



2021-2022 SCHOOL YEAR CALENDAR

ILLINOIS ASSOCIATION OF SCHOOL ADMINISTRATORS

2648 Beechler Court, Springfield, IL 62703-7305

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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*).

All statutory references are to The School Code of Illinois (105 ILCS 5/___) unless otherwise indicated.

August 2021

Children's Eye Health & Safety Month

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| 30 | School districts must report certain student assessment information using a form developed by the Ill. State Board of Education (ISBE). (22-82) |
| 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) |

September 2021

Library Card Sign-Up Month

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| 6 | Labor Day; a legal school holiday (24-2). |
| 6-8 | Rosh Hashanah |
| 11 | A commemorative school holiday; September 11 th Day of Remembrance (24-2). |
| 15-16 | Yom Kippur |
| 17-23 | Constitution Week |
| 24 | American Indian Day (27-20) |
| 29-Oct 1 | 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). |
| | 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 budget for the 2021-2022 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 2021
Crime Prevention Month
National Principals Month
National Bullying Prevention Month

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| | During the month of October, the quarterly meeting of regional board of school trustees must be held (6-18). |
| 1 | Last day for school board to forward administrator and teacher salary and benefits report to ISBE. Report must be posted on the school districts' website (10-20.47). |
| | Recycling Day; commemorative holiday (24-2). |
| | 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). |
| 4 | 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) |
| | In Class II counties (Cook): (1) Quarterly meeting of township trustees; (5-16) (2) township trustees make semi-annual apportionment and distribution of unused funds in permanent township fund; (5-16) (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). |
| 7 | Iraq and Afghanistan Veterans Remembrance Day (5/24-2). |
| 7-15 | Navratri/Dussehra |
| 8 | Leif Erickson Day observance (27-19). |
| 11 | Columbus Day; a legal school holiday (24-2). |
| 11-15 | National School Lunch Week |
| 15 | Last day for school district to present to the Regional Superintendent an original and one copy of the annual audit (3-7). |
| | 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). |
| | Last day for township school treasurer and school districts to file the annual report with the regional superintendent (3-15.1). |
| | Last day for township land commissioners to file certified annual audit with the regional superintendent and Illinois State Board of Education (15-27). |
| 18-22 | National School Bus Safety Week |
| 21-24 | Illinois Principals Association Annual Fall Conference, Springfield. |
| 23-31 | Red Ribbon Week |
| 31 | Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending September 30, 2021. |

November 2021

National Native American Heritage Month

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| 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) |
| 4 | Diwali |
| 7 | Standard Time returns; set clocks back one hour. |
| 10 | Commemorative holiday honoring Korean War veterans (24-2). |
| 11 | Veterans' Day; a legal school holiday (24-2). |
| 15 | Last day for regional superintendent to submit district annual financial reports and audits to the ISBE. (3-7 and 3-15.1) |
| | 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). |
| | Last day for the 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). |
| | Illinois School Board Members' Day |
| 15-19 | American Education Week |
| 19-21 | Joint Annual Conference of Illinois Association of School Boards, Illinois Association of School Administrators and Illinois Association of School Business Officials, Chicago. |
| 25 | Thanksgiving Day; a legal school holiday (24-2). |
| 28- Dec 6 | Hanukkah |
| 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. |
| | 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. |

The Open Meetings Act requires that each school board review minutes from all closed meetings every 6 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 6 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)

December 2021

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| 1 | Deadline for the Reduction in Force (RIF) joint committee to be established and begin its meetings. (24-12) |
| | 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) |
| 3 | Illinois Statehood Day |
| 7 | Pearl Harbor Veterans' Day; a commemorative school holiday. (24-2) |
| 25 | Christmas Day; a legal school holiday (24-2). |
| 26-Jan 1 | Kwanzaa |
| 28 | 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) |

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 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)

January 2022

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| | During the month of January, the quarterly meeting of regional board of school trustees must be held. (6-18) |
| | 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 | New Year's Day; a legal school holiday (24-2). |
| 3 | 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). |
| | 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 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) |
| 17 | Dr. Martin Luther King, Jr. birthday observance; a legal school holiday (24-2). |
| | Muhammad Ali's Birthday; a commemorative school holiday. (24-2) |
| 28 | Commemorative school holiday Christa McAuliffe Day (24-2). |
| 31 | Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending December 31, 2021. |

