

ILLINOIS ASSOCIATION OF SCHOOL BOARDS

2921 Baker Drive • Springfield, Illinois 62703-5929

Compiled by Deanna L. Sullivan, Director of Governmental Relations – August 2016

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).

AUGUST 2016

- 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 – Sunday – 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 – Final date for school board to transmit claims to the State Superintendent 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)
- 22 – Last day for the school board to adopt resolutions putting public

policy questions on the ballot at the November 8, 2016 General Election (10 ILCS 5/28-2)

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

SEPTEMBER 2016

- 1 – Last day for the board secretary to certify public policy questions to the election authority for referendum at the November 8, 2016 General Election (10 ILCS 5/28-5)
- 5 – Labor Day; a legal school holiday. (24-2)
- 11 – Sunday – September 11 Day of Remembrance; a commemorative school holiday. (24-2)
- 15 – As of this day, school boards must have and implement pupil discipline policies that fulfill the requirements of Sections 10-20.14, 10-22.6, 27A-5, and 34-19 of the School Code as amended by PA 99-0456.
- 20 – First day that prospective candidates may circulate nominating petitions for signatures for the April 4, 2017 school board election. (10 ILCS 5/10-4)
- 25 – American Indian Day. (27-20)

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)

- 28-30 – Illinois Association of School Administrators Annual Conference, Springfield
- 30 – 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 or secretaries of school boards the dates and amounts of money distributed to the school treasurer. (3-14.17)

30 – 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 its balanced budget for the 2016-2017 fiscal year. (17-1) Within 30 days of its adoption, the annual budget must be filed with the county clerk and the Illinois State Board of Education. (17-1 and 35 ILCS 200/18-50)

OCTOBER 2016

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

- 1 – Saturday – Recycling Day; commemorative holiday. (24-2)
- 1 – Saturday – Last day for school board to forward salary and benefits report to the State Board of Education. Report must be posted on the school district's website (10-20.47)
- 3 – 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)
- 2-4 – Rosh Hashanah
- 3 – 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)
- 3 – In Class II counties (Cook): (1) Quarterly meeting of township school trustees; (5-16) (2) township trustees make semi-annual apportionment and distribution of unused funds in permanent township fund. (5-17)
- 7 – Iraq and Afghanistan Veterans Remembrance Day; a commemorative school holiday. (24-2)
- 11 – Leif Erickson Day (27-19)
- 11-12 – Yom Kippur

- 10 – Columbus Day; a legal school holiday. (24-2)
- 10-14 – National School Lunch Week
- 15 – Saturday – Last day to submit annual report to the State Board of Education 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 – Saturday – Last day for school district to present to the regional superintendent an original and one copy of the annual audit. (3-7)
- 15 – Saturday – Last day for township school treasurer and school districts to file the annual report with the regional superintendent. (3-15.1)
- 15 – Saturday – Last day for township land commissioners to file certified annual audit with regional superintendent and State Board of Education. (15-27)
- 16-18 – Illinois Principals Association Annual Fall Conference, Springfield.
- 17-21 – 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, 2016.

NOVEMBER 2016

- 1 – Last day for school district to submit to the state superintendent reimbursement claim for summer school for handicapped children. (18-4.3)
- 6 – Sunday – Standard Time returns; set clocks back one hour.
- 8 – General Election Day (10 ILCS 5/2A-1.1)
- 10 – Commemorative holiday honoring Korean War veterans. (24-2)
- 11 – 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 State Board of Education. (3-7 and 3-15.1)
- 15 – Last day for school district to file with the State Board of Education, 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)
- 14-18 – American Education Week
- 18-20 – Joint Annual Conference of Illinois Association of School Boards, Illinois Association of School Administrators and Illinois Association of School Business Officials; Hyatt Regency, Chicago.
- 24 – 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 State Board of Education and copies must be available in the main administrative office of the district.

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.

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

DECEMBER 2016

- 1 – Deadline for the Reduction in Force (RIF) Joint Committee to be established and begin its meetings. (24-12)
- 3 – Saturday – Illinois Statehood Day
- 7 – Commemorative holiday honoring Pearl Harbor veterans. (24-2)
- 12 – First day to file nominating papers for candidates for the April 4, 2017 Consolidated Election with the county clerk or county board of election commissioners in which the principal office of the school district is located. (9-10 and 10 ILCS 5/10-6)

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.

JANUARY 2017

- 12 – Last day for the school board to adopt resolutions putting public policy questions on the ballot at the February 28, 2017 Consolidated Primary Election. (10 ILCS 5/28-2)
- 19 – Last day to file nominating papers for school board candidates for the April 4, 2017 election with the county clerk or county board of election commissioners in which the principal office of the school district is located. (10 ILCS 5/10-6)
- Also – Last day for the county clerk or the county board of election commissioners to notify candidates, in writing, of the acceptance of their nominating petitions. (9-10)
- 22 – Last day for the board secretary to certify public policy questions to the election authority for referendum at the February 28, 2017 Consolidated Primary Election. (10 ILCS 5/28-5)
- 24-Jan.1 – Saturday – Hanukkah
- 25 – Sunday – Christmas Day; a legal school holiday. (24-2)
- 25 – 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)
- 27 – 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)

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 – Sunday – New Year's Day; a legal school holiday. (24-2)
- 1 – As of this day, school districts are prohibited from reimbursing school officers (including board members) and employees for entertainment purposes. (50 ILCS150/)
- 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)
- 2 – In Class II counties (Cook): (1) Quarterly meeting of township school trustees (5-16); (2) township trustees make semi-annual apportionment and distribution of unused funds in permanent township fund. (5-17)
- 15 – Sunday – Last day for affected school districts to file a petition with the regional superintendent to opt out of the required summer food service program. (126/20)
- 16 – Martin Luther King, Jr. birthday observance; a legal school holiday. (24-2)

