



July 9, 2008
printer-friendly version

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

School Board to Consider Purchase of Second Headquarters Building

The Fairfax County School Board is considering a proposal to purchase a 275,000-square-foot building adjacent to Gatehouse Administration Center I that would further consolidate FCPS administrative staff members into one central location. Get details at <http://www.fcps.edu/news/office.htm>.

Supergram's August Schedule

Supergram will be published only once in August on **August 13**. Articles will be due by **July 30**. The regular schedule will resume on September 3, with articles due on August 27.

FCPS Named One of Top 100 Places to Work in Information Technology

For the second year in a row, Fairfax County Public Schools has been selected as one of the top 100 workplaces for information technology (IT) professionals by *Computerworld*. Get details at <http://www.fcps.edu/suptapps/newsreleases/newsrelease.cfm?newsid=907>.

FCPS Captures Regional Emmy for TV Program on Flight School

Fairfax County Public Schools has won a regional Emmy Award for *Flight School: Higher, Faster, Farther!* from the National Capital Chesapeake Bay Chapter of the National Academy of Television Arts and Sciences (NATAS) in the Instructional-Informational Program category. Get details at <http://www.fcps.edu/suptapps/newsreleases/newsrelease.cfm?newsid=902>.

Communications Corner: Back-to-School Publications to Be Delivered Soon

Even though the first day of school is almost two months away for the standard calendar schools, the FCPS warehouse is already hard at work delivering the publications needed for the start of school, such as the 2008-09 handbook, *FamilyGram*, opt-out forms, and others (modified calendar elementary schools will start receiving some publications next week).

To help ensure a smooth start to the school year, be sure to designate a room in your building where the publications can be kept together and **make sure that all summer staff members are aware of the designation**, so that everything can be located when needed later.

Tips for Your Health: Want to Prevent Skin Cancer? Go Undercover!

Learn some tips on preventing skin cancer while still enjoying the outdoors in this tip sheet from FCPS wellness specialist Camille Bartus. Get details at <http://www.fcps.edu/mediapub/publicat/so070908/skinhealth.pdf>.

FCPS by the Numbers

12: FCPS is the 12th largest school district in the United States with 163,753 students in the 2005-06 school year, the latest information available, according to a new report from the National Center for Education Statistics.

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 August 13. Articles for that issue are due no later than Wednesday, July 30.** 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

"Summer's lease hath all too short a date."

William Shakespeare

About Our People

* **Mary Ann Panarelli**, coordinator in the Office of Special Education, was recently named the first recipient of the Susan D. Kaye Award, created in memory of Susan Kaye, who served in both the Office of Student Services and the Office of Special Education for over two decades. The award, which will be presented annually, is given to an individual who exemplifies the exceptional qualities that were the hallmarks of Kaye's service to FCPS and her family and community.

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

Total Compensation Statements to Be Mailed in August

The Department of Human Resources will mail annual total compensation statements to employees' homes in August. The total compensation statement is customized for each employee. It reflects your salary, including the July 1 market adjustment increase and the dollar value of the benefits FCPS provides through its health and retirement plans. The statement also includes information about your benefit elections and additional information about the many benefits and programs FCPS offers. Combined, your salary and the value of your benefits represent a total compensation package.

Want to Learn New Skills at Your Own Pace? Try eLearnIT!

The Department of Information Technology's eLearnIT web site provides, via the Internet, skills development training that is available **free of charge** to any employee of Fairfax County Public Schools. These courses offer FCPS employees a wide variety of training opportunities designed to enhance critical business, professional, and IT skills.

With eLearnIT you get:

- Access to over 2,000 interactive and engaging online courses at a variety of skill levels—online and self-paced for your training development or for use as a quick reference tool.
- Admission to "Books 24x7," a Skillsoft web site that has thousands of up-to-date searchable books, online, to be used for study and reference. Favorites can be placed on bookshelves for easy access.
- Availability 24x7x365—your time frame and your Windows computer. You can learn at your own pace, bookmark your place for return later, and download courses for work offline.
- Online mentoring—quick answers to your specific questions.

Visit <http://www.fcps.edu/MTS/TrainingServices/elearn/> to learn more about eLearnIT. Register now and start learning today!

FCPS Online Classifieds Free for Employees

The FCPS Online Classifieds system—which 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 Keith Orbe at keith.orbe@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 it to andy.grunig@fcps.edu.

Did You Know?

