

NOTICE OF REGULAR BOARD MEETING

**Atwood Heights School District 125 Board of Education
Hamlin Upper Grade Center
12150 S. Hamlin Avenue, Alsip, Illinois
Tuesday, June 24, 2025 at 6:30 p.m.**

AGENDA

1. CALL TO ORDER
 - A. Pledge of Allegiance
 - B. Roll Call
2. 30 MINUTES FOR CITIZENS OF ATWOOD HEIGHTS SCHOOL DISTRICT 125 TO ADDRESS THE BOARD. Please limit your comments to five minutes. When public participation takes less time than these minimums, it shall end.
3. FREEDOM OF INFORMATION ACT REQUESTS –
Abbas Khan from Civic IQ Inc @ abbas.pr@invo.ai
CT Mills from Public Info Access LLC @ esnetworkllc1@gmail.com
4. BOARD MEMBER COMMENTS PERTAINING TO THE AGENDA
5. CONSENT AGENDA: Motion to Approve the Consent Agenda that includes the following items:
 - A. APPROVAL OF MINUTES
 1. Regular Meeting of May 13, 2025
 2. Closed Meeting of May 13, 2025
 - B. FINANCE APPROVAL
Summary of Payroll
Student Activity Accounts
 - C. ACTION ITEMS
624.1 Approval of PRESS Updates from Issue 118

June 2025

Approval of PRESS Updates from Issue 118

Status: Draft Update	
2:260 Uniform Grievance Procedure	
4:15 Identity Protection	
4:80 Accounting and Audits	
5:10 Equal Employment Opportunity and Minority Recruitment	
5:20 Workplace Harassment Prohibited	
5:60 Expenses	
5:100 Staff Development Program	
6:150 Home and Hospital Instruction	
6:235 Access to Electronic Networks	
7:10 Equal Educational Opportunities	
7:20 Harassment of Students Prohibited	
7:60 Residence	
7:70 Attendance and Truancy	
7:180 Prevention of and Response to Bullying, Intimidation, and Harassment	
7:185 Teen Dating Violence Prohibited	
7:190 Student Behavior	
7:200 Suspension Procedures	
7:210 Expulsion Procedures	
7:250 Student Support Services	
7:270 Administering Medicines to Students	
7:310 Restrictions on Publications; Elementary Schools	
7:340 Student Records	
Status: Draft Update - New	
7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	
Status: Draft Update - Rewritten	
2:265 Title IX Grievance Procedure	
Status: Review and Monitoring	
5:60-E1 Exhibit - Employee Expense Reimbursement Form	
5:60-E2 Exhibit - Employee Estimated Expense Approval Form	

624.2 Approve the Strategic Plan for 2025-2030

D. PERSONNEL

624.3 Approval to accept the letter of intent to retire from Kathleen Puttkammer at the end of the 2028-2029 school year

624.4 Approval to hire Jack Clark as a Special Education Teacher at Hamlin Upper Grade Center on Step A Bachelors Lane + 40

624.5 Approval to hire Leta Flisk as a Paraprofessional at Lawn Manor Primary Center

624.6 Approval to hire Matthew Westfall as the Physical Education Teacher at Hamlin Upper Grade Center on Step A Bachelors Lane

6. APPROVAL OF BILLS PAYABLE
7. APPROVAL TO AUTHORIZE THE SUPERINTENDENT TO PAY BILLS, PAYROLL AND BENEFITS INCURRED FROM JUNE 25, 2025 THROUGH JULY 31, 2025. THE JULY BILLS AND PAYROLL WILL BE RATIFIED AT THE AUGUST 26, 2025 BOARD MEETING.
8. BUSINESS FROM THE BOARD AND COMMITTEE REPORTS
9. ADMINISTRATIVE REPORTS
10. SUPERINTENDENT REPORT
11. MOTION TO GO INTO CLOSED SESSION (ONLY IF NECESSARY; ACTION MAY BE TAKEN ON MATTERS DISCUSSED IN CLOSED SESSION UPON RETURN TO OPEN SESSION)
12. RETURN TO OPEN SESSION/ACTION ON MATTERS DISCUSSED IN CLOSED SESSION (IF NECESSARY)

NEXT REGULAR BOARD OF EDUCATION MEETING

August 26, 2025

Hamlin Upper Grade Center, 6:30 p.m.

12150 S. Hamlin Ave

Alsip, IL 60803



Sherri Lunny <slunny@ahsd125.org>

Fwd: Purchase Record Request-Atwood Heights SD 125, IL

1 message

Lisa Cole <lcole@ahsd125.org>

Sat, May 10, 2025 at 3:26 PM

To: Sherri Lunny <slunny@ahsd125.org>

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

From: **Abbas Khan** <abbas.pr@inovo.ai>

Date: Fri, May 9, 2025 at 2:51 PM

Subject: Purchase Record Request-Atwood Heights SD 125, IL

To: <lcole@ahsd125.org>

To Whom It May Concern:

Civic IQ Inc is initiating a request under Illinois Freedom of Information Act. (FOIA) for all purchasing records from 01/01/2022 to date for all schools under your jurisdiction.

We seek access to electronic records that can be provided without the necessity for hardcopy duplication, scanning, or any physical handling of documents.

We are interested in the following details for purchases from your record keeping system for the given period. This data can be quickly exported in a purchase order or vendor history report from the accounting system by your finance team.

We are interested in the following details for all purchases from your record keeping system:

- Vendor Number or Vendor ID
- Vendor Name
- Identifier for each purchase, such as purchase order number(PO#) or, alternatively, an invoice or check number
- Purchase Date
- Line item details or description of each purchase
- Line item quantity
- Line Item price

Additionally, if there are any fees associated with processing this request, please inform me in advance if the costs will exceed "\$100".

Let us know if samples are needed.

Please do not hesitate to reach out to me if you have any questions.

Regards,

Abbas Khan

CEO, Civic IQ Inc

50 Harrison St, PH 505

Hoboken, NJ 07030

+1 201-287-4709



Sherri Lunny <slunny@ahsd125.org>

Fwd: FOIA Request - Staff Directory

1 message

Lisa Cole <lcole@ahsd125.org>
To: Sherri Lunny <slunny@ahsd125.org>

Fri, May 30, 2025 at 8:58 AM

Sent from my iPhone

Begin forwarded message:

From: CT Mills <esnetworkllc1@gmail.com>
Date: May 30, 2025 at 8:01:15 AM CDT
To: lcole@ahsd125.org
Subject: FOIA Request - Staff Directory

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting access to public records in the form of a current staff contact directory for your district. Specifically, I am seeking a list of all school and district-level administrators, including:

- Name
- Title/Position
- Work Email Address
- Work Location (School Name or Central Office)

Please provide this information in electronic format (Excel, CSV, or PDF preferred) if available.

If any clarification is needed, I'm happy to assist. If the records are maintained in a different format, please let me know.

Thank you for your time and assistance.

Sincerely,

CT Mills
Public Info Access LLC
esnetworkllc1@gmail.com

**REGULAR MEETING MINUTES OF THE BOARD OF EDUCATION
OF ATWOOD HEIGHTS SCHOOL DISTRICT 125,
COOK COUNTY ILLINOIS TUESDAY,
MAY 13, 2025 AT 6:30 p.m.**

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Mrs. Christine Lantz President of the Board of Education. The Pledge of Allegiance was recited by the Members of the Board of Education and all in attendance at the meeting. Upon the roll being called, the following Board Members answered present:

PRESENT: 6 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SHANCHEZ GAYTAN, MICHELLE HIGGINS, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND
ABSENT: 1

ALSO PRESENT: Lisa Cole-Superintendent, Heather Wills-Principal of Lawn Manor Primary Center, Laura Gray- Principal of Meadow Lane Intermediate Center, Dr. Catherine Gallagher-Principal of Hamlin Upper Grade Center, Cheryl Kuropas and Meghan Lambert.

The new board member Christopher Riola recited the Oath of Office and everyone welcomed him to the board.

2. 30 MINUTES FOR CITIZENS OF ATWOOD HEIGHTS SCHOOL DISTRICT 125 TO ADDRESS THE BOARD. (Please limit your comments to five minutes. If required, "Citizen's Comments" will be continued at the end of the meeting.) Mrs. Soderlund removed 513.4 from the consent agenda to discuss in close session.

3. FREEDOM OF INFORMATION ACT REQUESTS

Amber Reynolds from Data Branch Research @ areynolds@thedatabranch.com

4. BOARD MEMBER COMMENTS PERTAINING TO THE AGENDA

5. CONSENT AGENDA: Motion to approve the Consent Agenda that includes the following items:

A. APPROVAL OF MINUTES

1. Regular Meeting of April 15, 2025
2. Closed Meeting of April 15, 2025

B. FINANCE APPROVAL

Summary of Payroll
Student Activity Accounts

C. ACTION ITEMS

- 513.1 Acknowledge Receipt of Official Election Results
- 513.2 Approve the Intergovernmental Agreement between the Village of Merrionette Park and Atwood Heights SD125 regarding the acquisition of property through the Cook County No Cash Bid Program
- 513.3 Approve the 2025-2026 Consolidated District Plan

D. PERSONNEL

- 513.4 Approval to Accept the Letter of Resignation from Amanda Cazares the Special Education Teacher at Hamlin Upper Grade Center, pulled for discussion in closed session
513.5 Approval to hire Michelle Kelly as a Special Education Teacher at Lawn Manor Primary Center on Masters Lane Step J
513.6 Approval to hire Madison Justic as a Paraprofessional for Meadow Lane Intermediate Center and Hamlin Upper Grade Center

Motion was made by Mrs. Soderlund and seconded by Mrs. Castillo to approve the consent agenda.

ROLL CALL:

AYES: 6 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 6-0-0

6. APPROVAL OF BILLS PAYABLE

Bills Payable in the amount of:

Education Fund #10: \$378,626.96
Operations & Maintenance #20: \$19,661.72
Debt Service Fund #30: \$0
Transportation Fund #40: \$17,560.08
Municipal Retirement #50: \$0
Tort Immunity Fund #80: \$625.00
Life Safety Fund #90: \$0

Motion was made by Mr. Gaytan and seconded by Mrs. Balcuinas to approve the bills payable.

ROLL CALL:

AYES: 6 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 6-0-0

7. BUSINESS FROM THE BOARD AND COMMITTEE REPORTS – Superintendent Cole mentioned today was the last Rapp Session meeting for the year. Before the board meeting tonight Lisa met with the union president and the board president to discuss and audit the stipends per the CBA.

8. ADMINISTRATIVE REPORTS – Principal reports attached

9. SUPERINTENDENT REPORT – Superintendent Cole reported that registration is just about ready to open she was waiting on the treasure's office to okay the bank changes that were made and then she will proceed with open enrollment. Lisa said the Cinco de Mayo Celebration was a blast, and thanked Mrs. Medina and all of her helpers for all their time and dedication to make it a beautiful celebration.

10. MOTION TO GO INTO CLOSED SESSION (ONLY IF NECESSARY; ACTION MAY BE TAKEN ON MATTERS DISCUSSED IN CLOSED SESSION UPON RETURN TO OPEN SESSION)

Motion was made at 7:00pm by Mrs. Balciunas and seconded by Mr. Riola to adjourn to closed session.

ROLL CALL:

AYES: 6 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 6-0-0

11. RETURN TO OPEN SESSION/ACTION ON MATTERS DISCUSSED IN CLOSED SESSION (IF NECESSARY)

Upon returning from closed session at 8:02pm the board took action on the following items:

Motion was made by Mrs. Soderlund and seconded by Mrs. Catillo to accept the letter of resignation from Amanda Cazares the Special Education Teacher at Hamlin Upper Grade Center.

ROLL CALL:

AYES: 6 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 6-0-0

Motion was made by Mrs. Soderlund and seconded by Mr. Riola to approve Heather Will's three-year principal contract with a 5.5% salary increase for each year of her contract.

ROLL CALL:

AYES: 6 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 6-0-0

Motion was made by Mrs. Balcuinas and seconded by Mr. Gaytan to increase the Building and Grounds Supervisor salary to \$72,000 for the 2025-2026 school year.

ROLL CALL:

AYES: 6 TAMMY BALCIUNAS, MELISSA CASTILLO, ESTEBAN SANCHEZ GAYTAN, CHRISTINE LANTZ, CHRISTOPHER RIOLA & VICTORIA SODERLUND

NAYS: 0

ABSTAIN: 0

MOTION CARRIED: 6-0-0

12. ADJOURNMENT

With no further business to discuss, Mrs. Lantz adjourned the meeting at 8:05pm by unanimous consent.

Respectfully submitted,

Christine Lantz, President

Michelle Higgins, Secretary

NOTICE OF CLOSED SESSION MEETING

**Atwood Heights School District 125 Board of Education
Hamlin Upper Grade Center
12150 S. Hamlin Avenue, Alsip, Illinois
Tuesday, June 24, 2025**

Agenda

1. Call to Order
2. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1).
3. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
4. The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
5. Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).
6. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4.5), added by P.A. 103-311.
7. The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
8. The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).
9. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
10. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
11. Student disciplinary cases. 5 ILCS 120/2(c)(9).
12. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
13. Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).

