

McLean County Unit District No. 5

School District Information and Records Directory 2009-2010



Northpoint Elementary School 2009

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County Unit District No. 5
Guidelines for Obtaining District Records Accessible Under the Freedom of Information Act 5ILCS 140/1

Community Unit School District No. 5, McLean and Woodford Counties, Illinois, commonly known as McLean County Unit District No. 5, is organized under the laws of the state of Illinois for the purpose of providing its residents with schools for Grades pre-kindergarten through 12 for the education of all eligible persons in the District.

The District operates the schools, administrative office, and other facilities listed on Pg. 4 of this directory. The current operating budget for the District is \$132,074,135. More information from the Finance Department can be found on the District website at www.unit5.org/departments/finance/budget.shtml. The District currently employs approximately 1,996 employees.

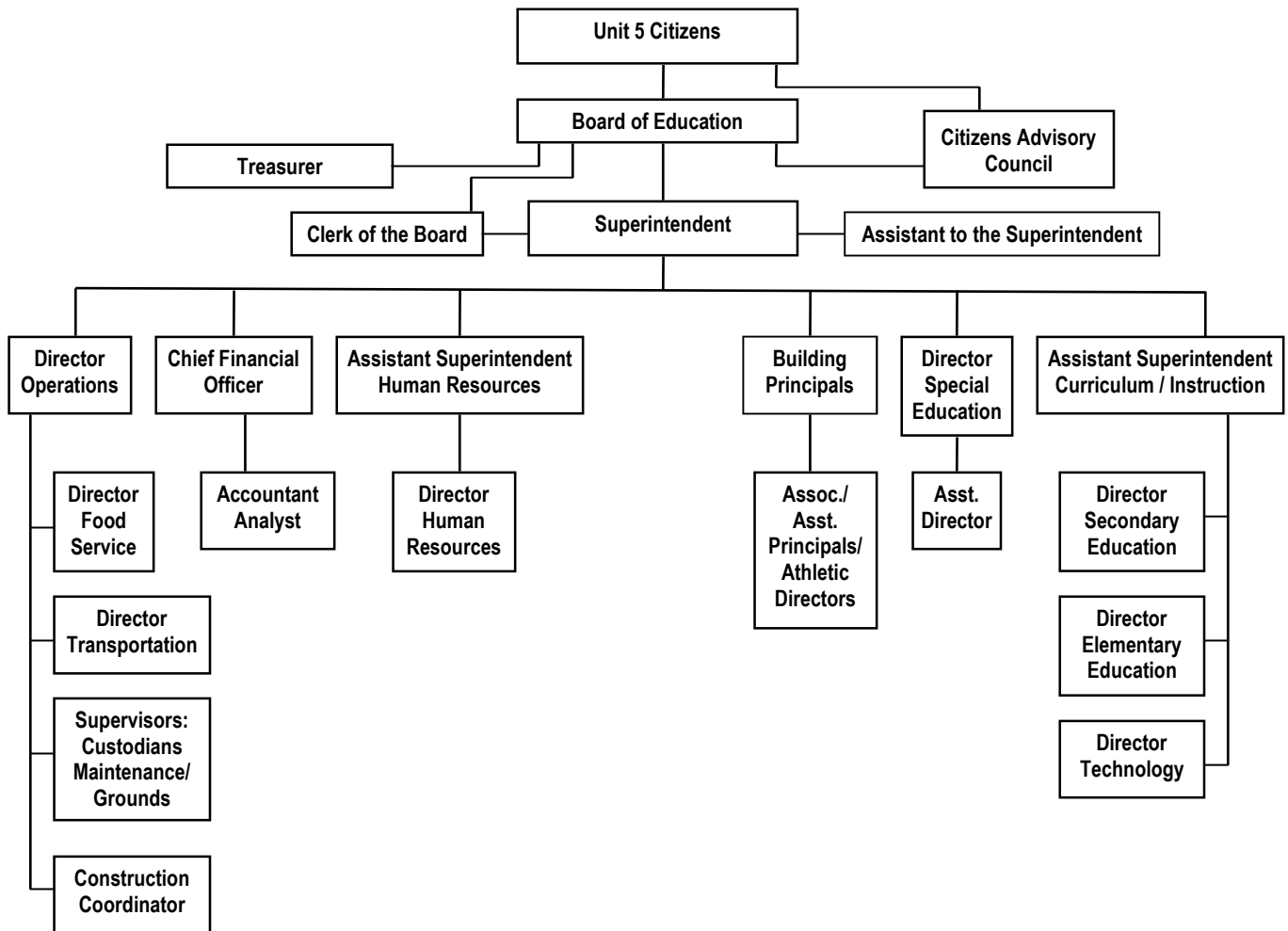
Information included in this directory can also be found on the District website at <http://www.unit5.org/board/docs/District-Records-Directory.pdf>.

