



Lemont High School

800 Porter Street • Lemont, IL 60439

Phone - (630) 257-5838

Fax - (630) 257-7603

Web - www.lhs210.net

Dr. Matt Maxwell, Superintendent

Eric Michaelsen, Principal



Exemplary High Performing School • 2017 National Blue Ribbon Schools Program

Via Email

August 10, 2026

Joe Stephan

Email: jhstephaniii@gmail.com

Re: FOIA Request

Dear Joe,

This letter is in response to your Freedom of Information Act (FOIA) request dated August 7, 2026.

In your letter you requested the following:

I would like a digital copy of the Teacher Institute Day agendas for August 2025 and August 2026 for your high school.

Response to request:

In response to your requests, please see the attached agendas.

As Superintendent and one of the FOIA Officers for the District, I am responsible for granting and denying requests for records under the FOIA. The District's responses contained in this letter intend to be fully responsive to your specific request. If I have misinterpreted your request, please clarify your request in writing to me. In the event your request has been denied by a District Freedom of Information Officer, you may appeal this decision to the Illinois Attorney General -Public Access Counselor, 500 S. 2nd Street, Springfield, Illinois 62701, (877) 299-3642 [public.access@ilag.gov]. You may also appeal this decision by filing suit for injunctive relief in the circuit court.

If you should have further questions, please do not hesitate to contact me.

Sincerely,

Dr. Matt Maxwell

Superintendent

Lemont High School District 210

----- Forwarded message -----

From: **Joe Stephan** <jhstephani@gmail.com>

Date: Fri, Aug 7, 2026 at 10:15 AM

Subject: FOIA REQUEST

To: <thamilton@lhs210.net>

Dear Mr. Hamilton:

Good morning. I tried making a FOIA request using the address on the website, but all three attempts resulted in returned emails. Could you please forward my request to the appropriate officer?

I would like a digital copy of the Teacher Institute Day agendas for August 2025 and August 2026 for your high school.

Please send them digitally to this email address.

Thank you,
Joe Stephan

Tony Hamilton

Director of Communications

Lemont High School | 800 Porter Street • Lemont, IL • 60439

Phone: (630) 243-3280 | **Fax:** (630) 257-7603 | **Email:** thamilton@lhs210.net

Facebook: www.facebook.com/LHS210 | **Twitter:** www.twitter.com/Lemont_HS



August 7, 2025

Institute Day

Draft-subject to change

TIME	LOCATION	EVENT/TOPIC	
7:15-7:55	COMMONS	Breakfast	All Are Invited
8:00-9:00	PAC	• Principal's Welcome • Board President's Welcome • Announcements • Superintendent's Presentation • Awards and Recognition	All Staff
9:00-9:10	PAC	• Break • Non-certified Staff Dismissed from PAC	
9:10-10:30	PAC	• Evaluation Procedures • Principal's Presentation	Certified Staff
10:30-10:40		• Break	
10:40-12:00	PAC	• PD Focus • Safety • Tech Updates	Certified Staff
12:00-1:00		LUNCH ON YOUR OWN	
1:00-2:30	DEPARTMENTS	Department Work and Review of Morning	

August 7, 2026

Institute Day

Draft-subject to change

TIME	LOCATION	EVENT/TOPIC	
7:15-7:55	COMMONS	Breakfast	All Are Invited
8:00-9:00	PAC	• Principal's Welcome • Board Welcome • Announcements • Superintendent's Presentation • Awards and Recognition	All Staff
9:00-9:20	PAC	• Safety/Security	All Staff
9:20-9:30		• Break • Non-certified Staff Dismissed from PAC	
9:30-10:45	PAC	• Evaluation Procedures • Principal's Presentation	Certified Staff
10:45-10:55		• Break	
10:55-12:00	PAC	• PD Focus ◦ PD+ • Tech Updates • Qmlativ ◦ To Class Tiles ◦ Rosters ◦ Room Layouts/Seating Chart ◦ Set Grade Calculation	Certified Staff
12:00-1:00		LUNCH ON YOUR OWN	
1:00-2:30	DEPARTMENTS	Department Work and Review of Morning	

August 10, 2026

Institute Day

Draft-subject to change

TIME	LOCATION	EVENT/TOPIC	
7:15-7:55	COMMONS	Breakfast	All Are Invited
8:00-9:30	PAC	• MTSS • Qmlativ • Red Rover • Health Updates/Training • Lemont Time and SchooLinks • Facility Use Form Process • 5Star Update • IEP/504 Information	Certified Staff
9:30-9:40		Break	
9:45-10:30	Freshmen: S300 Sophomores: S406 Juniors: E300 (Choir Room) Seniors: CITGO	Lemont Time Advisory Breakouts	
10:30-11:30	DEPARTMENTS	Department Qmlativ Work Time-Bill and Erin are Available to Assist in CITGO	
11:30-12:30		LUNCH ON YOUR OWN	
12:30-1:30	DEPARTMENTS	Department Time	
1:30-2:30		Classroom Time	