

Beyond the Task Calendar

Juggling Office Responsibilities



September 23, 2025 | **SPRINGFIELD**



Introductions

Jan Bush: Speaker
- *Business Manager, Murphysboro CUSD 186*



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Data Sources for Getting Work Done

- IASBO Business Task Calendar
- Board Book Topics | Past, Present & Future
- IASBO Regional Meetings
- IASBO Peer 2 Peer discussion groups



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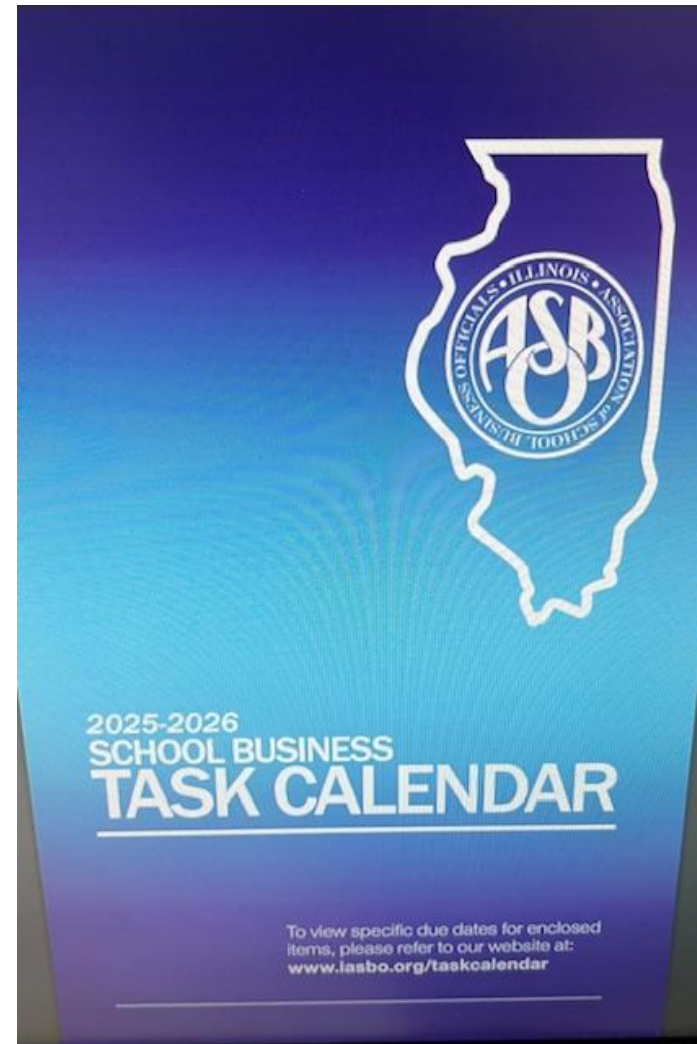
IASBO Business Task Calendar

CSBO's Best Friend

- Detailed outline of to-do's month by month
- Doesn't include District specific tasks

Download the Illinois ASBO 2025/2026 School Business Task Calendar in a fillable PDF:

<https://www.iasbo.org/iasbonew/tools-resources/taskcalendar>



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April To-Do Items

- ☐ _____ School board must give written notice and specific reason of intent not to renew the Superintendent's expiring contract, unless contract states otherwise. Failure to do so will automatically extend the contract for an additional year (105 ILCS 5/10-21.4).
- ☐ _____ Expenditure Reports for Categorical Grants: The Illinois State Board of Education will notify school district's via email as to which grants must file on IVAS.
- ☐ _____ Employer's Quarterly Federal Tax Return (Form 941).
- ☐ _____ Employer's Quarterly Illinois Withholding Tax Return (Form IL-941).
- ☐ _____ Illinois Department of Employment Security (IDES) Quarterly Report: Employer's Contribution and Wage Report (UI-3/40).
- ☐ _____ School districts electronically filing UI-3/40 reports must annually complete and submit the Illinois Department of Employment Security Electronic Filing Certification form with the first electronic IDES filing for the calendar year (56 IL Adm.Code 2760.140(f)).
- ☐ _____ IDEA Expenditure Report DUE through IVAS.

Other tasks that could be addressed during the month of April:

Bid preparation and solicitation.

Continue to prepare budget and financial projections.

Schedule independent audit.

