

District Description/Records

Description of the district and its records

District 114's Purpose:

The staff, administration and Board of Education are committed to promoting excellence in student achievement and student behavior enabling children to become successful life-long learners.

Functional Subdivisions:

Superintendent
Curriculum and Instruction
Human Resources
Special Education and Special Programs
Business
Technology
Buildings and Grounds
Transportation

Total Amount of FY16 Operating Budget:

\$13,161,790

Number and Location of Separate Offices:

District Office	25440 S. Gougar Road	Manhattan, IL
Wilson Creek School	25440 S. Gougar Road	Manhattan, IL
Anna McDonald School	200 Second Street	Manhattan, IL
Manhattan Junior High	15606 W. Smith Road	Manhattan, IL

Approximate Number of Full and Part-time employees:

140

Identification and Membership of the Board:

President – Scott Mancke
Vice-President – Dan DeCaprio
Secretary – Dawn Murphy
Member – Liz Boyles
Member – Anne Gmazel
Member – Mark Gray
Member – Susan Pryn

Description of Methods Whereby the Public May Request Information and Public Records:

If you would like to obtain information from District #114, you should submit in writing the information you are seeking. Address the letter to the District Office, c/o FOIA Officer – Russell A. Ragon or e-mail the request to rragon@manhattan114.org. Please include your name, your address, the date and a daytime phone number so that the District can contact you if they have any questions. Describe the information you are seeking with sufficient detail so that the District can find the requested records.

FOIA Officer:

Superintendent, Russell A. Ragon

Address Where Requests for Public Records Should be Directed:

Manhattan School District Office
25440 S. Gougar Road
Manhattan, IL 60442

Fees:

For black and white, letter or legal sized copies, the first 50 pages are free. Any additional pages will cost 15 cents per page. For color copies or abnormal size copies, District 114 will charge the actual cost of copying.

Board of Education

Exhibit - Written Request for District Public Records

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District’s Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

Name of individual(s) requesting District records	Email address		
Address	Telephone number		
City	State	Zip	Date of request

⌘ Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: “*Commercial purpose* means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: “It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.”

⌘ Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: “Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request 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.”

Please indicate your reason for requesting a fee waiver: _____

Check if you are requesting:

Record description (Please be specific)	Electronic Copy	Inspection	Copy

ADOPTED: February 9, 2010