McLean County Unit District No. 5 is governed by a seven-member Board of Education. The Board's office is located in the administrative office at 1809 West Hovey Avenue, Normal, Illinois. Current members of the Board of Education are:

Name	Term Yrs. on Board	Home Address	Telephone	Email	Office On the Board
Gail Ann BRIGGS	1976-2011	112 Hunt St. Towanda, IL 61776	Home: 309-728-2187	briggsg@unit5.org	Board Secretary
Wendy CANNELL	2007-2011	2107 Foxtail Rd. Bloomington, IL 61704	Home: 309-662-4364	cannellw@unit5.org	Board Member
Scott LAY	2003-2011	3012 Providence Drive Bloomington, IL 61704	Home: 309-661-1122	lays@unit5.org	Board Member
Meta MICKENS - BAKER	2004-2013	3314 Stonebridge Dr. Bloomington, IL 61704	Home: 309-662-4010	mickensm@unit5.org	Board President
Mark PRITCHETT	2007-2011	2816 Rocksbury Dr. Bloomington, IL 61705	Home: 309-531-1837	pritchem@unit5.org	Board Member
John PUZAUSKAS	2005-2013	14080 Rhodes Road Bloomington, IL 61705	Home: 309-828-6089	puzauskj@unit5.org	Board Vice President
Jay REECE	2005-2013	2678 Chandler Dr. Normal, IL 61761	Home: 309-452-4351	reecej@unit5.org	Board Member

Organizational Chart McLean County Unit District No. 5

1809 West Hovey Avenue
Normal, IL 61761-4330



Adopted: November 12, 2008

District Facilities Directory

Dr. Gary C. Niehaus, Superintendent
1809 W. Hovey Ave. Normal IL 61761
E-mail: niehausg@unit5.org
District Website: www.unit5.org
309.557.4040 Fax: 309.452.7418

Normal Community High School
Dr. Jeanette Nuckolls, Principal
3900 E. Raab Rd., Normal, IL 61761
E-mail: nuckolij@unit5.org
309.728.5000 Fax: 309.728.5050

Normal Community West High School
Thomas Eder, Principal
501 N. Parkside Rd., Normal, IL 61761
E-mail: edert@unit5.org
309.888.6060 Fax: 309.451.3012

Chiddix Junior High School
Timothy Green, Principal
300 S. Walnut St., Normal, IL 61761
E-mail: greenta@unit5.org
309.452.1191 Fax: 309.888.6845

Kingsley Junior High School
Dr. Lynette Mehall, Principal
303 Kingsley St., Normal, IL 61761
E-mail: mehاللh@unit5.org
309.452.4461 Fax: 309.454.1845

Parkside Junior High School
Kenneth Lee, Principal
101 N. Parkside Rd., Normal, IL 61761
E-mail: leekc@unit5.org
309.452.8321 Fax: 309.888.6813

Brigham Elementary School
Geoff Schoonover, Principal
201 Brigham School Rd.
Bloomington, IL 61704
E-mail: schoonga@unit5.org
309.862.5036 Fax: 309.828-4456

Glenn Elementary School
Carmen Bergmann, Principal
306 Glenn Ave.
Normal, IL 61761
E-mail: bergmacm@unit5.org
309.862.5005 Fax: 309.454-5490

Northpoint Elementary School
Bruce Weldy, Principal
2602 E. College Ave.
Bloomington, IL 61704
E-mail: weldyba@unit5.org
309.663.4669 Fax: 309.452-4267

Prairieland Elementary School
Timothy Arnold, Principal
1300 E. Raab Rd.
Normal, IL 61761
E-mail: arnoldt@unit5.org
309.888.6838 Fax: 309.862.5068

Fairview Elementary School
James Shaw, Principal
416 Fairview St.
Normal, IL 61761
E-mail: shawj@unit5.org
309.452.4491 Fax: 309.452.1115

Hoose Elementary School
Ed Heineman, Principal
600 Grandview Dr.
Normal, IL 61761
E-mail: heinemef@unit5.org
309.862.3440 Fax: 309.862.3419

Parkside Elementary School
Shelly Erickson, Principal
1900 W. College Ave.
Normal, IL 61761
E-mail: erickssj@unit5.org
309.862.5014 Fax: 309.862.5047