Remind board members and school employees who are required to complete the Statement of Economic Interests, that the last day to file the Statement with the county clerk is typically May 1.

Attend the Illinois ASBO Annual Conference.



Specific Tasks to be addressed during April 2024

Description	Due Date	Owner
April 1 – School Board must give written notice and specific reason of intent not to renew the Superintendent's contract		shannon
April 20 – Expenditure Reports for Categorical Grants. The Illinois State Board of Education requires all school districts to submit these reports by April 20.		
April 30 – Employer's Quarterly Federal Tax Return (Form 941)		Maureen/Lorena
April 30 – Employer's Quarterly Illinois Withholding Tax Return (Form IL-941)		Maureen/Lorena
April 30 – Illinois Department of Employment Security (IDES) Quarterly Report: E		Maureen/Lorena
April 30 – School districts electronically filing UI-3/40 reports must annually complete these reports by April 30.		Maureen/Lorena

Other tasks that could be addressed during April 2024

Description

Bid preparation and solicitation.

Continue to prepare budget and financial projections.

Schedule independent audit.

Tax Extension update

Prepare contracts for returning faculty

Canvas Election

County Indemnification Agreement

Village of Buffalo Grove Impact fee letter

Verification of Spring Coaches to Athletics



Board Book Topics | Past, Present and Future

April 15, 2025	Student Activities Report
	Curriculum Team Presentation - Mathematics
	Approval of 2025-26 Curriculum Letters of Intent (First Reading)
	Graduate Program Approvals
	Approval of Human Resources Report
	Executive Session
	Approval of Technology Equipment with E-Rate
	Approval of Treasurer's Bond (First Reading)
	Approval of Treasurer's Appointment (First Reading) (every 2 yrs.)
	Award of Seal Coating Bid (First Reading)
	Award of Music Instruments Bid (First Reading)
	Approval of Ombudsman Agreement for Student Support Services (First Reading)
	Approval of Natural Gas and Electricity Contracts (Informational)
	Adoption of Developer Donation Resolution with the Village of Buffalo Grove
	FOIA Requests
	Consideration of Financial Report
	Consent Agenda Items
	Important Board Dates
	Student Profiles
	Tech Campus
	Asian American History Topics / TEAACH Act
	Out-of-School Suspension



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IASBO Agenda | Egyptian Regional

The next meeting conducted by the Egyptian Region of the Illinois Association of School Business Officials (IASBO) will be held at the Marion Unit No. 2 Office, 1700 West Cherry Street, Marion. The meeting is scheduled for **10:00 on Wednesday, April 9th, 2025.**

Guest Speaker: Dr. Kristopher Monn, Executive Director ASBO

New and Pending Legislation/Legal Matters & Discussion Topics:

- House Bill 2986 – Publication of ASA on the website instead of newspaper
- SDS System Updates for Pay Stub Requirement Public Act 103-0953

To-Do List/Due Dates:

- Payroll Quarterly Reports will be due April 30, 2025 for 1st Quarter
- EIS 2025 Employment/Position and Noncertified Staff Aggregate FTEs Due April 17, 2025
- PCG (Fairbanks) Quarterly Reports Due April 15th
- Quarterly Grant Reports due April 20th
- Grant Amendments Due 30 days prior to the end of the project
- ESSER Data Collection Survey – Due April 24th – Last one!!

IASBO Opportunities, Professional Development – New IASBO website launches April 8, 2025

- Illinois ASBO Talking Points April 2025
- Annual Conference – April 30 – May 2, 2025 Schaumburg
- Lunch & Learn Webinar: Funding Legislation Changes – May 14th

Collective Bargaining Updates

Update from Mike Garlinghouse, IASBO Field Representative

Service Associates Updates

Future Workshops—Ideas for Future Agenda Items or Guest Speakers

Note: Next meeting will be held on Tuesday, May 13th, 2025

Questions/Concerns from the Floor

Adjournment

Stephani McCaughan, Chairperson Jenny Malanowski, Vice-Chairperson Lauren Hannick, Secretary

