



October 3, 2007

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(**Editor's Note:** The printer-friendly version contains selected articles from the main page of *Supergram* online, available at <http://www.fcps.edu/mediapub/publicat/sgm.htm>.)

## **Best Practices Awards Recognize Web Site Excellence**

Each month, Best Practices Awards are given to FCPS web curators by the Office of Community Relations in recognition of specific elements of excellence on their web sites. Awards are announced monthly during the school year. The winner for September 2007 is **Aria Gee** at Stone Middle School (<http://www.fcps.edu/StoneMS/>), for presenting clear and user-friendly design and well-organized links. Get details on FCPSnet at <http://fcpsnet.fcps.edu/ocr/curator/contests.htm>.

## **Communications Corner: Parent-Teacher Conferences**

Parent-teacher conferences are an important communication tool in establishing positive relationships with parents. They can help your school build a reputation as one that cares for students and addresses the concerns of parents. Learn how to organize your parent-teacher conferences to make them successful in this tip sheet from the Office of Community Relations on FCPSnet at <http://fcpsnet.fcps.edu/ocr/school/2007toolkits/October.html>.

## **Building Asbestos Management Plans Must Be Available for Review**

School Board policy and EPA regulations require principals and program managers to notify staff members and parents of the availability of asbestos management plans mandated by the Asbestos Hazard Emergency Response Act of 1986. These management plans must be available for review in the school or building main administrative office during working hours. Copies of these notifications must be kept with the asbestos management plans. If you have any questions or cannot locate your plan, contact Angel Perez at 703-764-4372.

## **Tips for Your Health: Carbohydrates**

Carbohydrates are the primary component of many plants. Most of the carbohydrates eaten are converted to glucose, which is essential in providing energy and helps the brain and nerves function. Animal tissue has very few carbohydrates. Learn which foods

are high in carbohydrates in this tip sheet from the Office of Food and Nutrition Services available at [http://www.fcps.edu/fs/food/food\\_facts/nutrifax/Carbohydrates.pdf](http://www.fcps.edu/fs/food/food_facts/nutrifax/Carbohydrates.pdf).

## Department Newsletters

The fall 2007 issue of *At Your Service*, from the Department of Information Technology, is now available on FCPSnet at <http://fcpsnet.fcps.edu/it/DITNews/IT0907/index.html>.

## FCPS by the Numbers

**99:** The percentage of Fairfax County public schools that have earned full accreditation from the Virginia Department of Education based on the 2006-07 Standards of Learning (SOL) tests. Get details at <http://www.fcps.edu/suptapps/newsreleases/newsrelease.cfm?newsid=715>.

## Important Notice for *Supergram* Article Submissions

Article submissions for *Supergram* should be sent to Andy Grunig at [andy.grunig@fcps.edu](mailto:andy.grunig@fcps.edu). **The next issue will be posted on October 17. Articles for that issue are due no later than Wednesday, October 10.** 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

"All who have meditated on the art of governing mankind have been convinced that the fate of empires depends on the education of youth."

Aristotle

## About Our People

- Fourteen FCPS teachers participated in the Northrop Grumman Foundation Weightless Flights of Discovery program at Washington Dulles International Airport on September 13. The participants were **Stanley Seidlitz** of alternative school programs; **Megan Green** of Carson; **Hana Oh** of Centreville High; **Marty Rothwell** of Chantilly Academy; **Steve Smith** of Fairfax ; **Bahiya Corley** of Holmes; **Amos Simms-Smith** of Hughes; **Amy Hebert** and **Laura Moore** of Irving; **James Chalupsky** of Key; **Margot Frick-Tordella** of Parklawn; and **Duncan Forbes**, **James Rose**, and **Sharon Webb** of Thomas Jefferson High School for Science and Technology.

The FCPS teachers were part of a group of 55 Washington-area math and science teachers who experienced weightless flights that they can later share with their students. They participated in a parabolic or zero-gravity aircraft flight that creates temporary weightlessness, similar to how astronauts train for space flight. A workshop in August taught the teachers about zero gravity environments, science and engineering concepts, and science and math curriculum development. The Weightless Flights of Discovery program seeks to help teachers inspire students to pursue careers in science, technology, engineering, and mathematics.