Register Now for the Fall Support Services Institute

The fall 2008 cohort of the Support Services Institute (SSI) will begin on September 18. This institute, sponsored by the Department of Professional Learning and Training (PLT), is designed for support employees (US-13 to US-19) who have demonstrated leadership skills and a desire to further their professional development. Participants are selected through an application process. The application and applicant statement of interest are available on the

Department of Professional Learning and Training web site at <http://www.fcps.edu/plt/whatsnew.htm#2008ssi>.

Any questions regarding the program may be directed to Delores Herndon, PLT, at 703-204-4054. Completed applications and statement of interest forms should be sent by pony to Delores Herndon, Department of Professional Learning and Training, Dunn Loring Center, or by fax to 703-204-3861 no later than **August 18**.

2008 Leadership Conference Registration Now Open Online

All employees US-20 and above may now register for the 27th annual Leadership Conference by going to My PLT at <http://www.fcps.edu/plt/MyPLT>. It is scheduled for Wednesday, August 6, from 8 a.m. to noon at Hayfield Secondary School.

Registration for the Thursday, August 7 session, Setting the Stage: Assessment for Learning, will be available soon. Continue checking back on My PLT to find the appropriate topics you plan to register for and attend.

New Keep in Touch System in Operation; Employees Asked to Update Contact Information Now

The new vendor for the Keep in Touch (KIT) message system, Blackboard Connect, began service on July 1. Currently, only the emergency notification system is working.

Until the subscription module is complete (estimated for late this summer), all emergency messages will be sent using contact information from the FCPS student information system, and the Lawson (employee) databases. E-mail addresses in the old KIT will be used for emergency messages only until users have the opportunity to subscribe with the new system.

To get under way with the new service, all employees need to make sure their contact information is up to date as soon as possible. To do this, log in to UConnect at <http://www.fcps.edu/DHR/employees/uconnect.htm> and follow the log in instructions there.

Once logged in, click on the "Employee" tab at the top of the page. Then, on the next page, select "My Work Contact Info." (**Note:** You will also be able to update your home address and phone number.) Update all contact information (if needed) and click the "Submit" button. Then log out and close out of all browser windows.

Principals must attend training so that they understand their responsibilities for the system at their schools and so they can experience the new features and business rules that come with this new product. Initially, principals may send two staff members to the training. Registration for training is available through MyPLT. Additional training will be available throughout the year. Until someone from your school has attended training, you will not be able to send messages specifically from your school. The Department of Communications and Community Outreach will send any emergency messages on behalf of the division and on behalf of individual schools.

All FCPS Personnel Required to Complete Discrimination and Harassment Awareness Training by October 1

Beginning June 16, all FCPS employees will have the opportunity to complete the required discrimination and harassment awareness training. All employees are required to complete the training by October 1.

There are three ways to complete the training:

- **Online training:** This training is available on My PLT. Nonsupervisors would select the Discrimination and Harassment Awareness Training for Nonsupervisors. Supervisors would select the Discrimination and Harassment Awareness Training for Supervisors. Employees may go to <http://fcpsnet.fcps.edu/plt/MyPLT/index.html> to begin this training. This training is self-paced, and it usually takes approximately 20-30 minutes to complete. (Employees completing the training online must use a computer with speakers and have the volume turned up.)
- **Group setting:** A principal or supervisor may want to request a CD and ask his or her employees to view the training in a group setting. If this is the case, visit <http://www.fcps.edu/DHR/compliance/request.htm>.
- **Face-to-face training:** This training is offered by the Office of Equity and Compliance. For more information, call 571-423-3050.

To help supervisors determine if the online training is appropriate for their employees, My PLT opened the online training for them on June 13. Once the supervisor logs on, he or she should select the link in the required section for supervisors. Selecting the training from the required box will connect them to Discrimination and Harassment Awareness Training for Supervisors. The first three units of this training are identical to the Discrimination and Harassment Awareness Training for Nonsupervisors. The fourth unit in the supervisor's training discusses specific information for supervisors and is not included in the non-supervisors training. This training will take approximately 30 minutes to complete. It is paperless, and the training will be recorded on the employee's transcript at the completion of the training.

Supervisors must be aware that all nonexempt US-19-and-below employees (employees eligible for overtime) are required to complete the training during regular work hours to comply with Fair Labor Standards Act requirements. Exempt employees, US-20 and above (employees ineligible for overtime), who elect to take the training during nonworking hours may do so.

If an employee believes that he or she has already completed this training, the employee can verify this by viewing his or her My PLT transcript. The course must have the title: **Discrimination and Harassment Awareness Training**. Courses taken with a similar title do not meet this requirement. (Many bus drivers and custodians have completed the face-to-face discrimination and harassment training this year.)