February 2022

*National African-American History Month
National Children's Dental Health Month*

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| 1 | Last day that the RIF Joint Committee can reach agreement to apply the sequence of dismissal for the school year. Also-last day to distribute copies of the sequence of dismissal for that school year (24-12). |
| | Last day to distribute copies of the educational support personnel employee sequence of dismissal list to the exclusive bargaining representative (10-23.5) |
| | 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) |
| 6 | Commemorative holiday honoring Ronald Reagan. (State Commemorative Dates Act, 5 ILCS 490/2) |
| 12 | Abraham Lincoln's Birthday; a legal school holiday (24-2). |
| 14 | St. Valentine's Day |
| 15 | Susan B. Anthony Day; a commemorative holiday (24-2). |
| 17-19 | American Association of School Administrators' Conference, Nashville, Tennessee. |
| 21 | President's Day (Federal Observance). |
| 22 | George Washington's Birthday |

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 2022

American Red Cross Month
National Middle Level Education Month
Music in Our Schools Month
National Nutrition Month®
Women's History Month
Youth Art Month

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| 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). |
| 4 | Mayors' Day; a commemorative holiday for Chicago Public Schools (24-2). |
| 7 | Casimir Pulaski's birthday observance; a legal school holiday (24-2). |
| 7-11 | National School Breakfast Week |
| 13 | Daylight Savings begins; set clocks ahead one hour |
| 17 | St. Patrick's Day |
| 20 | 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) |
| 29 | Vietnam War Veterans Day; a commemorative holiday (24-2). |

April 2022

National Autism Awareness Month

National Poetry Month

School Library Month

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| | During the month of April the quarterly meeting of regional board of school trustees must be held (6-18). |
| 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). |
| | 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). |
| 2 | Ramadan begins |
| 2-4 | National School Boards Association Annual Conference, San Diego, California. |
| 4 | 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) |
| | Township treasurer reports and submits his books to school trustees; also, makes examination of each school district's records. (8-14) |
| 4-8 | National Library Week |
| 11 | Last day for the school board to adopt resolutions putting public policy questions on the ballot at the June 28, 2022 General Primary 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) |
| 15 | Good Friday |
| 15-23 | Passover |
| 17 | Easter Sunday |
| 21 | Last day for the board secretary to certify public policy questions to the election authority for referendum at the June 28, 2022 General Primary Election. (10 ILCS 5/28-5) |
| 29 | Arbor and Bird Day; a commemorative school holiday. (27-18) |
| 30 | Last day for filing federal and state income tax withholding reports and paying taxes due for quarter ending March 31, 2022. |

May 2022

Better Hearing and Speech Month
Food Allergy Action Month
National Physical Fitness and Sports Month

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| 1 | Last day to file required Statement of Economic Interests with the county clerk (5 ILCS 420/4A-105). |
| | Ramadan ends |
| 2-3 | Eid-al-Fitr |
| 2-6 | Teacher Appreciation Week |
| | Illinois Law Week (27-20.1). |
| 3 | National Teacher Day |
| 4-6 | Illinois Association of School Business Officials Spring Conference, Schaumburg |
| 30 | Memorial Day (observed); a legal school holiday (24-2). |

June 2022

Fireworks Safety Month
Great Outdoors Month

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| 14 | Flag Day |
| 15 | 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) |
| 28 | General Primary Election. (10 ILCS 5/2A-1.1) |
| 30 | 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). |
| | Last day on which township treasurer shall deliver to the Regional Superintendent a statement showing the condition of township funds (8-13). |
| | End of fiscal year for most school districts. |
| | Effective date of the annual school audit (3-7). |

July 2022

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| | 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). |
| | During the month of July, the quarterly meeting of regional board of school trustees must be held (6-18). |
| | During the month of July, township land commissioners must have an audit of the funds under their jurisdiction (15-27). |
| | 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 | First day of the fiscal year in most Illinois school districts. The board of education shall adopt and file with the 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). |
| 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) |
| 9-10 | Eid-al-Adha |
| 11 | 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 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). |
| 29 | 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, 2022. |

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. (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.

