

School District of Okaloosa County
Proposed District Budget Calendar for 2012-2013
March 28, 2012

**Pending School
Board Approval**

Department Operational Budgets & Department Project Budgets		
1	Wednesday, March 28, 2012	Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources.
2	Monday, March 26, 2012	Department Operational Budget packets and Project Budget packets distributed to departments.
3	Friday, April 06, 2012	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, April 27, 2012	"Draft" Department Operational Budgets submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review.
6	Friday, May 04, 2012	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Department Operational Budgets to Finance.
7	TBD May/June 2012	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	Monday, June 25, 2012	"Draft" Department Operational Budgets submitted to School Board.
9	Monday, June 25, 2012	Superintendent submits "discussion draft" of the FY 2012-2013 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. (Excludes Carryover Funds)

School Budgets		
10	Friday, December 09, 2011	FTE Projections for FY 2012-2013 compiled, reviewed and sent to DOE.
11	Wednesday, March 28, 2012	Instructional & Educational Support personnel recommendation packets and instructions sent to departments by Human Resources.
12	Wednesday, March 28, 2012	Principals' meeting to distribute fiscal year 2012-2013 School Budget packets.
13	Monday April 16, 2012	Principals submit evaluations and letters for Instructional employees to Chief Officer - Human Resources.
14	Monday, April 16, 2012	Principals provide letters to Instructional indicating employee's status for FY 2012-2013, subject to School Board approval.
15	04/02/2012 thru 04/20/2012	Principals and School Advisory Council develop School Budgets.
16	Friday, April 20, 2012	Principals submit "draft" School Budgets to Finance.
17	Tuesday, April 24, 2012	Last day for principals to notify employees with supplements of any discontinued supplements for the 2012-2013 fiscal year.
18	Wednesday, April 25, 2012	Principals submit evaluations for Educational Support, Administrative/Managerial, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources.
19	Wednesday, April 25, 2012	Principals provide letters to Educational Support, Professional/Technical, and other Non-Bargaining unit employees indicating employee's status for FY 2012-2013, subject to School Board approval.
20	Wednesday, April 25, 2012	Principals submit recommendations for Instructional, Educational Support, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources.
21	05/07/2012 - 05/11/2012	In combined meetings, each principal meets with Finance and Human Resources to review positions and personnel recommendations.
22	Friday, May 25, 2012	"Draft" School Budgets submitted to Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations for review.
23	Monday, May 28, 2012	Superintendent presents Instructional and Educational Support recommendations to School Board.
24	Friday, June 01, 2012	Superintendent, Deputy Superintendent - Curriculum, Instruction & Assessment and Deputy Superintendent - Operations review and return "draft" Department Operational Budgets to Finance.
25	Monday, June 25, 2012	Superintendent presents Administrative, Managerial, Professional/Technical, and other Non-Bargaining recommendations to School Board.
26	Monday, June 25, 2012	Superintendent submits a "discussion draft" of the FY 2012-2013 School Budgets to the School Board.
27	TBD Multiple Meetings June/July/August	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.

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Capital Outlay Budget**		
28	Friday, June 08, 2012	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
29	Friday, June 15, 2012	Superintendent and Deputy Superintendent - Operations review "draft" 5-Year Capital Outlay Work and return it to Finance.
30	Monday, June 25, 2012	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 9, 2012 regular School Board meeting.
31	Monday, July 09, 2012	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2012 (preferably as part of July 30, 2012, Special School Board meeting).
32	Friday, July 20, 2012	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 30, 2012 Board meeting.
33	Monday, July 30, 2012	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
34	Monday, August 13, 2012	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 27, 2012 regular School Board meeting.
35	Monday, August 27, 2012	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

Comprehensive Budget		
1	Monday, April 09, 2012	Superintendent presents Proposed Budget Calendar to School Board.
2	Monday, June 25, 2012	School Board votes on Superintendent's personnel recommendations.
3	TBD May/June 2012	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	Monday, June 25, 2012	Superintendent submits a "discussion draft" of the FY 2012-2013 School Budgets to the School Board.
5	Monday, June 25, 2012	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 9, 2012 regular School Board meeting.
6	Monday, July 23, 2012	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, 2012. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Thursday, July 19, 2012. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
7	Monday, July 30, 2012	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover.
8	Friday, July 27, 2012	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
9	Monday, July 30, 2012	Special School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
10	Monday, August 13, 2012	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 27, 2012 regular School Board meeting.
11	Monday, August 27, 2012	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
12	Thursday, September 06, 2012	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
13	Monday, September 10, 2012	Regular School Board meeting with final public hearing and adoption of 2012-2013 Budget and Millage Rate.

Florida Statutes and/or the TRIM (Truth in Millage) Guidelines		
<u>Projected Dates for Compliance</u>		
Tuesday, January 10, 2012	First day of regular 2012 Legislative Session.	
Friday, March 09, 2012	Last day of regular 2012 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 2012-2013.	
Monday, July 23, 2012	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, 2012. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Thursday, July 19, 2012. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>	
Friday, July 27, 2012	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.	
Monday, July 30, 2012	Special School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.	
Monday, September 10, 2012	Regular School Board meeting with final public hearing and adoption of 2012-2013 Budget and Millage Rate.	