For more information on discrimination and harassment awareness training, go to <http://www.fcps.edu/DHR/compliance/>.

Information for Educators

Online Travel Updated to Reflect New IRS Mileage Reimbursement Rate

Effective July 1, the IRS standard mileage rate for the use of a personal automobile for business miles driven is 58.5 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>.

Fairfax County Government Workforce Housing Survey—Your Input Is Important

In response to the need for affordable workforce housing, Fairfax County Government is considering what could be a great opportunity for county government and FCPS employees.

Situated in a wooded setting on the 86-acre Fairfax County Government Center campus and incorporating green building, low impact, and sustainable design features, the Residences at the Government Center would provide high-quality rental housing to those within eligible household income limits.

Fairfax County government would like to gauge your interest in this workforce housing opportunity through an online survey. To participate, go to <http://infoweb.fairfaxcounty.gov/survey/workforcehousing.htm>, where you will find the survey as well as some background information, which includes household income eligibility limits.

Note: This survey is located on the Fairfax County government intranet and **requires access to the FCPS computer network or the use of the virtual private network (VPN, see article below)** if logging on from a home computer.

VPN Available to All Employees

FCPS uses a virtual private network (VPN) to allow its employees to access school system computer network resources when they are not at an FCPS site. Every FCPS employee now has permission to use VPN, but a small piece of software is needed. The VPN software can be downloaded from the VPN Frequently Asked Questions (FAQ) web site on FCPSnet (<http://fcpsnet.fcps.edu/it/CPS/itcsc/itservicedesk/vpnfaq.htm>). This software is not available for download from home, so if you plan to connect back to an FCPS resource when you are not at an FCPS site, please be sure to download, install, and test the software before leaving your site.

If you would like more information on VPN and the regulations that govern its use, please see the FCPS Acceptable Use Policy (AUP) Regulation 6410, the Data Security Regulation 6220, the Data Security Policy 6220, and the Remote Access Technical Bulletin 631.

The IT Service Desk can be reached at 703-503-1600 or ITServiceDesk@fcps.edu for questions or further information. Please note that the IT Service Desk only supports computer equipment that is supplied by FCPS.

Summer Fund Withholding and Payout

Less-than-12-month employees who have opted to be paid during the summer will see their last summer fund deduction from their June paychecks. The amount listed on the right side of the advice in the box labeled "Summer Balance" reflects the total after-tax money that has been set aside to be paid out during nonworking months as follows:

- Ten-month teachers and other ten-month employees who are paid monthly will receive one-half of the summer balance at the end of July and the remainder at the end of August.
- Eleven-month employees who are paid monthly will receive the entire summer balance at the end of July.
- Ten-month food service and transportation employees who are paid biweekly and who opted for summer payments will receive the summer balance in three increments; biweekly #02 payable July 18, biweekly #03 payable August 1, and biweekly #04 payable August 15.
- Eleven-month employees who are paid biweekly and who opted for summer payments will receive the summer balance in two increments: biweekly #02 payable July 18 and biweekly #03 payable August 1.

Employees who did not work the entire contract year will not have enough money in their summer funds to provide full summer payments. Employees who worked the entire contract length will find that summer payments will be very close to the net amount of payments received during working months. Variances are due to any changes that affected the net pay on which the summer fund deduction is calculated each pay period. This would include changes in salary due to a step increase, changes in daily scheduled hours or percent of employment, or a promotion. It would also include changes to benefits coverage, benefit rates, and other voluntary deductions such as dues, TDAs, or 457s.

Two Check Stubs in July?

Ten-month employees who participate in the summer fund program and use sick or personal leave during the month of June will receive two pay advices in the mail at the end of July. One pay advice will show only the leave taken in June. The other pay advice will show the first of the two summer fund payouts given at the end of July and August.

Negative Summer Fund in July?

Ten-month employees who participate in the summer fund program will notice a negative summer fund balance in the Summer Fund Deduction box on the right side of the summer fund pay advice received at the end of July. This negative amount represents the remaining summer fund balance that will be paid at the end of August.

Fulbright Teacher Exchanges Available for 2009-10 School Year

Overseas teacher exchange opportunities are available for the 2009-10 school year. FCPS participates in the school-year direct exchanges. Other short-term exchanges are not

supported by FCPS because of the impact on instructional programs. In addition to meeting the Fulbright eligibility requirements, applicants must have taught **for three years in FCPS prior to the exchange year**. Opportunities and other eligibility requirements vary by country.

Information and applications are available from the USIA Fulbright Teacher Exchange program at 1-800-726-0479 or by e-mail at fulbright@grad.usda.gov. The application is also available online by going to www.fulbrightexchanges.org. All applications must be approved by FCPS prior to submission.

