

**School District of Okaloosa County**  
**Proposed District Budget Calendar for 2009-2010**  
**March 23, 2009**

<b>Department Operational Budgets &amp; Department Project Budgets</b>		
1	Monday, February 02, 2009	Department Operational Budget packets distributed to departments.
2	Friday, March 06, 2009	Department Operational Budget packets returned to Finance.
3	Tuesday, March 24, 2009	Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources.
4	4/6/2009 thru 04/10/2009	Finance meets with each Department Head to review proposed state categorical, specific federal entitlements and local projects. □
5	Friday, April 17, 2009	State categorical, specific federal entitlements and local project packets distributed to departments.
6	Friday, April 17, 2009	"Draft" Department Operational Budgets submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review.
7	Friday, April 24, 2009	Departments return Project Budgets (state categorical, specific federal entitlements and local projects) to Finance.
8	Friday, April 24, 2009	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Department Operational Budgets to Finance.
9	Friday, May 08, 2009	"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 08, 2009	"Draft" Department Operational Budgets submitted to School Board.
11	Friday, May 15, 2009	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 22, 2009	Superintendent submits "discussion draft" of the FY 2009-2010 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. (Excludes Carryover Funds)

<b>School Budgets</b>		
13	Thursday, December 18, 2008	FTE Projections for FY 2009-2010 compiled, reviewed and sent to DOE.
14	Thursday, March 05, 2009	Superintendent presents FY 2010 Budget overview to the School Board, including revenue assumptions for budget development process.
15	Tuesday, March 24, 2009	Instructional and Educational Support personnel recommendation packets and instructions sent to schools by Human Resources.
16	Tuesday, March 24, 2009	Principals' meeting to distribute fiscal year 2009-2010 School Budget packets.
17	03/25/2009 thru 04/14/2009	Principals and School Advisory Council develop School Budgets.
18	03/25/2009 thru 04/14/2009	Internet Budget Training to be scheduled as needed.
19	4/6/2009 thru 04/10/2009	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	Wednesday, April 08, 2009	Principals submit recommendations for Instructional, Educational Support, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources.
21	Wednesday, April 15, 2009	Principals submit "draft" School Budgets to Finance.
22	Wednesday, April 15, 2009	Principals provide letters to Instructional, Educational Support, Professional/Technical, and other Non-Bargaining unit employees indicating employee's status for FY 2009-2010, subject to School Board approval.
23	Wednesday, April 15, 2009	Principals submit evaluations and letters for Instructional employees and evaluations for Educational Support, Administrative/ Managerial, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources.
24	Monday, April 27, 2009	Last day for principals to notify employees with supplements of any discontinued supplements for the 2009-2010 fiscal year.
25	5/11/2009 thru 05/15/2009	In combined meetings, each principal meets with Human Resources and Finance to review positions and personnel recommendations.
26	Friday, May 22, 2009	"Draft" School Budgets presented to Superintendent for review.
27	Tuesday, May 26, 2009	Superintendent presents Instructional, Educational Support, Professional/Technical, and other Non-Bargaining recommendations to School Board.
28	Friday, May 29, 2009	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations return "draft" School Budgets to Finance.
29	Monday, June 22, 2009	Superintendent presents Administrative/ Managerial recommendations to School Board.
30	Monday, June 22, 2009	Superintendent submits a "discussion draft" of the FY 2009-2010 School Budgets to the School Board.

### Capital Outlay Budget\*\*

31	Tuesday, April 28, 2009	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
32	Friday, June 05, 2009	Present "discussion draft" of the 5-Year Capital Outlay Work Plan to Superintendent.
33	Monday, June 15, 2009	Superintendent and Deputy Superintendent - Operations review "draft" 5-Year Capital Outlay Work and return it to Finance.
34	Wednesday, June 24, 2009	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 13, 2009, regular School Board meeting.
35	Friday, July 10, 2009	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 27, 2009, special Board meeting.
36	Monday, July 13, 2009	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2009 (preferably as part of July 27, 2009 School Board meeting).
37	Monday, July 27, 2009	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
38	Monday, August 10, 2009	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 24, 2009 regular School Board meeting.
39	Monday, August 24, 2009	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

### Comprehensive Budget

1	Thursday, March 05, 2009	Superintendent presents FY 2010 Budget overview to the School Board, including revenue assumptions for budget development process.
2	Monday, April 13, 2009	Superintendent presents Proposed Budget Calendar to School Board.
3	Friday, May 08, 2009	"Draft" Department Operational Budgets submitted to School Board.
4	Monday, June 22, 2009	School Board votes on Superintendent's personnel recommendations.
5	Monday, June 22, 2009	Superintendent submits a "discussion draft" of the FY 2009-2010 School Budgets and Project Budgets to the School Board.
6	Wednesday, June 24, 2009	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 13, 2009, regular School Board meeting.
7	Wednesday, July 22, 2009	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 21, 2009. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 17, 2009. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
8	Wednesday, July 22, 2009	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover.
9	Friday, July 24, 2009	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
10	Monday, July 27, 2009	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
11	Monday, August 10, 2009	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 24, 2009 regular School Board meeting.
12	Monday, August 24, 2009	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
13	Friday, August 28, 2009	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
14	Monday, September 14, 2009	Regular School Board meeting with final public hearing and adoption of 2009-2010 Budget and Millage Rate.

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

#### Projected Dates for Compliance

Tuesday, March 03, 2009	First day of regular 2009 Legislative Session.
Friday, May 01, 2009	Last day of regular 2009 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 17	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 2009-2010.
Wednesday, July 22, 2009	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 21, 2009. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 17, 2009. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
Friday, July 24, 2009	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
Monday, July 27, 2009	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
Monday, September 14, 2009	Regular School Board meeting with final public hearing and adoption of 2009-2010 Budget and Millage Rate.