309 North John Street, Farmer City, IL 61842
Telephone: 309-928-2611 Fax: 309-928-2195

Blue Ridge Intermediate & Junior High School
107 South McKinley, PO Box 69, Mansfield, IL 61854
Telephone: 217-489-5201 Fax: 217-489-5290

Blue Ridge High School
411 North John Street, Farmer City, IL 61842
Telephone: 309-928-2622 Fax: 309-928-5301

The District's Administration office is located at:
411 North John Street, Farmer City, IL 61842
Telephone: 309-928-9141 Fax: 309-928-5478

The District employs 72 certified employees and 58 classified employees for a total of 130.

The School District has a Board that is made up of seven elected members:
President, Justin Otto, 3243 N 900 E Road, Farmer City, IL 61842
Vice-President, Dale Schneman, PO Box 296, Mansfield, IL 61854
Secretary, Franci Miller, 108 South Vine Street, PO Box 168, Bellflower, IL 61724
Matthew Althaus, 9 Lakeview Drive, Mansfield, IL 61854
Curtis Homann, 11992 Cracker Road, Farmer City, IL 61842
Dion Lathrom, 416 West Market Street, Farmer City, IL 61842
Kenna Dunlap Johnson, 41632 East 100 North Road, Fisher, IL 61843

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

Financial Records – budget, tax levy, audit, bills (including water, sewer, utilities), receipts for revenue, vouchers, canceled checks, real estate tax receipts, and salary schedules.

General Records – school board minutes, resolutions, policies and procedures; bidding specifications, administrative instructions to staff (unless exempt under section 7 of the act), personnel code, personnel names/salaries/titles/dates of employment, office equipment, insurance, capital equipment, real estate, legal notices, and newspaper articles.

Application for contracts, permits, grants or agreements (unless exempt under Section 7 of the Act) – consulting, capital equipment, office supplies, maintenance and repair contracts; number of employees; and official bonds.

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

- 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.
- Records are inspected at the District Office, 411 North John Street, Farmer City, Illinois. Records are not to be removed from the office.
- 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 4 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.
- Inspection will not be allowed when records are in immediate use by persons exercising official duties that require use of the records.
- Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.
- 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.
- The Superintendent or a designee shall be present during the inspection or copying of District records.
- Upon request, copies of the requested District public records shall be reproduced 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: \$0.15 per page.
- 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.