14. The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self-insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).
15. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the District is a member. 5 ILCS 120/2(c)(16).
16. Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
17. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).
18. Adjournment

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2024-2025

Pay Period: 24

Pay Cycle: Biweekly

Starting: 05/10/2025

Ending: 05/23/2025

Pay Date: 05/23/2025

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$189,468.07	\$20,602.17	\$210,070.24
<u>Employee Deductions:</u>			
Federal Income Tax	\$16,024.54	\$882.83	\$16,907.37
FICA - Social Security	\$2,616.77	\$820.45	\$3,437.22
FICA - Medicare	\$2,782.27	\$191.88	\$2,974.15
Deduction - Regular (Not Tax Exempt)	\$1,266.49	\$0.00	\$1,266.49
Deduction - TSA (Fed Tax Exempt)	\$3,182.00	\$0.00	\$3,182.00
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$4,818.84	\$225.68	\$5,044.52
State Tax - Illinois	\$8,360.74	\$583.43	\$8,944.17
Retirement - Illinois TRS	\$11,886.46	\$0.00	\$11,886.46
Retirement - Illinois TRS THIS Fund	\$1,188.67	\$0.00	\$1,188.67
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$0.00	\$0.00	\$0.00
Retirement - Illinois TRS Federal Fund	\$0.00	\$0.00	\$0.00
Retirement - Illinois IMRF Voluntary Additional	\$805.29	\$84.46	\$889.75
Retirement - Illinois IMRF (Taxable Benefit)	\$1,915.74	\$593.05	\$2,508.79
Retirement - Illinois TRS Supplemental Savings Plan	\$273.80	\$0.00	\$273.80
Retirement - Illinois TRS SSP Roth	\$50.00	\$0.00	\$50.00
<u>Total Employee Deductions:</u>	\$55,171.61	\$3,381.78	\$58,553.39
<u>Total Net Pay:</u>	\$134,296.46	\$17,220.39	\$151,516.85
<u>Direct Deposit:</u>	\$132,908.70	\$8,559.64	\$141,468.34
<u>Net Pay Checks:</u>	\$1,387.76	\$8,660.75	\$10,048.51

Employer Paid Benefits:

FICA - Social Security	\$2,616.77	\$820.45	\$3,437.22
FICA - Medicare	\$2,782.27	\$191.88	\$2,974.15
Deduction - Regular (Not Tax Exempt)	\$199.10	\$4.86	\$203.96
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$23,672.85	\$1,453.88	\$25,126.73
Retirement - Illinois TRS	\$2,039.10	\$0.00	\$2,039.10
Retirement - Illinois TRS THIS Fund	\$1,240.64	\$0.00	\$1,240.64

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2024-2025

Pay Period: 24

Pay Cycle: Biweekly

Starting: 05/10/2025

Ending: 05/23/2025

Pay Date: 05/23/2025

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$897.44	\$0.00	\$897.44
Retirement - Illinois TRS Federal Fund	\$764.29	\$0.00	\$764.29
Retirement - Illinois IMRF (Taxable Benefit)	\$2,477.67	\$767.01	\$3,244.68
<u>Total Employer Benefits:</u>	\$36,690.13	\$3,238.08	\$39,928.21
<u>Gross:</u>	\$189,468.07	\$20,602.17	\$210,070.24
<u>Total Payroll Expense:</u>	\$226,158.20	\$23,840.25	\$249,998.45
Number of Employees Paid	88	15	103
Number of Males	6	3	9
Number of Females	82	12	94

Payroll Balancing Data

		Direct Deposit	\$141,468.34
		Employee Checks	\$10,048.51
Gross Pay	\$210,070.24	Total Net Pay	\$151,516.85
ER Contributions	\$39,928.21	EE Deductions	\$58,553.39
		ER Contributions	\$39,928.21
Total Payroll Expense	\$249,998.45	Total Payroll Expense	\$249,998.45

End of Report

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2024-2025

Pay Period: 25

Pay Cycle: Biweekly

Starting: 05/24/2025

Ending: 06/06/2025

Pay Date: 06/06/2025

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$789,404.50	\$31,676.98	\$821,081.48
<u>Employee Deductions:</u>			
Federal Income Tax	\$60,943.54	\$1,190.94	\$62,134.48
FICA - Social Security	\$2,932.05	\$1,244.10	\$4,176.15
FICA - Medicare	\$11,245.49	\$290.96	\$11,536.45
Deduction - Regular (Not Tax Exempt)	\$7,098.94	\$0.00	\$7,098.94
Deduction - TSA (Fed Tax Exempt)	\$15,592.00	\$0.00	\$15,592.00
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$25,331.26	\$225.68	\$25,556.94
State Tax - Illinois	\$33,217.17	\$880.28	\$34,097.45
Retirement - Illinois TRS	\$65,764.35	\$0.00	\$65,764.35
Retirement - Illinois TRS THIS Fund	\$6,576.46	\$0.00	\$6,576.46
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$0.00	\$0.00	\$0.00
Retirement - Illinois TRS Federal Fund	\$0.00	\$0.00	\$0.00
Retirement - Illinois IMRF Voluntary Additional	\$1,342.34	\$94.52	\$1,436.86
Retirement - Illinois IMRF (Taxable Benefit)	\$2,116.68	\$895.00	\$3,011.68
Retirement - Illinois TRS Supplemental Savings Plan	\$1,317.80	\$0.00	\$1,317.80
Retirement - Illinois TRS SSP Roth	\$50.00	\$0.00	\$50.00
<u>Total Employee Deductions:</u>	\$233,528.08	\$4,821.48	\$238,349.56
<u>Total Net Pay:</u>	\$555,876.42	\$26,855.50	\$582,731.92
<u>Direct Deposit:</u>	\$521,693.47	\$13,891.29	\$535,584.76
<u>Net Pay Checks:</u>	\$34,182.95	\$12,964.21	\$47,147.16

Employer Paid Benefits:

FICA - Social Security	\$2,932.05	\$1,244.10	\$4,176.15
FICA - Medicare	\$11,245.49	\$290.96	\$11,536.45
Deduction - Regular (Not Tax Exempt)	\$797.96	\$4.86	\$802.82
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$123,615.55	\$1,453.88	\$125,069.43
Retirement - Illinois TRS	\$2,039.10	\$0.00	\$2,039.10
Retirement - Illinois TRS THIS Fund	\$5,251.54	\$0.00	\$5,251.54

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2024-2025

Pay Period: 25

Pay Cycle: Biweekly

Starting: 05/24/2025

Ending: 06/06/2025

Pay Date: 06/06/2025

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$4,369.57	\$0.00	\$4,369.57
Retirement - Illinois TRS Federal Fund	\$4,585.68	\$0.00	\$4,585.68
Retirement - Illinois IMRF (Taxable Benefit)	\$2,737.57	\$1,157.55	\$3,895.12
<u>Total Employer Benefits:</u>	\$157,574.51	\$4,151.35	\$161,725.86
<u>Gross:</u>	\$789,404.50	\$31,676.98	\$821,081.48
<u>Total Payroll Expense:</u>	\$946,979.01	\$35,828.33	\$982,807.34
<hr/>			
Number of Employees Paid	89	14	103
Number of Males	8	2	10
Number of Females	81	12	93

Payroll Balancing Data

		Direct Deposit	\$535,584.76
		Employee Checks	\$47,147.16
Gross Pay	\$821,081.48	Total Net Pay	\$582,731.92
ER Contributions	\$161,725.86	EE Deductions	\$238,349.56
		ER Contributions	\$161,725.86
Total Payroll Expense	\$982,807.34	Total Payroll Expense	\$982,807.34

End of Report

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2024-2025

Pay Period: 26

Pay Cycle: Biweekly

Starting: 06/07/2025

Ending: 06/20/2025

Pay Date: 06/20/2025

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
Gross Pay	\$44,421.47	\$17,738.29	\$62,159.76
<u>Employee Deductions:</u>			
Federal Income Tax	\$4,701.52	\$846.22	\$5,547.74
FICA - Social Security	\$1,755.19	\$727.92	\$2,483.11
FICA - Medicare	\$719.30	\$170.23	\$889.53
Deduction - Regular (Not Tax Exempt)	\$100.00	\$0.00	\$100.00
Deduction - TSA (Fed Tax Exempt)	\$700.00	\$0.00	\$700.00
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$678.69	\$225.68	\$904.37
State Tax - Illinois	\$2,252.16	\$526.77	\$2,778.93
Retirement - Illinois TRS	\$60.75	\$0.00	\$60.75
Retirement - Illinois TRS THIS Fund	\$6.09	\$0.00	\$6.09
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$0.00	\$0.00	\$0.00
Retirement - Illinois IMRF Voluntary Additional	\$582.06	\$101.56	\$683.62
Retirement - Illinois IMRF (Taxable Benefit)	\$1,207.08	\$458.95	\$1,666.03
<u>Total Employee Deductions:</u>	\$12,762.84	\$3,057.33	\$15,820.17
<u>Total Net Pay:</u>	\$31,658.63	\$14,680.96	\$46,339.59
<u>Direct Deposit:</u>	\$35,260.50	\$4,421.34	\$39,681.84
<u>Net Pay Checks:</u>	(\$3,601.87)	\$10,259.62	\$6,657.75

Employer Paid Benefits:

FICA - Social Security	\$1,755.19	\$727.92	\$2,483.11
FICA - Medicare	\$719.30	\$170.23	\$889.53
Deduction - Regular (Not Tax Exempt)	\$69.43	\$4.86	\$74.29
Deduction - Section 125 (Fed and FICA Tax Exempt)	\$3,421.39	\$1,453.88	\$4,875.27
Retirement - Illinois TRS	\$2,039.10	\$0.00	\$2,039.10
Retirement - Illinois TRS THIS Fund	\$360.24	\$0.00	\$360.24
Retirement - Illinois TRS Member Benefit Inc. (TE)	\$135.34	\$0.00	\$135.34
Retirement - Illinois IMRF (Taxable Benefit)	\$1,561.15	\$593.59	\$2,154.74
<u>Total Employer Benefits:</u>	\$10,061.14	\$2,950.48	\$13,011.62

Atwood Heights School District 125

Labor Summary Report

Fiscal Year: 2024-2025

Pay Period: 26

Pay Cycle: Biweekly

Starting: 06/07/2025

Ending: 06/20/2025

Pay Date: 06/20/2025

	<u>Certified</u>	<u>Classified</u>	<u>Total</u>
<u>Gross:</u>	\$44,421.47	\$17,738.29	\$62,159.76
<u>Total Payroll Expense:</u>	\$54,482.61	\$20,688.77	\$75,171.38
<hr/>			
Number of Employees Paid	32	15	47
Number of Males	3	5	8
Number of Females	29	10	39

Payroll Balancing Data

		Direct Deposit	\$39,681.84
		Employee Checks	\$6,657.75
Gross Pay	\$62,159.76	Total Net Pay	\$46,339.59
ER Contributions	\$13,011.62	EE Deductions	\$15,820.17
		ER Contributions	\$13,011.62
Total Payroll Expense	\$75,171.38	Total Payroll Expense	\$75,171.38

End of Report

Account transactions
Lawn Manor Student Activities- 2024-2025

Num	Date	Payee	Category	Amount	Running Balance
		Opening Balance			3,582.09
1129	8/20/2024	Southwest Symphony Orchestra	2nd grade field trip	(336.00)	3,246.09
	9/30/2024	Deposit	Fundraiser	1,623.00	4,869.09
1130	9/30/2024	School Are Us	Spiritwear	(1,623.00)	3,246.09
1131	10/16/2024	The Children's Farm	Kindergarten Field Trip	(586.50)	2,659.59
1132	10/16/2024	The Children's Farm	Kindergarten Field Trip	(103.50)	2,556.09
	12/13/2024	Deposit	Fundraiser	2,040.50	4,596.59
1133	12/13/2024	Fun Services	Santa's Secret Workshop	(2,040.50)	2,556.09
	1/17/2025	Deposit	Polling Place	100.00	2,656.09
1134	1/31/2025	Moraine Valley Community College	1st/2nd Field Trip	(1,100.00)	1,556.09
	2/6/2025	Deposit	Polling Place	1,135.67	2,691.76
	10/22/2024	Deposit	Field Trip	562.00	3,253.76
1136	2/7/2025	Chicago Kids Company	Field Trip	(1,430.00)	1,823.76
	3/5/2025	Deposit	Polling Place	450.00	2,273.76
1137	3/5/2025	High Esteem	Erin's Law	(450.00)	1,823.76
	3/21/2025	Deposit	Field Trip	450.00	2,273.76
1138	3/28/2025	Chicago Kids Company	Field Trip	(925.00)	1,348.76
1139	3/31/2025	Chicago Kids Company	Field Trip	(455.00)	893.76
	4/1/2025	Deposit	Field Trip	1,420.00	2,313.76
	4/30/2025	Deposit	Field Trip	960.00	3,273.76
1140	4/30/2025	Calabria	Teacher Appreciation	(275.00)	2,998.76
Grand Total				(583.33)	2,998.76

Account transactions
Meadow Lane Student Activities 2024-2025

Num	Date	Payee	Category	Amount	Running Balance
		Opening Balance			19,243.73
Month Ending 9/30/2024					
1156	9/2/2024	Theatre of Western Springs	Field Trips	(114.00)	19,129.73
	9/5/2024	Deposit	Music Supplies	2,326.00	21,455.73
1157	9/5/2024	Chase Card Service	School Store	(94.32)	21,361.41
	9/19/2024	Deposit	Music Supplies	533.00	21,894.41
	9/19/2024	Deposit	Got Sneakers	31.00	21,925.41
		Total Month Ending 9/30/2024		2,681.68	
Month Ending 10/31/2024					
1159	10/1/2024	Will County Forest Preserve	5th Grade Field Trip	(140.00)	21,785.41
	10/9/2024	Deposit	LaBraid	2,012.00	23,797.41
1160	10/9/2024	LaBraid	LaBraid	(1,028.00)	22,769.41
1161	10/10/2024	Chase Card Service	Student Activities	(3,098.09)	19,671.32
	10/22/2024	Deposit	Monster Mash	95.00	19,766.32
		Total Month Ending 10/31/2024		(2,159.09)	
Month Ending 11/30/2024					
	11/4/2024	Deposit	Music Supplies	775.00	20,541.32
1162	11/4/2024	Chase Card Service	Student Activities	(106.94)	20,434.38
1163	11/4/2024	Chase Card Service	Student Activities	(123.84)	20,310.54
	11/7/2024	Deposit	Monster Mash	2,336.00	22,646.54
	11/14/2024	Deposit	Monster Mash	125.00	22,771.54
	11/25/2024	Deposit	Spiritwear	1,642.00	24,413.54
		Total Month Ending 11/30/2024		4,647.22	
Month Ending 12/31/2024					
1164	12/3/2024	ICTM Math Contest	Bills : Membership Fees	(100.00)	24,313.54
	12/4/2024	Deposit	Field Trip	1,747.00	26,060.54
1165	12/4/2024	Chase Card Service	Student Activities	(72.81)	25,987.73
1166	12/4/2024	Chase Card Service	Student Activities	(58.98)	25,928.75
1167	12/5/2024	Theatre of Western Springs	Field Trips	(1,050.00)	24,878.75
1168	12/11/2024	Chase Card Service	Student Activities	(65.56)	24,813.19
1169	12/16/2024	Storm Science	Assembly	(1,850.00)	22,963.19
1170	12/16/2024	Schools Are Us		(1,401.00)	21,562.19
	12/18/2024	Deposit	Family in Need	50.00	21,612.19
1171	12/18/2024	Amy Jones	Family in Need	(50.00)	21,562.19
		Total Month Ending 12/31/2024		(2,851.35)	
Month Ending 1/31/2025					
1173	1/3/2025	Chase Card Service	Student Activities	(114.84)	21,447.35
1172	1/6/2025	Chase Card Service	Student Activities	(156.22)	21,291.13
	1/28/2025	Deposit	Little Caesar's Fundraiser	724.00	22,015.13
		Total Month Ending 1/31/2025		452.94	
Month Ending 2/28/2025					
1174	2/4/2025	Little Cesars Pizza	Fundraiser	(438.00)	21,577.13
	2/6/2025	Deposit	Candy Bar Bingo	1,064.00	22,641.13
	2/6/2025	Deposit	Music Supplies	684.00	23,325.13
1175	2/7/2025	Chase Card Service	Student Activities	(833.02)	22,492.11
	2/11/2025	Deposit	Storm Science Split - Hamlin	925.00	23,417.11
	2/21/2025	Deposit	Candor Health	690.00	24,107.11
	2/26/2025	Candor Health	Health Program 5th Grade	(1,035.00)	23,072.11
		Total Month Ending 2/28/2025		1,056.98	
Month Ending 3/31/2025					

