

**School District of Okaloosa County
District Budget Calendar for 2013-2014
School Board Approved - April 8, 2013**

**Revised
4/16/13**

Department Operational Budgets & Department Project Budgets

1	Tuesday, April 02, 2013	Department Operational Budget packets and Department Project Budget packets distributed to departments.
2	Tuesday, April 16, 2013	Department Operational Budget packets and Department Project Budget packets returned to Finance.
3	Monday, April 15, 2013	Instructional & Educational Support personnel recommendations will open on PAWS for completion by departments.
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	Wednesday, May 22, 2013	"Draft" Department Operational Budgets submitted to Superintendent and Deputy Superintendent for review.
6	Friday, May 31, 2013	Superintendent and Deputy Superintendent review and return "draft" Department Operational Budgets to Finance.
7	TBD June 2013	School Board, Superintendent, Deputy Superintendent, Chief Financial Officer and Chief Officer - Human Resources meet with Department Heads to review and discuss proposed Department Budgets.
8	Monday, June 24, 2013	"Draft" Department Operational Budgets submitted to School Board.
9	Monday, June 24, 2013	Superintendent submits "discussion draft" of the FY 2013-2014 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board. (Excludes Carryover Funds)

School Budgets

10	Friday, December 07, 2012	FTE Projections for FY 2013-2014 compiled, reviewed and sent to DOE.
11	Monday, April 15, 2013	Principals submit evaluations for Instructional employees to Chief Officer - Human Resources.
12	Monday, April 15, 2013	Instructional & Educational Support personnel recommendations will open on PAWS for completion by schools.
13	Monday, April 29, 2013	Last day for principals to notify employees with supplements of any discontinued supplements for FY 2013-2014.
14	Thursday, May 09, 2013	Principals' meeting to distribute FY 2013-2014 School Budget packets.
15	Friday, May 10, 2013	Principals submit evaluations for Educational Support, Administrative, Managerial, Professional/Technical, and other Non-Bargaining unit employees to Chief Officer - Human Resources.
16	05/10/2013 - 05/24/2013	Principals and School Advisory Council develop School Budgets.
17	Tuesday, May 28, 2013	Principals submit "draft" School Budgets to Finance.
18	Friday, May 31, 2013	Principals' deadline to submit recommendations for Instructional, Educational Support, and other Non-Bargaining unit employees on PAWS to Chief Officer - Human Resources.
19	Wednesday, June 05, 2013	Principals provide letters to Instructional, Educational Support, and other Non-Bargaining unit employees indicating employee's status for FY 2013-2014, subject to School Board approval.
20	06/04/2013 - 06/05/2013	In optional combined meetings, each principal meets with Finance and Human Resources to review positions and personnel recommendations.
21	Wednesday, June 05, 2013	Principals' deadline to submit all signed recommendation letters and documents to Personnel.
22	Monday, June 10, 2013	Superintendent presents Instructional and Educational Support recommendations to School Board.
23	Monday, June 10, 2013	"Draft" School Budgets submitted to Superintendent and Deputy Superintendent for review.
24	Monday, June 17, 2013	Superintendent and Deputy Superintendent review and return "draft" School Budgets to Finance.
25	Monday, June 24, 2013	Superintendent presents Administrative, Managerial, and Professional/Technical recommendations to School Board.
26	Monday, June 24, 2013	Superintendent submits a "discussion draft" of the FY 2013-2014 School Budgets to the School Board.
27	TBD Multiple Meetings June/July/August	In combined meetings, Deputy Superintendent, Chief Financial Officer, & 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 07, 2013	Educational Support Services submits "draft" 5-Year Capital Outlay Work Plan to Finance.
29	Friday, June 14, 2013	Superintendent and Deputy Superintendent review "draft" 5-Year Capital Outlay Work and return it to Finance.
30	Monday, June 24, 2013	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 8, 2013, regular School Board meeting.
31	Monday, July 08, 2013	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2013 (preferably as part of July 29, 2013, special School Board meeting).
32	Friday, July 19, 2013	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 29, 2013, special School Board meeting.
33	Monday, July 29, 2013	Public hearing on "draft" 5-Year Capital Outlay Work Plan at special School Board meeting.
34	Monday, August 12, 2013	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 26, 2013, regular School Board meeting.
35	Monday, August 26, 2013	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

Comprehensive Budget		
1	Monday, April 08, 2013	Superintendent presents Proposed Budget Calendar to School Board.
2	Monday, June 24, 2013	School Board votes on Superintendent's personnel recommendations.
3	TBD May/June 2013	School Board, Superintendent, Deputy Superintendent, Chief Financial Officer and Chief Officer - Human Resources meet with Department Heads to review and discuss proposed Department Budgets.
4	Monday, June 24, 2013	Superintendent submits a "discussion draft" of the FY 2013-2014 School Budgets to the School Board.
5	Monday, June 24, 2013	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 8, 2013, regular School Board meeting.
6	Wednesday, July 24, 2013	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 23, 2013. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 19, 2013. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
7	Monday, July 29, 2013	Superintendent presents Preliminary and Tentative Budget detail for all funds, all projects, and all cost centers, including estimated carryover.
8	Friday, July 26, 2013	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
9	Monday, July 29, 2013	Special School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
10	Monday, August 12, 2013	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 26, 2013, regular School Board meeting.
11	Monday, August 26, 2013	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
12	Thursday, September 05, 2013	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
13	Monday, September 09, 2013	Regular School Board meeting with final public hearing and adoption of FY 2013-2014 Budget and Millage Rate.

Florida Statutes and/or the TRIM (Truth in Millage) Guidelines		
<u>Projected Dates for Compliance</u>		
Tuesday, March 05, 2013		First day of regular 2013 Legislative Session.
Friday, May 03, 2013		Last day of regular 2013 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 FY 2013-2014.
Wednesday, July 24, 2013		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 23, 2013. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Friday, July 19, 2013. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
Friday, July 26, 2013		Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
Monday, July 29, 2013		Special School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
Monday, September 09, 2013		Regular School Board meeting with final public hearing and adoption of FY 2013-2014 Budget and Millage Rate.