School board candidate nomination papers are filed with the county clerk or county board of election commissioners of the county in which the principal office of the school district is located. The local school board election authority is responsible for receiving and certifying petitions and resolutions for referenda. (9-10, 10-10, 10 ILCS 5/28-2 and 28-5)

- 17 – Last day for the school board to adopt resolutions putting public policy questions on the ballot at the April 4, 2017 Consolidated Election. (10 ILCS 5/28-2)
- 26 – Last day for the board secretary to certify public policy questions to the election authority for referendum at the April 4, 2017 election. (10 ILCS 5/28-5)
- Also – Last day candidate may file notarized papers withdrawing nomination with the county clerk or county board of election commissioners in which the principal office of the school district is located. (10 ILCS 5/10-7)
- 28 – Saturday – Commemorative school holiday honoring Christa McAuliffe. (24-2)
- 31 – Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending December 31, 2016.

FEBRUARY 2017

- 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. (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 sequence of dismissal list to the exclusive bargaining representative. (24-12)
- 6 – Commemorative holiday honoring Ronald Reagan. (5 ILCS 490/2)
- 12 – Sunday – Abraham Lincoln's birthday; a legal school holiday. (24-2)
- 15 – Commemorative holiday honoring Susan B. Anthony. (24-2)
- 28 – Consolidated Primary Election (10 ILCS 5/2A-1.1)

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.

MARCH 2017

- 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)
- 2 – On or after this day, school district expenses for travel, meals, and lodging must be approved by roll call vote at an open board meeting for the following: (1) any school officer or employee that exceeds the maximum allowed under regulations adopted by the board; or (2) any board member. (50 ILCS 150/)
- 2-4 – American Association of School Administrators' Conference, New Orleans, Louisiana.
- 6 – Mayors' Day; a commemorative holiday for Chicago Public Schools. (24-2)
- 6 – Casimir Pulaski birthday observance; a legal school holiday. (24-2)
- 12 – Sunday – Daylight Savings Time begins; set clocks ahead one hour.
- 25-27 – National School Boards Association Annual Conference, Denver, Colorado.
- 29 – Commemorative holiday honoring Viet Nam War veterans. (24-2)
- 4 – Consolidated Election Day, includes election of school board members. (10 ILCS 5/2A-1.1 and 2A-1.1a)
- 9-15 – National Library Week
- 10-18 – First Day of Passover
- 14 – Good Friday
- 16 – Easter Sunday
- 25 – Last day for the election authority to canvass the election returns and report results of the April 4, 2017 Consolidated Election to the board secretary. The board secretary is then required to transmit election results to the school board. (10 ILCS 5/17-22 and 22-17)
- 26-28 – Illinois Association of School Business Officials Spring Conference, Peoria.
- 28 – Commemorative holiday celebrating Arbor and Bird Day. (27-18)
- 30 – Sunday – Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending March 31, 2017.

APRIL 2017

- During April: During the month of April the quarterly meeting of regional board of school trustees must be held. (6-18)
- 1 – Saturday – 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)
 - 3 – 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)
 - 3 – In Class II counties (Cook): (1) Quarterly meeting of township school trustees (5-16); (2) township trustees make semi-annual apportionment and distribution of unused funds in permanent township fund (5-17); (3) 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)

MAY 2017

- 1 – Last day to file required Statement of Economic Interests with the county clerk. (5 ILCS 420/4A-105)
- 1-5 – Teacher Appreciation Week
- 1-5 – Illinois Law Week (27-20.1)
- 2 – National Teacher Day
- 2 – Last day for school board to reorganize by seating new members elected on April 4, 2017, electing officers and setting a time and place for regular meetings. (10-5 and 10-16)
- 29 – Memorial Day observance; a legal school holiday. (24-2)

JUNE 2017

- 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 – Last day school officers and employees may be reimbursed for travel, meals, and lodging expenses if the board is not compliant with the Local Government Travel Expense Act (50 ILCS150/).
- 30 – End of fiscal year for most school districts.

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.

- 30 – 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 2017

- 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 – Saturday – First day of the fiscal year in most Illinois school districts. The board of education shall adopt 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 and the Illinois State Board of Education. (17-1 and 35 ILCS 200/18-50)
 - 1 – Saturday – Last day to file with the State Board of Education attendance figures for the school year that began in the preceding calendar year. (18-8.05 F)

- 3 – In Class II counties (Cook):
Quarterly meeting of township school trustees. (5-16)
- 4 – Independence Day; a legal school holiday. (24-2)
- 7 – Secretary or clerk of the school board shall file annual statistical report with the treasurer. (10-8)
- 15 – Saturday – 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 – Saturday – 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 – Saturday – 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)
- 29 – Saturday – 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, 2017.

AUGUST 2017

- 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 – Final date for school board to transmit claims to the State Superintendent 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)
- 31 – Last day for regional superintendent to file with the State Board of Education an affidavit showing which treasurers of school districts are properly bonded. (3-8 and 8-2)

SEPTEMBER 2017

- 4 – Labor Day; a legal school holiday. (24-2)
- 11 – September 11 Day of Remembrance; a commemorative school holiday. (24-2)
- 20-22 – Rosh Hashanah
- 22 – American Indian Day (27-20)
- 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 or 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 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 and the Illinois State Board of Education. (17-1 and 35 ILCS 200/18-50)

This calendar is published for informational purposes only and is not a substitute for legal advice from the school district legal counsel. IASB does not guarantee this calendar's accuracy and will not be responsible for damages caused by reliance on it.



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