

ILLINOIS ASSOCIATION OF SCHOOL BOARDS

2921 Baker Drive • Springfield, Illinois 62703-5929

Compiled by Deanna L. Sullivan, Director of Governmental Relations – August 2017

This calendar contains references exclusively from the Illinois Compiled Statutes. Illinois state administrative agency regulations and federal law are not included. Parentheses () indicate the applicable Illinois statute. Unless otherwise indicated, statutory references are to The School Code of Illinois, (105 ILCS 5/1-1 et seq.).

NOTE: Each school board shall annually prepare a calendar for the school term specifying the opening and closing dates and providing a minimum term of at least 185 days to insure 176 days of actual pupil attendance; provided that any of the four days allowed by law for teachers' institute, but not used as such, shall increase the minimum term (of 176 days of actual attendance) by such days not used. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect (Section 10-19 of The School Code).

SEPTEMBER 2017

- 4 – Labor Day; a legal school holiday. (24-2)
- 11 – September 11th Day of Remembrance; a commemorative school holiday. (24-2)
- 20-22 – Rosh Hashanah.
- 22 – American Indian Day. (27-20)
- 27-29 – Illinois Association of School Administrators Annual Conference, Springfield.
- 29-30 – Saturday – Yom Kippur.
- 30 – Saturday – Last day on which regional superintendents and other persons paying money to school treasurer shall notify, in writing, the presidents of school trustees and clerks and secretaries of school boards the dates and amounts of money distributed to the school treasurer. (3-14.17)
- 30 – Saturday – This is the end of the first quarter of the fiscal year in most Illinois school districts and the last day for the school board to adopt and file with the ISBE its balanced budget for the 2017-2018 fiscal year. (17-1) Within 30 days of its adoption, the annual budget must be filed with the county clerk. (17-1 and 35 ILCS 200/18-50)

OCTOBER 2017

- During October: During the month of October the quarterly meeting of regional board of school trustees must be held. (6-18)
- 1 – Sunday – Recycling Day; a commemorative school holiday. (24-2)
 - 1 – Sunday – Last day for school board to forward administrator and teacher salary and benefits report to the ISBE. Report must be posted on the school district's website. (10-20.47)
 - 2 – On the first school day of October the Secretary of the board shall report to the regional superintendent and Secretary of State a list of students who have left school during the previous attendance quarter. (26-3a)
 - 2 – Township treasurer reports and submits his books to school trustees; also, makes semi-annual examination of each school district's records. (8-14 and 8-17)
 - 2 – In Class II counties (Cook): (1) Quarterly meeting of township school trustees; (5-16) (2) township trustees make apportionment and distribution of unused funds in permanent township fund. (5-17)

The **Truth in Taxation** Act requires boards of education to determine (not less than 20 days prior to the adoption of the aggregate tax levy) the amount of money to be raised by property taxes (35 ILCS 200/18-60). If the estimate of the aggregate tax levy exceeds 105 percent of the amount extended the previous year, a public hearing on the proposed tax levy must be held (35 ILCS 200/18-70). Notice of levy hearings must be published no more than 14 days nor less than 7 days prior to the date of the public hearing. (35 ILCS 200/18 et seq.)

Beginning January 1, 2016 truth in taxation notice must be posted on the school's website if the website is maintained by the full-time staff of the taxing district. (35 ILCS 200/18-75)

- 7 – Saturday – Iraq and Afghanistan Veterans Remembrance Day; a commemorative school holiday. (24-2)
- 9 – Leif Erickson Day. (27-19)
- 9 – Columbus Day; a legal school holiday. (24-2)
- 9-13 – National School Lunch Week.

- 15 – Sunday – Last day to submit annual report to the ISBE disclosing the number of teachers dismissed or removed as a result of the board's decision to decrease the number of teachers employed. (10-20.26)
- 15 – Sunday – Last day for school district to present to the regional superintendent an original and one copy of the annual audit. (3-7)
- 15 – Sunday – Last day for township school treasurer and school districts to file the annual report with the regional superintendent. (3-15.1)
- 15 – Sunday – Last day for township land commissioners to file certified annual audit with regional superintendent and ISBE. (15-27)
- 15-17 – Illinois Principals Association Annual Fall Conference, Springfield.
- 16-20 – National School Bus Safety Week.
- 31 – Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending September 30, 2017.