Towanda Elementary School
Karrah Jensen, Principal
304 S. East St., Box 260
Towanda, IL 61776
E-mail: jensenk@unit5.org
309.728.2278 Fax: 309.728.2963

Fox Creek Elementary School
Mark Robinson, Principal
3910 Timberwolf Trail
Bloomington, IL 61705
E-mail: robinsms@unit5.org
309.452.1143 Fax: 309.827.0768

Hudson Elementary School
Scott Myers, Principal
205 S. McLean St.
Hudson, IL 61748
E-mail: myerssn@unit5.org
309.726.1741 Fax: 309.726.1503

Pepper Ridge Elementary School
Sarah Edwards, Principal
2602 Danbury Dr.
Bloomington, IL 61705
E-mail: edwardsl@unit5.org
309.452.1042 Fax: 309.821.9122

New Beginnings Educational Program,
Chestnut Health Systems
Dr. Charles Hartseil, Dir. Special Ed.
1003 Martin Luther King Drive
Bloomington, IL 61701
309.820-3536 Fax : 309.820.1386

Eugene Field Special Services
Center
Dr. Charles Hartseil, Dir. Special Ed.
412 E. Cypress St.
Normal, IL 61761
E-mail: hartsecd@unit5.org
Email: lambolm@unit5.org
309.454.2220 Fax: 309.888.6013

Eagle Road Resource Center
2022 Eagle Rd.
Normal, IL 61761
Loren Baele, Dir. of Technology
309.557.4010
E-mail: baelel@unit5.org
*Instructional Technology
Department*
309.452.8702
Fax: 309.452.8074
Media Services
309.452.8995 Fax: 309.862.2150
Production Services
309.888.6991

Transportation Office
Bert Popejoy, Dir. Transportation
2000 Eagle Rd.
Normal, IL 61761
309.452.0428 Fax: 309.862.5042

Warehouse Office
1999 Eagle Rd.
Normal, IL 61761
Joe Adelman, Dir. Operations
309.452.0045
Email: adelmanj@unit5.org
Doug Johnson, Supv. Maint/Grounds
Jeff Monahan, Construction Coordinator
Craig Montgomery - Custodial Supv.
309.452.0541 Fax: 309.888.6980
Patricia Powers, Dir. Food Service
309.862.5063 Fax: 309.451.3615

COUNCIL / COMMITTEE / COMMISSION / BOARD

REPRESENTATIVE(S)

Out of District

Beyond the Books Educational Foundation Board of Directors	Gail Ann Briggs <i>Administrator: Sandy Wilson</i>
<i>Illinois Association of School Boards Corn Belt Division Representative</i>	Gail Ann Briggs
Mackinaw Valley Special Education Association Council	Wendy Cannell, Mark Pritchett <i>Administrator: Chuck Hartseil</i>
McLean County Regional Planning Commission	Jay Reece
Unit 5 / Local Government Committee	Scott Lay, Jay Reece <i>Administrators: James Gillmeister, Gary Niehaus, John Pye</i>

In-District

Architectural Services Executive Committee (ASEC)	John Puzauskas (Chair), Gail Ann Briggs, Mark Pritchett <i>Administrators: Marlys Bennington, Jim Braksick, Tim Green, Jim Gillmeister, Jeff Monahan, Gary Niehaus, John Pye, Scott Peters U.F.E.A.: Jon Butler</i>
Board Policy Review Committee	Gail Ann Briggs (Chair), Wendy Cannell <i>Administrator: Dayna Brown</i>
Community Connections Committee	Gail Ann Briggs (Chair), Mark Pritchett <i>Administrators: Dayna Brown, Gary Niehaus</i>
District Core Team (DCT)	Meta Mickens-Baker (Chair), Jay Reece <i>Administrators: Jim Braksick, Carol Frericks, Gary Niehaus</i>
Facilities Review Committee	John Puzauskas (Chair), Mark Pritchett <i>Administrators: Joe Adelman, Nate Cunningham, James Gillmeister, Jeff Monahan, Gary Niehaus, John Pye</i>
Insurance Review Committee	Scott Lay (Chair), Wendy Cannell <i>Administrators: James Gillmeister, Ed Heineman</i>
Redistricting Committee	Meta Mickens-Baker, John Puzauskas <i>Administrators: Joe Adelman, Dayna Brown, Gary Niehaus, John Pye</i>
Strategic Planning and Finance Committee	Scott Lay (Chair), Wendy Cannell <i>Administrators: Nate Cunningham, Gary Niehaus, John Pye, James Gillmeister</i>
Superintendent Evaluation Committee	Scott Lay (Chair), John Puzauskas
Wellness Committee	Gail Ann Briggs <i>Administrator: Kurt Swearingen</i>

NOTE: The Board President will serve as an alternate committee representative as necessary.

