



January 7, 2009
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(**Editor's Note:** The full online version of *Supergram* is available at <http://www.fcps.edu/mediapub/publicat/sgm.htm>.)

FY 2010 Proposed Budget to Be Presented January 8; Redlining Policy Suspended

Superintendent Jack Dale will present the FY 2010 proposed budget tomorrow, January 8, at Gatehouse Administration Center I. Specific budget information will be posted online late Thursday evening at <http://www.fcps.edu/news/fy2010.htm>. In addition, the Fairfax County School Board has voted to suspend its redlining policy that, in normal budget years, provides a financial ease of transition for employees who are moved involuntarily to shorter contract lengths or positions that pay lower salaries. Get details at <http://commweb.fcps.edu/newsreleases/newsrelease.cfm?newsid=1019>.

Falls Church High School AVID Program One of Five Programs Nationwide Selected as Schoolwide Superstars

The Advancement via Individual Determination (AVID) program at Falls Church High School is one of five programs across the nation and the only one in Virginia selected to be a Schoolwide Superstar by AVID. Get details at <http://commweb.fcps.edu/newsreleases/newsrelease.cfm?newsid=1021>.

Earlier Article Deadline for Next Issue of *Supergram*

The next issue of *Supergram* will have an earlier deadline for submission of articles. The deadline for the January 21 issue will be **January 12**.

Communications Corner: Keep in Touch Subscription Service Is Here

The Keep in Touch (KIT) messaging system has a new feature. Now you can subscribe to receive information on specific topics you choose. You may also subscribe to receive community outreach messages from the school division and up to five schools. This service is in addition to the KIT messages you already receive as an employee. Get details at <http://www.fcps.edu/kit/index.htm>.

FCPS Proposed Five-Year Capital Improvement Plan Released

Superintendent Jack Dale has released the proposed FCPS FY 2010-14 capital improvement program. Get details at <http://commweb.fcps.edu/newsreleases/newsrelease.cfm?newsid=1018>.

Books 24x7 Featured Title: *Positive Leadership: Strategies for Extraordinary Performance*

Including case examples, hands-on tools, and guidelines for action, this cutting-edge book shows how to reach beyond ordinary success to achieve extraordinary effectiveness, spectacular results, and performance far above the norm. Get details at <http://www.fcps.edu/MTS/TrainingServices/elearn/Books24x7/index.html>.

FCPS by the Numbers

82.3: The percentage of FCPS International Baccalaureate (IB) diploma candidates who earned IB diplomas in 2008. Get details at <http://commweb.fcps.edu/newsreleases/newsrelease.cfm?newsid=1016>.

Important Notice for *Supergram* Article Submissions

Article submissions for *Supergram* should be sent to Andy Grunig at andy.grunig@fcps.edu. **The next issue will be posted on January 21. Articles for that issue are due no later than Monday, January 12** (note earlier deadline). If you have any comments, questions, or suggestions, Grunig can be reached at 571-423-1212. **Please Note:** The *Job Opportunities* publication and web pages are provided by the **Department of Human Resources**.

Quote to Note

"Every day is a new beginning. Treat it that way. Stay away from what might have been, and look at what can be."

Marsha Petrie Sue

About Our People

- **Beverly Chestnutt**, school counselor at Woodson, and **Ray Lonnett**, educational specialist in the Department of Professional Learning and Training, were recently honored with the Making a Difference award by the Northern Virginia chapter of Phi Delta Kappa on December 10 at the Country Club of Fairfax for making a difference with children. Chestnutt counsels students in the Comprehensive Emotional Disability Service Site program at Woodson, and Lonnett is the co-leader of the Great Beginnings elementary teacher induction program.
- **Tom Bello**, ESOL teacher at Willston Center, recently presented two workshops—"Teaching the Adult Learner: Resources, Training and Materials," and "Community-Building Activities"—at the United States Department of State's Foreign Service Institute in Arlington, Virginia, on December 4 at the English Language Conference.

