

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
SCHOOL YEAR 2018-19

THIS CALENDAR IS NOT ALL INCLUSIVE; IT IS A GUIDE TO THE GENERAL BUSINESS OF THE BOARD.
THE PURPOSE OF THIS CALENDAR IS:

- TO OUTLINE BUSINESS TO BE CONDUCTED BY THE BOARD OF EDUCATION
- TO SERVE AS A GUIDE FOR ITEMS TO BE PLACED ON THE AGENDA
- TO NOTIFY THE BOARD OF STATE MANDATE DATES AND DEADLINES

JULY 2018

1 FIRST DAY OF FISCAL YEAR

1 DATES, TIMES, AND LOCATION OF BOARD OF EDUCATION MEETINGS MUST BE PUBLISHED AND POSTED ON THE DISTRICT'S WEBSITE (5 ILCS 120/2.02)

1 SALARY AND BENEFITS OF ALL SCHOOL DISTRICT EMPLOYEES (ISBE COMPENSATION REPORT) MUST BE REPORTED TO THE ISBE BY JULY 1, 2018

4 INDEPENDENCE DAY HOLIDAY OBSERVED - NO SCHOOL – DISTRICT CLOSED

JULY 10, 2018

- SUPERINTENDENT'S PERFORMANCE GOALS - APPROVE
- STUDENT HANDBOOKS - APPROVE
- TUITION REIMBURSEMENT PRIORITIES FOR THE SCHOOL YEAR - APPROVE
(PER COLLECTIVE BARGAINING AGREEMENT)
- APPROVE TENTATIVE BUDGET
- DIRECT CSBO TO PUBLISH NOTICE OF TENTATIVE BUDGET HEARING (35 ILCS 200-18)

STRATEGIC PLAN PRESENTATION:

FOIA & OPEN MEETINGS ACT ON-LINE TRAINING FOR FOIA OFFICERS MUST BE RENEWED

AUGUST

1 SEX OFFENDER REGISTRATION ACT (94-0994) REQUIRES THE PRINCIPAL TO NOTIFY PARENTS DURING SCHOOL REGISTRATION OR CONFERENCES OF PUBLIC INFORMATION ON SEX OFFENDERS

1 LAST DAY TO FILE REPORT OF UNFILLED TEACHING POSITIONS IN THE DISTRICT W/ROE

AUGUST 13, 2018

CLOSED SESSION – IASB BOARD SELF-EVALUATION

- CLASS SIZE REPORT #1 OF 3 (AUGUST REPORT)
- STUDENT DISCIPLINE POLICY MUST BE DISTRIBUTED TO STUDENTS & PARENTS WITHIN 15 DAYS AFTER THE START OF THE SCHOOL YEAR – DISCIPLINE POLICY MUST ALSO BE FILED WITH THE NCISC (10-20.14)

STRATEGIC PLAN PRESENTATION: NO PRESENTATION

20 INSTITUTE DAY #1

21 INSTITUTE DAY #2

22 FIRST DAY OF SCHOOL – MIDDLETON AND McCRACKEN (GRADES 1-8)

AUGUST 23 – FIRST DAY OF KINDERGARTEN – MEYER

AUGUST 27 – FIRST DAY OF PRESCHOOL – MEYER

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SEPTEMBER

- 3 LABOR DAY - A LEGAL HOLIDAY – NO SCHOOL – DISTRICT CLOSED**
- 5 A CHILD WHO IS 5 ON OR BEFORE THIS DAY MAY ATTEND SCHOOL AT THE BEGINNING OF THIS SCHOOL YEAR (10-20.12)**
- 11 DISTRICT STAFF/BOARD PICNIC – INTRODUCTION OF NEW STAFF MEMBERS – McCRACKEN, 5:00 PM**

