

**Okaloosa County School District  
Proposed District Budget Calendar for 2008-2009  
February 25, 2008**

**Department Operational Budgets & Department Project Budgets**

1	Friday, February 01, 2008	Department Operational Budget packets distributed to departments.
2	Friday, February 22, 2008	Department Operational Budget packets returned to Finance.
3	Tuesday, February 26, 2008	Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources.
4	03/10/2008 thru 03/14/2008	Finance meets with each Department Head to review proposed Department Operational Budgets and state categorical, specific federal entitlements and local project packets.
5	Friday, March 14, 2008	State categorical, specific federal entitlements and local project packets distributed to departments.
6	Friday, March 28, 2008	"Draft" Department Operational Budgets submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review.
7	Friday, April 11, 2008	Departments return Project Budgets (state categorical, specific federal entitlements and local project budgets) to Finance.
8	Friday, April 11, 2008	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Department Operational Budgets to Finance.
9	Friday, April 25, 2008	"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.
10	Friday, May 09, 2008	"Draft" Department Operational Budgets submitted to School Board.
11	Friday, May 16, 2008	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 23, 2008	Superintendent submits "discussion draft" of the FY 2008-2009 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. (Excludes Carryover Funds)

**School Budgets**

13	Thursday, December 13, 2007	FTE Projections for FY 2008-2009 compiled, reviewed and sent to DOE.
14	Tuesday, February 26, 2008	Instructional and Educational Support personnel recommendation packets and instructions sent to schools by Human Resources.
15	Thursday, March 06, 2008	Superintendent presents FY 2009 Budget overview to the School Board, including revenue assumptions for budget development process.
16	Wednesday, March 19, 2008	Principals' meeting to distribute fiscal year 2008-2009 School Budget packets.
17	03/24/2008 thru 03/28/2008	Internet Budget Training to be scheduled as needed during this week.
18	03/24/2008 thru 04/11/2008	Principals and School Advisory Council develop School Budgets.
19	4/7/2008 thru 04/11/2008	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.
20	Tuesday, April 15, 2008	Principals submit "draft" School Budgets to Finance.
21	Tuesday, April 15, 2008	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.
22	Tuesday, April 15, 2008	Principals provide letters to Instructional employees indicating employee's status for FY 2008-2009, subject to School Board approval.
23	Thursday, April 24, 2008	Last day for principals to notify employees with supplements of any discontinued supplements for the 2008-2009 fiscal year.
24	04/22/2008 thru 04/25/2008	In combined meetings, each principal meets with Human Resources and Finance to review positions and personnel recommendations.
25	Wednesday, May 14, 2008	"Draft" School Budgets presented to Superintendent for review.
27	Monday, June 02, 2008	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations return "draft" School Budgets to Finance.
26	Monday, June 23, 2008	Superintendent presents personnel recommendations to School Board.
28	Monday, June 23, 2008	Superintendent submits a "discussion draft" of the FY 2008-2009 School Budgets to the School Board.

### Capital Outlay Budget\*\*

29	Tuesday, April 29, 2008	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
30	Friday, June 06, 2008	Present "discussion draft" of the 5-Year Capital Outlay Work Plan to Superintendent.
31	Monday, June 16, 2008	Superintendent and Deputy Superintendent - Operations review "draft" 5-Year Capital Outlay Work and return it to Finance.
32	Wednesday, June 25, 2008	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 14, 2008, regular School Board meeting.
33	Friday, July 11, 2008	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 28, 2008, special Board meeting.
34	Monday, July 14, 2008	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2008 (preferably as part of July 28, 2008 School Board meeting).
35	Monday, July 28, 2008	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
36	Monday, August 11, 2008	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 25, 2008 regular School Board meeting.
37	Monday, August 25, 2008	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

### Comprehensive Budget

1	Monday, February 25, 2008	Superintendent presents Proposed Budget Calendar to School Board.
2	Thursday, March 06, 2008	Superintendent presents FY 2009 Budget overview to the School Board, including revenue assumptions for budget development process.
3	Friday, May 09, 2008	"Draft" Department Operational Budgets submitted to School Board.
4	Monday, June 23, 2008	School Board votes on Superintendent's personnel recommendations.
5	Monday, June 23, 2008	Superintendent submits a "discussion draft" of the FY 2008-2009 School Budgets and Project Budgets to the School Board.
6	Wednesday, June 25, 2008	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 14, 2008, regular School Board meeting.
7	Wednesday, July 23, 2008	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 22, 2008. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 18, 2008. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
8	Wednesday, July 23, 2008	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover.
9	Friday, July 25, 2008	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
10	Monday, July 28, 2008	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
11	Monday, August 11, 2008	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 25, 2008 regular School Board meeting.
12	Monday, August 25, 2008	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
13	Friday, August 29, 2008	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
14	Monday, September 08, 2008	Regular School Board meeting with final public hearing and adoption of 2008-2009 Budget and Millage Rate.

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

**Projected Dates for Compliance**

Tuesday, March 04, 2008	First day of regular 2008 Legislative Session.
Friday, May 02, 2008	Last day of regular 2008 Legislative Session.
Not later than June 30	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 18	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 2008-2009.
Wednesday, July 23, 2008	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 22, 2008. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 18, 2008. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
Friday, July 25, 2008	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
Monday, July 28, 2008	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
Monday, September 08, 2008	Regular School Board meeting with final public hearing and adoption of 2008-2009 Budget and Millage Rate.