How Do I Get Mentioned in About Our People?

Submit your good news for **About Our People** to *Supergram* editor Andy Grunig at andy.grunig@fcps.edu. We want to hear from you! **Editor's Note:** Send your electronic photo along with your good news.

Benefits

Fitness Benefits and Discounts for FCPS Employees

Keeping physically fit is easy on the bank account with the health club membership and other discounts especially designed for new and current FCPS employees and their families. Take heart and take advantage of the wide variety of programs in locations close to home or work! (**Note:** FCPS does not inspect these health clubs and cannot be held responsible for issues of liability, adequacy, or quality of the membership agreement.)

Fitness First

www.fitnessfirstclubs.com

Incentives:

- Members have full access to all 17 local clubs.
- Initiation fee: \$50.
- Monthly fee: \$29 with a one-year commitment.
- Further family discounts available.

For any questions, contact Bente Gendron at 703-435-3557 or by e-mail at bgendron@fitnessfirstclubs.com.

Fitness Solutions

www.FitnessSolutionsPt.com

Cross-Train Group Fitness Program

\$59.99 per month

7 Participating FCPS locations:

- Canterbury Woods Elementary
- Gatehouse Administration Center
- Glen Forest Elementary
- Kilmer Middle
- Spring Hill Elementary

- Stenwood Elementary
- Weyanoke Elementary

Passport Program: Monthly membership includes access to classes at any FCPS location. New School Locations: \$54.99 rate for employees of that location. For additional information, contact Ray Middelthon at RayFitnessSolutions@yahoo.com.

Gold's Gym
www.goldsgym.com

Incentives: Special discounts for all FCPS employees.

One-Year Membership:

- \$36.99 enrollment and \$36.99 per month OR \$399.99 paid-in-full year
- Household Add-on: \$0 enrollment and \$ 27.99 per month.

Two-Year Membership:

- \$0 enrollment and \$36.99 per month.

*Offer valid at participating locations:

- Virginia: Annandale-Springfield, Bailey's Crossroads, Ballston, Clarendon, Fairfax Station, Merrifield, Rosslyn, South Arlington, Tysons Corner.
- Washington, D.C.: Capitol Hill, Midtown, Van Ness.
- Maryland: Bel Air, Owings Mill, Rockville, Rockville Town Center.

Washington Sports Clubs (WSC)
 19 area locations
www.mysportsclubs.com

Contact: Domenic Provenzano, Domenic.Provenzano@town-sports.com

Incentives: Two special rates for FCPS employees.

Rate #1: "GOLD" Membership (full access to one club only)

- \$0 initiation.
- \$49.99 per month and a one-year commitment.
- \$59 one-time processing fee.
- Only available for West Springfield WSC or Fairfax WSC.

- FCPS employees must join through the WSC contact: Domenic.Provenzano@town-sports.com, NOT AT THE CLUB.

Rate #2: "PASSPORT" Membership (full access to 19 WSC locations)

- \$0 initiation.
- \$62 per month and a one-year commitment.
- \$59 processing fee.
- FCPS employees must join through the WSC contact: Domenic.Provenzano@town-sports.com, NOT AT THE CLUB.

Disclaimer: The rates listed above for Washington Sports Clubs are negotiated corporate rates offered to FCPS. However, special or promotional rates, which could be lower, may be offered at individual clubs.

Note: This web page contains links to one or more web pages that are outside the FCPS network. FCPS does not control the content or relevancy of these pages.