Account transactions
Meadow Lane Student Activities 2024-2025

Num	Date	Payee	Category	Amount	Running Balance
	3/10/2025	Deposit	Fundraiser	706.65	23,778.76
1177	3/10/2025	American Heart Association	Fundraiser	(706.65)	23,072.11
1179	3/19/2025	Chase Card Service	School Store	(242.52)	22,829.59
	3/25/2025	Deposit	Bowling Field Trip	730.00	23,559.59
	3/25/2025	Deposit	Music Supplies	620.00	24,179.59
Total Month Ending 3/31/2025				1,107.48	
Month Ending 4/30/2025					
1180	4/1/2025	Jason's Deli	TI Lunch	(285.29)	23,894.30
1181	4/3/2025	Misericordia	Hearbreakers Presentation	(350.00)	23,544.30
1182	4/7/2025	Chase Card Service	Student Activities	(1,389.47)	22,154.83
1183	4/8/2025	Weger Corp	Music Supplies	(3,673.00)	18,481.83
	4/11/2025	Deposit	Misericordia	1,858.81	20,340.64
1184	4/11/2025	Schools Are Us	Step Up Shirts	(440.00)	19,900.64
1185	4/11/2025	Misericordia	Fundraiser	(1,858.81)	18,041.83
1186	4/16/2025	Will County Forest Preserve	5th Grade Field Trip	(140.00)	17,901.83
	4/30/2025	Deposit	Spring Fling/Field Trip	2,423.00	20,324.83
Total Month Ending 4/30/2025				(3,854.76)	
Month Ending 5/31/2025					
1188	5/7/2025	Chase Card Service	Student Activiy Supplies	(1,303.37)	19,021.46
	5/27/2025	Deposit	Field Day Shirts	1,398.00	20,419.46
1189	5/27/2025	Field Day USA	Field Day	(1,124.00)	19,295.46
1190	5/29/2025	Dino Jump	Student Activities	(777.65)	18,517.81
Total Month Ending 5/31/2025				(1,807.02)	
Month Ending 6/30/2025					
	6/2/2025	Deposit	Field Day	1,297.15	19,814.96
	6/4/2025	Deposit	Talent Show	277.75	20,092.71
	6/4/2025	Deposit	Box Tops	11.50	20,104.21
1192	6/10/2025	Chase Card Service	Field Day	(537.14)	19,567.07
Total Month Ending 6/30/2025				1,049.26	
Grand Total				323.34	19,567.07

Account Transactions
Hamlin Student Activity 2024-2025

Num	Date	Payee	Memo	Category	Amount	Running Balance
			Opening Balance as of 7/1/2024			\$29,014.56
			Month Ending 7/31/2024			\$29,014.56

			Opening Balance 8/1/2024			\$29,014.56
1487	8/9/2024	Santo Sport	Gym Clothes	Student Activities	\$ (2,200.25)	\$ 26,814.31
			Total Month Ending 8/31/2024			\$ 26,814.31

			Opening Balance 9/1/2024			\$26,814.31
	9/6/2024	Amazon	Desk Chair	Fees and Fines	\$ (38.99)	\$26,775.32
1490	9/13/2024	PM Music	Band Music 2024	Band	\$ (108.00)	\$26,667.32
	9/13/2024	Deposit	Sports, Fundraiser, Book Fair	Not An Expense	\$ 1,213.52	\$27,880.84
1489	9/16/2024	Scholastic	Book Fair Money	Student Activities	\$ (713.84)	\$27,167.00
1492	9/16/2024	Alzheimer's	Penny War Donation	Fundraiser	\$ (1,354.00)	\$25,813.00
	9/18/2024	Amazon	Printer Ink	Fees and Fines	\$ (28.89)	\$25,784.11
1488	9/23/2024	Sam's Club	Concession Stand	Sports	\$ (469.24)	\$25,314.87
			Total Month Ending 9/30/2024			\$25,314.87

			Opening Balance 10/1/2024			\$25,314.87
		Chicago Shakespeare				
1491	10/1/2024	Theater	7th Grade Shakespeare Trip	Field Trip	\$ (258.00)	\$25,056.87
		Southwest				
1493	10/15/2024	Symphony	Band Field Trip	Band	\$ (246.00)	\$24,810.87
	10/24/2024	Deposit	B.R.I./Afterschool/Concessions	Student Activities	\$ 2,180.50	\$26,991.37
			Total Month Ending 10/31/2024			\$26,991.37

Account Transactions
Hamlin Student Activity 2024-2025

Opening Balance 11/1/2024 \$26,991.37

1494	10/23/2024	Chase Visa	Sam's Club - Concession	Sports	\$ (538.24)	\$26,453.13
1495	11/8/2024	Creacions	Band Polos	Band	\$ (180.00)	\$26,273.13
1496	11/8/2024	JW Pepper	Band Music	Band	\$ (264.90)	\$26,008.23
	11/18/2024	Deposit	Lion's Club Walk - Donation	Not an Expense	\$ 1,845.85	\$27,854.08
1497	11/18/2024	Lion's Club	Walk-A-Thon Donation	Fundraiser	\$ (1,845.55)	\$26,008.53
1498	11/22/2024	Country House	Thanksgiving Feast	Student Activities	\$ (1,150.00)	\$24,858.53

Total Month Ending 11/30/2024 \$24,858.53

Opening Balance 12/1/2024 \$24,858.53

1499	12/5/2024	Chase Visa	Drama Club T-Shirts	Drama	\$ (239.25)	\$ 24,619.28
	12/6/2024	Amazon	Nets for Soccer	Sports	\$ (354.00)	\$ 24,265.28
	12/9/2024	Deposit	Springfield Deposit #1	Not an Expense	\$ 1,605.00	\$ 25,870.28
	12/13/2024	Deposit	SF, Band, Drama	Not an Expense	\$ 2,765.00	\$ 28,635.28
1500	12/16/2024	Barraco's	Band Concert Dinner	Band	\$ (1,753.88)	\$ 26,881.40
	12/23/2024	Deposit	SF#3, Building Rental	Not an Expense	\$ 2,977.50	\$ 29,858.90
	12/23/2024	Amazon	Basketball Net Boarder	Sports	\$ (197.99)	\$ 29,660.91
	12/23/2024	Amazon	Washer/Dryer	Building Expense	\$ (1,899.00)	\$ 27,761.91
	12/26/2024	Old National	Charge Back - ISF	Field Trip	\$ (75.00)	\$ 27,686.91

Total Month Ending 12/21/2024 \$27,686.91

Opening Balance 12/1/2024 \$27,686.91

	1/8/2025	Amazon	Basketball Net Boarder	Sports	\$ (197.99)	\$27,488.92
	1/21/2025	Deposit	Sports and Building Rental	Not an Expense	\$ 1,648.00	\$29,136.92
1501	1/23/2025	World Strides	Springfield Deposit	Field Trip	\$ (5,020.00)	\$24,116.92
1502	1/28/2025	Chase Visa	US News Best Middle Scho	Student Activities	\$ (495.00)	\$23,621.92
1503	1/28/2025	Chase Visa	Storm Science	Student Activities	\$ (925.00)	\$22,696.92
1504	1/27/2025	Lifetouch	Yearbook	Student Activities	\$ (1,888.67)	\$20,808.25

Total Month Ending 1/31/2025 \$20,808.25

Opening Balance 2/1/2025 \$20,808.25

	2/4/2025	Deposit	Field Trips, Sports & Grad	Not an Expense	\$ 3,460.00	\$24,268.25
	2/4/2025	Deposit	John Nattsas Scholarship	Not an Expense	\$ 500.00	\$24,768.25
1505	2/7/2025	Chicago ST	Shakespeare Trip	Field Trip	\$ (777.00)	\$23,991.25
1506	2/11/2025	Meadow Lane	Storm Science	Student Activities	\$ (925.00)	\$23,066.25
1507	2/18/2025	JC Entertain	DJ Services V-Day Dance	Sports	\$ (350.00)	\$22,716.25
	2/21/2025	Deposit	Graduation & Springfield	Not an Expense	\$ 5,865.00	\$28,581.25
1508	2/26/2025	World Strides	Springfield Trip	Field Trip	\$ (3,485.00)	\$25,096.25

Account Transactions

Hamlin Student Activity 2024-2025

1509	2/24/2025	Chase Visa	Sports & NASSP	Sports/S. Activities	\$ (544.15)	\$24,552.10
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Total Month Ending 2/28/2025						\$24,552.10
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Opening Balance 3/1/2025						\$24,552.10
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1510	3/3/2025	Charter Up	Buses for White Pines	Field Trip	\$ (2,417.18)	\$22,134.92
1511	3/5/2025	DDE Band	Chicago Land Classic	Band	\$ (200.00)	\$21,934.92
	3/17/2025	Amazon	Soccer Flags	Sports	\$ (35.99)	\$21,898.93
	3/17/2025	Amazon	Graduation/DD Supplies	Graduation	\$ (273.23)	\$21,625.70
	3/19/2025	Amazon	K-Cups	Fees & Fines	\$ (35.95)	\$21,589.75
1512	3/19/2025	Chase Visa	6 Flags Trip	Field Trip	\$ (2,693.60)	\$18,896.15
1513	3/19/2025	Chase Visa	Navy Pier Buses	Field Trip	\$ (1,351.52)	\$17,544.63

Total Month Ending 3/31/2025						\$17,544.63
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Opening Balance 4/1/2025						\$17,544.63
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1515	4/7/2025	Margrita Medina	Soccer Materials	Sports	\$ (180.08)	\$17,364.55
1516	4/7/2025	Amanda Tarqueno	Bball & Soccer Jerseys	Sports	\$ (1,390.00)	\$15,974.55
1514	4/9/2025	Mahoney's Grad	Cap/Gown/Diplomas	Graduation	\$ (2,377.65)	\$13,596.90
	4/14/2025	Amazon	Ribbon for ID Printer	Office Supplies	\$ (29.38)	\$13,567.52
	4/14/2025	Amazon	Envelopes	Office Supplies	\$ (22.79)	\$13,544.73
	4/16/2025	Deposit	White Pines Deposit	Not an Expense	\$ 3,080.00	\$16,624.73
	4/22/2025	Deposit	Graduation	Not an Expense	\$ 580.00	\$17,204.73
	4/22/2025	Deposit	Graduation	Not an Expense	\$ 130.00	\$17,334.73
	4/22/2025	Deposit	Valentine's Dance	Not an Expense	\$ 5.00	\$17,339.73
	4/28/2025	Deposit	Clubs, Graduation, YB, WP	Not an Expense	\$ 7,566.57	\$24,906.30
	4/29/2025	Amazon	Supplies for MACS Grant	Student Activities	\$ (588.98)	\$24,317.32

Total Month Ending 4/30/2025						\$24,317.32
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Opening Balance 5/1/2025						\$24,317.32
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1518	5/1/2025	Starfish Transportat	Bus for Great America	Graduation	(1,930.00)	\$22,387.32
1517	5/12/2025	Laura Pearson	NJHS Supplies	NJHS	(53.30)	\$22,334.02
1519	5/12/2025	White Pines	White Pines Ranch	Field Trips	(6,955.00)	\$15,379.02
1520	5/12/2025	M. Niemeyer	White Pines Reimbursement	Field Trips	(140.00)	\$15,239.02
1522	5/19/2025	JC Entertainment	Dinner Dance DJ	Graduation	(300.00)	\$14,939.02
1521	5/20/2025	Barraco's Pizza	Dinner Dance Dinner	Graduation	(635.50)	\$14,303.52
1523	5/21/2025	Mandies Impressior	Graduation Yard Signs	Graduation	(400.00)	\$13,903.52
1524	5/22/2025	Catherines Gardens	Graduation Flowers	Graduation	(110.00)	\$13,793.52
1527	5/28/2025	L. Balciunas	John Samuel Nattsas Scholarship	Scholarship	(500.00)	\$13,293.52

Total Month Ending 5/31/2025						\$13,293.52
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June 2025

Approval of PRESS Updates from Issue 118

Status: Draft Update
2:260 Uniform Grievance Procedure
4:15 Identity Protection
4:80 Accounting and Audits
5:10 Equal Employment Opportunity and Minority Recruitment
5:20 Workplace Harassment Prohibited
5:60 Expenses
5:100 Staff Development Program
6:150 Home and Hospital Instruction
6:235 Access to Electronic Networks
7:10 Equal Educational Opportunities
7:20 Harassment of Students Prohibited
7:60 Residence
7:70 Attendance and Truancy
7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
7:185 Teen Dating Violence Prohibited
7:190 Student Behavior
7:200 Suspension Procedures
7:210 Expulsion Procedures
7:250 Student Support Services
7:270 Administering Medicines to Students
7:310 Restrictions on Publications; Elementary Schools
7:340 Student Records
Status: Draft Update - New
7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence
Status: Draft Update - Rewritten
2:265 Title IX Grievance Procedure
Status: Review and Monitoring
5:60-E1 Exhibit - Employee Expense Reimbursement Form
5:60-E2 Exhibit - Employee Estimated Expense Approval Form

ISSUE 118

April 2025

Update Memo

Please distribute to board members and appropriate staff.

