



December 17, 2008
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(**Editor's Note:** The full online version of *Supergram* is available at <http://www.fcps.edu/mediapub/publicat/sgm.htm>.)

Four FCPS High Schools Make *U.S. News and World Report's* List of Top 100 High Schools

Four FCPS high schools have been named to the list of top 100 high schools in the United States by *U.S. News and World Report*. Thomas Jefferson High School for Science and Technology (TJHSST) was named **the top high school in the country** for the second consecutive year. McLean High School was ranked 55th, Langley High School was ranked 76th, and Woodson High School was ranked 90th. Seven other FCPS high schools were also recognized. Get details at <http://commweb.fcps.edu/newsreleases/newsrelease.cfm?newsid=1008>.

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 7 issue will be **December 22**.

Tips for Your Health: Helping Others Cope With Grief and Loss During the Holidays

The holidays typically are a time of happy anticipation and celebrations, but for those suffering a loss they can be met with feelings of dread and anxiety. Thinking through some ideas about what you can offer during a friend's time of loss can help you assume a supportive role. Learn more in this tip sheet from FCPS wellness specialist Camille Bartus. Get details at <http://www.fcps.edu/mediapub/publicat/so121708/griefandloss.pdf>.

Instructional Services Department Blood Drive to Be Held December 22

The Instructional Services Department is sponsoring a blood drive on Monday, December 22, from 10 a.m. until 4 p.m. in the Leis Center multipurpose room. To schedule your own time, go to the online schedule form at <http://www.membersforlife.org/rccm/bdc/login.php> and use sponsor code **13900**, or contact Tim Harazin at Tim.Harazin@fcps.edu or 703-916-6934.

Daily Pony Service Restored to Schools and Offices Starting January 5

Effective Monday, January 5, 2009, pony service will be provided to schools and offices every day. Restoration of daily service is possible as a result of outsourcing with Immediate Mailing Services to meter mail to be sent through the U.S. Postal Service. The contract will provide significant cost savings with forwarding of all U.S. mail through the pony on a daily basis. More

information is available from Procurement Services on FCPSnet. Get details at <http://fcpsnet.fcps.edu/fs/procurement/Pony-USmail.htm>.

FCPS by the Numbers

\$13,340: FCPS cost per pupil for FY 2009, which ranks fifth among Washington-area school systems behind Arlington Public Schools, Alexandria City Schools, Falls Church City Schools, and Montgomery County Public Schools. School systems ranked behind FCPS in per pupil spending are Manassas City Schools, Loudoun County, Prince George's County, and Prince William County. Get details at <http://www.fcps.edu/fs/budget/wabe/2009.pdf>.

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 7. Articles for that issue are due no later than Monday, December 22** (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

"The only bad thing about a holiday is it is always followed by a nonholiday."

Anonymous

About Our People

- Six Fairfax County Public Schools employees were named winners of the School Bell Award for Leadership by the Virginia Association of Elementary School Principals (VAESP) at its annual conference November 12-14 in Hot Springs. They are:
 - **Alice Alexander**, principal of North Springfield.
 - **Judy Baldwin**, principal of Hutchison.
 - **Larry Burke**, principal of Laurel Ridge.
 - **Deborah Tyler**, principal of Eagle View.
 - **Elaine Wellner**, principal of Clearview.
 - **Dwayne Young**, principal of Centreville Elementary.

The School Bell Award recognizes members who have made significant contributions to their schools, school systems, state associations, national associations, and/or other educational organizations. (view press release)

- **Robin Lee**, school psychologist at Whitman and Newington Forest, was named the School Psychologist of the Year by the Fairfax Association of School Psychologists on November 10. The award is given annually to honor an outstanding psychologist in Fairfax County Public Schools.
- This past October, **Lisa Rode**, sixth grade teacher at Kings Glen, received the Champion of Character Award for the Mount Vernon District from the Fairfax County Athletic Council. Rode serves as a coach for the Fairfax Falcons Wheelchair Sports program and volunteered her time every Saturday for over a year to help the athletes increase their basketball skills. In addition, her recruitment efforts have tripled the program's membership.
- West Potomac High School was awarded the prestigious Promising Practices Award at the 2008 National Forum on Character Education, which was held October 17-19 in Washington, D.C., for its collective efforts with service learning, character education, and mentoring partnerships. Through this recognition, school staff members **Rima Vesilind**, principal, **Hassan Mims**, dean of students, **Matt Toothaker**, social studies teacher, and **Carrie Jones**, school social worker, presented a workshop titled "Building a School Community Through Service Learning."
- **Joyce Dantzler**, coordinator for FCPS recruitment, **Alice Ford**, recruitment specialist, and **Julie Fowler**, supervisor of business operations, all in the Office of Employment Services, recently presented at two conferences.

On November 12, they presented at the Virginia Association for School Personnel Administrators Conference held at the Wintergreen Resort in Virginia. On December 3, they presented at the Mid-Atlantic Association for Employment in Education Annual Conference at the Lancaster Host Resort and Conference Center in Lancaster, Pennsylvania.

The title of their presentation was "Using Data to Bring the Cream of the Crop to the Top." The presenters discussed implementing a resume monitoring and tracking system from the ground up while following the decision-making process, discussing ways to use the system to identify stellar candidates, providing at-a-glance views of requisitions, and interacting with Excel files for record keeping and mailings.

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

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.

All ERFC Members Invited to Annual Retirement Planning Seminar on January 26

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/redtbrd for information and assistance regarding their plan coverage.

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

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.
- 24x7x365 availability—your time frame and your Windows computer. You can learn at your own pace, bookmark your place for returning 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

(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?

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.

Spring ACCESS Course Catalog Available Online January 5

The spring ACCESS (Academy Course Catalog for Employees in Support Services) course catalog will be available online on **January 5, 2009**, 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 begins January 12, 2009, and will remain open throughout the semester. All courses in the catalog are offered at no cost to all contracted employees.

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 adults 18 years of age and over who need to improve their reading, writing, or math skills to obtain a high school diploma or GED, prepare for college, or meet a personal goal such as helping their 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>.

Early Payday in December for Monthly Paid Employees

This is a reminder that monthly employees are paid on the last business day of each month except in December when they are paid prior to the winter holiday. Payday in December for monthly employees will be **December 23**.

Please reference Notice 5620, Pay Schedules 2008-09, for appropriate pay period work times and paydays. If you have any questions, please contact Payroll Management at 571-423-3500.

Electronic Pay Advices to Be E-Mailed December 18

This is a reminder that all monthly paid employees with direct deposit for net pay are enrolled in the electronic pay advice program and may opt out using form FS 73-11 if desired. Any biweekly employee may opt in to receive his or her pay advice electronically by filling out the same form, FS 73-11. Electronic pay advices save money, time, and trees. The pay advice for the December pay date (December 23) will be **e-mailed on December 18**.

W-2 Address Changes Due

2008 Wage and Tax Statements (IRS Form W-2) will be mailed on January 21, 2009, to the addresses on file as of December 23, 2008. To ensure timely delivery of your W-2, make sure the address on your pay stub or pay advice is correct. Please change your address online on Uconnect--go to "Employee" and then click the "My Address" topic. Follow the instructions on the screens.

Name/Address Change forms are available at all work locations and online at <http://www.fcps.edu/DIT/kam/docmgmt/forms/fs7301.pdf>. Send forms to the Office of Payroll Management at 8115 Gatehouse Road, suite 2200, Falls Church, VA 22042.

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, 2009.

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 by contacting 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, 2009, 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 coming 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, 2009**. 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

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, 2009, 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/donatotfcps>, 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 to which to refer donors.
- Allowing donors to select the school to which their donation should be first offered.
- 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 personnel 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.

