

**Okaloosa County School District
Proposed District Budget Calendar for 2007-2008
February 26, 2007**

Department Operational Budgets & Department Project Budgets		
1	Monday, February 05, 2007	Department Operational Budget packets distributed to departments.
2	Friday, February 23, 2007	Department Operational Budget packets returned to Finance.
3	Friday, February 23, 2007	Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources.
4	<u>03/19/2007 thru 03/23/2007</u>	Finance meets with each Department Head to review proposed Department Operational Budgets.
5	Friday, March 23, 2007	State categorical, specific federal entitlements and local project packets distributed to departments.
6	Friday, April 06, 2007	"Draft" Department Operational Budgets submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review.
7	Friday, April 06, 2007	Departments return Project Budgets (state categorical, specific federal entitlements and local project budgets) to Finance.
8	Monday, April 16, 2007	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Department Operational Budgets to Finance.
9	Friday, May 04, 2007	"Draft" Department Operational Budgets submitted to School Board.
10	Friday, May 18, 2007	"Draft" Project Budgets (state categorical, specific federal entitlements and local projects) submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review.
11	Tuesday, May 29, 2007	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Project Budgets (state categorical, specific entitlements and local projects) to Finance.
12	Monday, June 25, 2007	Superintendent submits "discussion draft" of the FY 2007-2008 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. (Excludes Carryover Funds)

School Budgets		
13	Thursday, December 14, 2006	FTE Projections for FY 2007-2008 compiled, reviewed and sent to DOE.
14	Friday, February 23, 2007	Instructional and Educational Support personnel recommendation packets and instructions sent to schools by Human Resources.
15	Thursday, March 08, 2007	Superintendent presents FY 2008 Budget overview to the School Board, including revenue assumptions for budget development process.
16	Wednesday, March 14, 2007	Principals' meeting to distribute fiscal year 2007-2008 School Budget packets.
17	<u>03/19/2007 thru 03/23/2007</u>	Internet Budget Training to be scheduled as needed during this week.
18	<u>03/19/2007 thru 04/13/2007</u>	Principals and School Advisory Council develop School Budgets.
19	Friday, March 23, 2007	Principals submit recommendations, evaluations, and letters for instructional employees and recommendations and evaluations for Educational Support, Administrative/Managerial and other Non-Bargaining unit employees to Chief Officer - Human Resources.
20	<u>04/1/2007 thru 04/10/2007</u>	In combined meetings, principals present proposed School Budgets to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations. Secondary School Principals meet to review staffing patterns based on course requests.
21	Wednesday, April 11, 2007	Principals provide letters to Instructional employees indicating employee's status for FY 2007-2008, subject to School Board approval.
22	Wednesday, April 11, 2007	Last day for principals to notify employees with supplements of any discontinued supplements for the 2007-2008 fiscal year.
23	Friday, April 13, 2007	Principals submit "draft" School Budgets to Finance.
24	<u>04/16/2007 thru 04/20/2007</u>	In combined meetings, each principal meets with Human Resources and Finance to review positions and personnel recommendations.
25	Wednesday, May 16, 2007	"Draft" School Budgets presented to Superintendent for review.
26	Tuesday, May 29, 2007	Superintendent presents personnel recommendations.
27	Monday, June 04, 2007	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations return "draft" School Budgets to Finance.
28	Monday, June 25, 2007	Superintendent submits a "discussion draft" of the FY 2007-2008 School Budgets to the School Board.

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Capital Outlay Budget**

29	Tuesday, May 01, 2007	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
30	Friday, June 08, 2007	Present "discussion draft" of the 5-Year Capital Outlay Work Plan to Superintendent.
31	Monday, June 18, 2007	Superintendent and Deputy Superintendent - Operations review "draft" 5-Year Capital Outlay Work and return it to Finance.
32	Wednesday, June 27, 2007	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 9, 2007 regular School Board meeting.
33	Monday, July 09, 2007	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2007 (preferably as part of July 23, 2007 School Board meeting).
34	Friday, July 13, 2007	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 30, 2007 special Board meeting.
35	Monday, July 23, 2007	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
36	Monday, August 13, 2007	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 27, 2007 regular School Board meeting.
37	Monday, August 27, 2007	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

Comprehensive Budget

1	Monday, February 26, 2007	Superintendent presents Proposed Budget Calendar to School Board.
2	Thursday, March 08, 2007	Superintendent presents FY 2008 Budget overview to the School Board, including revenue assumptions for budget development process.
3	Friday, May 04, 2007	"Draft" Department Operational Budgets submitted to School Board.
4	Tuesday, May 29, 2007	School Board votes on Superintendent's personnel recommendations.
5	Monday, June 25, 2007	Superintendent submits a "discussion draft" of the FY 2007-2008 School Budgets and Project Budgets to the School Board.
6	Wednesday, June 27, 2007	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for Board discussion at regular meeting on July 9, 2007.
7	Monday, July 23, 2007	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 21, 2007. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2007. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
8	Wednesday, July 25, 2007	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover.
9	Saturday, July 28, 2007	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
10	Monday, July 30, 2007	Special School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
11	Monday, August 13, 2007	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 27, 2007 regular School Board meeting.
12	Monday, August 27, 2007	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
13	Friday, August 31, 2007	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
14	Monday, September 10, 2007	Regular School Board meeting with final public hearing and adoption of 2007-2008 Budget and Millage Rate.

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

Projected Dates for Compliance

Tuesday, March 06, 2007	First day of regular 2007 Legislative Session.
Friday, May 04, 2007	Last day of regular 2007 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 personnel recommendations by the 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 2007-2008.
Monday, July 23, 2007	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 21, 2007. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2007. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
Saturday, July 28, 2007	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
Monday, July 30, 2007	Special School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
Monday, September 10, 2007	Regular School Board meeting with final public hearing and adoption of 2007-2008 Budget and Millage Rate.