SEPTEMBER 11, 2018

- PUBLIC HEARING – BUDGET (105 ILCS 5/17-1 AND 35 ILCS 200-18)
 - BUDGET – APPROVE (35 ILCS 200-18)
 - CLASS SIZE REPORT #2 OF 3 (SEPTEMBER REPORT)
 - ADMINISTRATORS' AND TEACHERS' SALARY COMPENSATION REPORT (PUBLIC ACT 97-0256)
ANNUAL SALARY REPORT FOR ADMINISTRATORS AND TEACHERS
SALARY COMPENSATION REPORT FOR CLASSIFIED IMRF STAFF MEMBERS TO BE POSTED ON-LINE (PA 97-0609)
- REPORTS MUST BE:
- POSTED ON THE DISTRICT'S WEB SITE
 - PRESENTED AT A REGULAR SCHOOL BOARD MEETING
 - SUBMITTED TO ISBE
 - SUBMITTED TO THE NCISC
 - COLLECTIVE BARGAINING AGREEMENTS MUST ALSO BE POSTED ON-LINE

STRATEGIC PLAN PRESENTATION:

- 15 SUBMIT REPORT TO ISBE (REDUCTION IN FORCE) NUMBER OF TEACHERS DISMISSED RIFS NON-RENEWALS (10-20.26)**
- 30 BUDGET FOR THE FISCAL SCHOOL YEAR MUST BE ADOPTED (105 ILCS 5/17 AND 35 ILCS 200/18-50) WITHIN 30 DAYS THE BUDGET MUST BE FILED WITH THE COUNTY CLERK AND THE ISBE**
- 30 LIFE SAFETY REPORT MUST BE FILED WITH THE ISBE**
- 30 APPLICATION FOR RECOGNITION OF SCHOOLS – APPROVE - MUST BE SUBMITTED TO THE ISBE & NCISC**

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OCTOBER

- 1 ADMINISTRATORS' AND TEACHERS' SALARY COMPENSATION REPORT (PUBLIC ACT 97-0256)
DEADLINE FOR THE ANNUAL SALARY REPORT FOR ADMINISTRATORS AND TEACHERS – AND SALARY
COMPENSATION REPORT FOR CLASSIFIED IMRF STAFF MEMBERS TO BE POSTED ON-LINE**

REPORTS MUST BE:

- POSTED ON THE DISTRICT'S WEB SITE
- PRESENTED AT A REGULAR SCHOOL BOARD MEETING
- SUBMITTED TO ISBE
- SUBMITTED TO THE NCISC
- COLLECTIVE BARGAINING AGREEMENTS MUST ALSO BE POSTED ON-LINE

- 4 PARENT TEACHER CONFERENCES 5:00 PM – 8:00 PM**
5 PARENT TEACHER CONFERENCES 8:00 AM – 12:00 PM – NO SCHOOL FOR STUDENTS
8 COLUMBUS DAY - A LEGAL SCHOOL HOLIDAY – NO SCHOOL – DISTRICT CLOSED

OCTOBER 9, 2018

- SCHOOL IMPROVEMENT PLANS - DISTRICT, McCRACKEN, MIDDLETON, MEYER – APPROVE
- DIRECT CSBO TO PUBLISH "TRUTH IN TAXATION" NOTICE
(NOTICE OF PUBLIC HEARING FOR THE LEVY) (35 ILCS 200/18)
- APPROVE ESTIMATED TAX LEVY 2018 – AT LEAST 20 DAYS BEFORE FINAL APPROVAL
- BOND RECORD KEEPING CHECKLIST (INFORMATION ITEM)
- CLASS SIZE REPORT #3 OF 3 (OCTOBER REPORT)

STRATEGIC PLAN PRESENTATION: PLTW UPDATE
SCHOOL IMPROVEMENT

- 31 SCHOOL REPORT CARDS MUST BE COMPLETED AND POSTED ON SCHOOL WEB SITES**

NOVEMBER

- NOTICE OF THE TENTATIVE LEVY MUST BE PUBLISHED – (35 ILCS 200/18)
NO MORE THAN 14 DAYS AND NO LESS THAN 7 DAYS BEFORE THE PUBLIC HEARING ON THE LEVY
(PUBLISH IN SKOKIE REVIEW)
- 6 INSTITUTE DAY #3 - NO SCHOOL FOR STUDENTS**