NOVEMBER 2017

- 1 – Last day for school district to submit to the state superintendent reimbursement claim for summer school. (18-4.3)
- 5 – Sunday – Standard Time returns; set clocks back one hour.
- 10 – Korean War Veterans' Day; a commemorative school holiday (24-2)
- 11 – Saturday – Veterans' Day; a legal school holiday. (24-2)

- 15 – Illinois School Board Members' Day.
- 15 – Last day for regional superintendent to submit district annual financial reports and audits to the ISBE. (3-7 and 3-15.1)
- 15 – Last day for school district to file with the ISBE, a one-page report that lists the actual administrative expenditures for the prior year from the district's audited Annual Financial Report, and the projected administrative expenses for the current year from the adopted budget. (17-1.5)
- 13-17 – American Education Week.
- 17-19 – Joint Annual Conference of Illinois Association of School Boards, Illinois Association of School Administrators and Illinois Association of School Business Officials; Hyatt Regency, Chicago.
- 23 – Thanksgiving Day; a legal school holiday. (24-2)
- 30 – Last day for publishing annual fiscal statement of school district, commonly known as the "Annual Statement of Affairs" (10-17). The report must be forwarded to the ISBE and copies must be available in the main administrative office of the district.

Also – Last day to submit to the ISBE the annual report on all contracts over \$25,000 awarded by the school district during the previous fiscal year. (10-20.44)

NOTE: The statement shall be prepared by the township school treasurer for those school districts in Cook County that are under the jurisdiction of township trustees/ treasurers.

DECEMBER 2017

- 1 – Deadline for the Reduction in Force (RIF) Joint Committee to be established and begin its meetings. (24-12)
- 3 – Sunday – Illinois Statehood Day.
- 7 – Pearl Harbor Veterans' Day; a commemorative school holiday. (24-2)
- 10 – Sunday – Last day for the regional superintendent to certify to the State Board of Elections a list of each unit school district under his or her supervision and a listing of each county in which all or any part of each of those districts is located. (3-1.1 and 6-5)
- 12-20 – Hanukkah.
- 25 – Christmas Day; a legal school holiday. (24-2)
- 26 – The annual tax levy must be certified by the school board and filed with the county clerk on or before the last Tuesday in December. (17-11, 35 ILCS 200/18-15)

JANUARY 2018

During January: During the month of January the quarterly meeting of regional board of school trustees must be held. (6-18)

Also – At the beginning of each calendar or fiscal year, the school board must give notice of its schedule of regular meetings, including dates, times and places. Notice must include publication on the school district's website. (5 ILCS 120/2.02)

- 1 – New Year's Day; a legal school holiday. (24-2)
- 2 – Last day for the school board to adopt resolutions putting public policy questions on the ballot at the March 20, 2018 General Primary Election. (10 ILCS 5/28-2)

NOTE: The local school board election authority is responsible for receiving and certifying petitions and resolutions for referenda. (10 ILCS 5/28-2 and 28-5)

School board members, superintendents, building principals, heads of departments, employees responsible for negotiating contracts amounting to \$1000 or more, hearing officers, supervisors with authority over 20 or more employees, and any employee in a position that requires an administrative or chief business official certificate are required by law to file a **statement of economic interests** each calendar year. The statement must be filed, in a form provided by law, with the county clerk no later than May 1 each year. (Governmental Ethics Act, 5 ILCS 420/4A-101 et seq.) Anyone required to file the statement of economic interests may obtain a 30-day extension by filing with the county clerk or declaration of intent to defer the filing.

- 2 – On the first school day of January the Secretary of the board shall report to the regional superintendent and Secretary of State a list of students who have left school during the previous attendance quarter. (26-3a)
- 8 – In Class II counties (Cook): (1) Quarterly meeting of township school trustees (5-16); (2) township trustees make apportionment and distribution of unused funds in permanent township fund. (5-17)
- 11 – Last day for the board secretary to certify public policy questions to the election authority for referendum at the March 20, 2018 General Primary Election. (10 ILCS 5/28-5)
- 15 – Last day for affected school districts to file a petition with the regional superintendent to opt out of the required summer food service program. (105 ILCS 126/20)
- 15 – Martin Luther King, Jr. birthday observance; a legal school holiday. (24-2)
- 28 – Sunday – Christa McAuliffe Day; a commemorative school holiday (24-2)
- 31 – Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending December 31, 2017.

