

**Okaloosa County School District
Proposed District Budget Calendar for 2010-2011
March 22, 2010**

Department Operational Budgets & Department Project Budgets		
1	Tuesday, March 16, 2010	Department Operational Budget packets distributed to departments.
2	Wednesday, April 07, 2010	Department Operational Budget packets returned to Finance.
3	Wednesday, April 07, 2010	Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources.
4	4/19/2010 thru 4/23/2010	Finance meets with each Department Head to review proposed Department Operational Budgets and state categorical, specific federal entitlements and local project requests.
5	Tuesday, April 27, 2010	State categorical, specific federal entitlements and local project packets distributed to departments.
6	Friday, April 30, 2010	"Draft" Department Operational Budgets submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review.
7	Friday, May 07, 2010	Departments return Project Budgets (state categorical, specific federal entitlements and local project budgets) to Finance.
8	Friday, May 07, 2010	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Department Operational Budgets to Finance.
9	Friday, May 14, 2010	"Draft" Department Operational Budgets submitted to School Board.
10	Monday, June 14, 2010	"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	Monday, June 21, 2010	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 28, 2010	Superintendent submits "discussion draft" of the FY 2010-2011 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. (Excludes Carryover Funds)

School Budgets		
13	Wednesday, December 16, 2009	FTE Projections for FY 2010-2011 compiled, reviewed and sent to DOE.
14	Wednesday, April 07, 2010	Instructional and Educational Support personnel recommendation packets and instructions sent to schools by Human Resources.
15	Wednesday, April 07, 2010	Principals' meeting to distribute fiscal year 2010-2011 School Budget packets.
16	04/12/2010 thru 04/28/2010	Principals and School Advisory Council develop School Budgets.
17	04/19/2010 thru 04/23/2010	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.
18	Friday, April 30, 2010	Principals submit "draft" School Budgets to Finance.
19	Friday, April 30, 2010	Principals submit recommendations for Instructional, Educational Support, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources.
20	Friday, April 30, 2010	Principals provide letters to Instructional, Educational Support, Professional/Technical, and other Non-Bargaining unit employees indicating employee's status for FY 2010-2011, subject to School Board approval.
21	Friday, April 30, 2010	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.
22	Friday, April 30, 2010	Last day for principals to notify employees with supplements of any discontinued supplements for the 2010-2011 fiscal year.
23	Thursday, May 06, 2010	Superintendent presents FY 2011 Budget overview to the School Board, including revenue assumptions for budget development process.
24	05/17/2010 thru 05/21/2010	In combined meetings, each principal meets with Human Resources and Finance to review positions and personnel recommendations.
25	Monday, June 07, 2010	"Draft" School Budgets presented to Superintendent for review.
26	Monday, June 14, 2010	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations return "draft" School Budgets to Finance.
27	Monday, June 14, 2010	Superintendent presents Instructional, Educational Support, Professional/Technical, and other Non-Bargaining recommendations to School Board.
28	Monday, June 28, 2010	Superintendent presents Administrative/Managerial recommendations to School Board.
29	Monday, June 28, 2010	Superintendent submits a "discussion draft" of the FY 2010-2011 School Budgets to the School Board.

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Capital Outlay Budget**		
30	Friday, May 14, 2010	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
31	Friday, June 04, 2010	Present "discussion draft" of the 5-Year Capital Outlay Work Plan to Superintendent.
32	Friday, June 11, 2010	Superintendent and Deputy Superintendent - Operations review "draft" 5-Year Capital Outlay Work and return it to Finance.
33	Friday, June 18, 2010	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the June 28, 2010, regular School Board meeting.
34	Friday, July 09, 2010	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 26, 2010 special Board meeting.
35	Monday, July 12, 2010	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 26, 2010, School Board meeting).
36	Monday, July 26, 2010	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
37	Monday, August 09, 2010	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 23, 2010 regular School Board meeting.
38	Monday, August 23, 2010	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

Comprehensive Budget		
1	Monday, March 22, 2010	Superintendent presents Proposed Budget Calendar to School Board.
2	Thursday, May 06, 2010	Superintendent presents FY 2011 Budget overview to the School Board, including revenue assumptions for budget development process.
3	Friday, May 14, 2010	"Draft" Department Operational Budgets submitted to School Board.
4	Monday, June 28, 2010	School Board votes on Superintendent's personnel recommendations.
5	Monday, June 28, 2010	Superintendent submits a "discussion draft" of the FY 2010-2011 School Budgets and Project Budgets to the School Board.
6	Friday, June 18, 2010	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 12, 2010, regular School Board meeting.
7	Wednesday, July 21, 2010	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, 2010. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 16, 2010. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
8	Wednesday, July 21, 2010	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated
9	Friday, July 23, 2010	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
10	Monday, July 26, 2010	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
11	Monday, August 09, 2010	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 23, 2010, regular School Board meeting.
12	Monday, August 23, 2010	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
13	Friday, August 27, 2010	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
14	Monday, September 13, 2010	Regular School Board meeting with final public hearing and adoption of 2010-2011 Budget and Millage Rate.

Florida Statutes and/or the TRIM (Truth in Millage) Guidelines		
<u>Projected Dates for Compliance</u>		
Tuesday, March 02, 2010	First day of regular 2010 Legislative Session.	
Friday, April 30, 2010	Last day of regular 2010 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 16	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 2010-2011.	
Wednesday, July 21, 2010	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, 2010. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 16, 2010. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>	
Friday, July 23, 2010	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.	
Monday, July 26, 2010	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.	
Monday, September 13, 2010	Regular School Board meeting with final public hearing and adoption of 2010-2011 Budget and Millage Rate.	