

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
SCHOOL YEAR 2023-24

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 2023

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 ISBE BY JULY 1, 2023

3 DISTRICT CLOSED

4 INDEPENDENCE DAY HOLIDAY OBSERVED - NO SCHOOL – DISTRICT CLOSED

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

AUGUST 2023

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 8, 2023 - BOARD MEETING

- CLASS SIZE REPORT #1 OF 3 (AUGUST REPORT)
- APPROVE TENTATIVE BUDGET
- DIRECT CSBO TO PUBLISH NOTICE OF TENTATIVE BUDGET HEARING (35 ILCS 200-18)

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: NONE

21 INSTITUTE DAY #1

22 INSTITUTE DAY #2

23 FIRST DAY OF SCHOOL FOR STUDENTS – GRADES 1-8

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
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SEPTEMBER 2023

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

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

SEPTEMBER 12, 2023 - BOARD MEETING

- 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: NONE

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

OCTOBER 2023

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

5 PARENT TEACHER CONFERENCES 5:00 PM – 8:00 PM

6 PARENT TEACHER CONFERENCES 8:00 AM – 12:00 PM – NO SCHOOL FOR STUDENTS

9 INDIGENOUS PEOPLES' DAY - A LEGAL SCHOOL HOLIDAY – NO SCHOOL – DISTRICT CLOSED

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
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OCTOBER 10, 2023 - BOARD MEETING

- 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: **DISTRICT AND SCHOOL IMPROVEMENT PLANS**

27 INSTITUTE DAY # 3 - NO SCHOOL FOR STUDENTS

31 SCHOOL REPORT CARDS MUST BE COMPLETED AND POSTED ON SCHOOL WEBSITES

NOVEMBER 2023

- 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)

NOVEMBER 14, 2023 - BOARD MEETING

- 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 2023 – AT LEAST 20 DAYS BEFORE FINAL APPROVAL

STRATEGIC PLAN PRESENTATION: **STRATEGIC PLAN UPDATE - THEORIES OF ACTION**

17-19 TRIPLE I (IASA, IASB, IASBO) ANNUAL CONFERENCE, CHICAGO

20-22 THANKSGIVING BREAK – NO SCHOOL

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

24 **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)

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
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DECEMBER 2023

DECEMBER 12, 2023 - BOARD MEETING

- AUDIT PRESENTATION (IF NOT HELD IN NOVEMBER)
- APPROVE STAFF TUITION REIMBURSEMENT

STRATEGIC PLAN PRESENTATION: NONE

DEC 25- JAN 5 WINTER BREAK – NO SCHOOL FOR STUDENTS & TEACHERS

JANUARY 2024

8 SCHOOL RESUMES

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

JANUARY 16, 2024 - BOARD MEETING

- 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 2024-25- APPROVE
- SUPERINTENDENT'S EVALUATION INSTRUMENT - DISCUSS DOCUMENT-POSSIBLE REVISIONS – INFORMATION ITEM – DISTRIBUTE DOCUMENT FOR INDIVIDUAL BOARD MEMBERS TO COMPLETE

STRATEGIC PLAN PRESENTATION: NONE

FEBRUARY 2024

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 13, 2024 - BOARD MEETING

- BUS TRANSPORTATION FEES – 2024-25 - APPROVE
- ENRICHMENT FEES FOR – 2024-25 – APPROVE
- INSTRUCTIONAL FEES FOR – 2024-25 - APPROVE
- LUNCH PRICE FOR STUDENTS - 2024-25 - APPROVE
- SUMMER SCHOOL FEES FOR SUMMER 2024 - APPROVE
- SCHOOL YEAR CALENDAR 2024-25 - 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