Contents

Instructions.....	p. 1
PRESS Terminology	p. 2
PRESS Issue 118 Topic Bundles	p. 2
Progress Report	p. 6
Revisions to Policies, Administrative Procedures, and Exhibits (numerical table)	p. 7
Next Issue: Summer Five-Year Reviews	

Online Instructions

Please follow these four easy steps to log in to PRESS:

- Go to www.iasb.com and click on the button on the top navigation.
- Enter your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from info@iasb.com, if you do not see it in your email inbox.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty signing on to www.iasb.com, please contact Michael Ilikovits at mikovits@iasb.com.
- Click the button on the top navigator bar. This will bring you to your account page
- Under "My Account Links," click on "PRESS Login."

IASB Illinois Association
of School Boards

Lighting the Way to Excellence in School Governance

PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and PRESS Editor, djacobson@iasb.com; Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant PRESS Editor, jduffy@iasb.com; Maryam Brotine, Associate General Counsel and Assistant PRESS Editor, mbrotine@iasb.com; or Megan Mikhail, Assistant General Counsel and Assistant PRESS Editor, mmikhail@iasb.com.

Please share this PRESS Update Memo with all board members and appropriate staff.

Two other important components of PRESS may be viewed and downloaded from PRESS Online: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a *PRESS Issue* at the top of the PRESS Online Table of Contents, show suggested changes to PRESS material by striking out deleted words and underscoring new words, a.k.a. "tracked changes."

Updated PRM pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use PRM pages to update your policy manual, please go to www.iasb.com/policy/ to view the PRESS video tutorial located under the header entitled: PRESS – Policy Reference Education Subscription Service.

For answers to common questions about using PRESS, see Q&A: Getting the Most Out of Your PRESS Subscription, now available on IASB's website.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, PRESS Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the Revisions to Policies, Administrative Procedures, and Exhibits table beginning on p. 7.

Please spend time reviewing the PRESS online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the PRESS Editors when necessary.

Have feedback on PRESS materials?

Click on the PRESS Feedback Button, located on the header bar of PRESS Online. For answers to more immediate questions about PRESS content, please contact a PRESS editor directly.

For answers to common questions about using PRESS, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), now available on IASB's website.

Title IX Reversion to 2020 Regulations

On January 9, 2025, in the case State of Tennessee v. Cardona, the U.S. District Court in the Eastern District of Kentucky (Court) struck down the 2024 Title IX sex discrimination regulations that went into effect August 1, 2024. The result of this ruling was to restore the 2020 Title IX regulations issued during the first Trump administration. On February 4, 2025, the U.S. Dept. of Education's Office for Civil Rights issued a *Dear Colleague* letter in which it confirmed the 2020 Title IX regulations are in effect and advised schools to immediately reevaluate open Title IX investigations initiated under the 2024 regulations to ensure consistency with the requirements of the 2020 Title IX regulations.

In response to these legal developments, the following PRESS materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 2:265, Title IX Grievance Procedure – REWRITTEN
- 2:265-AP1, Title IX Response – REWRITTEN
- 2:265-AP2, Formal Title IX Complaint Grievance Process – REWRITTEN
- 2:265-AP3, Title IX Coordinator – DELETED
- 2:265-E, Title IX Glossary of Terms – REWRITTEN
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:20, Workplace Harassment Prohibited
- 5:100, Staff Development Program
- 7:10, Equal Educational Opportunities
- 7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students
- 7:10-AP2, Accommodating Breastfeeding Students
- 7:20, Harassment of Students Prohibited
- 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:185, Teen Dating Violence Prohibited
- 7:190-E2, Student Handbook Checklist

Ensuring Success in School Law

The Ensuring Success in School (ESS) Law, Public Act 102-466, effective 7-1-25, creates new School Code Article 26A, *Children and Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*. Article 26A requires districts to ensure they have policies, procedures, and resources in place to ensure that students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma. Specifically, Article 26A requires that at least one staff member in each school building be identified and trained as a resource person for Article 26A Students, and that each district have a complaint resolution procedure to resolve complaints of alleged violations of Article 26A. These requirements are set forth in a new 7:255 policy suite.

PRESS Terminology

What are the meanings of the “AP” and “E” after certain policy numbers?

The PRESS Policy Reference Manual (PRM) is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. PRESS recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and PRESS materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. PRESS sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. PRESS sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, Board Policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an “E” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the “AP, E” format should be dated for implementation by the administrative staff.

Please note that since the ESS Law requires an Article 26A Resource Person in each school building, each school will need to have its own version of NEW sample administrative procedure, 7:255-AP1, *Supporting Students Who are Parents, Expectant Parents, and Victims of Domestic or Sexual Violence*.

The ESS Law also amends the following:

1. 105 ILCS 5/10-22.6, amended by P.A. 102-466, eff. 7-1-25, provides that during a suspension review hearing or expulsion hearing, students may disclose any factor to be considered in mitigation, including the student's status as a parent, expectant parent, or victim of domestic or sexual violence. It also requires that students be allowed to appear with a representative and/or a support person at disciplinary hearings.
2. 105 ILCS 5/10-22.6a, amended by P.A. 102-466, eff. 7-1-25, requires that home instruction be available for students unable to attend school because of pregnancy-related conditions (previously *pregnancy*), the fulfillment of parenting obligations related to the health of the child, or health or safety concerns arising from domestic or sexual violence.
3. 105 ILCS 5/26-2a, amended by P.A. 102-466, eff. 7-1-25, adds the following as valid causes for student absence: attendance at a verified medical or therapeutic appointment, appointment with a victim services provider, the fulfillment of a parenting responsibility, and addressing circumstances resulting from domestic or sexual violence.
4. 105 ILCS 10/2(f), amended by P.A. 102-466, eff. 7-1-25, provides that a student's temporary records shall include information concerning a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence.

Artificial Intelligence

The use of artificial intelligence (AI)-enabled tools in K-12 has become a hot topic nationwide, as schools begin to grapple with how AI can be best utilized to improve instruction, support educators, and reduce administrative burdens. In October 2024, the U.S. Dept. of Education issued a toolkit (Toolkit) to support the safe, ethical, and equitable integration of AI in K-12 schools. Like other technological tools, it is important to keep in mind that boards have many existing board policies that already govern conduct that could involve the use of AI-enabled tools, such as policies addressing equal opportunity for students and employees, staff professional conduct, bullying, and student behavior. In recognition of the increasing role of AI in K-12 education, sample PRESS policy 6:325, *Access to Electronic Networks*, is updated to include a new, optional subhead to

The following PRESS materials are created or updated in response to this law:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 5:100, Staff Development Program
- 6:150, Home and Hospital Instruction
- 7:10, Equal Educational Opportunities
- 7:10-AP2, Accommodating Breastfeeding Students
- 7:50, School Admissions and Student Transfers To and From Non-District Schools
- 7:50-AP, School Admissions and Student Transfers To and from Non-District Schools
- 7:60, Residence
- 7:70, Attendance and Truancy
- 7:190-E2, Student Handbook Checklist
- 7:200, Suspension Procedures
- 7:210, Expulsion Procedures
- 7:210-E1, Notice of Expulsion Hearing
- 7:250, Student Support Services
- 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs
- 7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – NEW
- 7:255-AP1, Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – NEW
- 7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence – NEW
- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

address the use of AI-enabled tools. NEW sample administrative procedure 6:235-AP3, *Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines*, provides a framework, based on the Toolkit, to assist districts as they develop their own AI plans and responsible use guidelines that reflect local needs and conditions.

The following PRESS materials are updated or created:

- 2:150-AP, Superintendent Committees
- 6:235, Access to Electronic Networks
- 6:235-AP1, Acceptable Use of the District's Electronic Network
- 6:235-AP3, Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines – NEW

Federal Uniform Guidance for Awards

In October 2024, the Office of Management and Budget (OMB) issued final rules to comprehensively update and streamline the OMB *Guidance for Grants and Agreements*, now called the OMB *Guidance for Federal Financial Assistance*, located at 2 C.F.R. Part 200. The final rules are intended to improve federal financial assistance management, transparency, and oversight through more accessible and comprehensible guidance. At the State level, the amended federal rules continue to apply to State grants governed by the Ill. Grant Accountability and Transparency Act.

The following PRESS materials are updated in response to this regulatory update:

- 4:15, Identity Protection
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards
- 4:60-AP5, Federal and State Award Procurement Procedures
- 4:80, Accounting and Audits
- 4:80-AP3, Inventory Management for Federal and State Awards

Sexting

In response to the use of technologies to produce harmful and sexually explicit “deepfakes”, 720 ILCS 5/11-23.7, added by P.A. 103-825, criminalizes the *non-consensual dissemination of sexually explicit digitized depictions*. PRESS sample policy 7:190, *Student Behavior*, has been updated to include a definition of the term *sexting*, which incorporates this criminal offense, along with other offenses referenced in sample administrative procedure 7:190-AP6, *Guidelines for Investigating Sexting Allegations*.

The following PRESS materials are updated:

- 7:190, Student Behavior
- 7:190-AP5, Student Handbook – Electronic Devices
- 7:190-AP6, Guidelines for Investigating Sexting Allegations
- 7:310, Restrictions on Publications; Elementary Schools
- 7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools
- 7:315, Restrictions on Publications; High Schools
- 7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools

103rd General Assembly Lame Duck Session

During its final lame duck session, the 103rd General Assembly passed bills impacting schools:

1. 105 ILCS 5/2-3.204, added by P.A. 103-1076, requires the Ill. State Board of Education to secure one or more statewide master contracts for Halal and Kosher meals so districts may purchase them, subject to appropriation of funds by the General Assembly.
2. Income Tax Act, 35 ILCS 5/231(b), amended by P.A. 103-1059, extends until 1-1-26, a tax credit for employers that incur qualified expenses on behalf of an apprentice under a registered apprenticeship program.

3. Criminal Code of 2012, 720 ILCS 5/11-9.3, amended by P.A. 103-1071, eff. 7-1-25, amends the definition of *child sex offender* to incorporate changes made to titles of certain prostitution-related offenses.

The following PRESS materials are updated in response to this legislation:

- 4:120, Food Services
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 8:30, Visitors to and Conduct on School Property

PRESS Issue 118 Trivia

378 pages • 166,597 words • 67 PRM materials

Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS PRM occurs once every five years. The PRM contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7.

The following PRESS materials are updated:

- 4:170-AP6, E1, School Staff AED Notification Letter
- 5:60, Expenses
- 5:60-AP, Federal and State Grant Travel Expense Procedures
- 5:60-E1, Employee Expense Reimbursement Form
- 5:60-E2, Employee Estimated Expense Approval Form
- 5:170-AP4, Designation of District Millenium Copyright Act (DMCA) Agent; Registration Process

- 7:190-AP2, Student Handbook – Gang Activity Prohibited
- 7:220-AP, Electronic Recordings on School Buses
- 7:325-E, Application and Procedures to Involve Students in Fundraising Activities
- 7:345-AP, E1, Student Covered Information Reporting Form
- 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors
- 7:345-AP, E3, Parent Notification Letter for Student Data Breach
- 8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders
- 8:30-E2, Child Sex Offender's Request for Permission to Visit School Property

Miscellaneous

The following PRESS materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 7.

The following PRESS material is updated:

- 7:270, Administering Medicines to Students
- 7:270-AP2, Checklist for District Supply of Undesignated Medication(s)

Please also spend time reviewing the PRESS On-line Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the PRESS Editors when necessary.

Certain PRM materials in a PRESS Issue may be labeled in the PRESS Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the PRM.

DELETED. This material has been deleted from the PRM.

RENUMBERED. This material has been assigned a new number within the PRM, usually due to the addition of NEW material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the PRM. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

Progress Report - The contents of this table frequently change.

Topics	Our Response
<p>Governor Supports Cell Phone Ban Legislation During his State on the State Address to the Ill. General Assembly on February 19, 2025, Governor Pritzker announced his support for legislation that would require school boards to adopt policies banning the use of cell phones during instructional time, with certain exceptions. IASB is monitoring the relevant bills on this topic as the spring legislative session progresses.</p>	<p>If new legislation goes into effect, affected PRESS materials, including sample policy 7:190, <i>Student Behavior</i>, will be updated in the fall.</p>
<p>Presidential Executive Orders Address K-12 Issues, including Potential Immigration Enforcement in Schools Since taking office, the President has issued many Executive Orders (EOs), directing various federal agencies to implement his administration's policy priorities. Several of the EOs may impact K-12 schools, including an EO directed at dismantling the U.S. Dept. of Education and others addressing gender classification, diversity, equity, and inclusion efforts, and immigration enforcement. IASB continues to monitor the actions of the new federal administration, including the U.S. Dept. of Education, for lasting impacts on PRESS materials. Districts with specific questions on the local impacts of these actions should contact their board attorneys for guidance. Regarding the issue of immigration, the new administration announced a change to a previous federal policy which had limited immigration enforcement authorities from conducting activities at protected areas such as schools. In response to this development, the Ill. School Board of Education issued <u>non-regulatory guidance</u> indicating that districts should work with their board attorneys to develop procedures to follow should immigration authorities seek to gain access to their schools or other records. The Ill. Council of School Attorneys (ICSA) has also updated its guidance document, <i>Guidelines for Interviews of Students at School by Law Enforcement Authorities</i>, to address these issues. The ICSA Guidelines, which are referred to in sample administrative procedure 7:150-AP, <i>Agency and Police Interviews</i>, are available at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/.</p>	<p>No PRESS materials are affected at this time.</p>
<p>Cook County Issues Guidance for School Districts on Paid Leave Ordinance The Cook County Paid Leave Ordinance (Ordinance) became effective for certain school districts within Cook County on 1-1-25. Many districts in Cook County are exempt from the Ordinance because the home-rule municipality in which they are located took official action to opt out from the Ordinance. On 1-10-25, the Cook County Commission on Human Rights issued <u>Paid Leave Guidance for School Districts</u> for those districts affected. Given the scope and complexity of the Ordinance and its implementing regulations, impacted districts should work with their board attorneys to ensure the proper policy and/or procedures are in place.</p>	<p>No PRESS materials are affected.</p>

