

**Okaloosa County School District
Proposed School Performance and Budget Calendar for 2004-2005
February 23, 2004**

Department Operational Budgets & Department Project Budgets

1	Wednesday, February 11, 2004	Department Operational Budget packets distributed to departments.
2	Friday, February 27, 2004	Department, except for Educational Support Services, Operational Budget packets returned to Finance. Maintenance, Transportation & Food Service Departments due - 03/05/2004.
3	03/15/2004 thru 03/19/2004	Finance meets with each Department Head to review proposed Department Operational Budgets.
4	Wednesday, March 24, 2004	"Draft" Department Operational Budgets submitted to Superintendent for review.
5	Friday, March 26, 2004	State categorical, specific federal entitlements and local project packets distributed to departments.
6	Wednesday, March 31, 2004	Superintendent reviews and returns "draft" Department Operational Budgets to Finance.
7	Monday, April 19, 2004	"Draft" Department Operational Budgets submitted to School Board.
8	Monday, April 19, 2004	Departments return Project Budgets (state categorical, specific federal entitlements and local project budgets) to Finance.
9	Monday, May 10, 2004	"Draft" Project Budgets (state categorical, specific federal entitlements and local projects) submitted to Superintendent for review.
10	Monday, May 17, 2004	Superintendent reviews and returns "draft" Project Budgets (state categorical, specific entitlements and local projects) to Finance.
11	Thursday, July 08, 2004	Superintendent submits "discussion draft" of the FY 2004-2005 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. NEW REVENUE ONLY

School Performance Budgets

12	Wednesday, December 10, 2003	FTE Projections for FY 2004-2005 compiled, reviewed and sent to DOE.
13	Thursday, February 19, 2004	High School Principals provided with data from Chief Information Officer to be used in assessing reduction in revenue due to less than full-time student attendance.
14	Monday, February 23, 2004	Instructional personnel recommendation packets and instructions sent to schools and departments by Human Resources.
15	Friday, March 05, 2004	Principals meeting to distribute School Performance Budget packets and provide training on internet accessibility to budget forms and budget manual. Principals will receive student performance baselines in reading, writing, math and remediation as the "drivers" for the fiscal year 2004-2005 budget. Principals will also receive No Child Left Behind profiles.
16	<u>03/08/2004 thru 04/9/2004</u>	Principals and School Advisory Council develop School Performance Budgets.
17	Thursday, March 11, 2004	Preliminary Revenue and FTE Projections presented to the School Board, including revenue assumptions for budget development process.
18	Friday, March 26, 2004	Principals submit recommendations, evaluations, and letters for instructional employees to Chief Officer - Human Resources.
19	Friday, March 26, 2004	Principals provide letters to instructional employees indicating employee's status for FY 2004-2005, subject to School Board approval.
20	Friday, April 09, 2004	Principals submit "draft" School Performance Budgets to Finance. Finance checks mathematical accuracy of "draft" School Performance Budgets.
21	Friday, April 09, 2004	Last day for principals to notify employees with supplements of any discontinued supplements for the 2004-2005 fiscal year.
22	04/19/2004 thru 04/23/2004	In a combined meeting, each principal meets with Human Resources (Faye & Renee), Finance (Rita Scallan & Debbie Bruce) and Quality Assurance to review positions and personnel recommendations.
23	04/19/2004 thru 04/23/2004	In a combined meeting, principals present proposed School Performance Budgets to Assistant Superintendents, Chief Officer - Quality Assurance, and Chief Financial Officer.
24	Wednesday, May 05, 2004	Principals submit recommendations, evaluations, and letters for educational support, administrative/managerial and other non-bargaining unit employees to Chief Officer of Human Resources.
25	Monday, May 10, 2004	"Draft" School Performance Budgets (linked to student performance) presented to Superintendent for review.
26	Thursday, May 13, 2004	Special School Board meeting to vote on Superintendent's personnel recommendations and Superintendent provides an update on 2004 Legislative Session.
27	Monday, May 17, 2004	Projected release date of FCAT scores from the State Department of Education .
28	Monday, May 17, 2004	Superintendent returns "draft" School Performance Budgets (linked to student performance) to Finance.
29	05/17/2004 through 06/11/2004	Principals analyze FCAT results and make modifications to School Performance Plans and Budgets based on FCAT results. Principals meet with School Advisory Council to review changes in School Performance Plans and Budgets and obtain School Advisory Council approval.
30	Monday, June 21, 2004	"Final" School Performance Budgets (linked to student performance) presented to Superintendent for review.
31	Monday, June 28, 2004	Superintendent returns "final" School Performance Budgets (linked to student performance) to Finance.
32	Thursday, July 08, 2004	Superintendent submits a "discussion draft" of the FY 2004-2005 School Performance Budgets to the School Board. The Superintendent may ask each principal to appear at such workshops to explain how budget decisions are specifically linked to improving student performance. NEW REVENUE ONLY

