

Illinois Association of School Boards

2921 Baker Drive • Springfield, Illinois 62703-5929 / One Imperial Place 1 East 22nd St., Suite 310 • Lombard, Illinois 60148-6120

## Compiled by IASB Communications – August 2023

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, 105 ILCS 5/1-1 et seq. For brevity, references to the Regional Offices of Education include Intermediate Service Centers.

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 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. (10-19) When the Governor has declared a disaster due to a public health emergency and the State Superintendent of Education has required the use of remote learning days (RLDs) or blended remote learning days (BRLDs), RLDs and BRLDs, and up to five remote and blended remote learning planning days count as pupil attendance days.

Date	Event	Date	Event
<b>AUGUST 2023</b>			
Prior to the Start of the School Year	Each school board must file the district's threat assessment procedure and a list identifying the members of the threat assessment team(s) with local law enforcement and the regional office of education. (128/45)	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)
Before the 30th Day of the School Year	School districts must report certain student assessment information using a form developed by the Illinois State Board of Education (ISBE). (22-82)	24-25	Consortium of State School Boards Associations (COSSBA) Urban Boards Alliance Symposium, Chicago.
1	Last day to file with the regional superintendent a list of all unfilled teaching positions in the district. (10-20.27)	31	Last day for regional superintendent to file with ISBE an affidavit showing which treasurers of school districts are properly bonded. (3-8 and 8-2)
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)	<b>SEPTEMBER 2023</b>	
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 to the System, to the secretary of the System. (Ill. Pension Code, 40 ILCS 5/16-155)	4	Labor Day; a legal school holiday. (24-2)
15	Last day for school boards to transmit claims to ISBE for extraordinary special education services. (14-7.02)	11	September 11th Day of Remembrance; a commemorative school holiday. (24-2)
15	Last day for the school district to transmit claims for special education costs to the State Superintendent of Education. (14-12.01)	15-17 Sunday	Rosh Hashanah.
		17 Sunday	Constitution Day, a commemorative school holiday. (24-2)
		22	American Indian Day. (27-20)
		24 Sunday-25	Yom Kippur.
		25-27	Consortium of State School Boards Associations (COSSBA), Federal Advocacy Conference, Washington, D.C.
		30 Saturday	Last day on which regional superintendents and other persons paying money to school treasurers 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 treasurers. (3-14.17)

Date	Event	Date	Event
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 2023-2024 fiscal year. (17-1)  NOTE: School districts are required to disclose the cash reserve balance and secured obligations of all funds held by the district related to its operational levy, at a public hearing where the district certifies the budget. (17-1.3)  Within 30 days of its adoption, the annual budget must be filed with the county clerk. (17-1 and 35 ILCS 200/18-50)	15 Sunday	Last day for township land commissioners to file certified annual audit with regional superintendent and ISBE. (15-27)
		15 Sunday-17	Illinois Principals Association Annual Fall Conference, Peoria.
		16-20	National School Bus Safety Week.
		24	Navratri/Dussehra.
		31	Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending September 30, 2023.
<b>NOVEMBER 2023</b>			
		1	Last day for school district to submit to the State Superintendent of Education reimbursement claim for summer school for children with disabilities. (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)
		12 Sunday	Diwali.
		13-17	American Education Week.
		15	Illinois School Board Members Day.
		15	Last day for regional superintendent to submit district annual financial reports and audits to ISBE. (3-7 and 3-15.1)
		15	Last day for school district to file with 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)  NOTE: School districts are required to approve the "Shared Services and Fiscal Efficiency" report to accompany the Annual Financial Report, at an open meeting allowing for public comment. The regional superintendent is required to publish a composite form of the report for all school districts in their region in an annual financial report. (17-1.1)
		15	Last day for schools to report to ISBE the number of children who have received or been exempted from the required immunizations and health examinations. (27-8.1)
		17-19	Joint Annual Conference of Illinois Association of School Boards, Illinois Association of School Administrators, and Illinois Association of School Business Officials.
		23	Thanksgiving Day; a legal school holiday. (24-2)
<p>School districts having an aggregate property tax levy of more than \$5 million shall make a good faith effort to electronically publish information about whether vendors doing business with the school district are minority-owned, women-owned, or veteran-owned, as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act. (35 ILCS 200/18-50.2)</p>			
<b>OCTOBER 2023</b>			
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 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 and been removed from the regular attendance rolls (except transferees) during the previous attendance quarter. (26-3a)		
2	Township treasurer reports and submits 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; (2) township trustees make apportionment and distribution of unused funds in permanent township fund. (5-16 and 5-17)		
7 Saturday	Iraq and Afghanistan Veterans Remembrance Day; a commemorative school holiday. (24-2)		
9	Columbus Day; a legal school holiday. (24-2)		
10	Leif Erickson Day. (27-19)		
9-13	National School Lunch Week.		
15 Sunday	Last day to submit annual report to 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)		

