
Centrally Managed Programs

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Centrally Managed Programs

Building Leases

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$1,857,116	\$1,757,368
Positions	-	-
Office Total	\$1,857,116	\$1,757,368
Offsetting Revenue	\$0	\$0
Net Cost	\$1,857,116	\$1,757,368
Total Positions	-	-
Supporting Department	Facilities Services	
Mandate	None	
Program Contact	Dave Watkins	
Phone Number	703-246-3603	

Description

Fairfax County Public Schools leases several facilities to house offices, warehouse space, parking facilities, etc. These leases are all overseen by the Department of Facility Services, Office of Administration.

Explanation of Costs

Costs include the leasing expense and in some instances, also include maintenance and custodial services. The budget includes funding for 6,416 square feet of training facilities, 47,000 square feet of warehouse space, approximately 25,000 square feet of office space, and parking facilities at Annandale High School. The cost of leases decreased because the Office of Food Service has assumed financial responsibility for the 37,000 square feet of warehouse space that they require.

Centrally Managed Substitute Teacher Accounts

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$3,709,959	\$3,784,158
Positions	-	-
Program Total	\$3,709,959	\$3,784,158
Offsetting Revenue	\$0	\$0
Net Cost	\$3,709,959	\$3,784,158
Total Positions		-
Supporting Department	Human Resources	
Mandate	None	
Program Contact	Paula Jett	
Phone Number	703-658-8069	

Description

The centralized substitute accounts include substitute costs associated with official and vacancy leave (used when a position is unfilled), and organizational leave (used by officers of employee organizations to attend required meetings during a time when a substitute would be needed).

Explanation of Costs

The centralized substitute accounts are administered through Human Resources. Funds are included for hourly employees involved in the monitoring of the accounts.

Centrally Managed Programs

Debt Service Transfer

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$0	\$5,700,000
Positions	-	-
Office Total	\$0	\$5,700,000
Offsetting Revenue	\$0	\$0
Net Cost	\$0	\$5,700,000
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Carlton Thompson	
Phone Number	703-246-3882	

Description

During FY 2000 and FY 2001, Fairfax County increased the amount of bond sales from \$100.0 million per year to \$130.0 million per year, provided FCPS paid the debt service on the increased amount. Lottery proceeds are used to pay debt service on \$30.0 million for each of the two years that sales were increased. In FY 2003, the County has agreed to sell \$130.0 million in bonds and will assume the debt payment for the entire amount.

Explanation of Costs

Debt service payments by FCPS in FY 2002 were waived by the County. In FY 2003, debt service payments on \$30.0 million for each of two years will resume. Funds are transferred from the school Operating Fund to Fairfax County's Debt Service Fund.

Centrally Managed Programs

Employee Leave Payments

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$3,104,737	\$3,104,737
Positions	-	-
Program Total	\$3,104,737	\$3,104,737
Offsetting Revenue	\$0	\$0
Net Cost	\$3,104,737	\$3,104,737
Total Positions	-	-
Supporting Department	Human Resources	
Mandate	None	
Program Contact	Paula Jett	
Phone Number	703-658-8069	

Description

Leave payments include annual leave, sick leave and severance pay. Employees who retire from or leave the school system with an outstanding balance in annual leave are compensated for this leave through an annual leave payment.

Explanation of Costs

Centralized leave payments are administered by Human Resources.

Centrally Managed Programs

Equipment Leases and Maintenance Contracts

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$6,569,000	\$6,632,807
Positions	-	-
Program Total	\$6,569,000	\$6,632,807
Offsetting Revenue	\$0	\$0
Net Cost	\$6,569,000	\$6,632,807
Total Positions	-	-
Supporting Department	Information Technology	
Mandate	None	
Program Contact	Shawn Finnerty	
Phone Number	703-426-8870	

Description

This program manages the purchase, lease, and maintenance support for copiers in the school division. This includes annual copier replacement activities, facilitating and escalating maintenance and repair issues with appropriate vendors, and performing ongoing analysis of copier needs at schools and administrative sites. Depending on location, copiers are scheduled for replacement every five to six years. The program currently supports 511 leased copiers in elementary, middle, and high schools and administrative centers. It also provides maintenance support for over 700 copiers.

Explanation of Costs

The primary sources of these costs are annual lease and maintenance fees necessary to maintain the copier program.