August 2022

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| | Before the 30th day of the school year: School districts must report certain student assessment information using a form developed by the ISBE (22-82). |
| 1 | Last day to file with the regional superintendent a list of all unfilled teaching positions in the district. (10-20.27) |
| | 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 | Last day for school board to transmit claims to ISBE for extraordinary special education services. (14-7.02) |
| | Last day for the school district to transmit claims for special education costs to the State Superintendent of Education. (14-12.01) |
| | 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, 2022 General Election. (10 ILCS 5/28-2(c) 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) |
| 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). |

September 2022

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| 1 | Last day for the board secretary to certify public policy questions to the election authority for referendum at the November 8, 2022 General Election. (10 ILCS 5/28-5) |
| 5 | Labor Day; a legal school holiday (24-2). |
| 11 | September 11th Day of Remembrance; a commemorative school holiday. (24-2) |
| 23 | American Indian Day (27-20) |
| 25-27 | Rosh Hashanah |
| 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 and secretaries of school boards the dates and amounts of money distributed to the school treasurer. (3-14.17) |
| | 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 2022-2023 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). |

School districts must hold at least one drill per year in each school that specifically addresses a shooting incident. Local law enforcement must be invited to participate in the drill. (105 ILCS 128/15 and 128/20)

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 (Section 10-19 of *The School Code*).

A new school employee is required to present to the school board a health exam and evidence of freedom from communicable disease including tuberculosis. The examination must be conducted not more than 90 days preceding the time it is presented (24-5).

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.

Regulations governing *Sex Equity* (23 Il. Admin. Code 200 et seq.) have many requirements such as the requirement of a written policy and grievance procedure including a mandatory **evaluation of policies and practices every four years**. Check your district's practices to see if there is compliance with the regulations.

The advent of the winter season brings with it the annual task of reviewing the school district's emergency weather closing policy and procedures. At issue here are the internal procedures to be used to notify all affected parties in a timely manner, and the guidelines for the use of emergency, "Act of God", "Hazardous Threat", and **adverse weather condition days**. Section 5/10-19 and 5/18-12 of *The School Code* outlines these provisions in detail.

The *Illinois Governmental Ethics Act* (5 ILCS 420/4A-101, et seq.) requires certain school district employees and school board members 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. 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.

The *Illinois Prevailing Wage Act* requires that laborers, mechanics and other workers employed in any public works constructed by the State and other public bodies be paid wages that are not less than the general prevailing hourly rate for similar work in the locality (820 ILCS 130/0.01). During June, Illinois school districts must determine the prevailing wage rate in the county where the district is located and a **certified copy of the determination must be sent no later than July 15th to the Secretary of State's office in Springfield and the Illinois Department of Labor**. The district may use its own investigation to determine the prevailing wage or use the wage rate set by the Illinois Department of Labor. Also, be aware the Act has publication, contract and bid requirements.

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 the 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.). The Cook County *Truth in Taxation Act* was repealed as of January 1, 2003; therefore, Cook County school districts now must comply with the general provisions of the Truth in Taxation Act. **Allows a taxing district to add an explanation of the Property Tax Extension Limitation Law to the Truth in Taxation Notice (35 ILCS 200/18-85).**

The *Property Tax Code* (35 ILCS 200/18-50) requires the governing authority of each taxing district to file a certified copy of the appropriation and budget ordinance (annual budget) with the county clerk within 30 days of their adoption. An estimate (certified by the chief fiscal officer) of revenues, by source, that the taxing district anticipates it will receive in the following fiscal year must also be filed.

Notice of Employee Non-Renewal - Written notice to employees from the school board must be served 45 days before the end of the school term upon any probationary teacher who is not being re-employed for the following school term and 60 days before the end of the school term for any tenured teacher who is being honorably discharged because of a reduction in staff or discontinuation of a program. Any employee not properly notified is deemed re-employed for the following year. (24-11 and 24-12) *Note:* Often collective bargaining agreements, policies and/or evaluation plans have different notice requirements from that provided in the statute. The employer should be careful to meet all relevant notice requirements.