FEBRUARY 2018

- 1 – Last day for district superintendent to certify to the county clerk the names and addresses of school employees who are required to file the statement of economic interests. (Governmental Ethics Act, 5 ILCS 420/4A-106)
 - 1 – Last day that the RIF Joint Committee can reach agreement to apply the sequence of dismissal for that school year. (24-12)
- Also – Last day to distribute copies of the education support personnel sequence of dismissal list to the exclusive bargaining representative. (10-23.5)
- 6 – Commemorative holiday honoring Ronald Reagan. (5 ILCS 490/2)
 - 12 – Abraham Lincoln’s birthday; a legal school holiday. (24-2)
 - 15 – Susan B. Anthony’s birthday; a commemorative school holiday. (24-2)
 - 15-17 – American Association of School Administrators’ Conference, Nashville, Tennessee.

MARCH 2018

- 1 – Last day for evaluation of principals or assistant principals holding a single-year contract or a principal in their final year of a multi-year contract. (24A-15)
- 5 – Mayors’ Day; a commemorative holiday for Chicago Public

Schools. (24-2)

- 5 – Casimir Pulaski birthday observance; a legal school holiday. (24-2)
- 11 – Sunday – Daylight Savings Time begins; set clocks ahead one hour.
- 20 – General Primary Election. (10 ILCS 5/2A-1.1)
- 29 – Vietnam War Veterans’ Day; a commemorative school holiday. (24-2)
- 30 – Good Friday
- 30-April 7 – Passover.

APRIL 2018

During April: During the month of April the quarterly meeting of regional board of school trustees must be held. (6-18)

- 1 – Easter Sunday.
- 1 – Sunday – Last day for the school board to give its superintendent notice, in writing, if it intends not to renew his or her expiring employment contract, stating the specific reason therefore, unless the contract specifically provides otherwise. (10-21.4)
- 2 – On the first school day of April the Secretary of the board shall report to the regional superintendent and Secretary of State a list of students who have left school during the previous attendance quarter. (26-3a)
- 2 – In Class II counties (Cook): (1) Quarterly meeting of township school trustees (5-16); (2) township trustees make apportionment and distribution of unused funds in permanent township fund (5-17).
- 2 – Township treasurer reports and submits his books to school trustees; also, makes semi-annual examination of each school district’s records. (8-14 and 8-17)
- 7-9 – National School Boards Association Annual Conference, San Antonio, Texas.
- 8-14 – National Library Week.
- 27 – Arbor and Bird Day; a commemorative school holiday. (27-18)

Written notice to employees from the school board must be served at least: (1) 45 days before the end of the school term upon a probationary teacher who is not being reemployed for the following school term, and (2) 45 days, along with a statement of honorable dismissal and the reason therefor, before the end of the school term for both tenured and probationary teachers who are being honorably discharged because of a reduction in staff or discontinuation of a program. A sequence of honorable dismissal per 24-12 must be distributed to the exclusive bargaining representative at least 75 days before the end of the school term.

Also, at least 75 days before the end of the school term, a list (established in consultation with the exclusive bargaining representative) showing the length of continuing service of each teacher, or a list showing an alternative method for determining the sequence of dismissal established as provided in 24-12, must be distributed to the exclusive bargaining representative. Any employee not properly notified is deemed re-employed for the following year. (24-11 and 24-12)

NOTE: Collective bargaining agreements and/or evaluation plans may have different notice requirements from that provided in statute. The employer should be careful to meet all relevant notice requirements.

30 – Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending March 31, 2018.

MAY 2018

- 1 – Last day to file required Statement of Economic Interests with the county clerk. (5 ILCS 420/4A-105)
- 7-11 – Teacher Appreciation Week.
- 7-11 – Illinois Law Week. (27-20.1)
- 8 – National Teacher Day.
- 3-4 – Illinois Association of School Business Officials Spring Conference, Schaumburg.
- 28 – Memorial Day observance; a legal school holiday. (24-2)

JUNE 2018

- 14 – Flag Day.
- 30 – Last day on which township treasurer shall deliver to regional superintendent a statement showing the condition of township funds. (8-13)
- 30 – Saturday – End of fiscal year for most school districts.
- 30 – Saturday – Effective date of the annual school audit. (3-7)
- Also – Last day for school districts to determine and post or keep available for public inspection the prevailing wage statement. (820 ILCS 130/9)

JULY 2018

- During July: During the month of July, township land commissioners must have an audit of the funds under their jurisdiction. (15-27)
- Also – During the month of July the quarterly meeting of regional board of school trustees must be held. (6-18)
- Also – The first school day in July the Secretary of the school board shall report to the regional superintendent and Secretary of State a list of students who have left school during the previous attendance quarter. (26-3a)