Centrally Managed Programs

Flexibility Reserve

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$0	\$1,000,000
Positions	-	-
Program Total	\$0	\$1,000,000
Offsetting Revenue	\$0	\$0
Net Cost	\$0	\$1,000,000
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Charles Woodruff	
Phone Number	703-246-2811	

Description

In FY 2003, the School Board flexibility reserve will increase to \$9.0 million to meet unbudgeted needs. This is a \$1.0 million increase over FY 2002. The reserve will increase by \$1.0 million in subsequent budgets until the total is equal to 0.75 percent of the operating budget. Any unused portion of the \$9.0 million is carried forward to the next fiscal year with School Board approval and is replenished as appropriate.

Centrally Managed Programs

Local Travel

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$1,117,217	\$1,329,103
Positions	-	-
Office Total	\$1,117,217	\$1,329,103
Offsetting Revenue	\$0	\$0
Net Cost	\$1,117,217	\$1,329,103
Total Positions	-	-
Supporting Department	Facilities Services	
Mandate	See Below	
Program Contact	Carlton Thompson	
Phone Number	703-246-3882	

Description

This centrally managed funding covers travel expenses for employees who must use their private vehicles to perform their duties. Mileage is reimbursed to itinerant teachers, administrators, clinicians, and others.

State and Federal Mandates

The school system follows the lead of the federal government to the degree possible while adhering to budgetary constraints. The federal government reimburses travel expenses at 34.5 cents per mile.

Explanation of Costs

The total shown above is distributed throughout centrally managed accounts for several programs such as elementary, middle, and high school, as well as special education, instructional support, department and central administration programs. These costs are not included in any of the program costs calculated elsewhere in this document. The rate for FY 2003 is increased from 29.5 cents to 32.5 cents per mile.

Centrally Managed Programs

Other Divisionwide Support

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$1,540,430	\$1,666,907
Positions	-	-
Program Total	\$1,540,430	\$1,666,907
Offsetting Revenue	\$0	\$0
Net Cost	\$1,540,430	\$1,666,907
Total Positions	-	-
Supporting Department	Information Technology	
Mandate	None	
Program Contact	Nina Wilkening	
Phone Number	703-426-8888	

Description

This program supports the requirements of the school division for the following:
 Costs associated with accessing the County's Cooperative Computer Center (CCC) for Online Purchasing (CASPS) and the Financial Management System (FAMIS) by all schools, centers and departments, which is mandated by the County
 Computer supplies for the FCPS Data Center and CD duplication process
 Production of standard divisionwide forms maintained by the forms control section
 Printing services for production and distribution to schools and centers

Explanation of Costs

The primary source of these costs (\$1.2 million) is paid to the county for accessing of the county's computer system and data center. The fees are determined and mandated by the county based on usage by school division employees at all schools and centers.

Centrally Managed Programs

Reimbursable Expenditures

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$788,936	\$1,643,936
Positions	-	-
Program Total	\$788,936	\$1,643,936
Offsetting Revenue	\$3,011,936	\$3,800,000
Net Cost	-\$2,223,000	-\$2,156,064
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Carlton Thompson	
Phone Number	703-246-3882	

Description

This centrally managed account includes funding received from local schools and PTAs for services paid through normal FCPS procurement channels, as well as for funding received for employees on loan to other agencies. It also includes a transfer from the Food and Nutrition Services Fund to cover a portion of the direct and indirect costs borne by the Operating Fund in support of the school lunch program.

Replacement Equipment Oversight Committee (REOC)

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$1,350,000	\$1,350,000
Positions	-	-
Program Total	\$1,350,000	\$1,350,000
Offsetting Revenue	\$0	\$0
Net Cost	\$1,350,000	\$1,350,000
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Lynne McFerran	
Phone Number	703-246-3733	

Description

Members of the Replacement Equipment Oversight Committee (REOC) process purchase orders to replace major equipment and furniture items in schools, centers, and administrative offices in full support of all instructional programs and to ensure the health and safety of all students. Equipment is defined as instructional materials, computers and peripherals, mechanical and electronic instruments, and furniture items with an acquisition cost of \$250 or more per unit that have a useful life exceeding one year. Functional managers will establish and maintain historical data necessary for long range planning and administration of replacement equipment. Annual equipment replacement needs will be determined based on the volume of unserviceable and unsuitable equipment items not approved for funding during the current school year due to insufficient funds and the volume of projected unserviceable and unsuitable equipment items during the coming school year due to expiration of their useful life, changes in technology, or school system priorities.

Explanation of Costs

The budget is projected to be \$1.4 million in FY 2003.