McLean County Unit District No. 5
Board Policy No. 2.250
Access to District's Public Records

The District's "public records" are those documents, tapes, photographs, letters, and any other recorded information or material, regardless of physical form or characteristics, that were prepared, used, received, or possessed by, or under the control of, the District, a school, a school official, or an employee.

Public records, including email messages, shall be preserved and cataloged, if they:

1. are evidence of the District's organization, function, policies, procedures, or activities, or
2. contain informational data appropriate for preservation.

Public records that are required to be preserved and cataloged may be destroyed when authorized by the Local Records Commission.

The Superintendent or designee shall respond to requests made under the Illinois Freedom of Information Act from desiring to inspect and/or copy a District public record. The Superintendent or designee shall approve the request, unless:

1. The requested material is:
 - (a) not a "public record" as defined in this policy,
 - (b) exempt from inspection and copying by the Freedom of Information Act or any other state or federal law, or
 - (c) not required to be preserved or cataloged; or
2. Complying with the request would be unduly burdensome.

When responding to a request for a record containing both exempt and non-exempt material, the Superintendent or designee shall delete exempt material from the record before complying with the request.

The Board president or Superintendent shall report to the Board at each regular meeting any Freedom of Information Act requests as well as the status of the response.

The Superintendent shall implement this policy with administrative procedures. The Board will set copy fees periodically.

Adopted: September 5, 1984
Reviewed: January 2009
Amended: February 11, 2009

Request for District's Public Records

The Board, in compliance with the Illinois Freedom of Information Act effective July 1, 1984, establishes the following guidelines for obtaining public record about the District accessible under the Freedom of Information Act. The Board adheres to the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the District.

1. Written requests for district-wide, public records shall be made to the District Office, 1809 West Hovey Avenue, Normal, Illinois, 61761-4339, on any weekday the office is open to the public. Attach request to form on page 3. Requests for individual student records, allowable under the law, shall be made to the individual principal on any weekday school is in session.
2. Compliance with such written requests shall be made within 7 working days. Denial of written requests shall be made by letter within 7 working days. Failure to respond to a request is considered a denial of the request. If additional time is required to collect the information, a letter shall be sent to the individual making the request within 7 working days stating the reason to extend the time. *(After January 1, 2010 compliance shall be made within 5 working days.)
3. The charge for copies are::

\$.15	per 8 1/2" x 11" copy
\$.25	per 11" x 17" copy
\$2.00	per blueprint map or chart
4. Appeal of all denied requests shall be made to the Superintendent. Such appeal shall be made within 14 calendar days of the date appearing on the denial letter.
5. Copies of all written requests and denials shall be maintained in the District Office and remain available for public inspection.
6. Only authorized employees of the District shall be allowed to search for and reproduce requested documents.
7. A written directory and catalog shall be compiled and maintained as required by the Act.
8. The president of the Board or Superintendent shall report to the Board at each regular meeting any written requests under the Freedom of Information Act and shall also report the status of the response.

Written Request for District Records

All requests to inspect and/or to obtain a copy of District records must be made in writing. Please include name, address, phone number and list of specific records requested. Requests should be submitted to the Superintendent's office at 1809 W. Hovey Avenue, Normal, IL 61761.

Name of Individual(s) Requesting District Records

Company name if applicable

Address

City State Zip

Phone number Email address

1. If this request is made in another form, attach the document to this completed form.
2. Records must be approved for release and any copy fees paid at the time of inspection or prior to mailing. The first 50 pages will not be charged. Copies for 8 ½ x 11 black and white pages will be 15 cents per page thereafter. Copies for 11 x 17 black and white pages will be 25 cents per page.
3. Submit to the Superintendent

Record Description <i>(Please be specific)</i>	Copy Requested	Copy Fee	To be mailed	To be picked up
1.				
2.				
3.				
4.				
Total Fee:				

District Catalog of Records

Types of records maintained and available for public inspection include:

Financial records:

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

General records:

- Administrative instructions to staff (unless exempt)
- Application for contracts, permits, grants, or agreements (unless exempt)
- Bidding specifications
- Board minutes
- Board policies and administrative procedures
- Board resolutions
- Capital equipment
- Consulting contracts
- Contractors' records of their workers on District public works
- Contracts for capital equipment
- Contracts for maintenance and repair
- Contracts for office supplies
- Employee names, titles, and dates of employment
- Insurance
- Legal notices
- Newspaper articles
- Number of employees
- Office equipment
- Official bonds
- Personnel code
- Real estate