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	
2:150-AP, Superintendent Committees	The procedure is updated in response to the creation of 6:235-AP3, <i>Development of Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines</i> , and for continuous improvement.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	The exhibit is updated in response to: <ol style="list-style-type: none"> 1. <u>State of Tennessee v. Cardona</u>, striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; 2. 105 ILCS 5/26A-20(d), added by P.A. 102-466, <i>a/k/a Ensuring Success in School (ESS) Law</i>, eff. 7-1-25, providing protections for students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students); 3. 105 ILCS 5/10-20.84(a), added by P.A. 102-917 and renumbered by P.A. 103-154, requiring districts to post on their websites their local postsecondary and career expectations frameworks; and 4. Continuous improvement. 	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	The policy and footnotes are updated in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The footnotes are also updated in response to the Whistleblower Act, 740 ILCS 174/, amended by P.A. 103-867, broadening the scope of legal protections for whistleblowers.	<input checked="" type="checkbox"/>
2:265, Title IX Grievance Procedure	REWRITTEN. The policy is updated in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement.	<input checked="" type="checkbox"/>
2:265-AP1, Title IX Response	REWRITTEN. The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
2:265-AP2, Formal Title IX Complaint Grievance Process	REWRITTEN. The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
2:265-AP3, Title IX Coordinator	DELETED. The procedure is deleted in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.	<input type="checkbox"/>
2:265-E, Title IX Glossary of Terms	REWRITTEN. The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
4:15, Identity Protection	The policy and footnotes are updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, addressing the safeguarding of information under grant awards and updating the definitions for <i>personally identifiable information</i> and <i>protected personally identifiable information</i> .	<input checked="" type="checkbox"/>
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards	The procedure is updated for the reason stated in 4:15, <i>Identity Protection</i> , above.	<input type="checkbox"/>
4:60-AP5, Federal and State Award Procurement Procedures	The procedure is updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, revising general procurement standards, competition, methods of procurement, procurement of recovered materials, contract cost and price, and federal agency or pass-through entity review; and for continuous improvement.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:80, Accounting and Audits	The policy and footnotes are updated in response to 2 C.F.R. Part 200, amended by 89 Fed. Reg. 30046, addressing the disposition and the retention of property acquired under grant awards, including an increase in the capitalization threshold from \$5,000 to \$10,000 for capital assets. The footnotes are also updated for continuous improvement.	<input checked="" type="checkbox"/>
4:80-AP3, Inventory Management for Federal and State Awards	The procedure is updated for the reasons stated in 4:80, <i>Accounting and Audits</i> .	<input type="checkbox"/>
4:120, Food Services	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-304, added by P.A. 103-1076, requiring the Ill. State Board of Education (ISBE) to secure one or more master contracts for Halal and Kosher meals, subject to appropriation.	<input type="checkbox"/>
4:170-AP6, E1, School Staff AED Notification Letter	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:10, Equal Employment Opportunity and Minority Recruitment	The policy is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input checked="" type="checkbox"/>
5:20, Workplace Harassment Prohibited	The policy and footnotes are updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input checked="" type="checkbox"/>
5:60, Expenses	The Legal References and footnotes are updated in response to a five-year review.	<input checked="" type="checkbox"/>
5:60-AP, Federal and State Grant Travel Expense Procedures	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:60-E1, Employee Expense Reimbursement Form	The exhibit is unchanged in response to a five-year review.	<input checked="" type="checkbox"/>
5:60-E2, Employee Estimated Expense Approval Form	The exhibit is unchanged in response to a five-year review.	<input checked="" type="checkbox"/>
5:100, Staff Development Program	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A-25 and 26A-35, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring training for staff members designated as resource persons and complaint resolvers for Article 26A Students. The policy and footnotes are also updated in response to 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896, requiring ongoing professional development for all personnel on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, as well as trauma-responsive learning environments, and in response to <i>State of Tennessee v. Cardona</i> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations. Continuous improvement updates are also made to the footnotes.	<input checked="" type="checkbox"/>
5:170-AP4, Designation of District Millenium Copyright Act (DMCA) Agent; Registration Process	The procedure is updated in response to a five-year review.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:150, Home and Hospital Instruction	The policy, Cross References, and footnotes are updated in response to 105 ILCS 5/10-22.6a, amended by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring home instruction for students unable to attend school due to pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health or safety concerns arising from domestic or sexual violence.	<input checked="" type="checkbox"/>
6:235, Access to Electronic Networks	The policy and footnotes are updated to address the use of artificial intelligence-enabled tools in schools. A new, optional Use of Artificial Intelligence (AI)-Enabled Tools subhead is added to the policy. The footnotes are also updated in response to a U.S. Surgeon General's Advisory addressing the safety of social media use for children, and for continuous improvement.	<input checked="" type="checkbox"/>
6:235-AP1, Acceptable Use of the District's Electronic Network	The procedure is updated to include reference to a district's AI Responsible Use Guidelines, for those districts whose boards adopt the Use of Artificial Intelligence (AI)-Enabled Tools subhead in 6:235, <i>Access to Electronic Networks</i> .	<input type="checkbox"/>
6:235-AP3, Development of an Artificial Intelligence (AI) Plan and AI Responsible Use Guidelines	NEW. The procedure is created to address the development of an AI plan and guidelines regarding the responsible use of artificial intelligence-enabled tools in schools.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy is unchanged. Footnote 11 is updated in response to the Ill. Income Tax Act, 35 ILCS 5/231(b), extending until 1-1-26, a tax credit for employers that incur qualified expenses on behalf of an apprentice under a registered apprenticeship program. Other continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
7:10, Equal Educational Opportunities	The policy and footnotes are updated in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring schools to facilitate the full participation of Article 26A Students.	<input checked="" type="checkbox"/>
7:10-AP1, Accommodating Transgender, Nonbinary, or Gender Nonconforming Students	The procedure is updated for the reasons stated in 2:265, <i>Title IX Grievance Procedure</i> , above.	<input type="checkbox"/>
7:10-AP2, Accommodating Breastfeeding Students	The procedure is updated for the reasons stated in 7:10, <i>Equal Educational Opportunities</i> , above.	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The policy and footnotes are updated in response to <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. The Legal References and Cross References are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25.	<input checked="" type="checkbox"/>
7:50, School Admissions and Student Transfers To and From Non-District Schools	The Legal References are updated with minor style changes. The footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring boards with a policy requiring suspended/expelled students to complete the term of their suspension/expulsion in an alternative learning opportunities program under 105 ILCS 5/13B to consider any mitigating factors for the student. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — continued

7:50-AP, School Admissions and Student Transfers to and from Non-District Schools	The procedure is updated for the reasons stated in 7:50, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above.	<input type="checkbox"/>
7:60, Residence	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, permitting but not requiring the interdistrict transfer of students who are parents, expectant parents, or victims of domestic or sexual violence. Continuous improvement updates are also made to the footnotes.	<input checked="" type="checkbox"/>
7:70, Attendance and Truancy	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26-2a, amended by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, adding more valid causes for student absence. Continuous improvement updates are also made to the policy and footnotes.	<input checked="" type="checkbox"/>
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy is updated in response to <i>State of Tennessee v. Cardona</i> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations, and for continuous improvement. Continuous improvement updates are also made to the footnotes.	<input checked="" type="checkbox"/>
7:185, Teen Dating Violence Prohibited	The policy is updated in response to <i>State of Tennessee v. Cardona</i> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations.	<input checked="" type="checkbox"/>
7:190, Student Behavior	<p>The policy, Legal References and footnotes are updated. The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. The addition of a definition for <i>sexting</i> that includes Criminal Code of 2012, 720 ILCS 5/11-23.7, added by P.A. 103-825, criminalizing the <i>non-consensual dissemination of sexually explicit digitized depictions</i>; 2. 105 ILCS 5/22-100, added by P.A. 103-806, defining <i>corporal punishment</i>; 3. 105 ILCS 5/24-24, amended by P.A. 103-806, permitting school employees to only use reasonable force with respect to a student as permitted under 105 ILCS 5/10-20.33; 4. 105 ILCS 5/10-27.1A and 10-27.1B, amended by P.A.s 103-609 (first to pass both houses) and 103-780 (second to pass both houses and controlling), requiring the superintendent to annually report to ISBE by July 31 certain incidents on school grounds involving firearms, drugs, and battery against staff members; and 5. Continuous improvement. <p>The Legal References are updated for reason #2 listed above. The footnotes are also updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 5/10-20.14, amended by P.A. 103-896, requiring ISBE to publish guidance for the development of reciprocal reporting systems and evidence-based intervention procedures by 7-1-25; 2. Ill. Human Rights Act, 775 ILCS 5/2-101(N), added by P.A. 103-804, eff. 1-1-26, defining <i>generative artificial intelligence</i>; 3. 105 ILCS 5/10-22.6(c-5), amended by P.A. 103-896, requiring districts to make reasonable efforts to provide ongoing professional development to school personnel on 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14 and trauma responsive learning environments; 4. <i>A.A. v. Summit Sch. Dist. No. 104</i>, 2024 IL App (1st) 232451, holding that the factors for review of an expulsion previously established under <i>Robinson v. Oak Park</i>, 213 Ill.App.3d 77 (1st Dist. 1991) no longer apply because 105 ILCS 5/10-22.6 has clear standards for expulsion. 5. 105 ILCS 5/10-22.6(b), amended by P.A. 103-896, deleting a provision that addressed the immediate transfer of students to an alternative program who are suspended in excess of 20 school days; 6. 105 ILCS 5/1C-2, amended by P.A. 103-594, prohibiting the expulsion of children from early childhood programs until 7-1-26. On and after 7-1-26, the prohibition will be effective under the Dept. of Early Childhood Act, 325 ILCS 3/15-30(a)(7). 	<input checked="" type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:190-AP2, Student Handbook - Gang Activity Prohibited	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:190-AP5, Student Handbook - Electronic Devices	The procedure is updated in response to the addition of a definition of <i>sexting</i> in 7:190, <i>Student Behavior</i> , and for continuous improvement.	<input type="checkbox"/>
7:190-AP6, Guidelines for Investigating Sexting Allegations	The procedure is updated in response to: 1. Criminal Code of 2012, 720 ILCS 5/11-23.5, amended by P.A. 103-825, amended by P.A. 103-825, revising the elements of the criminal offense of <i>non-consensual dissemination of private sexual images</i> ; 2. Criminal Code of 2012, 720 ILCS 5/11-23.7, added by P.A. 103-825, adding the criminal offense of <i>non-consensual dissemination of sexually explicit digitized depictions</i> ; 3. <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; and 4. Continuous improvement.	<input type="checkbox"/>
7:190-E2, Student Handbook Checklist	The exhibit is updated in response to: 1. <u>State of Tennessee v. Cardona</u> , striking down the 2024 Title IX sex discrimination regulations and restoring the 2020 Title IX regulations; and 2. 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring students be annually notified of support services available for Article 26A Students, the name and contact information of their school's Article 26A Resource Person, and the availability of counseling for students 12 years of age and older without parent/guardian consent under 405 ILCS 5/3-550.	<input type="checkbox"/>
7:200, Suspension Procedures	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, providing that during a suspension review hearing or expulsion hearing, students may disclose any factor to be considered in mitigation and students must be allowed to appear with a representative and a support person, and for continuous improvement.	<input checked="" type="checkbox"/>
7:210, Expulsion Procedures	The policy and footnotes are updated for the reasons stated in 7:200, <i>Suspension Procedures</i> .	<input checked="" type="checkbox"/>
7:210-E1, Notice of Expulsion Hearing	The exhibit is updated for the reasons stated in 7:200, <i>Suspension Procedures</i> .	<input type="checkbox"/>
7:220-AP, Electronic Recordings on School Buses	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:250, Student Support Services	The policy, Legal References, Cross References, and footnotes are updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring students 12 years of age and older be annually notified of the availability of counseling without parent/guardian consent under 405 ILCS 5/3-550, and the designation of at least one staff member in each building as a resource person for Article 26A Students.	<input checked="" type="checkbox"/>
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs	The procedure is updated in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring the designation of at least one staff member in each building as a resource person for Article 26A Students.	<input type="checkbox"/>
7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	NEW. The policy is created in response to 105 ILCS 5/26A, added by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, requiring districts to ensure they have policies, procedures, and resources in place to ensure that Article 26A Students are provided with support services necessary to enable them to meet State educational standards and successfully attain a school diploma.	<input checked="" type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:255-AP1, Supporting Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	NEW. The procedure is created for the reason stated in 7:255, <i>Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</i> , above.	<input type="checkbox"/>
7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence	NEW. The procedure is created for the reason stated in 7:255, <i>Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence</i> , above.	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, Legal References, and footnotes are updated. The policy is updated for continuous improvement to clarify that students may self-carry supplies when authorized by their diabetes care plan and/or seizure action plan.</p> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 23 Ill.Admin.Code §1.540(b)(2), amended by 48 Ill.Reg. 14539, adding that schools are not required to accept opt-out requests from parents for the administration of undesignated medications. Clinical Social Work and Social Work Practice Act, 225 ILCS 20/4.5, added by P.A. 103-1048, authorizing licensed school social workers to possess and administer opioid antagonists in their licensed professional capacity; and Continuous improvement. <p>The Legal References are updated for continuous improvement to add 105 ILCS 150/, Seizure Smart School Act.</p>	<input checked="" type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated Medication(s)	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> 23 Ill.Admin.Code §1.540(b)(2), amended by 48 Ill. Reg. 14539, adding that schools are not required to accept opt-out requests from parents for the administration of undesignated medications; ISBE and the Ill. Dept. of Human Services' <i>Substance Abuse Prevention and Recovery Instruction Resource Guide</i>; and Continuous improvement. 	<input type="checkbox"/>
7:310, Restrictions on Publications; Elementary Schools	<p>The policy, footnotes, and Cross References are updated. The policy, Cross References, and footnotes are updated in response to the addition of a definition of <i>sexting</i> in 7:190, <i>Student Behavior</i>, and for continuous improvement. The footnotes are also updated in response to:</p> <ol style="list-style-type: none"> <u>L.M. v. Town of Middleborough, Mass.</u>, 103 F.4th 854 (1st Cir. 2024), addressing the limits of students' right to free speech on campus; and <u>Mahanoy Area School Dist. v. B.L.</u>, 594 U.S. 180 (2021), addressing the issue of discipline for off-campus conduct. 	<input checked="" type="checkbox"/>
7:310-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools	The procedure is updated in response to the addition of a definition of <i>sexting</i> in 7:190, <i>Student Behavior</i> , and for continuous improvement.	<input type="checkbox"/>
7:315, Restrictions on Publications; High Schools	The policy, Cross References, and footnotes are updated for the reasons stated in 7:310, <i>Restrictions on Publications; Elementary Schools</i> , above.	<input type="checkbox"/>
7:315-AP, Guidelines for Student Distribution of Non-School Sponsored Publications; High Schools	The procedure is updated for the reasons stated in 7:310-AP, <i>Guidelines for Student Distribution of Non-School Sponsored Publications; Elementary Schools</i> , above.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

7:325-E, Application and Procedures to Involve Students in Fundraising Activities	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:340, Student Records	<p>The Legal References, Cross References, Administrative Procedure References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> 105 ILCS 5/26A-30, added by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, restricting the circumstances under which schools may disclose information about a student's status as a parent, expectant parent, or victim of domestic or sexual violence; and 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a <i>ESS Law</i>, eff. 7-1-25, providing that a student's temporary records include information about a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence. <p>Continuous improvement updates are also made to the footnotes.</p>	<input checked="" type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated for the reasons stated in 7:340, <i>Student Records</i> , above.	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit is updated in response to 105 ILCS 10/2(f), amended by P.A. 102-466, a/k/a <i>ESS Law</i> , eff. 7-1-25, providing that a student's temporary records include information about a student's status and related experiences as a parent, expectant parent, or victim of domestic or sexual violence, and for continuous improvement.	<input type="checkbox"/>
7:345-AP, E1, Student Covered Information Reporting Form	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:345-AP, E3, Parent Notification Letter for Student Breach	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	The Legal References are updated with a minor style change. The footnotes are updated in response to the Criminal Code of 2012, 720 ILCS 5/11-18, amended by P.A. 103-1071, eff. 7-1-25, renaming the criminal offense of patronizing a <u>prostitute person engaged in the sex trade</u> , and for continuous improvement.	<input type="checkbox"/>
8:30-E1, Letter to Parent Regarding Visits to School by Child Sex Offenders	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
8:30-E2, Child Sex Offender's Request for Permission to Visit School Property	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>

Acknowledgement to PRESS Advisory Board

The Policy Reference Education Subscription Service (PRESS) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on PRESS issues. We appreciate their contributions and thank them sincerely.

