



**Information Memo: 2019-2020 Proposed Academic Year
Calendar, and Change in 2018-2019
Calendar Last Day of School**

TO: School Board
Trisha Kocanda, *Superintendent*

FROM: Daniel Ryan
Assistant Superintendent for Professional Learning and Human Resources

Change in 2018-2019 Calendar Last Day of School

The 2018-2019 Academic Calendar needs to be adjusted to accommodate the snow day that occurred on Monday, November 26, 2019. Per the Board approved calendar, “June 7, 10, 11, 12, 13 are to be used in the event of emergency closings.” As a result of the November 26th emergency closing, the last day of school for the 2018-2019 academic year will be Friday, June 7, 2019. Any additional snow or inclement weather days would result in adding the last day of school into the following week.

2019-20 School Calendar: Overview and Background

The District Calendar Committee has met to discuss options for the 2019-2020 academic school year. This Board Committee is comprised of teachers, administration, a parent representative, and two Board members. Thank you to the following that have served in this capacity:

Nat Roberts	Board Member
Steve Cirulis	Board Member
Tracy Mullen Winslow	Parent
Erik Fritzsche	Greeley School
Maureen Etter	Carleton Washburne

Jean Fink	Crow Island School
Daniel Ryan	Administration
Stacey Wellman	WEA
Kim Wendell	WEA

Process

The Committee met three times on October 24, 2018, November 14, 2018, and January 17, 2019, to develop a draft of the calendar for Superintendent and Board review and final Board approval at the February 2019 meeting of the Board.

The Committee reviewed the following:

1. State of Illinois school calendar requirements
2. Results of the District Staff Calendar Survey distributed two times during the fall of 2018
3. 2019-2020 New Trier High School calendar
4. Committee representative input
5. Public input provided as part of the Citizens to Be Heard portion of the meeting agenda

Information that was considered included the following priorities:

1. Schedule the end of the school year to allow for the potential use of emergency days.
2. Align winter and spring break dates with the New Trier High School calendar
3. Determine the observance of optional holiday attendance
4. Consider the timeframe for the first and last student attendance days of the year

The Committee discussions also focused on having President's Day off and the placement of the Institute Days during the school year. In addition, there have been some changes at the State level regarding what constitutes an instructional day and the minimal number of student attendance days. To ensure that we are aligned with State requirements, we have a half-day student attendance day on February 6th, 2020, adjacent to parent-teacher conferences.

Attached to this memo is the proposed 2019-2020 School Calendar. The proposed calendar will be brought to the Board for adoption at the February 25, 2019, meeting.