- **Levi Folly**, education specialist in the Instructional Services Department, wrote "Making High School Reform Work," which appears in the October issue of the *American School Board Journal*, published by the National School Boards Association. The article discusses why an examination of time, resources, and purpose is necessary for successful reform.

## 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](mailto:andy.grunig@fcps.edu). We want to hear from you!

**Editor's Note:** Send your electronic photo along with your good news.

## Benefits

### Benefits Open Enrollment Begins Next Week

The benefits open enrollment period will begin on **Tuesday, October 9, and end on Tuesday, October 30**. As an FCPS employee, you have access to an array of valuable benefits. During open enrollment, you may enroll in, change, or cancel your medical and/or dental benefits for 2008. You may also enroll in the health care and/or dependent care flexible spending account (FSA) programs. You must enroll in the FSA program each year if you want to set aside pretax dollars each pay period for eligible health care and/or dependent (day) care expenses.

Enrollment materials will be available at the start of open enrollment. Enrollment packets are mailed to all benefits-eligible employees; detailed information about open enrollment, medical and dental plan options, and flexible spending account (FSA) programs are included in the enrollment materials. Information and forms are available online at [www.fcps.edu/DHR/employees/benefits](http://www.fcps.edu/DHR/employees/benefits).

Enrolling online is simple and secure with UConnect. Log on to [www.fcps.edu/DHR/uconnect](http://www.fcps.edu/DHR/uconnect) to check your benefit elections, to make changes, or to enroll. You will receive immediate notification that your elections have been completed in the system. Be sure to check your e-mail messages throughout the open enrollment period for important information about your health coverage and FSA enrollment elections. You must complete your enrollment by October 30. UConnect will be available for enrollment until **4:30 p.m. on October 30**.

All benefits-eligible employees will receive confirmation notices—even if no changes were made during open enrollment.

Also, hard copies of completed forms may be mailed or delivered in person throughout the open enrollment period to the Department of Human Resources, Office of Benefit Services, Gatehouse Administration Center I, 8115 Gatehouse Road, suite 2700, Falls Church, VA 22042.

### **Open Enrollment Open Houses**

You are invited to visit an upcoming Benefits Open Enrollment Open House to meet Department of Human Resources staff members and speak with representatives from the health plans. Open houses will be held:

- **Tuesday, October 16**, at Edison High School from 3 to 6 p.m.
- **Tuesday, October 23**, at Chantilly High School from 3 to 6 p.m.
- **Monday, October 29**, in the Department of Human Resources at Gatehouse Administration Center I from 3 to 7 p.m.

### **Books 24x7 Offers Free Access to Thousands of Business and Technology Titles**

Books 24x7, part of eLearnIT, is powered by Referenceware, the largest online book resource offering unobstructed access to the complete unabridged contents of thousands of the latest and best business and technology books. Professionals across all disciplines rely on Referenceware for continuous learning to help solve job-critical challenges to drive corporate initiatives. Referenceware is the fastest way to solve problems, to learn, and to succeed. Books 24-7 is available free of charge to any employee of Fairfax County Public Schools.

Referenceware collections include the full contents of premium reference books, reports, vendor documents, and white papers from industry publishers. New titles are added every week, ensuring the largest and most current online reference content. Collections include:

- **OfficeEssentials** provides fingertip access to the latest information on standard office software such as Microsoft Word and Excel in plain, easy-to-understand language. OfficeEssentials is also an ideal product for supporting major corporate software migrations.
- **BusinessPro**, suitable for every corporate professional, provides instant guidance on a range of practical topics that drive business results. Topics range from developing leadership skills to writing business plans and from sharpening interviewing skills to developing project management skills.

- **ITPro** was designed by and for IT professionals who need to keep pace with the accelerating speed of technology and innovation. With thousands of books, ITPro provides both broad and deep coverage of over 100 different technology topics including the latest programming languages, coding methodologies, network security, telecom protocols, and IT asset management strategies.

Referenceware provides users with powerful features for an optimized instant problem-solving and learning experience. To gain access to Books 24x7, log in to eLearnIT at <https://elearnit.skillport.com/SkillPortFE/login/login.cfm>.

