



SHARED SERVICES

between

the City of Williamsburg, Williamsburg-James City County Public Schools, and James City County

The School Board is, by State law, an independent political subdivision, so most partnering is voluntary. Within the Commonwealth of Virginia, the WJCC School Division is one of four joint school systems and when one looks at shared services and facilities, both the City of Williamsburg and James City County are active participants, with full support from the City Manager, the County Administrator, and the Superintendent.

Grounds Maintenance: Through a shared agreement commencing in FY2003, the County manages the maintenance of school grounds and athletic fields. Six school division groundswomen are grandfathered and remain on the WJCC payroll, but are supervised by County.

Custodial Services: In a new FY2010 agreement, the Schools provide custodial services for County buildings under contract, in addition to continuing the custodial services at all schools.

Building Maintenance: The County and the Schools have an understanding that the Schools will assist in the building trade areas as needed; such as electricians, plumbers, locksmiths, etc.

Treasury Services: The County and the Schools each utilize the services of the WJCC Treasurer's Office, which includes banking services, investments, payroll, receipts, accounts payable disbursements, and collections.

Audit Services: The County and Schools share audit services and the County's Comprehensive Annual Financial Report includes audited financial statements of the schools.

Employee Benefits Administration: The County and Schools share a Benefits Coordinator.

Purchasing/Procurement Services: County Purchasing office has assumed responsibility for WJCC Schools purchasing services, which resulted in the elimination of WJCC Purchasing Coordinator/Buyer position. Joint procurement venture includes: purchasing agreements, the acquisition of all furniture and equipment for the two new schools, radio contracts, refuse/dumpsters, engineering, architectural, fuel, etc.

Technology Services:

- Share resources, notably the County fiber backbone and spurs that serve all schools (in both the City and the County) and almost every County facility – high speed internet, telecom, video educational programming. County is currently extending the fiber to Freedom Park, the two new schools, police building and WJCC Operations Center.

- County manages the telephone system in School Board Office (Building D) and monitor telecom billings for School Administration. Central Office shares a telecom switch with the County Government Center.
- Share video services, televise and broadcast Board meetings. Community Video Center is located at Berkeley Middle School and is a joint County and City partnership run by JCC and available for school use, with the potential for a 3-way consolidation of TV operations.
- School buses equipped with 800-mgz radios using City/County towers to transmit. An 800-mhz radio tower site is located at Berkeley Middle School. School buses have a role in any possible emergency evacuation.

Risk Management Services:

- Sharing elements of risk management and employee and customer safety programs, including OSHA and VaOSHA training programs. Pursuing a combined wellness program, merging County nutrition, smoking cessation and weight loss programs with WJCC's School Health Initiative Program (SHIP).
- Working to issue a consolidated workers' compensation contract and are seeking consolidated property and casualty insurance renewals.
- Training programs for operations staff and/or building trades are available for County, City, and School staff by the entity offering the program.
- Both City and County representatives sit on the School Safety/Crisis Committee and a school operations employee is invited to attend County General Services staff meetings.
- County provides elevator inspection services to all School buildings
- Both County and City provide security assessments of school facilities, including both required and voluntary inspections by both Fire Marshals
- County provides air/water/mold sampling and testing at school sites as requested and inspects BMPs and fire suppression systems.

Capital Improvement Projects (CIP): Share project management for some CIP elements serving schools (roads, water/sewer, stormwater, fiber).

Joint Use of Facilities:

- County election/voting precincts are located at nine schools.
- County Government Center – WJCC Central Office is located in Building D. The School Board and various groups meet in Buildings C and F, as well as the Stryker Building in the City.
- Both City and County provide TV capable meeting space for the School Board.
- Legacy Hall is utilized and shared for School and County sponsored events

- Many community meetings related to the County comp plan and budget are in school buildings.

Police and Fire Departments:

- James City County (JCC) Police Department Resource Officers (and one from the City of Williamsburg Police Department) work at the three high schools and one middle school.
- Both City and County Police and Fire Departments participate in school educational and community programs that range from elementary school programs on fire prevention, how to evacuate a building in the events of fire and smoke, to high school/community programs on gangs and the consequences of driving under the influence.
- JCC Police Department provides funds to all three high school PTAs (Parent Teacher Associations) for non-alcoholic after-prom events and both Police and Fire Departments provide informational sessions and offer resources for high school students and parents before prom and graduation events.
- Development Management and WJCC Schools are working together on the Safe Walk-to-School program, identifying and/or creating safe walking and bike riding routes from neighborhoods to schools.

Parks & Recreation and Athletics:

- Parks & Recreation run programs and events in school buildings and on school fields.
- Share athletic fields and facilities, from the JCC stadium to Mid County Park baseball to James City-Williamsburg Community Center (JCWCC) softball to middle school gyms. Warhill Sports Complex offers a menu of athletic fields and trails for both adjoining high schools – both athletics and physical education. Lighted fields at Matoaka and the two new schools will offer County, City and youth league access to additional facilities.
- City Parks and Recreation uses school facilities and fields for athletic programs. Schools use Quarterpath Recreation Center heavily for employee training.
- Share greenways/trails – most notably behind Jamestown High School and through the Warhill Sports Complex.
- JCWCC provides pool access to elementary school learn-to-swim programs and high school swim teams, including shared capital investments with Williamsburg Aquatics Club in a bubbled pool at Eastern State Hospital and with the YMCA pool in York County for WJCC high school swim/dive teams.
- County/City neighborhood basketball league uses two school gyms for games.
- County Rec Connect “before and after school” program, as well as summer camps, are operated at school sites. County uses school buses/drivers for summer camp transport needs.
- City's Summer Youth Achievement Program fills the summer gap for at-risk children. City Social Services runs an after-school program at Matthew Whaley Elementary for at-risk children and partners with schools on family intervention and dropout prevention.

- JCWCC provides individual membership discounts for WJCC employees on the same basis as for JCC and City employees

Children's Programs

- Several programs for public school children are provided by the City and County through the Williamsburg Regional Library (WRL), such as summer and interactive in-school reading programs. Special checkout privileges are offered by WRL for WJCC teachers.
- Schools use immunization programs, local food drives, emergency shelters, etc.
- County provides four classrooms for pre-school programs in a combined school/community center at James River. School provides a full size gym for County use at James River.

Miscellaneous:

- GED and Adult Educational programs are run by the Schools and are available at no cost to all County and City residents. Literacy and GED programs for adults are offered at the Jail. Educational programs are located at the Merrimac Center for juvenile detainees.
- All County and WJCC stormwater facilities are under one MS4 permit. Permit activities and regulatory reports and data are administered by County Stormwater staff.
- Manage State Comprehensive Services Act (CSA) reports generating State reimbursements for both County and School program spending. CSA Coordinator in County Social Services represents both County and Schools
- City and County planning departments work with Schools on the triennial census of school-aged children.
- City, County and Schools conduct joint supervisory training: SELF program.
- County and School mail couriers assist each other with post office duties as needed.

Note: Some of the regional entities involving both James City County and the City of Williamsburg, such as WATA (Williamsburg Area Transit Authority), CDR (Child Development Resources), Arts Commission, and OTMC (Olde Towne Medical Center), also known as WAMAC (Williamsburg Area Medical Assistance Center), have established their own sharing relationships with the Schools.