

By State code Section 22.1-100, WJCC Schools cannot carry-over funds from one fiscal year to the next. Additionally, it is imperative that the division does not operate with a deficit. Financially conservative budgeting should thus result in a surplus at the end of a fiscal year.

The contract by which WJCC Schools operates requires the approval of a year-end spending plan by both city and county governing bodies. Any non-allocated funds must be returned to those governing bodies.

WJCC Schools ended the 2018 fiscal year with a surplus of \$2,735,392.54 million or 2.06% of the division's total operating budget's received revenue. Primarily, the surplus is a result of reduced costs associated with fuel, utilities and attrition. The amount of \$683,924 is being returned to James City County and the City of Williamsburg for future Capital Improvement Plan projects; therefore, the actual 2018 fiscal year surplus is \$2,051,469 or 1.5% of the division's total operating budget.

### **Fuel & Utilities**

WJCC conducts a 3-year analysis each budget cycle to evaluate trends. With the volatility of the oil market, this analysis provides baseline information, but it is still an estimate. In FY18, there were \$440,131 in savings from fuel and utilities. For the FY19 Budget and the opening of James Blair Middle School, these costs were evaluated further to apply potential savings to support the additional expenses to be incurred as a result of opening the new school.

### **Attrition**

Attrition occurs annually with the natural employment cycle of most organizations. Often, when WJCC employees retire or resign, a new employee will be hired with a lower total cost to the division. This natural transition occurs each year across the division in all job titles and cost centers. As with fuel costs, attrition savings can vary widely, especially when outside forces impact employees (e.g. recession, health care costs, cost of living, etc.)

In fiscal year 2018, \$2,048,381 in attrition savings was realized. This amount does not include unfilled positions and a significant amount of this is due to unfilled positions in the transportation department. As in previous years, WJCC had difficulty recruiting and retaining bus drivers and bus assistants.

For fiscal year 2019, estimated attrition savings of \$813,834 were utilized to balance the division's Operating Budget.

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### **Year-End Spending Plan**

WJCC Schools administration has proposed a spending plan that includes replacement of buses and maintenance vehicles, purchase of required textbooks, remodeling of school entrances, and purchase of other safety and maintenance-related items. Some of these items could not be delivered prior to June 30, 2018; therefore they are included in the year-end spending plan.

## **Safety - School Entrance Redesigns**

Currently, there are only two schools where the entrance redesigns have not been completed. All other schools have double entrance security systems where all guests enter through the front office prior to entering the main body of the building.

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### **Safety - Matthew Whaley Elementary Entrance Redesign**

This new layout has a natural flow pattern that directs visitors into the main office. The panic hardware and the existing interior vestibule doors will allow the vestibule to be locked during school hours.

The estimated costs to support this request is \$15,000.

### **Safety - Jamestown High School Entrance Redesign**

The improvements will include the design and addition of a new storefront wall system and a set of doors with egress hardware for a new security vestibule. The existing school store would be removed to allow for a new glass wall with two new entry doors into the existing space.

The estimated cost to support this request is \$128,600.

### **Safety/Maintenance - Toano Bleacher Replacement**

The bleachers at Toano Middle School are original to the facility. The bleachers no longer extend fully and require lots of manual force to open and they pose a safety risk.

The estimated cost to support this request is: \$49,994.

### **Safety - Warhill High School Track Replacement**

There is a depression at the track perimeter in close proximity to the trench drain that could potentially undermine the track and the existing trench drain has a considerable amount of debris. The track is ripping and tearing on the inside lanes as to prevent use. The track is not able to be used for official track meets. This is a safety issue caused by inclement weather and poor drainage.

The estimated cost to support this request is \$509,250

### **Safety - Berkeley Middle School Well Removal**

Demolition and remediation of the Berkeley Middle School Well that is located out beyond baseball fields. This has been in the proposed plan several times since FY16. Last year, this project was ranked 21st out of 21 projects by the School Board. It is a potential safety concern.

The estimated cost to support this request is: \$79,414.

### **Safety - Portable Field Lights**

The division currently has a total of 4 portable field lights. The field lights are used to light practice fields at Lafayette High School, and buildings/parking lots in the event of power outages. Currently, 8 portable field lights are rented for use by Jamestown High School and Warhill High School to light practice fields. The cost of each portable rental is \$82 per week. To date, \$10,530 has been spent on renting portable lights. Portable lights cost \$7,955 each. This request is to purchase 10 portable lights. Portable lights were not available for delivery prior to June 30, 2018.

The estimated cost to support this request is: \$80,000

### **Safety/Maintenance - Cafeteria Tables**

The condition of the cafeteria tables at 7 schools has been brought to the attention of operations and administrative staff as a concern due to the safety of the tables. Some tables have missing or broken seats. Additionally, the tables are missing latches that secure them in the closed position. A quote has been obtained to replace the tables (67) at DJM, JBB, JHS, LHS, LLE, TMS, & WHS in the amount of \$1300 each.

The estimated cost to support this request is: \$87,100

### **Maintenance - Operations Maintenance Vehicle**

A box truck was purchased in October 1999. It currently gets about 6 mpg. The rear steps are rusted out, the rear doors don't operate properly, and the fiberglass roof is deteriorating. This request is to replace the box truck.

