

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
SCHOOL YEAR 2019-20

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 2019

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, 2019

4 INDEPENDENCE DAY HOLIDAY OBSERVED - NO SCHOOL – DISTRICT CLOSED

JULY 9, 2019

- 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: DATA
STRATEGIC PLAN UPDATE

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, 2019

- 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:

- 26** INSTITUTE DAY #1
- 27** INSTITUTE DAY #2
- 28** FIRST DAY OF SCHOOL – MIDDLETON AND McCRACKEN (GRADES 1-8)
- 29** FIRST DAY OF KINDERGARTEN – MEYER

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
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SEPTEMBER

2 LABOR DAY - A LEGAL HOLIDAY – NO SCHOOL – DISTRICT CLOSED

3 – FIRST DAY OF PRESCHOOL – MEYER

5 A CHILD WHO IS 5 ON OR BEFORE THIS DAY MAY ATTEND SCHOOL AT THE BEGINNING OF THIS SCHOOL YEAR (10-20.12)

10 DISTRICT STAFF/BOARD PICNIC – INTRODUCTION OF NEW STAFF MEMBERS – McCRACKEN, 5:00 PM

SEPTEMBER 10, 2019

- 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: STEAM CURRICULUM

**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

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

OCTOBER 8, 2019

- SCHOOL IMPROVEMENT PLANS - DISTRICT, McCRACKEN, MIDDLETON, MEYER – APPROVE
- BOND RECORD KEEPING CHECKLIST (INFORMATION ITEM)
- CLASS SIZE REPORT #3 OF 3 (OCTOBER REPORT)

STRATEGIC PLAN PRESENTATION: 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)
- 5 INSTITUTE DAY #3 - NO SCHOOL FOR STUDENTS**

NOVEMBER 12, 2019

- 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) DIRECT CSBO TO PUBLISH "TRUTH IN TAXATION" NOTICE
(NOTICE OF PUBLIC HEARING FOR THE LEVY) (35 ILCS 200/18)
- APPROVE ESTIMATED TAX LEVY 2019 – AT LEAST 20 DAYS BEFORE FINAL APPROVAL

STRATEGIC PLAN PRESENTATION: DATA

- 15-17 TRIPLE I (IASA, IASB, IASBO) ANNUAL CONFERENCE, CHICAGO**

- 27 THANKSGIVING BREAK – DISTRICT CLOSED**
28 THANKSGIVING - A LEGAL SCHOOL HOLIDAY – NO SCHOOL – DISTRICT CLOSED
29 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 10, 2019

- APPROVE STAFF TUITION REIMBURSEMENT

STRATEGIC PLAN PRESENTATION:

23-31 WINTER BREAK – NO SCHOOL FOR STUDENTS & TEACHERS

JANUARY 2020

1-3 WINTER BREAK – NO SCHOOL FOR STUDENTS & TEACHERS

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

JANUARY 14, 2020

- 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)
- EARLY CHILDHOOD EDUCATION FEES FOR 2020-21 - APPROVE
- SUPERINTENDENT'S EVALUATION INSTRUMENT - DISCUSS DOCUMENT-POSSIBLE REVISIONS – INFORMATION ITEM – DISTRIBUTE DOCUMENT FOR INDIVIDUAL BOARD MEMBERS TO COMPLETE

STRATEGIC PLAN PRESENTATION: COMMUNITY ENGAGEMENT

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 11, 2020

- BUS TRANSPORTATION FEES – 2020-21 - APPROVE
- ENRICHMENT FEES FOR – 2020-21 – APPROVE
- INSTRUCTIONAL FEES FOR – 2020-21 - APPROVE
- LUNCH PRICE FOR STUDENTS - 2020-21 - APPROVE
- SUMMER SCHOOL FEES FOR SUMMER 2021 - APPROVE
- SCHOOL YEAR CALENDAR 2020-21 - 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: STEAM UPDATE

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

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MARCH

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

MARCH 10, 2020 85 DAYS UNTIL THE END OF THE SCHOOL YEAR – JUNE 3, 2020

- 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 MEETING WITH THE BOARD

23–27 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)

APRIL 14, 2020 50 DAYS UNTIL THE END OF THE SCHOOL YEAR – JUNE 3, 2020

- 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)

STRATEGIC PLAN PRESENTATION: WHOLE CHILD

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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
- 7** RETIREMENT/RECOGNITION RECEPTION

MAY 12, 2020

22 DAYS UNTIL THE END OF THE SCHOOL YEAR – JUNE 3, 2020

- CALENDAR - FINAL OFFICIAL ISBE 2019-20 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 2020-21
- 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 FY 2020 AND PREVIOUS YEARS
- RESOLUTIONS AUTHORIZING TRANSFER OF FUNDS (IF NECESSARY)
- BONUSES – ADMINISTRATIVE & CLASSIFIED STAFF

- 25** MEMORIAL DAY – A LEGAL SCHOOL HOLIDAY – NO SCHOOL – DISTRICT CLOSED

STRATEGIC PLAN PRESENTATION: ACADEMICS

JUNE

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

JUNE 9, 2020

- PRESENT TENTATIVE BUDGET 2021-22
- FOOD SERVICES CONTRACT FOR 2021-22 - APPROVE
- DECLASSIFICATION OF CLOSED SESSION MINUTES & DESTRUCTION OF AUDIO TAPES - APPROVE (5 ILCS 120/2.06)
- WORKERS' COMPENSATION INSURANCE CARRIER - APPROVE
- BOARD OF EDUCATION MEETINGS DATES, TIMES, AND LOCATION FOR 2021-22 - 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 2020-21

STRATEGIC PLAN PRESENTATION: DATA

- 30** END OF FISCAL YEAR FOR SCHOOL DISTRICTS
- 30** LIFE SAFETY – EMERGENCY/CRISIS REPORT DUE