Additional Discounts Available

In addition, FCPS employees are eligible for the following fitness discounts:

- **The Fairfax County Employee Fitness and Wellness Center**—The Fairfax County Employee Fitness and Wellness Center, located at 12000 Government Center Parkway, suite 114, Fairfax, VA 22035, is open to FCPS employees at a discounted rate if you show your FCPS picture ID badge. For more information, go to <http://infoweb.co.fairfax.va.us/parks/efwc/>. **Note:** You must be on an FCPS computer to access this link.
- **Fairfax County RECenter Discount Pass**—Scroll to the information on the Discount Fast Pass card on the web site mentioned below. If you show your FCPS picture ID, you may purchase 25 passes for \$138.50 at any RECenter. Parktakes classes are not discounted because they are at various locations and are taught by vendors who are not necessarily Department of Parks and Recreation employees. For more information, go to <http://www.fairfaxcounty.gov/parks/rec/RECenter-rates.htm>.

All ERFC Members Invited to Annual Retirement Planning Seminar on January 26, Registration Closes January 12

The Educational Employees' Supplementary Retirement System of Fairfax County (ERFC) will host its annual Preretirement Planning Seminar on **Monday, January 26, from 8:30 a.m. until noon at West Springfield High School**, 6100 Rolling Road in Springfield.

All ERFC members are invited to attend this informative program that will feature presentations from ERFC, VRS, the Social Security Administration, and the FCPS Office of Benefits. Whether you're just starting your FCPS career or nearing retirement, this annual seminar

provides important information to help you plan for your future. Spouses are also welcome to attend but must be preregistered with the member.

Seminar registration forms are provided on the ERFC web site at www.fcps.edu/ERFC. To register for the ERFC Preretirement Seminar, complete the form and return it to the ERFC office by FCPS pony mail or by fax to 703-426-3984. Seminar registration closes on **January 12**.

Important Note: The materials presented in this seminar address only full-time, monthly paid FCPS employees covered under the ERFC Retirement Plan. FCPS employees covered under the Fairfax County Employees Retirement System (FCERS) may visit www.fairfaxcounty.gov/retbrd/ for information and assistance regarding their plan coverage.

For more information, call 703-426-3900 or send an e-mail to ERFCoffice@fcps.edu.

ERFC Retirement Handbooks Available

Member handbooks are available from the Educational Employees' Supplementary Retirement System of Fairfax County (ERFC) for full-time, monthly paid FCPS employees covered under the system. The ERFC provides separate handbooks for the system's two benefit plan structures, which are determined according to the member's FCPS hire date, as follows:

- The ERFC Legacy Retirement Plan covers all full-time, monthly paid FCPS educational and administrative employees **hired prior to July 1, 2001**.
- The ERFC 2001 Retirement Plan covers all full-time, monthly paid FCPS educational and administrative employees **hired on or after July 1, 2001**.

The handbooks are posted on the ERFC web site at www.fcps.edu/ERFC. To request a printed copy, send an e-mail, including your name, work location, and FCPS hire date to ERFCComm@fcps.edu.

Please Note: All part-time and biweekly paid FCPS employees are covered under the Fairfax County Employees' Retirement System (FCERS). For information regarding the FCERS retirement plan, go to www.fairfaxcounty.gov/redtbrd/, or call 703-279-8200.

FCPS Online Classifieds Free for Employees

(Note: If you are trying to access the classifieds from your home computer, you will need to use the virtual private network (VPN), because the classifieds are located on the **FCPS intranet**.)

The FCPS Online Classifieds system—which is for employees only and, as such, **can be found on FCPSnet** (the FCPS employee intranet) at <http://commapps.fcps.edu/classifieds>—is a free way for employees to post ads for personally owned items that they are seeking to buy, sell, or give away, such as electronics, real estate, items for children, fitness and sports equipment, furniture, pets, cars, and tickets. It's also a great tool to help an employee **look for someone to share a ride to work, find a roommate, or rent real estate**.

Ads for employee-owned businesses or school or workplace fund-raisers will not be accepted. A complete list of **rules of use** can be found at <http://commapps.fcps.edu/classifieds/Policy.cfm>.

Due to server restrictions, **electronic photos cannot be uploaded along with postings**. Feel free to include information in your posting that a picture is available by e-mail upon request. For answers to some other frequently asked questions, go to <http://commapps.fcps.edu/classifieds/FAQ.cfm>.

