

**Okaloosa County School District  
Proposed District Budget Calendar for 2016-2017  
Submitted to School Board - May 10, 2016**

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**Department Operational Budgets & Department Project Budgets**

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1	Monday, February 01, 2016	Department Operational Budget packets and Project Budget packets distributed to departments.
2	Friday, February 19, 2016	Department Operational Budget packets and Project Budget packets returned to Finance.
3	(As Needed)	Finance meets with each Department Head to review proposed <i>Department Operational Budget</i> and state categorical, specific federal entitlements and local project requests.
4	Thursday, April 28, 2016	Instructional and Educational Support personnel recommendations will open on PAWS for completion by departments.
5	Friday, May 27, 2016	"Draft" Department Operational Budgets submitted to Superintendent for review.
6	Friday, June 03, 2016	Superintendent reviews and returns "draft" Department Operational Budgets to Finance.
7	TBD June 2016	School Board, Superintendent, Chief Financial Officer, and Assistant Superintendent - Human Resources meet with Department Heads to review and discuss proposed Department Budgets.
8	Monday, June 27, 2016	"Draft" Department Operational Budgets submitted to School Board.
9	Monday, June 27, 2016	Superintendent submits "discussion draft" of the FY 2016-2017 Project Budgets (state categorical, specific federal entitlements and local projects) to School Board for the July 25, 2011, meeting. (Excludes Carryover Funds)

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**School Budgets**

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10	Wednesday, December 16, 2015	FTE Projections for FY 2016-2017 compiled, reviewed and sent to DOE.
11	Tuesday, April 26, 2016	Last day for principals to notify employees with supplements of any discontinued supplements for fiscal year 2016-2017.
12	Thursday, April 28, 2016	Instructional and Educational Support personnel recommendations will open on PAWS for completion by schools.
13	Tuesday, May 10, 2016	Principals will receive fiscal year 2016-2017 School Budget packets electronically.
14	05/11/2016 - 05/23/2013	Principals meet with School Advisory Councils to review School Budgets.
15	Sunday, May 15, 2016	Principals complete evaluations for Educational Support, Administrative/Managerial, and Professional/Technical employees.
16	Tuesday, May 24, 2016	Principals submit "draft" School Budgets to Finance.
17	Friday, May 13, 2016	Principals' deadline to submit recommendations for Instructional and Educational Support employees on PAWS to Assistant Superintendent - Human Resources.
18	Wednesday, June 01, 2016	Principals submit evaluations for Educational Support, Administrative/Managerial, and Professional/Technical employees to Assistar Superintendent - Human Resources.
19	Wednesday, June 01, 2016	Principals provide letters to Instructional and Educational Support employees indicating employee's status for fiscal year 2016-2017, subject to School Board approval.
20	Wednesday, June 08, 2016	Principals' deadline to submit all signed recommendation letters and documents to Personnel.
21	Monday, June 13, 2016	Superintendent presents Instructional and Educational Support recommendations to School Board.
22	Monday, June 27, 2016	Superintendent presents Administrative, Managerial, and Professional/Technical recommendations to School Board.
23	Monday, June 27, 2016	Superintendent submits a "discussion draft" of the fiscal year 2016-2017 School Budgets to the School Board.

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**Capital Outlay Budget**

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24	Friday, June 10, 2016	Facilities Planning submits "draft" 5-Year Capital Outlay Work Plan to Finance.
25	Friday, June 17, 2016	Superintendent and Assistant Superintendent - Operations review "draft" 5-Year Capital Outlay Work and return it to Finance.
26	Friday, June 24, 2016	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 11, 2016, regular School Board meeting.
27	Monday, July 11, 2016	At the regularly scheduled School Board meeting, School Board schedules public hearing on "draft" 5-Year Capital Outlay Work Plan for July 2016 (preferably as part of July 25, 2016, regular School Board meeting).
28	Friday, July 15, 2016	Superintendent submits "draft" 5-Year Capital Outlay Work Plan to the School Board for public hearing at July 25, 2016, regular School Board meeting.
29	Monday, July 25, 2016	Public hearing on "draft" 5-Year Capital Outlay Work Plan at regular School Board meeting.
30	Friday, August 12, 2016	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 22, 2016, regular School Board meeting.
31	Monday, August 22, 2016	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.

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**Comprehensive Budget**

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<b>1</b>	Monday, May 09, 2016	Superintendent presents Proposed Budget Calendar to School Board.
<b>2</b>	Monday, June 27, 2016	School Board votes on Superintendent's personnel recommendations.
<b>3</b>	TBD June 2016	School Board, Superintendent, Chief Financial Officer, and Assistant Superintendent - Human Resources meet with Department Heads to review and discuss proposed Department Budgets.
<b>4</b>	Monday, June 27, 2016	Superintendent submits a "discussion draft" of the fiscal year 2016-2017 School Budgets to the School Board.
<b>5</b>	Friday, June 24, 2016	Superintendent submits a "discussion draft" of the 5-Year Capital Outlay Work Plan to the School Board for discussion at the July 11, 2016, regular School Board meeting.
<b>6</b>	Wednesday, July 20, 2016	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 19, 2016. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2016. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
<b>7</b>	Friday, July 22, 2016	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
<b>8</b>	Monday, July 25, 2016	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
<b>9</b>	Friday, August 12, 2016	Superintendent presents "final" 5-Year Capital Outlay Work Plan for School Board approval at August 22, 2016, regular School Board meeting.
<b>10</b>	Monday, August 22, 2016	School Board adopts "final" 5-Year Capital Outlay Work Plan at regular School Board meeting.
<b>11</b>	Thursday, September 08, 2016	Superintendent presents "final" Budget Detail for all funds, all projects, and all cost centers, including actual carryover.
<b>12</b>	Monday, September 12, 2016	School Board meeting with final public hearing and adoption of 2016-2017 Budget and Millage Rate.

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

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**Projected Dates for Compliance**

Tuesday, January 12, 2016	First day of regular 2016 Legislative Session.
Friday, March 11, 2016	Last day of regular 2016 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 2016-2017.
Wednesday, July 20, 2016	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 19, 2016. This is caused by the timing of the 2nd FEFP Calculation from DOE being on Tuesday, July 19, 2016. Public hearing on "draft" 5-Year Capital Outlay Work Plan.</i>
Friday, July 22, 2016	Preliminary and Tentative Budget and Millage Rate advertised in the local newspaper.
Monday, July 25, 2016	School Board Meeting - Public hearing and adoption of Preliminary and Tentative Budget and Millage Rate.
Monday, September 12, 2016	School Board meeting with final public hearing and adoption of 2016-2017 Budget and Millage Rate.

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