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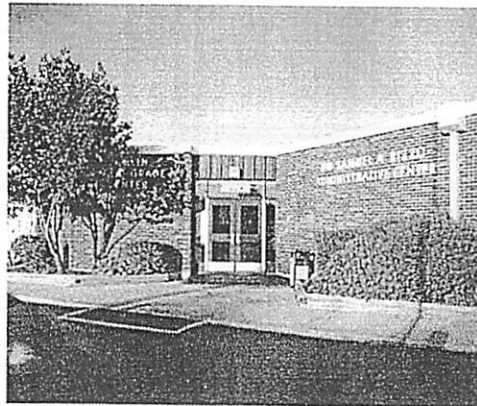
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Strategic Planning

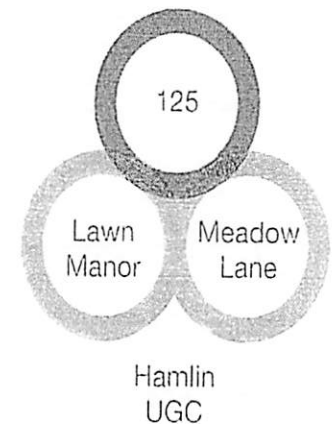
This brochure contains our four year Strategic Plan developed by administration, and board members of Atwood Heights School District 125. We invite you to stay abreast of the district's achievements by attending our board meetings which take place on the 4th Tuesday of each month. Dates are posted on our website at: www.ahsd125.org.



Atwood Heights District 125

Mrs. Lisa Cole
Superintendent of Schools
12150 S. Hamlin
Alsip, IL 60803
Phone: 708-371-0080
Fax: 708-371-7847
Website: www.ahsd125.org

Atwood Heights District 125 Strategic Plan 2025-2030



We Educate Our Future

Strategic Plan 2025-2030

Belief Statements

We believe:

- All students can learn.
- Students shall be engaged in the learning environment.
- A positive learning environment shall be maintained.
- Basic educational needs for students will be met.
- Students will develop the skills necessary to become college and career ready.
- Parents shall send their children to school on time and ready to learn.
- Teachers shall strive to reach all students.
- Teachers shall strive to motivate and positively influence all students.
- A coordinated curriculum/instructional process will best meet the needs of our students.
- Dialogue between the home and school shall be on-going, collaborative and informative.
- The district and community should mutually support the students of our district.
- Parents are welcome to take an active role in their students education.

Mission Statement

Atwood Heights District 125 will effectively educate and prepare all students to be lifelong learners through the utilization of diverse learning experiences and a supportive learning environment.

Vision Statement

All students in District 125 will learn to become productive, contributing members of an ever changing society through the collaborative efforts of faculty/staff, parents, and the community.

Strategic Priorities

- Fiscal Responsibility
- Student Services and Needs
- Curriculum: Instruction/Technology
- Community Involvement
- Technology
- Transition Plan/Staffing Personnel

Goal Area: Fiscal Responsibility

The school district will maximize the value of every dollar spent.

- Examine budgetary practices to assist in the financial planning for the district.
- Monitor general state aid formula and its impact on the district.
- Examine other local/state/federal resource opportunities to meet this goal.
- Continue to be proactive in investigating fraudulent residency.
- Financial sustainability and responsibility
- Staff Retention
- Maintain Special Education programming with the Eisenhower Cooperative

Goal Area: Student Services and Needs

The school district will meet the academic, social and emotional needs of all students.

- Keep student safety a priority.
- Differentiate instruction to ensure that all ability levels and needs are met in the LRE.
- Implement and monitor rigorous Special Education eligibility requirements.
- Support social emotional and mental health curriculum.
- Inclusion

Goal Area: Curriculum: Instruction/Technology

The school district will re-examine current curriculum to see what new curricular materials and training are necessary.

- Unify current district science, English language arts, math and social studies resources to determine effectiveness and make sure we are consistent from school to school.
- Update our College and Career Readiness Standards.
- Unified EC-8 Curriculum Map
- Expand curriculum and technology-based subscriptions to include non-traditional learning experiences.
- Increase student exposure to the Spanish language across grade levels by integrating Spanish into classroom activities, curriculum, and school-wide initiatives.

Goal Area: Community Involvement

The school district will use all available resources to advocate and promote our school and student successes.

- School activities that involve and invite community members to strengthen meaningful parent involvement.
- Encourage more student presentations to the Board of Education.
- Updated websites and use of social media
- Building a sense of community across District 125.

May 19, 2025

Dear Lisa Cole, Laura Gray, and Atwood Heights School District 125 Board of Education,

I would like to share with you all my genuine appreciation for having the opportunity to work with students and colleagues as an educator in our school community. I have a genuine fondness for this school district (and mainly Meadow Lane) for being able to not only have been educated by wonderful teachers here but also to have been given the opportunity to work alongside what I consider to be the "BEST" educators in this field. During my 26 years at Meadow Lane School (and 36 overall to this date) I have been able to pursue higher education, leadership opportunities, and various avenues of strengthening curriculum, and learning for our students with the support of administrators, and school community. I have had the privilege to work on numerous teams with the most talented and forward thinking educators around the globe throughout my career. However, I believe I have learned and improved the most through working with the talented educators of this school system. Being able to work alongside some of the brightest minds having a genuine goal for students' learning has kept me here during my pursuits to move on and up in education. In Atwood Heights School District 125 we are not just colleagues, we are a FAMILY. I have always said we are a family as we support each other in everything we do. For this, I firmly believe there is no greater education program beyond our front doors. During my time as an educator at Meadow Lane, I have been privileged to work with and educate many students. I have always and will continue to let them know I am a stone's throw away if and when they need assistance. I am fortunate to note, I continue to hear from former students and the successes they are achieving.

I must admit, understanding that my chapter of teaching and learning in this district is coming to a close has always sparked a bit of sadness in my heart. District 125 was my stepping stone into education and teaching from the onset of stepping into Meadow Lane School as a Kindergartener. From the smell of newly cleaned hallways to the colorful classrooms, and bright smiles on all the teachers' faces, I knew then what I wanted to do with my life. My first position was technically not in this district but it was nearby in my parents' garage where my first chalkboard was hung with a small area to hold my Teacher Manuals (ones given to me by one of my former teachers). I held class everyday throughout the summer for anyone willing to show up. I admit, some days it was only sisters. Other days, the backyard was packed with fellow friends and neighbors wondering why their child was coming home with papers to practice their names, days of the week, and months during their summer break. All-in-all, I received tons of support from "my school community". Once my passion was ignited there was no dousing this flame. However, even flames take on different forms as their spark continues. My journey will not end here but will also continue just in a different direction.

It is my intention to retire at the conclusion of the 2029 school year. I have met with the Superintendent, Mrs. Lisa Cole, and my Principal, Mrs. Laura Gray on how to proceed with this endeavor. I would like to extend a heart-felt thank you to all who have been by my side on my journey in education here in the district.

Respectfully,

Kathleen Puttkammer

To: Lisa Cole, Superintendent
From: Catherine Gallagher, Principal
Re: Special Education Position
Date: June 10th, 2025

We have a Special Education vacancy for the 2025-2026 school year due to the resignation of Amanda Cazares. We would like to recommend Mr. John (Jack) Clark for the position. Mr. Clark holds a LBS1 certification. He is a Golden Apple Scholar with student teaching experience in Special Education and Mathematics. We are excited to bring Mr. Clark on board as he will make an excellent addition to the Hamlin family. We are recommending that he start at a Bachelor's +40 Lane, Step A.

Sincerely,

**Dr. Catherine
Gallagher**

Principal, Hamlin Upper Grade Center

John (Jack) Clark

Westmont, Illinois



Summary:

Transportation worker from June 2019 - 2022. Educator and Coach from Fall 2022 - Present. Completed LBS1 and licensure through the Golden Apple Accelerators Program. Skills gained through my experience include:

- IEP writing and management
- Teaching individuals with disabilities
- Methods of teaching in Special Education
- Classroom management and organization
- Consistent professional development in teaching and coaching
- Team building, team oriented task management
- Building positive environments for students/players on and off the field; coaching strategies

Please reach out through email at contact.jclark@gmail.com or phone (630)-702-9500

Experience:

Student Teacher York High School (Jan 2025 - Present)

- Worked under mentor teacher in the Special Education department. Independently taught 3 sections of guided study / executive functioning for students with IEPs. Co-taught 2 sections of Social Studies
- Attended IEP meetings / worked closely with mentor teachers on IEP writing and management for case load of students
- Completed all requirements of Student Teaching under Blackburn Un and Golden Apple Accelerators

Coach York High School (August 2023 - Present)

- Assistant Boys Varsity Football Coach (outside linebackers). Helped team to state championship runner-ups 2024
- JV Boys Lacrosse Coach. Head Coach
- Experienced and versatile teacher / coach; I use similar strategies on the field as in my teaching

Paraprofessional and Multi-Needs Aide York High School (August 2022 - Jan 2025)

- Worked as a paraprofessional assisting students with disabilities. 1 on 1 supports for students with a wide variety of disabilities. Received professional training in multi-needs / wheelchair. Bus Aide and worked in the vocational training program. Took students with disabilities to various job-sites in the community to practice working.



Business Development Operations Coyote Logistics (Jun 2019 - Sep 2021)

- Worked as a carrier sales representative. Learned the ins and outs of the transportation industry. Had great success in the sales role before being moved to the business development role.
- Learned aspects of working in corporate America. Learned skills for teambuilding and communication across many platforms.

University of Illinois, Linebacker (Jun 2015 - August 2016)

- Walked on Illinois Football (#48). Season record 5-7

Education:

Blackburn College (2024 - 2025).

- Earned Learning Behavior Specialist I and Teaching Licensure through Education Program

University of Illinois at Urbana-Champaign (2015-2019)

- Earned 4-year Bachelor's Degree, History and Economics
- Worked for Campus Recreation as a gym and recreation center employee

College of DuPage (2017)

- Earned EMT license through COD EMT program. CPR certification and served clinical hours at Elmhurst Hospital Emergency room.

Hinsdale Central High School (2011 - 2015)

- High School, High School/Secondary Diplomas and Certificates

Licenses & Certifications:

SUB License

- Substitute teaching license ID 2646184 issued 2023

PEL License

- Learning Behavior Specialist I. Kindergarten through Age 22. PEL ID 2690594 issued 2025

IHSA certified Coach

- All requirements up to date. Concussion / Policy / DEI / CPR certified / User N3162

EMT

- College of DuPage. Issued 2017. CPR + First Responder Training

Honors & Awards:

Golden Apple Accelerator (2024 - Present)

- Chosen out of thousands of applicants to receive a full-ride scholarship to complete LBS1 and licensure in Special Education. Exclusive mentorship and PD available to me from this organization

MVP Coyote Logistics (2019)

- Won most valuable people at the company award

June 17, 2025

To Mrs. Cole:

It is my pleasure to write a letter of recommendation for Leta Flisk as a paraprofessional at Lawn Manor. She has a bachelor's degree in early childhood education. Mrs. Flisk has experience as a teacher and paraprofessional, her previous experience will benefit our students. We look forward to working with Mrs. Flisk and happy she has agreed to join our Lawn Manor team this year.

If you have any further questions or concerns, please feel free to contact me at (708) 423-3078.

Sincerely,

Heather Willis

Lawn Manor Principal

Leta Flisk

Passionate Teacher with experience developing and implementing diverse curriculums covering wide range of subjects. Highly skilled at motivating students through positive encouragement and reinforcement of concepts via interactive classroom instruction and observation. Successful in helping students develop strong literacy, numeracy, social and learning skills.

Work History

09/2024-
present

Instructional Aide

Ridgeland School District 122, Oaklawn, IL

08/2023 –
09/2024

Special Education Classroom Assistant

Chicago Public Schools

- Provided instructional support and helped students with activities and development
- Helped prepare instructional materials
- Observed and monitored students progress and emotional behavior
- Implemented and executed classroom management plans

11/2021-
07/2023

Instructional Aide

Ridgeland School District 122, Oak Lawn, IL

- Prepared learning materials, helping teachers prepare for daily instruction.

- Supported student learning objectives through personalized and small group assistance.
- Applied specialized teaching techniques to reinforce social and communication skills.
- Created lesson materials, visuals and digital presentations to supplement lesson plans.
- Assessed student social, emotional and academic needs to plan goals appropriately.
- Delivered curriculum in both one-on-one lessons and group learning environments.
- Demonstrated knowledge of evidence-based strategies to foster independence and social academic engagement,

08/2018 –
06/2021

Substitute Teacher

Ridgeland School District 122, Oak Lawn, IL

- Took over class for regular classroom teacher, managing assignments, student needs and recordkeeping.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.