## Did You Know?

### Virginia Energy Star Sales Tax Holiday Set for October 5-8

Thinking of buying a new appliance for your home this fall? In an effort to help Virginia save energy, save money, and protect the environment, Governor Kaine signed legislation to create the Energy Star Sales Tax Holiday from **Friday, October 5, through Monday, October 8.**

Consumers can visit their local retailer and save both state and local sales tax on Energy Star-qualified products that cost \$2,500 or less. The following products are eligible:

- ceiling fans
- compact fluorescent light bulbs (CFLs)
- dehumidifiers
- dishwashers
- programmable thermostats
- refrigerators
- room air conditioners
- clothes washers

For more information go to

<http://www.dmme.virginia.gov/DE/RelatedProgs/salestaxholiday.shtml>.

In addition to the Energy Star Sales Tax Holiday, consumers can save money with federal tax credits on doors, windows, and other energy-efficient products. The Energy Policy Act of 2005 authorizes federal tax credits on a variety of products designed to

save energy, save money, and protect our environment. These incentives are available through December 31. For more information on the federal tax credits visit [www.energystar.gov/taxcredits](http://www.energystar.gov/taxcredits).

## **Petitions Due November 7 for School Employees' Benefits Advisory Council Special Election**

A special election for the Superintendent's School Employees' Benefits Advisory Council (SEBAC) will be held December 10-11.

The special election will be held to fill the positions of three **US-19 and below** representatives and an alternate, one instructional assistant representative and an alternate, and one teacher representative and an alternate. The alternate positions will be filled by the runner-up candidate from each job category.

Each elected representative will serve his or her respective community-of-interest group until June 2010 by working as a liaison between management, employees, and retirees. The elected representatives will serve as chairpersons or committee members of various benefits committees, attend meetings at the various boards and commissions as directed by the chairperson of the SEBAC, and represent employees on benefits issues.

An *HR News* petition, issue No. 92, will be mailed to US-19 and below bus drivers and attendants, custodians, food service, trades and maintenance, and Department of Facilities and Transportation Services employees at their home addresses to nominate candidates for the US-19 and below, instructional assistant, and teacher representative vacancies. The issue is also available on FCPSnet at <http://fcpsnet.fcps.edu/supt/sebac/index.htm>. Petitions must be sent to the Office of Employee Performance and Development (OEPD) by **4:30 p.m. on November 7**.

Questions about the petition process may be directed to OEPD at 571-423-3252.

## **FCPS to Honor Retirees on October 17**

The retirement ceremony committee looks forward to honoring our retirees at the fall 2007 retirement ceremony, We Honor You—Celebrating Your Service to FCPS, being held on **Wednesday, October 17, at Robinson Secondary School**.

Retirees and their guests are asked to arrive by 6:30 p.m. so they can be seated before the start of the 7 p.m. ceremony, which will be shown live on Channel 21 and will be rebroadcast on Monday, October 22, at 7:30 p.m.

Each retiree will receive a boutonniere or corsage when he or she arrives at Robinson, and each retiree will be introduced with a career highlight, be photographed, and receive congratulations from School Board members and school system administrators. Each retiree will also receive a commemorative award based on his or her years of service to FCPS. A dessert reception will follow the ceremony in the cafeteria.

More information about the retirement ceremony, including retiree testimonials and photos from previous ceremonies, is available at [www.fcps.edu/DHR/wehonoryou](http://www.fcps.edu/DHR/wehonoryou).

## **Fall Web Curator Conference to Be Held November 6**

The FCPS web curator user group is an informal group of school-based and office web publishers. The annual Fall Web Curator Conference will be held on **Tuesday, November 6, at Gatehouse Administration Center I** with breakfast and registration beginning at 7:30 a.m. The keynote session will begin at 8:30 a.m., and workshops will continue until 12:30 p.m. Registration is available through MyPLT. Breakout sessions will include writing for the web, Dreamweaver topics, cascading style sheets, and presentations by Adobe staff members.

For more information, contact Nancy Moy at 571-423-1221 or [nancy.moy@fcps.edu](mailto:nancy.moy@fcps.edu).