The FCPS Online Classifieds system is completely self-service and allows users to post new ads or update or renew existing ads at any time. Highlights and security features of the FCPS Online Classifieds system include:

- A user must log in using his or her existing FCPS network user name and password.
- A user must agree to the posted conditions before submitting an ad. **A user cannot use his or her FCPS phone number or e-mail address as a listed point of contact.**
- Active ads are searchable by date, category, and keyword.
- Ads will be reviewed by the system administrator before they are posted online. **Ads will be approved or denied within two to three business days** or as soon as resources allow. An automatic e-mail will be sent upon approval or denial to a user who includes a personal e-mail address as part of his or her contact information.
- A user who includes a personal e-mail address as part of his or her contact information will receive an automatic e-mail reminder before the ad is set to expire.

For more information, contact Andy Grunig at andy.grunig@fcps.edu. If you encounter a technical problem, contact Phung Trinh at phung.trinh@fcps.edu.

Send Your Success Stories

Have you used the FCPS Online Classifieds to buy or sell anything or to rent a room or a house, or do you have any other FCPS Online Classifieds success story you would like to share? Send your stories to andy.grunig@fcps.edu.

Did You Know?

Spring ACCESS Course Catalog Posting and Registration Moved to January 19

The spring *ACCESS* (Academy Course Catalog for Employees in Support Services) course catalog will be available online on **January 19** (previously listed as January 5), at <http://www.fcps.edu/plt/access.htm>. Course topics include automated computer inventory system (ACIS), document management, education decision support library (EDSL), library

media, school administrative student information (SASI), technology, and time and attendance.

Registration for ACCESS classes now also begins on January 19 (previously listed as January 12), and will remain open throughout the semester. All courses in the catalog are offered at no cost to all contracted employees.

Kim Moran Named November News Liaison of the Month

Kim Moran, office assistant at Churchill Road Elementary School, has been named **the News Liaison of the Month for November** by the Department of Communications and Community Outreach (DCCO). This new recognition program rewards school news liaisons for submitting newsworthy media tips and creative photographs. Moran successfully placed news about Churchill Road in the Connection newspaper twice in November, complete with photos (“Raising Money for Buddy School” in the November 12-18 edition and “Churchill Road Elementary School First Graders Mark Veterans Day” in the November 19-25 edition).

Moran also submitted a number of photos for the home page of the FCPS web site. Two of the photos—featuring Veterans Day activities and a Thanksgiving celebration—were included in slide shows on the FCPS home page. Additional photos of a field trip to Jamestown and a bake sale for Churchill Road’s buddy school will be featured on the home page in the future. Moran also edits the weekly electronic newsletter at the school.

Her assistant principal and nominator, Kathryn Manoatl, says, “Kim Moran plays a huge part in maintaining the continuous flow of information to the families of Churchill Road and the community at large, which is so important to the successful running of any school.” Moran, who has been at Churchill Road for six years, received a \$25 gift card from Starbucks for being named November’s News Liaison of the Month.

Volunteer Learning Program Seeks Tutors for Adult Learners

Do you have an hour or two a week to make a difference in another adult’s life? The Volunteer Learning program, sponsored by the Office of Adult and Community Education (ACE), provides free tutors to any adult 18 years of age and over who needs to improve his or her reading, writing, or math skills to obtain a high school diploma or GED, prepare for college, or meet a personal goal such as helping his or her children.

Tutors are needed in all areas of Fairfax County. You can volunteer to tutor an adult learner one on one in a library close to your home or work, on a day and at a time convenient for you, or help teachers individualize instruction in classes. Training is provided but is not required for FCPS teachers. The Volunteer Learning program, founded in 1975, is a tutoring program designed to meet the educational needs of Fairfax County adults by supporting ACE’s three adult high school completion programs (GED, National External Diploma, and Woodson Adult High School) and the educational needs of certain juveniles without high school diplomas. If you have questions, or for more information, contact Lori Baker at lori.baker@fcps.edu, or 703-246-2139. Additional information can be found at <http://www.fcps.edu/DIS/OACE/VLPFAQ.htm>.