Date	Event	Date	Event
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 ISBE and copies must be available in the main administrative office of the district.		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)
Also	Last day to submit to 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.	8	In Class II counties (Cook): (1) Quarterly meeting of township school trustees; and (2) township trustees make apportionment and distribution of unused funds in permanent township fund. (5-16 and 5-17)
		11	Last day for the board secretary to certify public policy questions to the election authority for referendum at the March 19, 2024 General Primary Election. (10 ILCS 5/28-5)
<b>DECEMBER 2023</b>		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)
1	Deadline for the Reduction in Force (RIF) Joint Committee to be established and begin its meetings. (24-12)	15	Martin Luther King Jr. birthday observance; a legal school holiday. (24-2)
1	Last day to make publicly available the report of the number of children who have received or been exempted from the required immunizations and health examinations. (27-8.1)	17	Muhammad Ali's Birthday; a commemorative school holiday. (24-2)
3 Sunday	Illinois Statehood Day. (5 ILCS 490/195)	28 Sunday	Christa McAuliffe Day; a commemorative school holiday. (24-2)
7	Pearl Harbor Veterans' 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, 2023.
7-15	Hanukkah.		
25	Christmas Day; a legal school holiday. (24-2)	<b>FEBRUARY 2024</b>	
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)	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-101.5, 4A-105 and 4A-106.5)
<b>JANUARY 2024</b>		1	Last day that the RIF Joint Committee can reach agreement to apply the sequence of dismissal for that school year. (24-12)
During January	During the month of January, the quarterly meeting of the regional board of school trustees must be held. (6-18)	Also	Last day to distribute copies of the educational support personnel employee sequence of dismissal list to the exclusive bargaining representative. (10-23.5)
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)	6	Commemorative holiday honoring Ronald Reagan. (State Commemorative Dates Act, 5 ILCS 490/2)
1	New Year's Day; a legal school holiday. (24-2)	12	Abraham Lincoln's Birthday; a legal school holiday. (24-2)
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)	15	Susan B. Anthony's Birthday; a commemorative school holiday. (24-2)
2	Last day for the school board to adopt resolutions putting public policy questions on the ballot at the March 19, 2024 General Primary Election. (10 ILCS 5/28-2)	15-17 Sunday	American Association of School Administrators' Conference, San Diego, California

**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. (Property Tax Code, 35 ILCS 200/18-60) If the estimate of the aggregate tax levy exceeds 105% 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 seven days prior to the date of the public hearing and 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, 18-80)

Date	Event	Date	Event
22-25 Sunday	Consortium of State School Boards Associations (COSSBA) Conference, Dallas, Texas.	1	In Class II counties (Cook): (1) Quarterly meeting of township school trustees; and (2) township trustees make semi-annual apportionment and distribution of unused funds in permanent township fund. (5-16 and 5-17)
26-March 1	Public Schools Week.	1	Township treasurer reports and submits books to school trustees; also, makes examination of each school district's records. (8-14)
<b>MARCH 2024</b>		7-13	National Library Week.
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)	8	Ramadan ends.
4	Mayors' Day; a commemorative holiday for Chicago Public Schools. (24-2)	9-10	Eid-al-Fitr.
4	Casimir Pulaski Birthday observance; a legal school holiday. (24-2)	22-30	Passover.
10 Sunday	Daylight Savings Time begins; set clocks ahead one hour.	24-26	Illinois Association of School Business Officials Spring Conference, Schaumburg.
10 Sunday	Ramadan begins.	26	Arbor and Bird Day; a commemorative school holiday. (27-18)
19	Primary election. (10 ILCS 5/2A-1.1)	30	Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending March 31, 2024.
26	First day that prospective candidates for Chicago School Board can circulate nominating petitions for the November 5, 2024 General Election.	<b>MAY 2024</b>	
29	Vietnam War Veterans' Day; a commemorative school holiday. (24-2)	1	Last day to file required Statement of Economic Interests with the county clerk. (5 ILCS 420/4A-105)
29	Good Friday.	6-10	Teacher Appreciation Week.
31	Easter Sunday.	6-10	Illinois Law Week. (27-20.1)
<b>APRIL 2024</b>		7	National Teacher Day.
During April	During the month of April the quarterly meeting of the regional board of school trustees must be held. (6-18)	27	Memorial Day observance; a legal school holiday. (24-2)
1	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)	<b>JUNE 2024</b>	
1	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)	14	Flag Day.
		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. Claims submitted by June 15 may be amended until August 1. (18-3)
		19	Juneteenth National Freedom Day, a legal school holiday. (24-2)
		27-28	Eid-al-Adha.