All FCPS applications **must** be submitted to the Department of Professional Learning and Training, Dunn Loring Center. Applications must be received **no later than Friday, October 8**, to meet the Fulbright deadline. Applications will then be submitted by FCPS directly to Fulbright. For more information, call Judy Christian at 703-204-4065.

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

- **Ann Delvalle** from office assistant at Hybla Valley to student information assistant at Mantua.
- **Nan Badu** from custodian II to building supervisor at Bren Mar Park.
- **Diana Zhuravel** from program assistant at Gatehouse Administration Center I to student information assistant at Centre Ridge.
- **Steven Hotaling** from HVAC technician II to engineering technician II at Sideburn Center.
- **Fabiola Cajina** from custodian I at Floris to custodian II at Providence.
- **Jerry Penn** from kitchen equipment technician I to kitchen equipment technician II at Sideburn Center.
- **Steven Gray** from kitchen equipment technician I to kitchen equipment technician II at Sideburn Center.
- **Dennis Shelton** from accounts payable analyst I to compliance specialist, Office of the Comptroller, at Gatehouse Administration Center I.
- **Amanda Baxter** from teacher to assistant principal at Bren Mar Park.
- **Justine Klena** from assistant principal at Cooper to principal at Herndon Middle.
- **Robert Yoshida** from school-based technology specialist at Clifton to assistant principal at Waples Mill.

- **Ellen Agosta** from teacher at Providence Hill to educational specialist, autism, mental retardation, and physical disabilities, Office of Special Education, at Gatehouse Administration Center I.

Transfers

- **Digna Flores Giron** from custodian I at Longfellow to custodian I at Gunston.
- **Mawuena Adri** from custodian I at South Lakes to custodian I at South County.
- **Adam Entenberg** from educational specialist, pyramid resource, at Gatehouse Administration Center I to assistant principal at Woodson.
- **Timothy O'Reilly** from director of student activities at West Springfield High to assistant principal at Chantilly.
- **Scott Bergquist** from assistant principal at Madison to assistant principal at Lanier.

Staff Development

- **Eleanor Stack** from educational specialist, assistive technology, at Dunn Loring Center to educational specialist, summer school, with the Office of Special Education at Gatehouse Administration Center I.
- **Karen Glago** from educational specialist, pyramid resource, to manager, emotional disabilities and learning disabilities, elementary, with the Office of Special Education at Gatehouse Administration Center I.

New Hires and Appointments

- **Vivian Penaloza** to office assistant at Fairhill.
- **Siu Chou** to custodian I at Edison.
- **Melvin Beaty** to information technology operations technician I at Wilton Woods Center.
- **Roy Mendiola** to HVAC technician I in facilities management at Edison Satellite.
- **Cliff Pahlavaninejad** to HVAC technician I in facilities management at Sideburn Center.
- **Robert Burns** to groundskeeper II in facilities management at Woodson Complex.
- **Courtney Avery** to HVAC technician I in facilities management at Sideburn Center.
- **Fartun Hassan** to custodian I at Lanier.

- **Samuel Ornelas** to HVAC technician I in facilities management at Edison Satellite.
- **Darryl Gilchrist** to pest controller I in facilities management at Sideburn Center.
- **James Barron** to groundskeeper II in facilities management at Woodson Center.
- **Dayan Weldeab** to HVAC technician trainee in facilities management at Edison Satellite.
- **Jung Kyung** to custodian I at Providence.
- **Nathalie Monges** to finance assistant, Office of the Comptroller, at Gatehouse Administration Center I.
- **Elena Guzman-Arevalo** to office assistant at Providence.
- **Idalia Pereira** to custodian I at Bailey's.
- **Todd Lowe** to operating engineer in facilities management at Edison Satellite.

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**.

- **Jack Gotte**, bus driver in Area I Transportation, who retired on January 28, 1998, and who died May 25.
- **Ellen Holly**, custodian at Whitman, who died May 13.
- **Soon Lee**, custodian at Annandale, who retired on September 1, 1991, and who died May 26.
- **James Kirk**, bus driver at Lorton Center, who retired on June 18, 1998, and who died May 25.
- **Lillian Alexander**, transportation aide, who retired on March 2, 1991, and who died April 12.
- **Sandra Childress**, bus driver in special education transportation, who retired on June 15, 2002, and who died May 19.

- **Randall Minkin**, coordinator II in maintenance services at Sideburn, who died May 30.
- **Shirley Mazin**, teacher at Stone, who retired July 1, 2000, and who died June 12.