Also – At the beginning of each calendar or fiscal year, the school board must give notice of its schedule of regular meetings, including dates, times and places. Notice must include publication on the school district's website. (5 ILCS 120/2.02)

- 1 – Sunday – First day of the fiscal year in most Illinois school districts. The board of education shall adopt and file with the ISBE an annual balanced budget within or before the first quarter of the fiscal year. (17-1) Within 30 days of its adoption, the annual budget must be filed with the county clerk. (17-1 and 35 ILCS 200/18-50)
- 1 – Sunday – Last day to file with the State Board of Education attendance figures, reporting them by grade level*, for the school year that began in the preceding calendar year. (18-8.05 (F) *PA 100-147, effective 1/1/18)
- 3 – Class II counties (Cook): (1) Quarterly meeting of township school trustees (5-16); (2) township trustees make apportionment and distribution of unused funds in permanent township fund (5-17).
- 4 – Independence Day; a legal school holiday. (24-2)
- 7 – Saturday – Secretary or clerk of the school board shall file annual statistical report with the treasurer. (10-8)
- 15 – Sunday – Last day for school districts to file a certified copy of the prevailing wage statement with the Illinois Department of Labor. (820 ILCS 130/9)
- 15 – Sunday – Last day for submitting to regional superintendent a statement of condition of schools within each township during previous fiscal year. As a practical matter this requirement only applies to school districts in Cook County sharing a relationship with a township treasurer or trustee. (5-18)
- 15 – Sunday – Last day for the school district to certify to the State Superintendent of Education claim for tuition for children from orphanages and children's homes. (18-3)

The Open Meetings Act 5 ILCS 120/2.06 requires that each school board review minutes from all closed meetings semi-annually. At such meetings the board must determine the need for confidentiality for all or any part of those minutes or that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. Action under this section must occur in an open session of the board. Although discussion of closed meeting minutes may take place in a closed meeting, the board's determinations must be reported in open session.

- 29 – Sunday – Last day for the regional superintendent to survey and inspect schools and notify each school board, in writing, whether or not schools in their district have been kept as required by law under terms of state life-safety standards. (3-14.21)
- 31 – Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending June 30, 2018.

AUGUST 2018

- Before the 30th day of the school year: School districts must report certain student assessment information using a form developed by the ISBE. (22-82)
- 1 – Last day to file with the regional superintendent a list of all unfilled teaching positions in the district. (10-20.27)
 - 1 – Last day for high school boards to certify to the non-high school board the estimated amount of tuition charges for the succeeding school year. (12-22)
 - 14 – Last day for school boards to forward a detailed statement of the moneys contributed to the Teachers' Retirement System, including any additional contributions due the System, to the secretary of the System. (40 ILCS 5/16-155)

15 – Last day for school district to transmit claims to the State Board of Education for extraordinary special education services. (14-7.02)

15 – Last day for the school district to transmit claims for special education costs with the State Superintendent of Education. (14-12.01)

15 – Last day to submit certification of all student transportation claims for reimbursement for the school year ending June 30 to the State Superintendent of Education. (29-5)

20 – Last day for the school board to adopt resolutions putting public policy questions on the ballot at the November 6, 2018 General Election. (10 ILCS 5/28-2)

NOTE: The local school board election authority is responsible for receiving and certifying petitions and resolutions for referenda. (10 ILCS 5/28-2 and 28-5)

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30 – Last day for the board secretary to certify public policy questions to the election authority for referendum at the November 6, 2018 General Election. (10 ILCS 5/28-5)

31 – Last day for regional superintendent to file with the ISBE an affidavit showing which treasurers of school districts are properly bonded. (3-8 and 8-2)

18-19 –Yom Kippur.

28 – American Indian Day. (27-20)

30 – Sunday – Last day on which regional superintendents and other persons paying money to school treasurer shall notify, in writing, the presidents of school trustees and clerks and secretaries of school boards the dates and amounts of money distributed to the school treasurer. (3-14.17)

30 – Sunday – This is the end of the first quarter of the fiscal year in most Illinois school districts and the last day for the school board to adopt and file with the ISBE its balanced budget for the 2017-2018 fiscal year. (17-1) Within 30 days of its adoption, the annual budget must be filed with the county clerk. (17-1 and 35 ILCS 200/18-50)

SEPTEMBER 2018

3 – Labor Day; a legal school holiday. (24-2)

9-11 – Sunday – Rosh Hashanah.

11 – September 11th Day of Remembrance; a commemorative school holiday. (24-2)



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