## **New Travel Regulation in Effect; Approvals and Reimbursement Process Now Online**

To improve customer service, increase efficiency, and ensure accountability, the Department of Financial Services and various stakeholders completed a comprehensive review of and recommended changes to FCPS travel policies and procedures. As of September 17, Regulation 5310.9 is in effect, and Online Travel is available at <http://cfapp02.fcps.edu:8501/onlinetravel/otLogonPage.html>.

### **Revised Regulation = Efficient, Equitable, and Manageable Travel Program**

The revised regulation establishes policies and procedures that will support FCPS in its efforts to meet the primary goal of the travel program, which is to promptly reimburse employees who are required to travel on behalf of FCPS for reasonable and necessary business-related expenses. Changes include:

- Reimbursement for local travel in excess of normal round-trip daily commute.
- Per diem rates for meals, incidental expenses, and lodging, which take into account the cost of living for the location and season.
- Use of FCPS credit cards to charge registration fees, commercial transportation, and lodging.
- Prompt reimbursement via direct deposit for out-of-pocket costs such as meals and incidentals.

### **Online Travel = No More Paper**

Online Travel is a fast, easy, and convenient method for submitting, approving, and checking travel requests online. Just think how easy it is to use MapQuest.com and

Amazon.com. Online Travel is just as easy. The best part of Online Travel is that travelers are reimbursed through direct deposit within five to seven business days after principals or program managers approve requests online.

### **Get Started Today**

Get started today by registering as an online travel user. Log on to Online Travel at <http://cfapp02.fcps.edu:8501/onlinetravel/otLogonPage.html> using your network user id and password. You will need less than one minute and four pieces of information: work telephone number, name of office or school, job title, and base location. The latter will be used to automatically calculate and deduct the value of your round-trip daily commute.

### **Key Dates and More Information**

For more information regarding the revised regulation, Online Travel, training, key dates, and who to contact, visit <http://fcpsnet.fcps.edu/fs/finance/travel/index.htm>.

## **Opportunities for Educators**

### **Regional Educational Leadership Program Planned; Information Meeting to Be Held October 22**

George Mason University is offering a regional Educational Leadership program beginning in January 2008 in collaboration with Northern Virginia school systems. The program is for employees who want to obtain the administrative endorsement necessary for consideration for the school-based administrative positions of assistant principal, principal, and student activities director.

Enrollment will be limited to 30 people. Selection criteria include having three years of teaching experience, with at least one year in FCPS, and outstanding teaching ability. Participants will pay tuition and book costs.

Representatives from George Mason University will provide information about the program, the application and selection process, coursework, and internship requirements at a meeting on **Monday, October 22, 5 to 6 p.m. at the Alan Leis Instructional Center in the multipurpose room.**

To register for the information session, contact the Department of Professional Learning and Training by sending an e-mail to Rita Cloutier at [rita.cloutier@fcps.edu](mailto:rita.cloutier@fcps.edu). Include your name, work location, and telephone number in the e-mail.

### **Bus Evacuation Drills Due by October 16**

Emergency bus evacuation drills are required each semester of the school year. First semester drills must be completed by **Tuesday, October 16**. Please coordinate and

report the completion date of your bus evacuation drill to your area transportation office or route supervisor no later than Thursday, October 18. Detailed instructions for bus evacuation drills are contained in the current version of Regulation 7105 (<http://www.fcps.edu/Directives/R7105.pdf>) and appear in the FCPS Pupil Transportation Manual.

## **Professional Development Schools Information Session to Be Held October 24**

Marymount University's Graduate School of Education and Graduate Admissions office is hosting information sessions for prospective teachers who want to learn about Marymount's unique professional development schools (PDS), a collaborative partnership with Fairfax County Public Schools.

An information session will be held on **October 24, at Sunrise Valley Elementary**, one of the PDS partnership schools, at **5:30 p.m. and 7 p.m.** Learn about the one-year master's degree in education with licensure offered in this full-time program that places students in FCPS schools for the full year and is an alternative to Marymount's traditional program.

Classes are scheduled to accommodate the student internships. To learn more about this opportunity, call 703-284-5902 or register online at <http://www.marymount.edu/infosession>.

## **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**

- **Mary Hatchell** from school-based technology specialist at Robinson to functional applications specialist II at Wilton Woods Center.
- **Jeremy Shughart** from assessment coach at Chantilly to school-based technology specialist at Freedom Hill.
- **Ben Damte** from custodian I at TJHSST to custodian II at Kent Gardens.
- **Ajay Rawat** from planner II, facilities services planning, to coordinator III, facilities services planning, at City Square.
- **William Tippins** from safety and security assistant I at Mount Vernon Center to safety and security specialist at Annandale.

- **Christopher Hacker** from structural trainee I/II/III to carpenter I at Edison Satellite.
- **Laura Peterson** from office assistant at Forestdale to student information assistant I/II at Crestwood.

### Transfers

- **Kevin Harris** from safety and security assistant I at Herndon Middle to Cedar Lane School.
- **Harjeet Singh** from custodian I at Freedom Hill to custodian I at Kent Gardens.
- **Edward Johnson** from custodian I at Kent Gardens Elem to custodian I at Freedom Hill.
- **Edythe Richburg Holliday** from safety and security assistant at Lanier to safety and security assistant at TJHSST.
- **Margaret Amponsaa** from custodian I at Annandale to custodian I at Ravensworth.
- **German Balladares** from custodian I at Hayfield Secondary to custodian I at Woodson.
- **Alice Adalian** from instructional assistant (CAT B) at Hayfield to office assistant at Silverbrook.
- **Tahereh Forootan** from public health attendant at Freedom Hill to public health attendant at Waples Mill.
- **Andrey Tillery** from custodian I at Key to custodian I at Sandburg.
- **Omar Jimenez** from custodian I at Woodson to custodian I at Hayfield Secondary.

### New Hires and Appointments

- **Laura Semelsberger** to public health training assistant at Herndon High.
- **Ummey Hossain** to public health attendant at Carson.
- **Norma Reynolds** to student information assistant I/II at Lorton Station.
- **Annie Brinkley** to public health training assistant at Hutchison.
- **Shelia Fulton** to public health training assistant at Pulley Vocational Center.

- **Anne Goldman** to student information assistant I/II at Halley.
- **Marcos Lopez Sandoval** to public health attendant at Holmes.
- **Sean Galdo** to public health training assistant at Kilmer.
- **Christopher Kidd** to public health attendant at Shrevewood.
- **Nykolle Crosby-Black** to administrative assistant I (.5) at Department of Special Services/Virginia Hills Center.
- **Francis Andrade** to educational interpreter I/II at Canterbury Woods.
- **Melissa Mentzel** to public health training assistant at Woodson.
- **Ventura Hilda** to public health training assistant at Westfield.
- **Nlandu Kisenda** to public health training assistant at Terra Centre.

## 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 703-750-8465**.

- **James Milam**, teacher at Madison, who retired July 1, 1980, and who died July 28.
- **Stanley Washington**, teacher at Cedar Lane, who retired July 1, 1999, and who died July 6.
- **Robert Miller**, coordinator of school construction in Design and Construction Services, who retired April 1, 1991, and who died September 6.
- **Frances Loikow**, teacher at Graham Road, who retired July 1, 1976, and who died August 1.

- **Margaret Steirs**, instructional aide at Forestdale, who retired July 1, 1982, and who died January 18.
- **Inez Wilson**, secretary in the Department of Personnel Services, who retired June 1, 1989, and who died August 19.
- **Marilyn Wilson**, public health training assistant at Freedom Hill, who retired December 1, 2001, and who died July 10.
- **Mary Anne Cromartie**, librarian at Weyanoke, who retired August 1, 2000, and who died August 18.
- **Margaret Darcey**, account clerk at Herndon Middle, who retired May 13, 1976, and who died January 21.
- **Patricia Dillon**, teacher at Holmes, who retired July 1, 2004, and who died April 29.
- **Barbara Engdahl**, office assistant at Woodburn, who died June 26.
- **Ray Lewis**, budget analyst in the Area I office, who retired July 1, 1982, and who died August 1.