**Written notice to employees** from the school board must be served at least: (1) on or before April 15 upon a probationary teacher who is not being reemployed for the following school term; and (2) on or before April 15, 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 dismissals 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 the statute. The employer should be careful to meet all relevant notice requirements.

Date	Event	Date	Event
30 Saturday	Last day for schools to report to ISBE the number of children who have received or been exempted from the required dental and health examinations. (27-8.1)	15	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)
30 Saturday	Last day on which township treasurer shall deliver to regional superintendent a statement showing the condition of township funds. (8-13)	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)
30 Saturday	End of fiscal year for most school districts.	31	Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending June 30, 2024.
30 Saturday	Effective date of the annual school audit. (3-7)		
<b>JULY 2024</b>		<b>AUGUST 2024</b>	
During July	During the month of July, township land commissioners must have an audit of the funds under their jurisdiction. (15-27)	Before the 30th Day of the School Year	School districts must report certain student assessment information using a form developed by ISBE. (22-82)
Also	During the month of July the quarterly meeting of regional board of school trustees must be held. (6-18)	1	Last day to file with the regional superintendent a list of all unfilled teaching positions in the district. (10-20.27)
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)	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)
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)	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 to the System, to the secretary of the System. (40 ILCS 5/16-155)
1	First day of the fiscal year in most Illinois school districts. The board of education shall adopt and file with 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 and ISBE. (17-1 and 35 ILCS 200/18-50)	15	Last day for school boards to transmit claims to ISBE for extraordinary special education services. (14-7.02)
1	In Class II counties (Cook): (1) Quarterly meeting of township school trustees; and (2) township trustees make apportionment and distribution of unused funds in permanent township fund. (5-16 and 5-17)	15	Last day for the school district to transmit claims for special education costs to the State Superintendent of Education. (14-12.01)
4	Independence Day; a legal school holiday. (24-2)		
7 Sunday	Secretary or clerk of the school board shall file annual statistical report with the treasurer. (10-8)		

**The Open Meetings Act** requires that each school board review minutes from all closed meetings every six months or as soon as practical taking into account the nature and meeting schedule of the public body. Ad hoc committees may choose to review at the next scheduled meeting or six months from the last review of closed session minutes. 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. (5 ILCS 120/2.06)

Date	Event
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)
19	Last day for the school board to adopt resolutions putting public policy questions on the ballot at the November 5, 2024 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)
29	Last day for the board secretary to certify public policy questions to the election authority for referendum at the November 5, 2024 General Election. (10 ILCS 5/28-5)
31 Saturday	Last day for regional superintendent to file with ISBE an affidavit showing which treasurers of school districts are properly bonded. (3-8 and 8-2)

School board members, superintendents, building principals, heads of departments, employees responsible for negotiating contracts amounting to \$1,000 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. (Ill. 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.

Date	Event
<b>SEPTEMBER 2024</b>	
2	Labor Day; a legal school holiday. (24-2)
11	September 11th Day of Remembrance; a commemorative school holiday. (24-2)
17	Constitution Day, a commemorative school holiday. (24-2)
17	First day that prospective candidates may circulate nominating petitions for signatures for the April 1, 2025 school board election. (10 ILCS 5/10-4)
27	American Indian Day. (27-20)
30	Last day on which regional superintendents and other persons paying money to school treasurers 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 treasurers. (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 and file with the ISBE its balanced budget for 2024-2025 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)

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.