08/2018 –
06/2021

Substitute Teacher

Cook County School District 130, Blue Island, IL

- Took over class for regular classroom teacher, managing assignments, student needs and recordkeeping.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.

- Maintained day-to-day classroom management and discipline to promote learning initiatives.

08/2009 –
03/2013

At-Risk Preschool Teacher

Kirby School District 140, Tinley Park, IL

- Developed curriculum to advance physical, emotional, social and cognitive growth of children.
- Observed children to identify individuals in need of additional support and developed strategies to improve assistance.
- Applied play-based strategies to provide diverse approaches to learning.
- Monitored students' academic, social and emotional progress and recorded in individual files.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.

08/2006 –
06/2008

First Grade Teacher

Santa Lucia Elementary School- Archdiocese , Chicago, United States

- Taught students subject-specific material, learning strategies and social skills.
- Sourced supplies to fill gaps in student activities.
- Implemented classroom management improvements to enhance class morale and engagement.
- Collaborated with administrators on classroom policies, management strategies and discipline.
- Planned lessons according to district standards to cover requirements and prepare for standardized tests.

Education

2004-01 - **Bachelor of Science: Early Childhood**
2006-06 **Education**

DePaul University - Chicago, IL

No Degree: Undeclared

University of Wisconsin - Madison - Madison, WI

Attended 2001-2003

To: Lisa Cole, Superintendent
From: Catherine Gallagher, Principal
Re: Special Education Position
Date: June 16th, 2025

We have a Physical Education vacancy for the 2025-2026 school year due to the retirement of Jill Coffel. We would like to recommend Mr. Matthew Westfall for the position. Mr. Westfall holds an endorsement in physical education and is working on his health education endorsement. We are excited to bring Mr. Westfall on board as he will bring a new perspective to physical education at Hamlin. We are recommending that he start at a Bachelor's Lane, Step A.

Sincerely,

**Dr. Catherine
Gallagher**

Principal, Hamlin Upper Grade Center

MATTHEW WESTFALL



OBJECTIVE

- Seeking a full-time Physical Education teaching position for grades K-12.
- Career goal to have the opportunity to use my education, communication, leadership and relationship building skills within the physical education field.

EDUCATION & QUALIFICATIONS

Education

- Bachelor of Science in Education – Physical Education, Graduated in December 2024 from Northern Illinois University
- Member of KNPE Major's Club

Licensure & Certifications

- ILTS Physical Education Content Examination 254 out of 300 possible points
- State of Illinois PEL Teaching Certificate (2024)
- Adaptive Physical Education

PROFESSIONAL/TEACHING EXPERIENCE

- **Full-Time PE Teacher (K-8)- Saint John's Lutheran School; La Grange, Illinois** (January – present 2025)
- **Full-Time Student Teacher - Lakeview Elementary School; New Lenox, Illinois** (October-December 2024)
- **Full-Time Student Teacher - Liberty Junior High School; New Lenox, Illinois** (August-October 2024)
- **Clinical Teacher - Sycamore Middle School, Sycamore, Illinois** (March 2024-May 2024)
- **Outdoor Education Weekend Lerado Taft Field Campus, Oregon, Illinois** (February 2024)
- **Clinical Teacher - Jefferson Elementary School, DeKalb, Illinois** (October 2023-December 2023)

ADDITIONAL WORK EXPERIENCE

- **Fulfillment Team Member - Target, Hillside, Illinois** (January 2023-Present)
- **Patient Transporter - Loyola University Medical Center, Maywood, Illinois** (August 2019-October 2022)
- **Checker - Pete's Fresh Market; Willow brook, Illinois** (January 2019-August 2019)
Mariano's Foods, Western Springs, Illinois (May 2017-October 2018)

ADDITIONAL BACKGROUND

Lyons Township High School, La Grange, Illinois (Diploma 2019)

- Participated in the marching band, Jazz Band, and Concert band (4 years)
- Co-Hosted a weekly sports talk show at WLTl 88.1 FM (LT Radio)

- **Linkedin Profile:** <https://www.linkedin.com/in/matthew-westfall-23092a238/>

ATWOOD HEIGHTS SCHOOL DISTRICT 125 VOUCHER

Voucher No: 1201

Voucher Date: 05/28/2025

Prepared By: _____

Printed: 05/28/2025 03:11:22 PM

ATWOOD HEIGHTS SCHOOL DISTRICT 125 is hereby authorized to draw warrants against ATWOOD HEIGHTS SCHOOL DISTRICT 125 funds for the sum of \$293,694.28 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Christine Lantz

President

Michelle Higgins

Secretary

ATWOOD HEIGHTS SCHOOL DISTRICT 125

Fund		Amount
10	EDUCATIONAL	\$186,183.00
20	OPERATIONS AND MAINTENANCE	\$21,874.87
30	DEBT SERVICE	\$518.00
40	TRANSPORTATION	\$84,370.91
80	TORT IMMUNITY	\$747.50
		<hr/>
		\$293,694.28

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1201

05/28/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
ACTIVE INTERNET TECHNOLOGIES				
		10.5.2660.470.0000.00.00.00 Check #: 0	ED MEDIA -COMPUTER SOFTWARE	\$5,331.00
			Vendor Total:	\$5,331.00
AEP ENERGY				
		20.5.2540.466.0000.02.00.00 Check #: 0	OPER/MAINT-ELECTRICITY-LAWN MANOR	\$1,613.21
		20.5.2540.466.0000.03.00.00 Check #: 0	OPER/MAINT-ELECTRICITY-MEADOW LANE	\$1,639.54
		20.5.2540.466.0000.04.00.00 Check #: 0	OPER/MAINT-ELECTRICITY-HAMLIN	\$3,776.17
			Vendor Total:	\$7,028.92
ALPHA SCHOOL BUS COMPANY	7431			
		40.5.2550.330.0000.00.00.00 Check #: 0	TRANSPORTATION - SPECIAL ED	\$40,392.00
			Vendor Total:	\$40,392.00
ANDERSON, MICHELLE				
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$568.99
			Vendor Total:	\$568.99
ARMAS RAQUEL				
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$1,815.00
			Vendor Total:	\$1,815.00
ARTLIP AND SONS, INC				
		20.5.2540.310.0000.00.00.00 Check #: 0	PROFESSIONAL SERVICE	\$4,110.00
			Vendor Total:	\$4,110.00
BRIGHTSTAR CARE	20-5072876			
		10.5.1200.310.0000.00.00.00 Check #: 0	SPECIAL ED-PROF SERVICE	\$4,781.25
			Vendor Total:	\$4,781.25

SPECIAL CHECKS DRAWN IN MAY

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1201

05/28/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
BRYCHEL, COLLEEN	18288	10.5.1100.410.0000.02.00.00 Check #: 0	SUPPLIES – LAWN MANOR	\$129.99
			Vendor Total:	\$129.99
CATHERINE PETRAITIS	23566	10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$368.80
			Vendor Total:	\$368.80
COMCAST	24020	10.5.2660.340.0000.00.00.66 Check #: 0	TECHNOLOGY–BROADBAND	\$3,525.00
			Vendor Total:	\$3,525.00
COMMON GOAL SYSTEMS, INC.		10.5.2660.470.0000.00.00.00 Check #: 0	ED MEDIA –COMPUTER SOFTWARE	\$12,353.72
			Vendor Total:	\$12,353.72
EASTERSEALS		10.5.4220.670.0000.00.00.00 Check #: 0	SPECIAL ED – TUITION	\$10,155.18
			Vendor Total:	\$10,155.18
EDUCATIONAL BENEFIT COOP.	10341	10.2.0489.072.0000.00.00.00 Check #: 0	MEDICAL INSURANCE	\$63,060.92
		10.2.0489.073.0000.00.00.00 Check #: 0	DENTAL INSURANCE	\$2,323.58
			Vendor Total:	\$65,384.50
GRANT SPECIALTIES, LLC	86-3197055	10.5.2310.310.0000.00.00.00 Check #: 0	BOARD OF ED–PROFESSIONAL SERVICES	\$1,000.00
			Vendor Total:	\$1,000.00
IASA_22	22			

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1201

05/28/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
ILLINOIS DEPARTMENT OF EMPLOYMENT SECURI		10.5.2320.640.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN –DUES AND FEES–DISTRICT	\$1,595.19
			Vendor Total:	\$1,595.19
ILLINOIS SCHOOL BUS_242	242	80.5.2363.232.0000.01.00.00 Check #: 0	UNEMPLOYMENT INSURANCE	\$747.50
			Vendor Total:	\$747.50
JANET MASEK		40.5.2550.331.0000.00.00.00 Check #: 0	TRANSPORTATION – REGULAR ED	\$39,232.00
		40.5.2550.334.0000.00.00.00 Check #: 0	TRANSPORTATION – EXTRACURRICULAR	\$979.46
		40.5.2550.335.0000.00.00.00 Check #: 0	TRANSPORTATION – FIELD TRIPS	\$3,767.45
			Vendor Total:	\$43,978.91
KACZYNSKI, LISA	8396	10.5.2140.310.0000.00.00.00 Check #: 0	PSYCHOLOGICAL SERVICES–PROFESS& TECH SERVICE	\$600.00
			Vendor Total:	\$600.00
LAUREN FIGUEROA-MORALES		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$4,200.00
			Vendor Total:	\$4,200.00
LEAF		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$24.99
			Vendor Total:	\$24.99
		30.5.5400.325.0000.00.00.00 Check #: 0	CAPITAL LEASES–RENTALS	\$518.00
			Vendor Total:	\$518.00

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1201

05/28/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
LOGICOM SYSTEMS				
		10.5.2660.310.0000.00.00.67 Check #: 0	PROFESSIONAL & TECHNICAL SERVICE	\$35,098.00
		10.5.2660.410.0000.00.00.67 Check #: 0	GENERAL SUPPLIES	\$606.78
			Vendor Total:	\$35,704.78
MARY ANN SMITH				
		10.5.2140.310.0000.00.00.00 Check #: 0	PSYCHOLOGICAL SERVICES-PROFESS& TECH SERVICE	\$6,650.00
			Vendor Total:	\$6,650.00
MENARDS INC 11118				
		20.5.2540.410.0000.00.00.00 Check #: 0	OPER/MAINT-GENERAL SUPPLIES	\$293.82
			Vendor Total:	\$293.82
NEXTERA ENERGY SERVICES				
		20.5.2540.465.0000.02.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-LAWN MANOR	\$818.75
		20.5.2540.465.0000.03.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-MEADOW LANE	\$423.32
		20.5.2540.465.0000.04.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-HAMLIN	\$1,285.39
			Vendor Total:	\$2,527.46
SHANNON, ERIN 18294				
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$3,640.60
			Vendor Total:	\$3,640.60
SHERIDAN, MEGAN				
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$244.97
			Vendor Total:	\$244.97
SMG SECURITY HOLDINGS				

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1201

05/28/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		20.5.2540.310.0000.00.00.00 Check #: 0	PROFESSIONAL SERVICE	\$485.00
			Vendor Total:	\$485.00
STOCKDALE, MARY KAY		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$688.40
			Vendor Total:	\$688.40
SULLIVAN EILISH		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$1,085.06
			Vendor Total:	\$1,085.06
TIERNEY, ERIN		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$1,204.22
		10.5.1100.410.0000.02.00.00 Check #: 0	SUPPLIES – LAWN MANOR	\$82.73
			Vendor Total:	\$1,286.95
TOSCH, MICHELLE	18275	10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$1,731.82
			Vendor Total:	\$1,731.82
UNIQUE PRODUCTS & SERVICE CORP.	17015	20.5.2540.410.0000.00.00.00 Check #: 0	OPER/MAINT-GENERAL SUPPLIES	\$7,274.99
			Vendor Total:	\$7,274.99
VERIZON WIRELESSQ		10.5.2660.340.0000.00.00.65 Check #: 0	TECHNOLOGY-TELEPHONE	\$53.89
			Vendor Total:	\$53.89
VILLAGE OF ALSIP_2511	2511	20.5.2540.370.0000.04.00.00 Check #: 0	OPER/MAINT-WATER/SEWER SERVICE-HAMLIN	\$154.68

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1201

05/28/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
VINCENT CAPRIO				Vendor Total: \$154.68
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$321.17
		10.5.1100.333.0000.00.00.00 Check #: 0	TRAVEL	\$154.70
WAREHOUSE DIRECT				Vendor Total: \$475.87
		10.5.1100.410.0000.00.00.00 Check #: 0	SUPPLIES	\$721.38
WHITSONS				Vendor Total: \$721.38
		10.5.2560.410.0000.00.00.00 Check #: 0	FOOD SERVICES-GENERAL SUPPLIES	\$22,065.67
				Vendor Total: \$22,065.67
				Grand Total: \$293,694.28

End of Report

ATWOOD HEIGHTS SCHOOL DISTRICT 125 VOUCHER

Voucher No: 1216

Voucher Date: 06/17/2025

Prepared By: _____

Printed: 06/17/2025 02:28:16 PM

ATWOOD HEIGHTS SCHOOL DISTRICT 125 is hereby authorized to draw warrants against ATWOOD HEIGHTS SCHOOL DISTRICT 125 funds for the sum of \$290,451.13 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2024 to June 30, 2025 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Christine Lantz

President

Michelle Higgins

Secretary

ATWOOD HEIGHTS SCHOOL DISTRICT 125

Fund		Amount
10	EDUCATIONAL	\$169,636.58
20	OPERATIONS AND MAINTENANCE	\$7,497.48
40	TRANSPORTATION	\$113,317.07
		<hr/>
		\$290,451.13