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Capital Outlay Budget**		
33	Friday, April 30, 2004	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
34	Monday, May 31, 2004	Present "discussion draft" of the 5-Year Capital Outlay Work Plan to Superintendent.
35	Wednesday, June 09, 2004	Superintendent reviews "draft" 5-Year Capital Outlay Work and returns it to Finance.
36	Friday, June 18, 2004	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the June 28, 2004 regular School Board meeting.
37	Monday, July 12, 2004	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2004 (preferably as part of July 26, 2004 School Board meeting).
38	Friday, July 16, 2004	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 26, 2004 regular Board meeting.
39	Monday, July 26, 2004	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
40	Friday, August 13, 2004	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 23, 2004 regular School Board meeting.
41	Monday, August 23, 2004	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

Comprehensive Budget		
1	Monday, February 23, 2004	Superintendent presents Proposed Budget Calendar to School Board.
2	Thursday, March 11, 2004	Preliminary Revenue and FTE Projections presented to the School Board, including revenue assumptions for budget development process.
3	Monday, April 19, 2004	"Draft" Department Operational Budgets submitted to School Board.
4	Thursday, May 13, 2004	Special School Board meeting to vote on Superintendent's personnel recommendations and Superintendent provides an update on 2004 Legislative Session.
5	Friday, June 18, 2004	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the June 28, 2004 regular School Board meeting.
6	Thursday, July 08, 2004	Superintendent submits a "discussion draft" of the FY 2004-2005 School Performance Budgets and Project Budgets to the School Board. The Superintendent may ask each principal to appear at such workshops to explain how budget decisions are specifically linked to improve student performance. NEW REVENUE ONLY
7	Wednesday, July 21, 2004	Special School Board Meeting - Superintendent requests permission to advertise Preliminary and Tentative Budget and Millage Rate. <i>Advertisement will not be available to School Board until July 20, 2004. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Monday, July 19, 2004.</i> Note: This meeting is not currently on the Regular School Board meeting schedule.
8	Friday, July 23, 2004	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover.
9	Saturday, July 24, 2004	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
10	Monday, July 26, 2004	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate. Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
11	Friday, August 13, 2004	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 23, 2004 regular School Board meeting.
12	Monday, August 23, 2004	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
13	Friday, September 03, 2004	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
14	Monday, September 13, 2004	Regular School Board meeting with final public hearing and adoption of 2004-2005 Budget and Millage Rate.

Florida Statutes and/or the TRIM (Truth in Millage) Guidelines		
<u>Projected Dates for Compliance</u>		
Tuesday, March 02, 2004		First day of regular 2004 Legislative Session.
Friday, April 30, 2004		Last day of regular 2004 Legislative Session.
Not later than May 31		Pursuant to s.s.1012.22(1)(b), F.S., last day for School Board to act on nominations by supervisors, principals, and Superintendent.
Not later than July 19		Florida Department of Education computes required local effort millage as established by the legislature and certifies rate to School District and issues 2nd FEFP calculation for 2004-2005.
Wednesday, July 21, 2004		Special School Board Meeting - Superintendent requests permission to advertise Preliminary and Tentative Budget and Millage Rate. <i>Advertisement will not be available to School Board until July 20, 2004. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Monday, July 19, 2004.</i>
Saturday, July 24, 2004		Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
Monday, July 26, 2004		School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate. Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
Monday, September 13, 2004		Regular School Board meeting with final public hearing and adoption of 2004-2005 Budget and Millage Rate.