Agenda Item Details

MEETING DATE:
11/17/2026

TOPIC:
Approve Amendment to the Fiscal Year 2028 Budget Calendar Related to Capital Improvement Plan Development

POLICY ALIGNMENT:
DB, Annual Budget

BACKGROUND:
The state code requires that the school board present a balanced budget, in which revenues equal expenditures, to the city and county on or before April 1st. The FY28 budget year covers the period from July 1, 2027 through June 30, 2028.

The three primary phases in the budget development process include: 1) Superintendent's Proposed Budget (administrative recommendation presented to the school board); 2) School Board Proposed Budget (school board recommendation to the James City County Board of Supervisors and the Williamsburg City Council); and, 3) School Board Adopted Budget (school board adopted budget based upon funding authorization/appropriation by the county and city).

The process includes three opportunities to gather community input, one in November to discuss the Capital Improvement Plan (CIP), one in January prior to the development of the Superintendent's Proposed Operating Budget and another in February prior to approval of the School Board Proposed Operating Budget. Williamsburg-James City County Public Schools' personnel will develop the CIP in September and October. The operating budget development process starts with reviewing departmental and school budget requests beginning in November using the WJCCPS Strategic Plan to provide direction.

The Superintendent's Proposed Budget is developed and presented to the school board in February. After a public hearing on the budget, the school board approves the School Board Proposed Budget in March and refers it to the James City County Board of Supervisors and the Williamsburg City Council for consideration. The localities must approve the appropriation for the school system no later than May 15th or within 30 days of the receipt by the county or municipality of the estimates of state funds, whichever occurs later. Based upon approved funding by the county and city, the school board makes any necessary adjustments and approves an Adopted Budget in May.

RATIONALE:
The School Board approved the Fiscal Year 2028 Budget Calendar on August 18, 2026. Since that approval, attendance zone modifications associated with the division's redistricting process were finalized on October 20, 2026. The revised attendance zones affect enrollment projections, capacity analyses, and long-term facility planning assumptions that are used in development of the Capital Improvement Plan (CIP).

In consultation with James City County and the City of Williamsburg, administration recommends adjusting the FY28 budget calendar to allow sufficient time to incorporate the finalized attendance zones into enrollment

forecasts and CIP recommendations. These revisions will ensure that the proposed CIP reflects the most current student enrollment and facility planning information prior to School Board consideration.
The following revisions are recommended:

- Presentation of Superintendent's Proposed Capital Improvement Plan from November 10, 2026 to January 5, 2027.
- Public Hearing on recommended Capital Improvement Plan from November 17, 2026 to January 19, 2027.
- Joint Meeting on Capital Improvement Plan and Enrollment from December 4, 2026 to February 5, 2027.
- Adoption of the School Board Capital Improvement Plan from December 8, 2026 to February 2, 2027.

The amended FY28 Budget Calendar is included for review.

SPECIAL CIRCUMSTANCE(S):
Attendance zone modifications associated with the division's redistricting process were finalized on October 20, 2026. Additional time is needed to incorporate the revised attendance zones into enrollment projections and facility planning analyses that support development of the Capital Improvement Plan. The proposed amendment does not affect the operating budget development schedule or statutory budget submission deadlines.

COST BUDGETED:
As presented in budget documents.

ALTERNATIVES:
1. Approve the superintendent’s recommendation.
2. Do not approve the superintendent’s recommendation.

SUPERINTENDENT’S RECOMMENDATION:
The superintendent recommends the board approve the amendment to the Fiscal Year 2028 Budget Calendar as presented.

DATA SOURCE:
Daniel Keever, Ph.D., Superintendent
Rene Ewing, Chief Financial Officer

RECOMMENDED ACTION:
Move to approve the amendment to the Fiscal Year 2028 Budget Calendar as presented.