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1216

06/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
ALPHA SCHOOL BUS COMPANY	7431	40.5.2550.330.0000.00.00.00 Check #: 0	TRANSPORTATION - SPECIAL ED	\$64,327.39
				Vendor Total: \$64,327.39
ATWOOD HTGS. DIST. 125 - IMPREST FUND 991		10.5.1100.410.0000.00.00.00 Check #: 0	SUPPLIES	\$126.46
		10.5.2310.312.0000.00.00.00 Check #: 0	BOARD OF ED-PROF DEV-CONFERENCE/WORKSHOP	\$125.00
		20.5.2540.370.0000.02.00.00 Check #: 0	OPER/MAINT-WATER/SEWER SERVICE-LAWN MANOR	\$357.90
				Vendor Total: \$609.36
CDW GOVERNMENT, INC.	11767	10.5.2660.550.0000.00.00.00 Check #: 0	DATA PROCESSING - CAPITALIZED EQUIPMENT	\$51,603.75
				Vendor Total: \$51,603.75
CHASE CARD SERVICES		10.5.1100.312.0000.00.00.00 Check #: 0	PROFESSIONAL DEVELOPMENT & TRAINING	\$184.04
		10.5.1100.410.0000.00.00.00 Check #: 0	SUPPLIES	\$1,112.07
		10.5.1100.410.0000.02.00.00 Check #: 0	SUPPLIES - LAWN MANOR	\$102.50
		10.5.1100.410.0000.03.00.00 Check #: 0	SUPPLIES MEADOW LANE	\$271.33
		10.5.1100.410.0000.04.00.00 Check #: 0	SUPPLIES - HAMLIN	\$56.78
		10.5.1200.410.0000.00.00.00 Check #: 0	SPEC ED K-12-GENERAL SUPPLIES	\$126.34
		10.5.1250.410.4300.00.01.00 Check #: 0	TITLE I / SUPPLE K-12-GENERAL SUPPLIES	\$15.99

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1216

06/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
CHERYL KUROPAS	18290	10.5.2310.312.0000.00.00.00 Check #: 0	BOARD OF ED-PROF DEV-CONFERENCE/WORKSHOP	\$6,653.80
		10.5.2310.410.0000.00.00.00 Check #: 0	BOARD OF ED-GENERAL SUPPLIES	\$120.00
		10.5.2560.410.3705.00.01.00 Check #: 0	FOOD SERVICES-GENERAL SUPPLIES	\$65.94
		10.5.2900.410.4300.00.01.00 Check #: 0	TITLE I SUPPORT SERVICES-GENERAL SUPPLIES	\$217.38
		20.5.2540.410.0000.00.00.00 Check #: 0	OPER/MAINT-GENERAL SUPPLIES	\$507.94
		20.5.2540.464.0000.00.00.00 Check #: 0	GASOLINE	\$402.57
		Vendor Total:		\$9,836.68
CHICAGO BACKFLOW, INC.		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$199.00
		Vendor Total:		\$199.00
COMCAST	24020	20.5.2540.310.0000.00.00.00 Check #: 0	PROFESSIONAL SERVICE	\$2,095.00
		Vendor Total:		\$2,095.00
		10.5.2660.340.0000.00.00.66 Check #: 0	TECHNOLOGY-BROADBAND	\$3,525.00
DONNA COSTELLO		Vendor Total:		\$3,525.00
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$203.09
EASTERSEALS		Vendor Total:		\$203.09
		10.5.4220.670.0000.00.00.00 Check #: 0	SPECIAL ED - TUITION	\$10,155.18

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1216

06/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
ELIM CHRISTIAN SERVICES	4659			Vendor Total: \$10,155.18
		10.5.4220.670.0000.00.00.00 Check #: 0	SPECIAL ED - TUITION	\$24,523.38
		40.5.2550.330.0000.00.00.00 Check #: 0	TRANSPORTATION - SPECIAL ED	\$3,969.00
FLOREY, MICAH				Vendor Total: \$28,492.38
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$200.00
GRAINGER	20584			Vendor Total: \$200.00
		20.5.2540.410.0000.00.00.00 Check #: 0	OPER/MAINT-GENERAL SUPPLIES	\$49.24
HORVATH, THERESA	11042			Vendor Total: \$49.24
		10.5.2310.222.0000.00.00.00 Check #: 0	BOARD OF ED-RETIREE INSURANCE	\$104.90
ILLINOIS SCHOOL BUS_242	242			Vendor Total: \$104.90
		40.5.2550.331.0000.00.00.00 Check #: 0	TRANSPORTATION - REGULAR ED	\$41,684.00
		40.5.2550.334.0000.00.00.00 Check #: 0	TRANSPORTATION - EXTRACURRICULAR	\$278.52
		40.5.2550.335.0000.00.00.00 Check #: 0	TRANSPORTATION - FIELD TRIPS	\$3,058.16
ISENMANN, HANNAH				Vendor Total: \$45,020.68
		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$216.19
LAURA MARTINEK				Vendor Total: \$216.19

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1216

06/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.410.0000.04.00.00 Check #: 0	SUPPLIES – HAMLIN	\$48.29
LISA COLE	20669		Vendor Total:	\$48.29
		10.5.2410.332.0000.00.00.00 Check #: 0	OFFICE OF PRINCIPAL –TRAVEL	\$1,138.56
			Vendor Total:	\$1,138.56
LOGICOM SYSTEMS				
		10.5.2660.310.0000.00.00.67 Check #: 0	PROFESSIONAL & TECHNICAL SERVICE	\$16,295.50
		10.5.2660.340.0000.00.00.65 Check #: 0	TECHNOLOGY–TELEPHONE	\$516.50
		10.5.2660.410.0000.00.00.67 Check #: 0	GENERAL SUPPLIES	\$1,574.25
			Vendor Total:	\$18,386.25
LUNNY, SHERRI		10.5.1100.333.0000.00.00.00 Check #: 0	TRAVEL	\$16.80
			Vendor Total:	\$16.80
MARGARITA MEDINA	21984			
		10.5.1800.332.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS–TRAVEL	\$180.52
			Vendor Total:	\$180.52
MENARDS INC	11118			
		20.5.2540.410.0000.00.00.00 Check #: 0	OPER/MAINT–GENERAL SUPPLIES	\$202.01
			Vendor Total:	\$202.01
MIDLAND PAPER COMPANY	8627			
		10.5.1100.410.0000.02.00.00 Check #: 0	SUPPLIES – LAWN MANOR	\$2,395.82
		10.5.1100.410.0000.03.00.00 Check #: 0	SUPPLIES MEADOW LANE	\$1,763.23

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1216

06/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.410.0000.04.00.00 Check #: 0	SUPPLIES – HAMLIN	\$1,794.26
		10.5.1250.410.4300.00.01.00 Check #: 0	TITLE I / SUPPLE K-12-GENERAL SUPPLIES	\$2,580.34
			Vendor Total:	\$8,533.65
NEXTERA ENERGY SERVICES		20.5.2540.465.0000.02.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-LAWN MANOR	\$316.44
		20.5.2540.465.0000.03.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-MEADOW LANE	\$437.62
		20.5.2540.465.0000.04.00.00 Check #: 0	OPER/MAINT-NATURAL GAS-HAMLIN	\$581.26
			Vendor Total:	\$1,335.32
OFF-SITE BUSINESS SERVICES, INC.	729	10.5.2520.311.0000.00.00.00 Check #: 0	P/R SUPPORT SERVICES – OFFSITE	\$479.25
			Vendor Total:	\$479.25
PARKLAND PREPARATORY ACADEMY		10.5.4220.670.0000.00.00.00 Check #: 0	SPECIAL ED – TUITION	\$4,997.79
			Vendor Total:	\$4,997.79
PUTTKAMMER, KATHLEEN	14426	10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$344.89
			Vendor Total:	\$344.89
RYAN FLANNERY		10.5.1100.230.0000.00.00.00 Check #: 0	FRINGE	\$250.00
			Vendor Total:	\$250.00
SECUREONE LIVESCAN		10.5.2310.310.0000.00.00.00 Check #: 0	BOARD OF ED-PROFESSIONAL SERVICES	\$49.00

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1216

06/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
SPEECH BLOSSOMS LLC				Vendor Total: \$49.00
		10.5.2140.310.0000.00.00.00 Check #: 0	PSYCHOLOGICAL SERVICES-PROFESS& TECH SERVICE	\$7,442.50
STEVEN GRESS, CPA				Vendor Total: \$7,442.50
		10.5.2520.310.0000.00.00.00 Check #: 0	FISCAL SERVICES-PROFESSIONAL SERVICES	\$3,800.00
TIMBERLINE BILLING SERVICE LLC				Vendor Total: \$3,800.00
		10.2.0441.000.0000.00.00.00 Check #: 0	CONTRACTS PAYABLES	\$66.03
UNIQUE PRODUCTS & SERVICE CORP.				Vendor Total: \$66.03
17015		20.5.2540.410.0000.00.00.00 Check #: 0	OPER/MAINT-GENERAL SUPPLIES	\$582.67
US OMNI & TSACG COMPLIANCE SERVICES				Vendor Total: \$582.67
23161		10.5.2310.310.0000.00.00.00 Check #: 0	BOARD OF ED-PROFESSIONAL SERVICES	\$68.00
WASTE MANAGEMENT				Vendor Total: \$68.00
		20.5.2540.321.0000.00.00.00 Check #: 0	OPER/MAINT-SANITATION SERVICES	\$1,964.83
WHITSONS				Vendor Total: \$1,964.83
		10.5.2560.410.0000.00.00.00 Check #: 0	FOOD SERVICES-GENERAL SUPPLIES	\$22,620.67
WILLS, HEATHER				Vendor Total: \$22,620.67
15231				

Atwood Heights School District 125

Voucher Supplement Account Summary

Voucher Batch Number: 1216

06/17/2025

Fiscal Year: 2024-2025

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.230.0000.00.00.00	FRINGE	\$1,306.26
		Check #: 0		

Vendor Total: \$1,306.26

Grand Total: \$290,451.13

End of Report

Principal's Report: June 2025

Lawn Manor School



Curriculum/Instruction/Assessments

- Kindergarten Screenings
- Summer School
- ISBE End of Year Reporting
- Interviews
- PreK Grant- Monitoring Year

Community/School Events/Parent Involvement

- Fun Day
- Kindergarten Celebration
- EC/Pre-K Celebration
- On-line Registration for Returning & New Families

Please contact me at (708) 423-3078 if you have any questions or comments.

Respectfully Submitted,

Heather Wills

Principal's School Board Report, June, 2025

Meadow Lane School



School Improvement/Professional Development

- Registration
- Summer School
- 2025-2026 Planning
- Class Placements
- Student and Teacher Schedules
- ISBE Reporting
- Daybreak
- Embrace Transition
- Special Education Cyclical Monitoring

Please contact me at 708-388-6958 if you have any further questions or concerns.

-Laura A. Gray, Principal

Hamlin Upper Grade Center

Board Report

June 2025

- Graduation was a great success at Hamlin. We received a lot of feedback from families and staff.
- ISBE Reports are nearly complete for 2024-2025.
- Scheduling is nearly complete for the 2025-2026 school year. We are so excited to be exploring different options to support student learning and growth through co-teaching, pull-out programs, and after school tutoring.
- 2025-2026 Professional Development: Curriculum Alignment between grade levels and greater understanding of data driven assessment.
- Ryan and the custodial crew have been working tirelessly on Hamlin and the other schools. There has been so much already completed and Hamlin is ready for the upcoming year.
- Our summer honors math camp is planned for August. Invitations will be going out via Teacher Ease in July.
- Basketball, Cheer and Volleyball camps are scheduled for August 11-14th.
- We will be hosting a Hamlin Pick-up night on August 12th from Noon to 6:00 pm for students to pick-up their packets, locks, and gym clothes.

Respectfully Submitted,

Dr. Katie Gallagher

Superintendent Report
Informational
May 2024-2025

ENROLLMENT

E.C.-Sp. Ed.-PRE-K	54	
Kindergarten	63	
Grade 1	49	
Grade 2	44	
Cross/Cat	8	218
Grade 3	64	
Grade 4	57	
Grade 5	68	
Cross Cat 3-5	4	
		193
Grade 6	54	
Grade 7	66	
Grade 8	66	186
Total in District	597	
Out of District Special Education	18	
TOTAL ENROLLMENT	615	

SPECIAL EDUCATION

Intellectual Disability	4
Hearing Impaired	0
Specific Learning Disability	1
Deafness	0
Emotional Disorder	3
Developmental Delay	0
Multiple Disabilities	0
Other Health Impairment	1
Autism	9
TOTAL	18

REIMBURSABLE AVERAGE DAILY ATTENDANCE FOR 2024-2025

<u>Month</u>	<u>A.D.A.</u>	<u>Percent</u>	<u>Enrollment</u>	<u>Days</u>
August	515	97	535	9
September	522	95	553	20
October	523	94	559	21
November	518	94	553	16
December	511	93	553	15
January	513	92	555	18
February	503	90	559	19
March	525	93	566	16
April	526	93	568	20
May	531	94	567	21
Emergency Days				5
Total				180

ACCIDENT/INJURY REPORT

SCHOOL: Hamlin

#1 OF 5 ACCIDENTS/INJURIES:

NATURE OF INCIDENT/INJURY: Student was on the swings during recess and fell cutting her chin. Ice pack was provided and mom was notified.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Lawn Manor

#2 OF 5 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: Student was running in class with another student and fell head first into the corner of one of the cabinets. Student refused the ice pack, cried for a minute but then was calm and mom was called.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Hamlin

#3 OF 5 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: Student fell off the swing and all of his weight went on his right hand. Ice pack was provided, grandma was called and she picked him up from school.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Meadow Lane

#4 OF 5 ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: During the mile run in PE class the student tripped over her shoe lace and fell on her knees, scraping them. Band aide was supplied and parents notified.

HOSPITAL CARE REQUIRED: No

PARAMEDICS CALLED: No

SCHOOL: Hamlin

#5 OF ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY: Student was playing volleyball at recess and when she jumped up to spike the ball, she twisted her ankle when she landed. Her ankle was wrapped; icepack was provided and mom was notified and she picked her up immediately.

HOSPITAL CARE REQUIRED:

PARAMEDICS CALLED:

SCHOOL:

OF ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY:

HOSPITAL CARE REQUIRED:

PARAMEDICS CALLED:

SCHOOL:

OF ACCIDENTS/INJURIES:

NATURE OF ACCIDENT/INJURY:

HOSPITAL CARE REQUIRED:

PARAMEDICS CALLED:

SUSPENSION REPORT

REASON FOR SUSPENSION:

SCHOOL: Hamlin

SUSPENSIONS: 0 of 0

GRADE LEVEL:

MALE: FEMALE:

REASON FOR SUSPENSION:

HEARINGS REQUESTED:

SCHOOL: Meadow Lane

SUSPENSIONS: 0 of 0

GRADE LEVEL:

MALE: FEMALE:

REASON FOR SUSPENSION:

HEARINGS REQUESTED:

SCHOOL: Lawn Manor

SUSPENSIONS: 0 of 0

GRADE LEVEL:

MALE: FEMALE:

REASON FOR SUSPENSION:

HEARINGS REQUESTED: