

Okaloosa County School District
Proposed District Budget Calendar for 2011-2012
July 11, 2011

| Department Operational Budgets & Department Project Budgets | | |
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| 1 | Tuesday, April 12, 2011 | Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources. |
| 2 | Friday, April 29, 2011 | Department Operational Budget packets and Project Budget packets distributed to departments. |
| 3 | Friday, May 13, 2011 | Department Operational Budget packets and Project Budget packets returned to Finance. |
| 4 | (As Needed) | Finance meets with each Department Head to review proposed Department Operational Budgets and state categorical, specific federal entitlements and local project requests. |
| 5 | Friday, July 08, 2011 | "Draft" Department Operational Budgets submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review. |
| 6 | Monday, July 11, 2011 | Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Department Operational Budgets to Finance. |
| 7 | Thursday, July 14, 2011 | School Board, Deputy Superintendent - Operations, Chief Financial Officer and Chief Officer - Human Resources meet with Department Heads to review and discuss proposed Department Budgets. |
| 8 | Tuesday, July 19, 2011 | "Draft" Department Operational Budgets submitted to School Board for the July 25, 2011, meeting. |
| 9 | Tuesday, July 19, 2011 | Superintendent submits "discussion draft" of the FY 2011-2012 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board for the July 25, 2011, meeting. (Excludes Carryover Funds) |

| School Budgets | | |
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| 10 | Friday, December 10, 2010 | FTE Projections for FY 2011-2012 compiled, reviewed and sent to DOE. |
| 11 | Wednesday, April 20, 2011 | Instructional and Educational Support personnel recommendation packets and instructions sent to schools by Human Resources. |
| 12 | Wednesday, April 20, 2011 | Principals' meeting to distribute fiscal year 2011-2012 School Budget packets. |
| 13 | Wednesday, April 13, 2011 | Last day for principals to notify employees with supplements of any discontinued supplements for the 2011-2012 fiscal year. |
| 14 | Friday, April 15, 2011 | Principals submit evaluations and letters for Instructional employees to Chief Officer - Human Resources. |
| 15 | 04/20/2011 thru 05/04/2011 | Principals and School Advisory Council develop School Budgets. |
| 16 | Friday, April 29, 2011 | Principals submit recommendations for Instructional, Educational Support, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources. |
| 17 | Friday, April 29, 2011 | Principals provide letters to Instructional, Educational Support, Professional/Technical, and other Non-Bargaining unit employees indicating employee's status for FY 2011-2012, subject to School Board approval. |
| 18 | Wednesday, May 04, 2011 | Principals submit "draft" School Budgets to Finance. |
| 19 | Monday, May 16, 2011 | Principals submit evaluations for Educational Support, Administrative/Managerial, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources. |
| 20 | Monday, June 13, 2011 | Superintendent presents Instructional, Educational Support, Professional/Technical, and other Non-Bargaining recommendations to School Board. |
| 21 | Monday, June 27, 2011 | Superintendent presents Administrative, Managerial, Professional/Technical, and other Non-Bargaining recommendations to School Board. |
| 22 | June 28 - 29, 2011 July 1, 5, 6, & 8, 2011 | In combined meetings, Deputy Superintendent - Operations, Chief Financial Officer, Chief Officer - Information Systems & Chief Officer - Human Resources meet with Principals and administrative staff to review submitted school budget and proposed staffing patterns based on course requests. |
| 23 | Tuesday, July 19, 2011 | Superintendent submits a "discussion draft" of the FY 2011-2012 School Budgets, Project Budgets and Department Budgets to the School Board for the July 25, 2011, meeting. |

| Capital Outlay Budget** | | |
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| 24 | Friday, July 08, 2011 | Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance. |
| 25 | Monday, July 11, 2011 | Superintendent and Deputy Superintendent - Operations review "draft" 5-Year Capital Outlay Work and return it to Finance. |
| 26 | Tuesday, July 19, 2011 | Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 25, 2011, regular School Board meeting. |
| 28 | Monday, July 25, 2011 | At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for August 2011 (preferably as part of August 8, 2011, School Board meeting). |
| 27 | Tuesday, August 02, 2011 | Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at August 8, 2011 Board meeting. |
| 29 | Monday, August 08, 2011 | Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting. |
| 30 | Wednesday, August 10, 2011 | Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 22, 2011 regular School Board meeting. |
| 31 | Monday, August 22, 2011 | School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting. |

**Okaloosa County School District
Proposed District Budget Calendar for 2011-2012
July 11, 2011**

Comprehensive Budget

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| 1 | Monday, June 27, 2011 | School Board votes on Superintendent's personnel recommendations. |
| 2 | Monday, July 11, 2011 | Superintendent presents Proposed Budget Calendar to School Board. |
| 3 | Thursday, July 14, 2011 | School Board, Deputy Superintendent - Operations, Chief Financial Officer and Chief Officer - Human Resources meet with Department Heads to review and discuss proposed Department Budgets. |
| 4 | Tuesday, July 19, 2011 | Superintendent submits a "discussion draft" of the FY 2011-2012 School Budgets, Project Budgets and Department Budgets to the School Board for the July 25, 2011, meeting. |
| 5 | Tuesday, July 19, 2011 | Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 25, 2011, regular School Board meeting. |
| 6 | Thursday, July 21, 2011 | 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, 2011. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2011. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i> |
| 7 | Thursday, July 21, 2011 | Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover. |
| 8 | Friday, July 22, 2011 | Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper. |
| 9 | Monday, July 25, 2011 | Special School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate. |
| 10 | Wednesday, August 10, 2011 | Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 22, 2011 regular School Board meeting. |
| 11 | Monday, August 22, 2011 | School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting. |
| 12 | Tuesday, September 06, 2011 | Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover. |
| 13 | Monday, September 12, 2011 | Regular School Board meeting with final public hearing and adoption of 2011-2012 Budget and Millage Rate. |

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

Projected Dates for Compliance

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| Tuesday, March 08, 2011 | First day of regular 2011 Legislative Session. |
| Friday, May 06, 2011 | Last day of regular 2011 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 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 2011-2012. |
| Thursday, July 21, 2011 | 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, 2011. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2011. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i> |
| Friday, July 22, 2011 | Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper. |
| Monday, July 25, 2011 | School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate. |
| Monday, September 12, 2011 | Regular School Board meeting with final public hearing and adoption of 2011-2012 Budget and Millage Rate. |