

**Okaloosa County School District
Proposed School Performance Plan Calendar for 2005-2006
February 14, 2005**

Department Operational Budgets & Department Project Budgets

1	Friday, February 11, 2005	Department Operational Budget packets distributed to departments.
2	Tuesday, February 22, 2005	Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources.
3	Friday, March 04, 2005	Department Operational Budget packets returned to Finance.
4	<u>03/14/2005 thru 03/18/2005</u>	Finance meets with each Department Head to review proposed Department Operational Budgets.
5	Monday, April 04, 2005	"Draft" Department Operational Budgets submitted to Superintendent for review.
6	Monday, April 04, 2005	State categorical, specific federal entitlements and local project packets distributed to departments.
7	Monday, April 11, 2005	Superintendent reviews and returns "draft" Department Operational Budgets to Finance.
8	Monday, April 25, 2005	"Draft" Department Operational Budgets submitted to School Board.
9	Monday, April 25, 2005	Departments return Project Budgets (state categorical, specific federal entitlements and local project budgets) to Finance.
10	Wednesday, May 18, 2005	"Draft" Project Budgets (state categorical, specific federal entitlements and local projects) submitted to Superintendent for review.
11	Wednesday, May 25, 2005	Superintendent reviews and returns "draft" Project Budgets (state categorical, specific entitlements and local projects) to Finance.
12	Thursday, July 07, 2005	Superintendent submits "discussion draft" of the FY 2005-2006 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. (Excludes Carryover Funds)

School Performance Plans

13	Thursday, January 13, 2005	FTE Projections for FY 2005-2006 compiled, reviewed and sent to DOE.
14	Tuesday, February 22, 2005	Instructional and Educational Support personnel recommendation packets and instructions sent to schools by Human Resources.
15	Thursday, March 10, 2005	Preliminary Revenue and FTE Projections presented to the School Board, including revenue assumptions for budget development process.
16	Friday, March 11, 2005	Principals meeting to distribute School Performance Plan packets. Principals will receive student performance baselines in reading, writing, math and remediation as the "drivers" for the fiscal year 2005-2006 budget. Principals will also receive No Child Left Behind profiles.
17	<u>03/11/2005 thru 04/15/2005</u>	Principals and School Advisory Council develop School Performance Plans.
18	<u>03/14/2005 thru 03/18/2005</u>	Internet Budget Training to be scheduled during this week.
19	Friday, March 25, 2005	Principals submit recommendations, evaluations, and letters for instructional employees to Chief Officer - Human Resources.
20	Friday, March 25, 2005	Principals provide letters to Instructional employees indicating employee's status for FY 2005-2006, subject to School Board approval.
21	Monday, April 11, 2005	Principals submit recommendations and evaluations for Educational Support, Administrative/Managerial and other Non-Bargaining unit employees to Chief Officer - Human Resources.
22	Tuesday, April 12, 2005	Last day for principals to notify employees with supplements of any discontinued supplements for the 2005-2006 fiscal year.
23	Friday, April 15, 2005	Principals submit "draft" School Performance Plans to Finance. Finance checks mathematical accuracy of "draft" School Performance Plans.
24	<u>04/25/2005 thru 04/29/2005</u>	In a combined meeting, each principal meets with Human Resources, Finance and Quality Assurance to review positions and personnel recommendations.
25	<u>04/25/2005 thru 04/29/2005</u>	In a combined meeting, principals present proposed School Performance Plans to Assistant Superintendents, Chief Officer - Quality Assurance, and Chief Financial Officer.
26	Friday, May 13, 2005	Special School Board meeting to vote on Superintendent's personnel recommendations. Superintendent provides an update on 2005 Legislative Session.
27	Wednesday, May 18, 2005	"Draft" School Performance Plans (linked to student performance) presented to Superintendent for review.
28	Tuesday, May 24, 2005	Projected release date of FCAT scores from the State Department of Education .
29	<u>05/24/2005 through 06/13/2005</u>	Principals analyze FCAT results and make modifications to School Performance Plans based on FCAT results. Principals meet with School Advisory Council to review changes in School Performance Plans and obtain School Advisory Council approval.
30	Wednesday, May 25, 2005	Superintendent returns "draft" School Performance Plans (linked to student performance) to Finance.
31	Monday, June 20, 2005	"Final" School Performance Plans (linked to student performance) presented to Superintendent for review.
32	Monday, June 27, 2005	Superintendent returns "final" School Performance Plans (linked to student performance) to Finance.
33	Thursday, July 07, 2005	Superintendent submits a "discussion draft" of the FY 2005-2006 School Performance Plans 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. (Excludes Carryover Funds)

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Capital Outlay Budget**

34	Friday, May 20, 2005	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
35	Thursday, June 09, 2005	Present "discussion draft" of the 5-Year Capital Outlay Work Plan to Superintendent.
36	Thursday, June 16, 2005	Superintendent reviews "draft" 5-Year Capital Outlay Work and returns it to Finance.
37	Wednesday, June 29, 2005	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 11, 2005 regular School Board meeting.
38	Monday, July 11, 2005	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2005 (preferably as part of July 25, 2005 School Board meeting).
39	Friday, July 15, 2005	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 25, 2005 regular Board meeting.
40	Monday, July 25, 2005	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
41	Friday, August 12, 2005	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 22, 2005 regular School Board meeting.
42	Monday, August 22, 2005	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

Comprehensive Budget

1	Monday, February 14, 2005	Superintendent presents Proposed Budget Calendar to School Board.
2	Thursday, March 10, 2005	Preliminary Revenue and FTE Projections presented to the School Board, including revenue assumptions for budget development process.
3	Monday, April 25, 2005	"Draft" Department Operational Budgets submitted to School Board.
4	Friday, May 13, 2005	Special School Board meeting to vote on Superintendent's personnel recommendations and Superintendent provides an update on 2005 Legislative Session.
5	Wednesday, June 29, 2005	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for Board discussion at regular meeting on June 27, 2005.
6	Thursday, July 07, 2005	Superintendent submits a "discussion draft" of the FY 2005-2006 School Performance Plans 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. (Excludes Carryover Funds)
7	Wednesday, July 20, 2005	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, 2005. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2005.</i> Note: This meeting is not currently on the Regular School Board meeting schedule.
8	Friday, July 22, 2005	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover.
9	Saturday, July 23, 2005	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
10	Monday, July 25, 2005	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 12, 2005	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 22, 2005 regular School Board meeting.
12	Monday, August 22, 2005	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
13	Friday, September 02, 2005	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
14	Monday, September 12, 2005	Regular School Board meeting with final public hearing and adoption of 2005-2006 Budget and Millage Rate.

Florida Statutes and/or the TRIM (Truth in Millage) Guidelines

Projected Dates for Compliance

Tuesday, March 08, 2005	First day of regular 2005 Legislative Session.
Friday, May 06, 2005	Last day of regular 2005 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 2005-2006.
Wednesday, July 20, 2005	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, 2005. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2005.</i>
Saturday, July 23, 2005	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
Monday, July 25, 2005	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 12, 2005	Regular School Board meeting with final public hearing and adoption of 2005-2006 Budget and Millage Rate.