NOVEMBER 13, 2018

- AUDIT PRESENTATION
- PRESENT DISTRICT ENROLLMENT/DEMOGRAPHICS DATA
- PUBLIC HEARING ON TAX LEVY (35 ILCS 200/18)
- TAX LEVY - APPROVE - LEVY MUST BE FILED WITH COUNTY CLERK BY LAST TUESDAY IN DECEMBER
(35 ILCS 200/18)

STRATEGIC PLAN PRESENTATION: DATA

16-18 TRIPLE I (IASA, IASB, IASBO) ANNUAL CONFERENCE, CHICAGO

- 22 THANKSGIVING- A LEGAL SCHOOL HOLIDAY – NO SCHOOL – DISTRICT CLOSED**
23 THANKSGIVING – BREAK – DISTRICT CLOSED

- 30 ANNUAL STATEMENT OF SCHOOL DISTRICT AFFAIRS (FINANCIAL STATEMENT OF BUDGET FUNDS,
ACCOUNTS PAYABLE AND SALARIES) MUST BE PUBLISHED IN NEWSPAPER BY DECEMBER 1,
ON DISPLAY IN THE DISTRICT'S OFFICE, POSTED ON THE DISTRICT'S WEBSITE AND SENT TO THE ISBE
(TOWNSHIP TREASURER'S DUTY) (105 ILCS 5/10-17)**

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DECEMBER

- AUDIT PRESENTATION (IF NOT HELD IN NOVEMBER)

DECEMBER 11, 2018

- APPROVE STAFF TUITION REIMBURSEMENT

STRATEGIC PLAN PRESENTATION: WHOLE CHILD

24-31 WINTER BREAK – NO SCHOOL FOR STUDENTS & TEACHERS

JANUARY 2018

1-4 WINTER BREAK – NO SCHOOL FOR STUDENTS & TEACHERS

21 MARTIN LUTHER KING, JR. DAY - A LEGAL SCHOOL HOLIDAY – NO SCHOOL – DISTRICT CLOSED

JANUARY 15, 2019

- DECLASSIFICATION OF CLOSED SESSION MINUTES & DESTRUCTION OF AUDIO TAPES – APPROVE (5 ILCS 120/2.06)
- REVIEW FINANCIAL PROJECTIONS
- STUDENT TRANSPORTATION (BUS) CONTRACT (APPROVE NEW OR RENEW CONTRACT)
- SUPERINTENDENT'S EVALUATION INSTRUMENT - DISCUSS DOCUMENT-POSSIBLE REVISIONS – INFORMATION ITEM – DISTRIBUTE DOCUMENT FOR INDIVIDUAL BOARD MEMBERS TO COMPLETE

STRATEGIC PLAN PRESENTATION: EL PROGRAMMING/WIDA CONFERENCE

FEBRUARY

- 1 CERTIFIED & CLASSIFIED SENIORITY LIST MUST BE POSTED
- 1 LAST DAY TO SUBMIT LIST OF DISTRICT EMPLOYEES REQUIRED TO FILE STATEMENT OF ECONOMIC INTEREST TO THE COOK COUNTY CLERK – (5 ILCS 420/4A-101)

FEBRUARY 12, 2019

- BUS TRANSPORTATION FEES – 2019-20 - APPROVE
- EARLY CHILDHOOD EDUCATION FEES FOR 2019-20 - APPROVE
- ENRICHMENT FEES FOR 2019-20 – APPROVE
- INSTRUCTIONAL FEES FOR 2019-20 - APPROVE
- LUNCH PRICE FOR STUDENTS - 2019-20 - APPROVE
- SUMMER SCHOOL FEES FOR SUMMER 2020 - APPROVE
- SCHOOL YEAR CALENDAR – APPROVE (10-19)
THE OFFICIAL ISBE PROPOSED SCHOOL CALENDAR (INCLUDING EMERGENCY DAYS) MUST BE SUBMITTED ON-LINE TO THE ISBE AND THE NCISC (10-19)
- SUPERINTENDENT'S EVALUATION INSTRUMENT – BOARD DISCUSSES COMPLETED DOCUMENTS (CLOSED SESSION)
- BOARD EXECUTIVE COMMITTEE COMPILES RESULTS