SKOKIE SCHOOL DISTRICT 73½ BOARD OF EDUCATION BUSINESS CALENDAR
SCHOOL YEAR 2023-24

STRATEGIC PLAN PRESENTATION: LITERACY

15 PARENT/TEACHER CONFERENCES IN P.M.

16 PARENT/TEACHER CONFERENCES IN A.M. – NO SCHOOL FOR STUDENTS

19 **PRESIDENTS' DAY – NO SCHOOL – DISTRICT CLOSED**

MARCH 2024

1 LAST DAY FOR PRINCIPALS TO HAVE BEEN EVALUATED BY SUPERINTENDENT

1 INSTITUTE DAY #4 – NO SCHOOL FOR STUDENTS

MARCH 12, 2024 - BOARD MEETING 81 DAYS UNTIL THE END OF THE SCHOOL YEAR – MAY 31, 2024

- SPRING STUDENT 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
- SB7 REPORT DUE 75 DAYS BEFORE LAST DAY OF SCHOOL

STRATEGIC PLAN PRESENTATION: MTSS

- 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

MARCH 25–29, 2024 SPRING BREAK – NO SCHOOL FOR STUDENTS & TEACHERS

APRIL 2024

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

1 SCHOOL RESUMES - FOLLOWING SPRING BREAK

2 HANDBOOK COMMITTEE MEETS TO UPDATE HANDBOOK FOR SY24-25

APRIL 16, 2024 - BOARD MEETING 45 DAYS UNTIL THE END OF THE SCHOOL YEAR – MAY 31, 2023

- 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)

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- 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: RESTORATIVE PRACTICES

MAY 2024

1 LAST DAY TO FILE REQUIRED STATEMENT OF ECONOMIC INTEREST WITH COUNTY CLERK (ILCS 420/4A-101)

6-10 STAFF APPRECIATION WEEK

TBD RETIREMENT/RECOGNITION RECEPTION

MAY 14, 2024 - BOARD MEETING 17 DAYS UNTIL THE END OF THE SCHOOL YEAR – MAY 31, 2024

- CALENDAR - FINAL OFFICIAL ISBE 2023-24 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 2023-24
- 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 2023 AND PREVIOUS YEARS
- RESOLUTIONS AUTHORIZING TRANSFER OF FUNDS (IF NECESSARY)
- BONUSES – ADMINISTRATIVE & CLASSIFIED STAFF
- HANDBOOK REVIEW - INFORMATION ITEM
- REORGANIZATION OF THE BOARD – RETIRING BOARD MEMBERS' LAST MEETING – NEWLY ELECTED BOARD MEMBERS SEATED
- 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)
- (BOARD MUST REORGANIZE WITHIN 28 DAYS OF ELECTION) ELECTION HELD ON APRIL 4, 2023

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

31 LAST DAY OF SCHOOL (UNLESS EMERGENCY DAYS ARE USED)

STRATEGIC PLAN PRESENTATION: STRATEGIC PLAN UPDATE

JUNE 2024

JUNE 11, 2024 - BOARD MEETING

- PRESENT TENTATIVE BUDGET 2024-25
- FOOD SERVICES CONTRACT FOR 2024-25 - APPROVE
- DECLASSIFICATION OF CLOSED SESSION MINUTES & DESTRUCTION OF AUDIO TAPES - APPROVE (5 ILCS 120/2.06)

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- WORKERS' COMPENSATION INSURANCE CARRIER - APPROVE
- BOARD OF EDUCATION MEETINGS DATES, TIMES, AND LOCATION FOR 2024-25 - APPROVE (5 ILCS 120/2.02) (THIS IS DONE IN APRIL OR MAY IF THIS IS A BOARD ELECTION YEAR)
- STUDENT HANDBOOKS - APPROVE
- TUITION REIMBURSEMENT PRIORITIES FOR THE SCHOOL YEAR - APPROVE (PER COLLECTIVE BARGAINING AGREEMENT)
- 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 2024-25
- FEE WAIVERS - APPROVE FOR SY 24-25

STRATEGIC PLAN PRESENTATION: DATA

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