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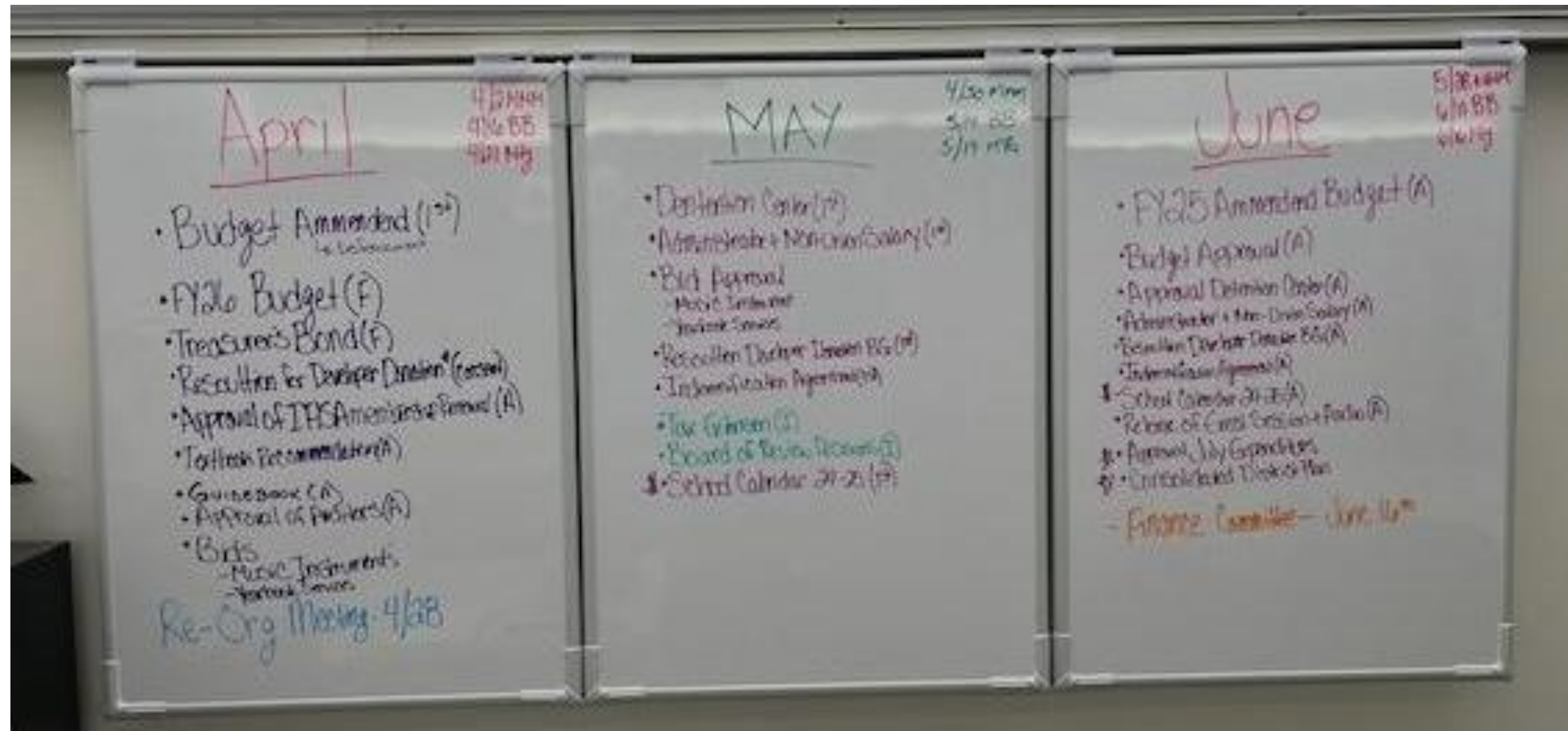
IASBO Peer2Peer Network



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Stevenson's Rolling the Board



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THSD D113's Rolling the Google Sheet

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	A	B	C	D	E
1	Date	Description	Type	Meeting	
59	January 28, 2025	External Audit for Fiscal Year Ending 2024	Discussion	RAM	
60	January 28, 2025	Life Safety Survey	Discussion	RAM	
61	January 28, 2025	Life Safety Bonds	Discussion	RAM	
62	January 28, 2025	Accept External Audit for Fiscal Year Ending 2024	Action	RAM	
63	January 28, 2025	Annual Renewal of the Agreements Regarding the Receipt of Developer Subdivision Contributions and Indemnification	Action	RAM	
64	January 28, 2025	Resolution calling a Public Hearing concerning the intent of the Board of Education of the District to sell School Fire Prevention and Safety Bonds.	Action	RAM	
65	January 28, 2025	PMA Quarterly Performance Report - 2022 ALT Revenue Bonds - December 2024	Consent	RAM	
66	January 28, 2025	PMA Quarterly Performance Report - Sanders - December 2024	Consent	RAM	