STRATEGIC PLAN PRESENTATION: ACADEMICS

FEBRUARY 2019

- 14 PARENT/TEACHER CONFERENCES IN P.M.
- 15 PARENT/TEACHER CONFERENCES IN A.M. – NO SCHOOL FOR STUDENTS
- 18 PRESIDENTS' DAY – NO SCHOOL – DISTRICT CLOSED

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MARCH

- 1 LAST DAY FOR PRINCIPALS TO HAVE BEEN EVALUATED BY SUPERINTENDENT
- 1 **INSTITUTE DAY #4 – NO SCHOOL FOR STUDENTS**

MARCH 12, 2019 **78 DAYS UNTIL THE END OF THE SCHOOL YEAR – MAY 29, 2019**

- SPRING PARCC TESTING
- CERTIFIED PERSONNEL TEACHERS – RIF LIST MUST BE GIVEN TO THE UNION SEVENTY-FIVE (75) DAYS PRIOR TO THE END OF THE SCHOOL YEAR
- CERTIFIED PERSONNEL TENURED TEACHERS – PRESENTATION OF RIFs
- PREPARE AND PRESENT ADMINISTRATORS' CONTRACTS FOR THE NEXT SCHOOL YEAR
- SALARY INCREASES FOR CLASSIFIED STAFF AND ADMINISTRATORS - APPROVE

STRATEGIC PLAN PRESENTATION: LEARNING ENVIRONMENT

- BOARD EXECUTIVE COMMITTEE (BOARD PRESIDENT, VICE PRESIDENT AND/OR SECRETARY) COMPILES BOARD MEMBERS' COMPLETED SUPERINTENDENT EVALUATION DOCUMENTS
- RESULTS ARE SHARED WITH THE ENTIRE BOARD – CLOSED SESSION
- BOARD EXECUTIVE COMMITTEE FINALIZES THE EVALUATION LETTER TO THE SUPT.

- SUPERINTENDENT EVALUATION INSTRUMENT – FEEDBACK PRESENTED TO SUPT. IN A CONFERENCE BY EXECUTIVE COMMITTEE OF THE BOARD (REPRESENTATIVE BOARD MEMBERS)

25–29 SPRING BREAK – NO SCHOOL FOR STUDENTS & TEACHERS

APRIL

- 1 LAST DAY SCHOOL BOARD CAN PRESENT A SUPERINTENDENT/PRINCIPAL WITH WRITTEN NOTICE THAT AN EXPIRING CONTRACT WILL NOT BE RENEWED (10-21.4)
- 2 **CONSOLIDATED ELECTION – BOARD MEMBER ELECTION**

APRIL 9, 2019 **50 DAYS UNTIL THE END OF THE SCHOOL YEAR – MAY 29, 2019**

- EMPLOYEE INSURANCE OPTIONS - APPROVE
- CERTIFIED PERSONNEL NON-TENURED TEACHERS - RIF/NON-RENEWAL RESOLUTIONS MUST BE GIVEN FORTY-FIVE (45) DAYS PRIOR TO THE END OF THE SCHOOL YEAR(105 ILCS 5/1-24)
- CLASSIFIED/EDUCATIONAL SUPPORT STAFF PERSONNEL - RIF/NON-RENEWAL RESOLUTIONS MUST BE GIVEN THIRTY (30) DAYS PRIOR TO THE END OF THE SCHOOL YEAR (105 ILCS 5/1-24)

APRIL 23, 2019 **SPECIAL BOARD MEETING - BOARD REORGANIZATION**

- BOARD OF EDUCATION MEETINGS DATES, TIMES, AND LOCATION FOR 2019-20 - APPROVE (5 ILCS 120/2.02) (THIS IS DONE IN APRIL OR MAY IF THIS IS A BOARD ELECTION YEAR)
- (BOARD MUST REORGANIZE WITHIN 28 DAYS OF ELECTION) **APRIL 2, 2019**
- REORGANIZATION OF THE BOARD – RETIRING BOARD MEMBERS' LAST MEETING – NEWLY ELECTED BOARD MEMBERS SEATED