Online Travel Updated to Reflect New IRS Mileage Reimbursement Rate

Effective January 1, 2009, the IRS standard mileage rate for the use of a personal automobile for business miles driven will be **55 cents per mile**. Per Regulation 5310.9, FCPS reimburses mileage in excess of the round-trip daily commute between a traveler's residence and base location. Additional information regarding local travel mileage reimbursement may be found at <http://fcpsnet.fcps.edu/fs/comptroller/travel/index.htm>.

Review Your Tax Withholding Status

Review Your Federal Tax Withholding Status

Now is the time for each employee to review his or her federal tax withholding status for the coming year. An employee claiming total exemption from federal tax withholding must file a new W-4 form to continue exempt status in 2009; the new W-4 form must be received by the Office of Payroll Management on or before **February 15**.

Each employee is required by the Internal Revenue Service to withhold an amount equal to his or her taxes or at a rate of at least 90 percent of the current year obligation. If the number of personal allowances that an employee is eligible to claim changes, the employee must file a new W-4 form with the Office of Payroll Management within ten days of the change.

Form W-4 may be obtained from work locations, on the web at www.fcps.edu/fs/payroll/forms/index.htm, or from the Office of Payroll Management at 571-423-3500.

Review District of Columbia and Maryland Tax Withholding Status

The District of Columbia (form D-4) and Maryland (form MW507) require new withholding certificate forms to be filed each calendar year by February 15 to certify the exemption from withholding income taxes. A new withholding certificate must be submitted to the Office of Payroll Management by **February 15**, to continue exempt status in 2009. These forms may also be obtained from work locations, on the web at www.fcps.edu/fs/payroll/forms/index.htm, or from the Office of Payroll Management at 571-423-3500.

Review Virginia Tax Withholding Status

Now is the time for each employee to review his or her tax withholding status for the new year.

An employee who wants to continue his or her exemption from Virginia tax withholding in 2009 must file a new VA-4 form. Exempt status is available to single employees whose yearly adjusted gross earnings are less than \$7,000 or less than \$14,000 for married employees filing joint returns.

Forms should be submitted to the Office of Payroll Management by December 31. Tax withholding for employees who do not refile by the deadline will be set at the single-with-no-exemptions rate. The Office of Payroll Management is required by the Department of Taxation to report all employees claiming exempt from state taxes and those claiming ten or more exemptions.

Forms Due for Advance Earned Income Credit Payments

Earned income credit advance payment certificates (form W-5) for 2008 expire on December 31. Any employee currently receiving advanced earned income credit payments must file a new W-5 form for 2009 with the Office of Payroll Management as quickly as possible after January 1 to reestablish payments.

Nominations Now Open for Support Employee of the Year Award

Nominations are now open for the 2009 FCPS Support Employee of the Year Award. This award recognizes one school-based support employee and one nonschool-based support employee.

A nominee must be a contracted support employee and provide a unique and exceptional contribution to FCPS through his or her work, demonstrate commitment and leadership in his or her field, and foster cooperative relationships with colleagues and/or the community. Winners, finalists, and nominees for this award will be honored at a Support Employee of the Year reception and School Board ceremony to be held in April 2009 during Support Employee Week.

The deadline for Support Employee of the Year Award nominations is **Friday, February 27**. The nomination form and instructions are available online at <http://www.fcps.edu/DHR/employees/awards/seoy.htm>.

For more information, contact Shannon Watson at 571-423-3278.

Information for Educators

Registration for Spring Leadership Seminars Begins January 12

Online registration through MyPLT for the spring Leadership Seminars (formerly the Leadership Academy Seminars) begins at **8 a.m. on Monday, January 12**. Information about the Leadership Seminars will be available inside the new online publication, *PLT COMPASS*, which will be posted at <http://www.fcps.edu/plt/leadership.htm>.