2024-2025 2023 - 2024 Future Items Needed Sheet2



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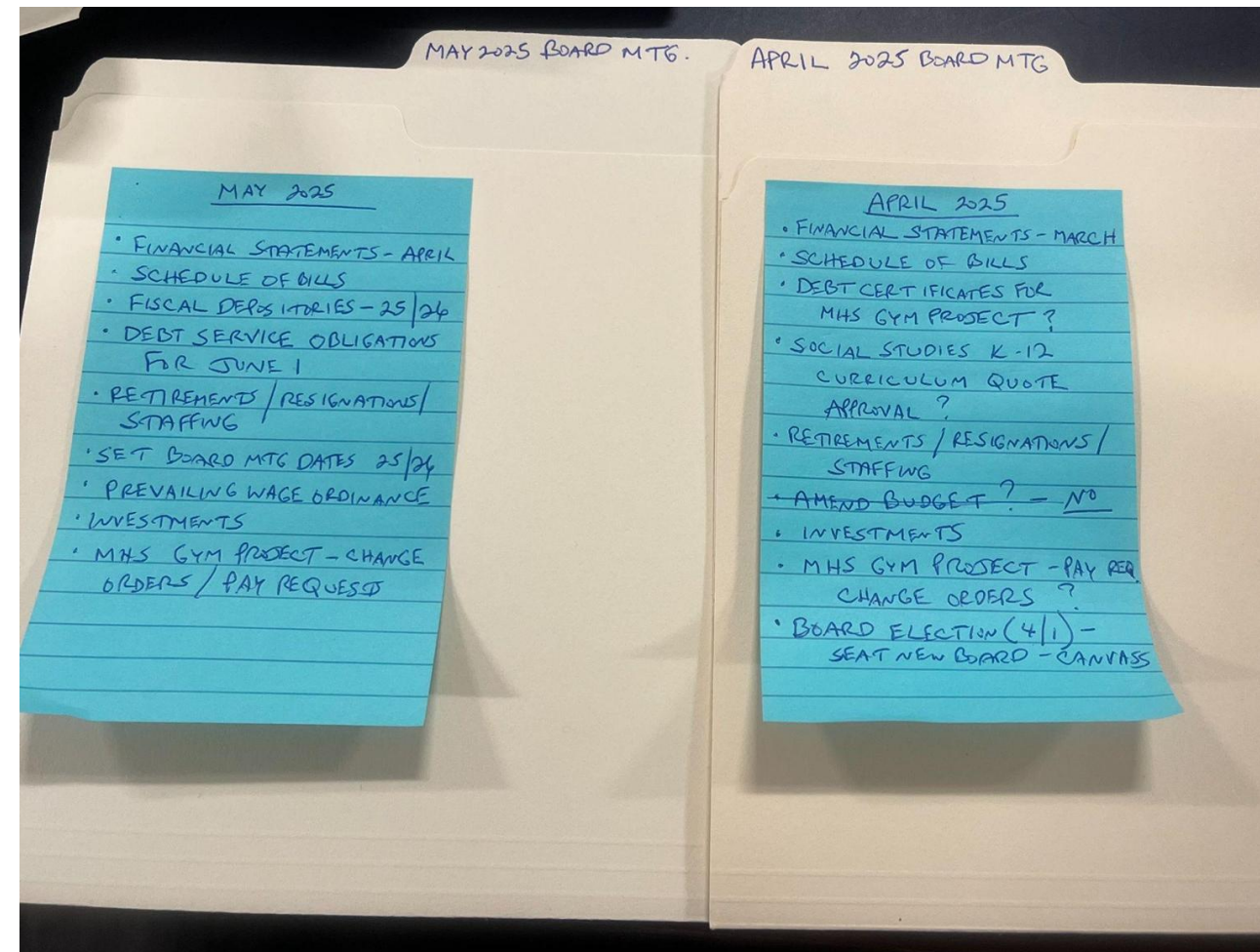




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Murphysboro's Board Meeting Folders



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Questions and Answers

We thank you for your time!



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Presenters:

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