Centrally Managed Programs

Salary Lapse

	FY 2002 Approved	FY 2003 Proposed
Total Cost	(\$26,400,000)	(\$22,600,000)
Positions	-	-
Program Total	(\$26,400,000)	(\$22,600,000)
Offsetting Revenue	\$0	\$0
Net Cost	(\$26,400,000)	(\$22,600,000)
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Susan Quinn	
Phone Number	703-246-3345	

Description

Lapse accounts for changes in salary and benefit costs associated with employee turnover and vacant positions. As more experienced employees are replaced with less experienced employees there is a savings associated with salary and salary-sensitive benefits such as retirement, social security, and life insurance. In addition, positions that remain vacant do not incur salary or benefit costs; therefore savings are incurred until the position is filled. The lapse savings is based on recent compensation history.

Explanation of Costs

Due to recent economic and employment trends, and to reflect the effect of state and local retirement plan changes designed to retain experienced employees, the FY 2003 lapse savings has been reduced to approximately 1.7 percent of total compensation as compared to 2.1 percent in FY 2002.

Centrally Managed Programs

Salary Placeholder

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$1,473,720	\$1,419,352
Positions	-	-
Program Total	\$1,473,720	\$1,419,352
Offsetting Revenue	\$0	\$0
Net Cost	\$1,473,720	\$1,419,352
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Susan Quinn	
Phone Number	703-246-3345	

Description

Salary placeholders represent salary-related items that are not distributed in detail such as employee awards, reclassifications, and placeholders for salary enhancements.

Explanation of Costs

Funding primarily includes the estimated impact of a minimum 5% increase for administrative promotions and a reserve for reclassification of positions.

Short-Term Disability Insurance

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$1,835,871	\$1,844,111
Positions	-	-
Program Total	\$1,835,871	\$1,844,111
Offsetting Revenue	\$0	\$0
Net Cost	\$1,835,871	\$1,844,111
Total Positions	-	-
Supporting Department	Human Resources	
Mandate	None	
Program Contact	Erica Holderness	
Phone Number	703-914-8108	

Description

The Short-Term Disability Program is part of the overall FCPS Integrated Disability Program. This program is operated by Benefits Services within the Department of Human Resources.

Explanation of Costs

Funding for this program provides for program vendor costs, compensation for employees injured while performing their duties, and substitute payments if the employee's position requires coverage while the employee is on short-term disability.

Teacher Salary Liability

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$1,621,364	\$1,621,364
Positions	-	-
Program Total	\$1,621,364	\$1,621,364
Offsetting Revenue	\$1,621,364	\$1,621,364
Net Cost	\$0	\$0
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Carlton Thompson	
Phone Number	703-246-3882	

Description

The State Auditor of Public Accounts revised previous guidelines and required that funds for educational employees salaries and benefits be budgeted in the year earned rather than the year paid. From FY 1961 to FY 1983, the School Board budgeted salaries for educational employees, primarily teachers, in two fiscal years—ten months in the current year and two months in the succeeding fiscal year. Because of the auditor's requirement, salaries are now budgeted in the fiscal year earned rather than in the year paid. However, this change in budgeting has created an unfunded liability in the teacher salaries and benefits accounts. Because this amount is too large to be absorbed in one year, the Board of Supervisors will include in the County General Fund Transfer an annual payment of \$1.6 million until this unfunded liability is eliminated in FY 2006.

Centrally Managed Programs

Technology Plan

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$18,041,504	\$16,959,064
Positions	15.0	-
Program Total	\$18,041,504	\$16,959,064
Offsetting Revenue	\$5,545,925	\$5,624,446
Net Cost	\$12,495,579	\$11,334,618
Total Positions	15.0	-
Supporting Department	Information Technology	
Mandate	None	
Program Contact	Michelle Walter	
Phone Number	703-329-7568	

Description

The technology plan receives new funding each year to support new initiatives or to provide continued funding for multiyear projects. A networked environment of modern hardware and software is important to developing student skills necessary for solving complex problems, conducting thorough research, writing and presenting scholarly work, and collaborating in work groups. Technology also provides the tools to make abstract concepts real and to impart more knowledge faster. This same environment is also indispensable to the efficient management of a large and complex school system such as FCPS. The technology plan integrates administrative and instructional plans while implementing technologies that facilitate sharing resources across instructional and administrative functions. This program is an important and significant tool in achieving the mission of FCPS. The goal of the technology plan for FCPS is to develop technology programs that provide opportunities for students to become superior, highly motivated, self directed learners, critical thinkers, effective communicators and technology literate citizens and provide FCPS with efficient, effective management systems through the use of technology. The technology plan is evaluated annually.

Explanation of Costs

The FY 2003 Technology Plan totals \$17.0 million of which \$5.6 million is grant funded. The State Technology Grant funds approximately \$5.0 million dollars and the Title VI Grant funds approximately \$0.6 million. The State has directed that these funds be used to support on-line Standards of Learning (SOL) testing, and mandates that each school division receiving these funds submit a technology plan to the State.