The goal of PLT COMPASS is to provide direction, instruction, and inspiration for current and aspiring school-based, central office, and support administrators; teacher leaders; and school teams within FCPS. Each issue has an overall theme; the theme for the spring issue is Focus on the FCPS Leadership Standards.

For more information, contact Janet Kabel at Janet.Kabel@fcps.edu or 703-204-4013.

FCPS Staff Members Invited to Participate in Jefferson-Overseas Schools Technology Institute, Registration Deadline Is March 13

Thomas Jefferson High School for Science and Technology would like to extend an invitation to all FCPS educators to attend or present at this year's Jefferson-Overseas Schools Technology Institute (JOSTI) conference. TJHSST, in collaboration with the U.S. State Department's Office of Overseas Schools, hosts this annual five-day technology conference to

provide a professional development opportunity for educators and technology support staff members located in their member schools. There will be a special emphasis on virtual learning, highlighting collaborative communities and shared resources with hands-on training for integrating technology across various grade levels and curricula.

The conference will take place June 22-26 at Thomas Jefferson High School for Science and Technology. Sessions will run from 9 a.m. to 4 p.m. on Monday-Thursday and 9 a.m. to noon on Friday. TJHSST will be able to accommodate 50 participants from FCPS, and 25 recertification points will be awarded for participating in the five-day conference. Administrators, technology staff members, librarians, and teachers are invited to attend.

A registration fee of \$100 per person includes lunch daily and an opening dinner Monday night. Registration must be completed **through MyPLT** (<http://fcpsnet.fcps.edu/plt/MyPLT/index.html>); **search for JOSTI**) **before March 13**; checks for the registration fee, made payable to TJHSST, should be sent to Barbara Dent, JOSTI conference coordinator, TJHSST.

If you are interested in presenting at this conference, e-mail Robert.Latham@fcps.edu for further information and a proposal form.

Applications Now Being Accepted for Spring Custodial Management Training Seminar Program

The Management Training Seminar program is being offered this spring to custodians in supervisory roles who demonstrate leadership and the motivation to become successful building supervisors. This series of 12 courses will introduce and/or update participants on proven, effective supervisory practices. Activities will focus on instruction, individual and group discussions, role-playing, case studies, and tape viewing.

Those selected will attend class once a week on Wednesdays, beginning March 4, and continuing through May 27, from 8 to 11:30 a.m. Course registrations are due to the Department of Professional Learning and Training by **February 6**. The course outline and registration form have been sent to all principals and program managers.

Contact Plant Operations at 703-764-2463 with any questions.

National Board for Professional Teaching Standards Information Meeting to Be Held January 8

A National Board for Professional Teaching Standards (NBPTS) information meeting on the certification process will be held from **4:30 to 5:30 p.m. on Thursday, January 8**, in the instruction and professional development (IPD) room at the Fairfax Education Association (FEA) office, located at 3917 Old Lee Highway, Fairfax, VA 22030.

The NBPTS seeks to establish and maintain high and rigorous standards for what accomplished teachers should know and be able to do. A candidate for NBPTS certification undergoes an assessment process that includes four portfolios of the teacher's work and six assessment center exercises.

NBPTS certification is available in the following fields for secondary teachers: English/language arts, math, science, social studies, career and technical studies, health education, music, foreign language, physical education, and art. Generalist certificates, as well as art, music, and physical education certificates are available for elementary school teachers. Certificates are also available for teachers of students with exceptional needs (students birth to 18+), library media (students 3 to 18+), and for teachers of English as a new language (ages 3 -18+), literacy: reading-language arts (ages 3 -12), and school counseling (ages 3 -18+).

Fairfax County Public Schools has over 300 teachers certified by the National Board for Professional Teaching Standards at the elementary, middle, and high school levels. The Virginia Department of Education and FCPS offer stipends, dependent on budget availability, to teachers who attain NBPTS certification.