The estimated cost to support this request is: \$48,056

### **Maintenance - Snow Removal Equipment**

Annually operations staff work to clear snow from school grounds. Snow removal by a contractor was not included in this year's budget (originally \$300,000 per year). By adding 2 snow blowers, a Skid Steer loader, and a new drop trailer, WJCC Schools operations staff will have the capacity to remove snow in a timely manner to reopen schools. New regulations require staff to obtain a CDL to use our current drop trailer. The new trailer would eliminate that requirement. The new skid steer could also could be converted into a fork lift. The last fork lift was purchased in 1997.

The estimated cost to support this request is \$60,000

### **Maintenance - Central Office Parking Lot**

Currently, parking at Central office is inadequate. During events, meetings and professional development activities, participants have to park off site and walk to the central office building. Currently, we do not have enough parking to accommodate all regular occupants and participants in on-going daily meetings. Employees

have a reasonable expectation to park at their place of employment. This request will asphalt 10 existing spaces and add a minimum of 6 additional parking spaces. Current parking includes 4 required disabled parking spaces and only two visitor spaces. The number of employees who are based at central office is 125. The average number in the building each day is over 100 and the number of current parking spaces is 90.

The estimated cost to support this request is: \$28,500

### **Maintenance/Safety - School Buses - Replacement**

In 2014, WJCC developed a smooth bus replacement plan. The plan includes a proposed number of replacement buses each fiscal year, the age of the buses to be replaced and estimated future costs for each bus (including a 3% annual rate of inflation). The purchase of 6 replacement buses. Currently WJCC Schools has 23 buses with over 250,000 miles and 28 buses with between 200,000 and 250,000 miles.

<b>Fiscal Year</b>	<b>Estimated Bus Cost \$ (3% Infl.)</b>	<b><u>Age Based</u></b>		<b>Estimated Future Cost</b>	<b><u>Mileage Based</u></b>		
		<b>Original Plan Age &gt; 15 Years</b>	<b>Actual number of buses replaced</b>		<b>Mileage Between 150k &amp; 200k</b>	<b>Mileage Between 200k &amp; 250k</b>	<b>Mileage &gt;250k</b>
FY2014	110,000	8	9				
FY2015	113,300	1	9				
FY2016	109,000	15	10				
FY2017	109,000	10	10				
FY2018	112,270	0	8	*	31	28	23
FY2019	115,638	12		\$ 1,387,656			
FY2020	119,107	5		595,535			
FY2021	122,680	12		1,472,160			
FY2022	126,361	8		1,010,888			
FY2023	130,151	6		780,906			
FY2024	134,056	15		2,010,840			
FY2025	138,078	-		0			
FY2026	142,220	24		3,413,280			
FY2027	146,487	12		1,757,844			
FY2028	150,881	13		1,961,453			
FY2029	155,408	10		1,554,080			
FY2030	160,070	9		1,440,630			
FY2031	164,872	9		1,483,848			
FY2032	169,818	10		1,698,180			
FY2033	174,913	10		1,749,130			
FY2034	180,160	5		900,802			
<b>Total</b>		<b>160</b>	<b>46</b>	\$ 23,217,232	<b>31</b>	<b>28</b>	<b>23</b>

Replaced buses are used as spares, are sold at auction, or are used for parts.

The estimated cost is \$660,000

## Instruction - Textbooks

The replacement of some textbooks was removed from the 2018-19 budget development process to balance the operating budget. In addition, it was not possible to have some textbooks ordered to arrive by June 30, 2018. This request includes Science and Health textbooks that have not been replaced since 2003. Also, FY2019 is the year to adopt Math textbooks.

### Oceanography and Field Biology

- Last purchased in 2003
- Both courses have gone through curriculum revisions since that time
- Current textbooks are in poor condition
- Costs are based on average costs of textbooks in these content areas
- Adoption process planned for 2018-19 school year

Content	Course	Edition Type	Book	Cost per Unit	Quantity Needed	Total Cost
Science	Oceanography	Student	TBD	\$ 148.41	225	\$ 33,392.25
Science	Field Biology	Student	TBD	\$ 206.06	200	\$ 41,212.00
						<b>\$ 74,604.25</b>

### Algebra

- Last purchased in 2005
- SOLs were revised in 2016
- Costs are based on average costs of textbooks (digital and print) in this content area
- Adoption process planned for 2018-19 school year

Content	Course	Edition Type	Book	Cost per Unit	Quantity Needed	Total Cost
Math	Algebra	Student	TBD	\$114.97	1320	\$151,760.40
Math	Algebra	Teacher	TBD	\$ 161.44	45	\$7245.00
						<b>\$159,005.40</b>

### Health

- Last purchased in 2003
- SOLs were revised in 2015
- Costs based on average cost of textbooks in this content area
- Adoption process planned for 2018-19 school year

Content	Course	Edition Type	Book	Cost per Unit	Quantity Needed	Total Cost
HPE	MS Health	Student	MS Health	\$ 88.80	400	\$ 35,521.33
HPE	MS Health	Teacher	MS Health	\$ 184.31	15	\$ 2,764.70
HPE	HS Health	Student	HS Health	\$ 99.31	300	\$ 29,793.00
HPE	HS Health	Teacher	HS Health	\$ 193.31	20	\$ 3,866.20
						<b>\$ 71,945.23</b>

The total estimated cost to support this spending request is \$305,554.88