The FY 2003 funding includes approximately \$10.3 million in recurring costs from prior years' initiatives and \$6.7 million for new initiatives.

The positions established from the technology plan initiatives become baseline in the following year. Therefore, the 15.0 positions in the FY 2002 are included with the appropriate programs in FY 2003. Position authority for the FY 2003 will be brought to the School Board when the FY 2003 budget is approved.

Transfer to Health and Flexible Benefits Fund

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$268,906	\$293,242
Positions	-	-
Program Total	\$268,906	\$293,242
Offsetting Revenue	\$0	\$0
Net Cost	\$268,906	\$293,242
Total Positions	-	-
Supporting Department	Human Resources	
Mandate	None	
Director	Ellen Fizer	
Phone Number	703-750-8430	

Description

The transfer to the Health and Flexible Benefits Fund from the operating fund is equivalent to the anticipated savings in Social Security costs generated by deposits into the Flexible Benefits program.

Explanation of Costs

The transfer to the Health and Flexible Benefits Fund is administered through Human Resources.

Centrally Managed Programs

Triennial Census

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$683,992	\$75,404
Positions	-	-
Program Total	\$683,992	\$75,404
Offsetting Revenue	\$0	\$0
Net Cost	\$683,992	\$75,404
Total Positions	-	-
Supporting Department	Information Technology	
Mandate	See Below	
Program Contact	Laura Robinson	
Phone Number	703-329-7727	

Description

The census is an enumeration of all persons ages 1 through 19 residing in Fairfax County. This count is the basis on which each local jurisdiction of Virginia receives their share of state sales tax and other tax monies. The census determines how much money Virginia will provide from sales tax revenue for the operation of our public schools. Fairfax County will receive approximately \$270 million in revenue from this source over the next three years. Counts of persons ages one to four are used in projecting school membership and facilities requirements and other educational planning. The goal of the census is to obtain a count of all persons aged 1 through 19 residing in Fairfax County. The census is conducted every three years.

State and Federal Mandates

- 22.1-281** – Triennial census of school population as designated by the superintendent of public instruction
- 22.1-282** – Appointment and compensation of person taking census
- 22.1-283** – The agents taking the census shall also, gather other statistics
- 22.1-284** – Collection of census results according to 22.1-281 & 22.1-283
- 22.1-285** – The Board may require a special census
- 22.1-286** – Duty of Board to see that the census is taken

Explanation of Costs

The total funding of \$0.1 million for FY 2003 will be used for post census activities, and maintenance of the census database. The significant funding reduction in FY 2003 is due to the fact that only post census activities will occur in FY 2003. A census is taken every three years.

Centrally Managed Programs

Utilities and Telephone Maintenance

	FY 2002 Approved	FY 2003 Proposed
Total Cost	\$35,704,745	\$39,338,419
Positions	-	-
Office Total	\$35,704,745	\$39,338,419
Offsetting Revenue	\$1,200,000	\$2,700,000
Net Cost	\$34,504,745	\$36,638,419
Total Positions	-	-
Supporting Department	Facilities Services	Information Technology
Mandate	None	
Program Contact	Anthony Martin - Utilities	Nina Wilkening - Telephone
Phone Number	703-764-2350	703-426-8888

Description

The utilities program provides for the cost of utilities for all Fairfax County Public Schools' buildings and facilities. Accounts are centralized but are overseen by two different departments. Facilities Services Office of Energy Management oversees the funding and requirements for oil, natural gas, electricity, water, sewer, and refuse accounts. Information Technology oversees all accounts associated with local and long distance telephone, cellular and pager funding, and data lines.

Explanation of Costs

The budget for fuel oil, natural gas, electricity, water, sewer, and refuse accounts was \$27.4 million in FY 2002 and is projected to be \$28.9 million in FY 2003. Fairfax County Public Schools has initiated a number of successful energy saving programs and is a participant in some contracts negotiated on behalf of several local government entities. The increase of \$1.5 million is due to the additional square footage gained through additions and new construction, and it is partially offset by savings realized from the energy conservation programs in place.

The total budget for telecommunications is \$10.4 million, which is an increase of \$2.1 million over last year's approved budget. The increase is due to higher demand for mobile communications and the upgrade of existing lines to allow high-speed audio and video streaming throughout the enterprise. Costs include basic telephone service fees, long distance fees, high-speed data access, and fees for equipment and service for cellular phones and pagers. Included in the costs are all high-speed telecommunication services at schools as well as administrative centers.

The telecommunications funding is partially offset by the federal E-Rate program. This program provides funds to discount telecommunications and other technology products and services used by public schools.