If you plan to attend or need additional information about NBPTS, contact Patty Dimetres, FCPS national board program manager, at patricia.dimetres@fcps.edu.

Revamped Donations Web Site Does the Work for You

The FCPS web page at which online visitors can donate goods such as computers, formal wear, or furniture has been revamped to provide users with a more efficient way to donate. The donations web site, found at <http://commweb.fcps.edu/donatetofcps>, allows users who want to donate goods to FCPS to easily provide their contact information and relevant information about the item(s) that they are donating. FCPS does not accept every donation offered, so the site also offers clear explanations about what items are accepted and includes minimum standards for many items—older model computers for instance.

In short, the new online donations web site makes donating to FCPS easier for donors and staff members by:

- Having a one-stop page for donors.
- Allowing a donor to select the school that he or she wants the donation to be offered to first.
- Directly involving the central administration staff members who help coordinate pickup or delivery, trace donated items through the process, and confirm receipt of the items.
- Automatically generating an acknowledgement e-mail and, upon receipt of the donation, another e-mail suitable for tax purposes.
- Systematically recording donated items for central office reporting requirements.

The donations web site can also be accessed from the FCPS web site index page under “D” for donations or from the “What Do You Want To Do?” menu under the home page banner.

For more information, contact Jay Garant in the Office of Business and Community Partnerships, Department of Communications and Community Outreach, at 571-423-1225 or jay.garant@fcps.edu.

Tuition Reimbursement Program to Change for Spring Semester

The FCPS tuition reimbursement program has changed effective with the spring 2009 semester. Tuition Assistance Regulation 9005 was recently rewritten to establish five priorities for the tuition reimbursement program and to simplify the language. There is also information in the regulation about when and how to apply for tuition reimbursement.

Note: The last date to submit a tuition reimbursement request for coursework completed during summer 2008 and fall 2008 semesters is January 31. After that date, the reimbursement will not be accepted. Also, effective January 31, tuition reimbursement form PLT-250 (10/08) is obsolete and will not be accepted.

Changes to Tuition Reimbursement Eligibility

Within available funds, all FCPS full-time and part-time contracted instructional and support employees, who are eligible for employee benefits, are eligible for tuition reimbursement. The refund shall not exceed the maximum tuition reimbursement amount determined annually by the assistant superintendent of the Department of Professional Learning and Training.

Based on available funding, tuition reimbursement priority shall be given to a contracted employee as follows:

- **Priority 1:** A provisionally licensed instructional employee currently teaching in an FCPS critical field, as identified by the Department of Human Resources each year.
- **Priority 2:** An instructional or support employee enrolled in FCPS-approved coursework to meet the qualifications in a designated critical need area within FCPS.
- **Priority 3:** An instructional employee completing a three-semester-hour college or university course to fulfill the content area requirement for the renewal of his or her five-year renewable Virginia teaching license.
- **Priority 4:** An instructional or support employee completing coursework through a regionally accredited college- or university-approved program culminating in an associate's, bachelor's, master's, or doctoral degree and/or endorsement to meet the qualifications in a designated critical need area within FCPS.
- **Priority 5:** A support employee who is not required to hold a degree for his or her position and is completing: (1) college credit course work to earn a degree; (2) apprenticeship program courses for a technical trades position designated as a critical need area in FCPS; or (3) certificate programs through the FCPS Adult and Community Education program (up to a maximum of 45 hours of adult education credit per fiscal year).

When to Apply for a Tuition Reimbursement

Tuition reimbursement is now a preapproval process:

The employee will complete the NEW (PLT-905) tuition reimbursement request form located at <http://www.fcps.edu/plt/treimbursement.htm> and submit the completed application to the Department of Professional Learning and Training during the following time lines:

- Fall semester: mid-August.
- Spring semester: mid-December.
- Summer semester: mid-May.

Upon receipt of the request, the Department of Professional Learning and Training will notify the employee of the approval or denial. Once a tuition reimbursement request is approved, the funds will be held in reserve for the employee.

