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GLOUCESTER COUNTY SCHOOL BOARD
The Thomas Calhoun Walker Education Center
6099 T.C. Walker Road Gloucester, Virginia 23061

SCHOOL BOARD AGENDA ITEM

MEETING DATE: February 13, 2024

AGENDA ITEM: Budget and Finance Report

ATTACHMENTS: Budget and Finance Monthly Report

TYPE OF AGENDA ITEM:

<input type="checkbox"/>	CONSENT
<input type="checkbox"/>	REGULAR
<input checked="" type="checkbox"/>	DEPARTMENTAL REPORT/PRESENTATION

<input type="checkbox"/>	INFORMATION ONLY – NO DISCUSSION
<input checked="" type="checkbox"/>	INFORMATION ONLY – DISCUSSION
<input type="checkbox"/>	ACTION

BACKGROUND / SUMMARY:

The Office of Budget and Finance monthly report contains information of the department's normal day-to-day activities as well highlights of any special projects/activities/initiatives that are taking place.

REQUESTED ACTION:

No action requested; this report is submitted to the School Board for informational purposes only.

FOR MORE INFORMATION, CONTACT PRESENTER:

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Chief Financial Officer

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GLOUCESTER COUNTY PUBLIC SCHOOLS

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Budget and Finance Department

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BUDGET AND FINANCE DEPARTMENT UPDATE As of January 31, 2024

In addition to the routine daily tasks, Budget and Finance Staff have completed or are working on the following projects:

PROJECTS COMPLETED

Payroll

1. Processed and distributed W-2's for 2023.
2. Prepared and submitted quarterly and year-end reports.
3. Monthly payroll processing and benefit bill balancing and payment (ongoing).
4. Hold weekly meetings with HR to review current FMLA cases (ongoing).
5. Provided short-term disability and FMLA consultations for employees (ongoing).
6. Provided orientation for new hires (ongoing).
7. Provided retirement consultations for employees (ongoing).

Family and Medical Leave Summary:

Family and Medical Leave	2023-2024	2022-2023	2021-2022	2020-2021
Future Events	8	8	5	10
Current Events	19	15	16	11
Closed Approved Events	29	42	36	69
Did Not Qualify Events	4	16	25	26
Total	60	81	82	116

Budget

1. Attended weekly Executive Leadership Team/Cabinet meetings on Wednesday mornings.
2. Held Budget Committee Meeting with various stakeholders to review budget requests and challenges for the FY25 budget cycle on January 4.
3. Participated in additional Cabinet meetings on January 5, 12, 18 and 29 to discuss various issues/topics.
4. Attended VASS-VASBO Winter Conference in Richmond January 7-9.
5. Participated in Trego Training January 10 and 11.
6. Participated in the Division Leadership Team and Principal's meeting on January 16.
7. Met with Dr. Vladu on upcoming budget presentations on January 16 and 31.
8. Met with Kara to review grants and the W & M cohort program on January 18.
9. Held the annual bookkeeper training meeting on January 22.

10. Attended the Middle Peninsula Regional Special Education Program board meeting on January 24.
11. Met with Dr. Mygas, Matt Lord, and Dr. Ford to discuss the process for early graduates on January 25.
12. Attended the summer school coordination meeting on January 25.
13. Participated in Parent Advisory meeting on January 26.
14. Participated in a webinar held by VASS and VDOE on the proposed new funding formula on January 29.
15. Participated in the Teacher Advisory meeting on January 29.
16. Participated in bi-weekly School Finance Officer discussion meetings via zoom.

FUTURE PROJECTS

Budget

1. DLT & Principals' meeting –February 8.
2. Participate in Trego Training – February 20 & 21.
3. Teacher Advisory meeting – February 26.
4. Assistant Principals' meeting – February 29.
5. Teacher Advisory meeting – February 26.