STRATEGIC PLAN PRESENTATION: COMMUNITY ENGAGEMENT

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MAY

- 1** LAST DAY TO FILE REQUIRED STATEMENT OF ECONOMIC INTEREST WITH COUNTY CLERK (ILCS 420/4A-101)
- 6-10** STAFF APPRECIATION WEEK
- 8** RETIREMENT/RECOGNITION RECEPTION

MAY 14, 2019

15 DAYS UNTIL THE END OF THE SCHOOL YEAR – MAY 29, 2019

- CALENDAR - FINAL OFFICIAL ISBE 2018-19 SCHOOL CALENDAR NOTING EMERGENCY DAYS USED & TOTAL ATTENDANCE DAYS & SUBMIT TO ISBE & NCISC BY THE END OF THE SCHOOL YEAR – APPROVE (10-19)
- OVERNIGHT TRIPS FOR STUDENTS FOR SCHOOL YEAR 2019-20
- TEACHER EVALUATION PLAN – ONLY IF THERE ARE SIGNIFICANT CHANGES IS IT NECESSARY FOR THE BOARD TO APPROVE ANNUALLY – MUST SUBMIT TEACHER EVALUATION PLAN TO THE ISBE ONLY IF SIGNIFICANT CHANGES WERE MADE
- BOND RECORD KEEPING CHECKLIST REPORT – INFORMATION ITEM
- RESOLUTION DESIGNATING INTEREST EARNINGS FROM FY2019 AND PREVIOUS YEARS
- RESOLUTIONS AUTHORIZING TRANSFER OF FUNDS (IF NECESSARY)
- BONUSES – ADMINISTRATIVE & CLASSIFIED STAFF
- SUPERINTENDENT EVALUATION INSTRUMENT – SET DISTRICT'S GOALS & SUPERINTENDENT'S GOALS FOR NEXT SCHOOL YEAR (2019-20)

27 MEMORIAL DAY – A LEGAL SCHOOL HOLIDAY – NO SCHOOL – DISTRICT CLOSED

- 29** LAST DAY OF SCHOOL (UNLESS EMERGENCY DAYS ARE USED)

STRATEGIC PLAN PRESENTATION: SRG AND HIGH SCHOOL ARTICULATION

JUNE 11, 2019

- PRESENT TENTATIVE BUDGET 2019-20
- FOOD SERVICES CONTRACT FOR 2019-20 - APPROVE
- DECLASSIFICATION OF CLOSED SESSION MINUTES & DESTRUCTION OF AUDIO TAPES - APPROVE (5 ILCS 120/2.06)
- PREVAILING WAGES RESOLUTION – APPROVE (5 ILCS 120/2.02)
- WORKERS' COMPENSATION INSURANCE CARRIER - APPROVE
- BOARD OF EDUCATION MEETINGS DATES, TIMES, AND LOCATION FOR 2019-20 - APPROVE (5 ILCS 120/2.02) (THIS IS DONE IN APRIL OR MAY IF THIS IS A BOARD ELECTION YEAR)
- PRESENT EMERGENCY AND CRISIS RESPONSE PLANS, POLICIES AND PROCEDURES TO BOARD – AND SUBMIT EMERGENCY AND CRISIS RESPONSE PLANS TO THE NCISC
- STRATEGIC PLAN UPDATE – INITIATIVES FOR 2019-20

STRATEGIC PLAN PRESENTATION: DATA (MOVE TO JULY 2019 – PER BECKY)

- 30** PREVAILING WAGES RESOLUTION MUST BE PUBLISHED AND FILED WITH THE SECRETARY OF STATE AND THE ILLINOIS DEPARTMENT OF LABOR (5 ILCS 120/2.02)
- 30** END OF FISCAL YEAR FOR SCHOOL DISTRICTS
- 30** LIFE SAFETY – EMERGENCY/CRISIS REPORT DUE