Requests for tuition reimbursements will not be approved after the last day on which a course meets.

To Receive the Tuition Reimbursement Payment

To receive the reimbursement payment:

- Tuition reimbursement payments will be initiated after the approved course has been satisfactorily completed with a grade of “A or B” or “Pass” if a Pass-Fail for a graduate-level course, or “C” or better for an undergraduate course as verified by an unofficial university transcript and/or grade report and proof of payment from the college or university.
- Grade verification and proof of payment must be received by the Department of Professional Learning and Training within 60 days of course completion.
- Tuition reimbursement payments are paid monthly and are included in the employee’s paycheck.

Note: The cost of textbooks, miscellaneous fees, travel, etc., is not reimbursed by the tuition reimbursement program.

Substitutes, hourly paid employees, and employees on leaves of absence are ineligible for tuition reimbursement.

Final determination of an employee’s eligibility for tuition reimbursement shall rest with the assistant superintendent, Department of Professional Learning and Training, or his or her designee.

For questions regarding tuition reimbursement and how to obtain the new tuition reimbursement request form, contact Rita Cloutier, Department of Professional Learning and Training, at 703-204-3905 or rita.cloutier@fcps.edu.

People on the Move

Editor's Note: Information for **People on the Move** is provided by the Department of Human Resources, Office of Employment Services.

Promotions

- **Mark Scardiglia** from technology support specialist to functional application specialist II at Sprague Center.
- **Erin Taylor** from business operations assistant to management technician, facilities management, at Sideburn Center.
- **Leslie Edwards** from HVAC technician I to HVAC technician II in facilities management at Sideburn Center.

Transfers

- **Elizabeth Fernandez** from custodian I at Cooper to custodian I at Belvedere.
- **Firozeh Ideli** from transportation attendant at Lorton Center to public health attendant at Fairfax.

New Hires and Appointments

- **Jerome Torrence** to field operating engineer in facilities management at Herndon Satellite.
- **Susana Trupo** to student information assistant I/II at Hayfield Elementary.
- **Rachelle Temple** to occupational therapy assistant I/II at Devonshire Center
- **Concepcion Ruiz** to public health training assistant at Washington Mill.

FCPS Remembers

About FCPS Remembers

Information for FCPS Remembers is provided by the Educational Employees Retirement System of Fairfax County (ERFC) for its members and by the Department of Human Resources for members of the Fairfax County Employees Retirement System (FCERS). In the event of the death of any active employee who is now contributing to the ERFC and/or the VRS retirement systems, or any retiree who retired from these systems, **notify the ERFC retirement office by calling 703-426-3900**. The retirement office will provide the names to *Supergram* with details of the deceased's employment with FCPS. In the event of the death of an active member or retiree of **FCERS, notify Benefit Processing at 571-423-3200**.

- **Virginia Feild**, teacher at Groveton, who retired July 1, 2000, and who died June 7, 2008.
- **John Gilroy**, health awareness monitor at West Springfield High, who retired July 1, 1972, and who died November 20, 2008.
- **Anna Thorne**, teacher at Poe, who retired January 1, 1977, and who died December 4, 2008.
- **Douglas Schulte**, teacher at Beech Tree, who retired July 1, 2008, and who died October 8, 2008.
- **Katherine Buckman**, teacher at Kent Gardens, who retired July 1, 1978, and who died November 25, 2008
- **Ellen Burnett**, key punch operator in Central Data Processing, who retired September 5, 1979, and who died October 16, 2008.
- **Margaret Eaton**, teacher at Forest Edge, who died October 29, 2008.
- **Joanna Ellison**, teacher at Waynewood, who retired July 1, 1983, and who died October 17, 2008.
- **Doris Katz**, teacher at Chantilly, who retired July 1, 1982, and who died November 22, 2008.
- **Aurelia Howland**, principal at J.C. Wood, who retired July 1, 1976, and who died June 22, 2008.