Financial Education Seminar: 2008 Tax Strategies to Be Held January 6, 8 at Gatehouse Administration Center I

Are you up to date on the latest tax law changes and how you can maximize your refund? With tax season right around the corner, it’s time to learn the latest tax information. Join the Apple Federal Credit Union Financial Services team and learn the ins and outs of managing your taxes this year and all year round during an informative seminar presented at no cost to FCPS staff members on Tuesday, January 6, 2009, from noon to 1 p.m., and Thursday, January 8, 2009, from 4:30 to 5:30 p.m., at Gatehouse Administration Center I. To register, go to <https://www.applefcu.org/seminarsFCPS.asp>.

For more information, contact Alice O'Neill at 571-423-3050, or alice.oneill@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, 2009. After that date, the reimbursement will not be accepted. Also, effective January 31, 2009, 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.

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, 2009, and continuing through May 27, 2009, 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.

Academy Course Schedule Set for National Board for Professional Teaching Standards Certification

The schedule for the Academy courses supporting FCPS teachers as they pursue certification from the National Board for Professional Teaching Standards (NBPTS) has been set for the 2010 cycle. Two NBPTS precandidacy courses will be offered: one **starting in February 2009** followed by the NBPTS candidacy course, and the second **starting in March 2009**, also followed by a NBPTS candidacy course. Completion of the one-credit precandidacy course is mandatory for FCPS financial support for the NBPTS application fees. Both the precandidacy courses and the three-credit candidacy courses are taught by teachers who have attained NBPTS certification and have received additional candidate support provider training sponsored by NBPTS.

The NBPTS seeks to establish and maintain high and rigorous standards for what accomplished teachers should know and be able to do. Each 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+), teachers of library media (students 3 to 18+), teachers of English as a new language (ages 3 -18+), teachers of literacy: reading-language arts (ages 3 -12), and teachers in 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 have any questions, send an e-mail to Patty Dimetres, FCPS national board program manager, Department of Professional Learning and Training, at patricia.dimetres@fcps.edu.

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 FCPSnet at http://fcpsnet.fcps.edu/it/servicecatalog/infras_ntwk/ntwk_access/download_vpn.shtml. 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. Note that the IT Service Desk supports only computer equipment that is supplied by FCPS.

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

- **Freddie Henderson** from custodian II at Pimmit Hills to building supervisor at Freedom Hill.

- **Carol Derzak** from administrative assistant I at Centreville High to finance assistant I/II at Wilton Woods Center.
- **Tom Otim** from power plant technician trainee to preventive maintenance technician, facilities management, at Sideburn Center.
- **John Leacock** from grounds equipment trainee to welder I, facilities management at Woodson Complex.
- **Tyrus Davis** from office assistant to student information assistant I/II at Woodlawn.

Transfers

- **Yoon Lee** from custodian I at Fairhill to custodian I at Silverbrook.

New Hires and Appointments

- **Jody Sterling** to administrative assistant II at Churchill Road.
- **Brian Beavers** to office assistant at Brookfield.
- **Paul Barnett** to kitchen equipment technician, facilities management, at Sideburn Center.
- **John Baldacci** to HVAC technician, facilities management, at Edison Satellite.
- **John Barry** to industrial electrician, facilities management, at Sideburn Center.
- **Nana Frimpong** to custodian I at Waynewood.
- **Suba Khan** to public health training assistant at Churchill Road.
- **Mariela Delgadillo Padilla** to office assistant at Groveton.
- **Carla Thomas** to office assistant at Riverside.
- **Carol Watkins** to office assistant at Stratford Landing.

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.**

- **Ines Reeve-Huber**, teacher at South Lakes, who retired October 1, 1997, and who died October 11.
- **William Johnson, Jr.**, administrator at Walnut Hill, who retired November 1, 1998, and who died November 9.
- **Ruth Johnson**, director of guidance at Lee, who retired July 1, 1992, and who died November 13.
- **Bernadette Glaze**, advanced academic program specialist, Instructional Services Department, at Walnut Hill, who retired December 1, 2001, and who died November 20.
- **Recie Quartana**, secretary at Hayfield Secondary, who retired July 1, 1980, and who died September 1.
- **Blaine Morton, Sr.**, director of student activities at Edison, who retired August 1, 1991, and who died November 10.