

Centrally Managed

Program	Page
Building Leases	508
Centrally Managed Substitute Teacher Accounts	509
Debt Service Transfer	510
Employee Leave Payments	511
Equipment Leases and Maintenance Contracts	512
Insurance Fund Transfer	513
Local Travel	514
Other Divisionwide Support	515
Reimbursable Expenditures	516
Replacement Equipment Oversight Committee (REOC)	517
Salary Lapse	518
Salary Placeholder	519
Short-Term Disability Insurance	520
Teacher Salary Liability	521
Technology Plan	522
Transfer to Health and Flexible Benefits Fund	524
Triennial Census	525
Utilities and Telephone Maintenance	526

Centrally Managed

Building Leases

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$1,757,368	\$1,880,704.00
Positions	-	-
Office Total	\$1,757,368	\$1,880,704
Offsetting Revenue	\$0	\$0
Net Cost	\$1,757,368	\$1,880,704
Total Positions	-	-
Supporting Department	Facilities and Transportation Services	
Mandate	None	
Program Contact	Dave Watkins	
Phone Number	703-246-3603	

Description

Fairfax County Public Schools leases several facilities to house offices, warehouse space, parking facilities, etc. All leases are managed by the Department of Facilities and Transportation Services, Office of Administration and Operations.

Explanation of Costs

Costs include the leasing expense and in some instances, also include maintenance and custodial services. The budget includes funding for 6,416 square feet of training facilities, 47,000 square feet of warehouse space, approximately 25,000 square feet of office space, and parking facilities at Annandale High School.

Centrally Managed

Centrally Managed Substitute Teacher Accounts

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$3,784,157	\$3,686,429
Positions	-	-
Program Total	\$3,784,157	\$3,686,429
Offsetting Revenue	\$0	\$0
Net Cost	\$3,784,157	\$3,686,429
Total Positions		-
Supporting Department	Human Resources	
Mandate	None	
Program Contact	Paula Jett	
Phone Number	703-658-8069	

Description

The centralized substitute teacher accounts include substitute costs associated with vacancy leave (used when a full time equivalent position is unfilled) and organizational leave (used by officers of employee organizations to attend required meetings during school hours). These accounts are managed by the Department of Human Resources and are separate from funding general substitute positions at school locations.

Explanation of Costs

Human Resources administers the centralized substitute teacher accounts. A decrease of \$170,011 resulted from a realignment of funds to Employee Leave payments.

Centrally Managed

Debt Service Transfer

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$0	\$2,795,063
Positions	-	-
Office Total	\$0	\$2,795,063
Offsetting Revenue	\$0	\$0
Net Cost	\$0	\$2,795,063
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Carlton Thompson	
Phone Number	703-246-3882	

Description

During FY 2000 and FY 2001, Fairfax County increased the amount of bond sales from \$100.0 million per year to \$130.0 million per year, provided FCPS paid the debt service on the increased amount. State Lottery proceeds to the School Operating Fund are used to transfer to the School Debt Service Fund to pay debt service on \$30.0 million for each of the two years that sales were increased.

Explanation of Costs

The County waived the debt service transfer for FY 2003. In FY 2004, debt service payments will resume. The FY 2004 transfer has been reduced by 50 percent based on a comparable reduction in State Lottery receipts by action of the 2002 General Assembly.

Centrally Managed

Employee Leave Payments

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$3,104,736	\$3,278,148
Positions	-	-
Program Total	\$3,104,736	\$3,278,148
Offsetting Revenue	\$0	\$0
Net Cost	\$3,104,736	\$3,278,148
Total Positions	-	-
Supporting Department	Human Resources	
Mandate	None	
Program Contact	Paula Jett	
Phone Number	703-658-8069	

Description

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

Explanation of Costs

Centralized leave payments are administered by Human Resources. An increase of \$170,011 resulted from a realignment of funds from the Centrally Managed Substitute Teacher Accounts.

Centrally Managed

Equipment Leases and Maintenance Contracts

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$6,632,807	\$6,770,578
Positions	-	-
Program Total	\$6,632,807	\$6,770,578
Offsetting Revenue	\$0	\$0
Net Cost	\$6,632,807	\$6,770,578
Total Positions	-	-
Supporting Department	Information Technology	
Mandate	None	
Program Contact	Kimberly Dickinson	
Phone Number	703-426-8870	

Description

This program manages the purchase, lease, and maintenance support for copiers in the school division. This includes annual copier replacement activities, facilitating and escalating maintenance and repair issues with appropriate vendors, and performing ongoing analysis of copier needs at schools and administrative sites. Depending on location, copiers are scheduled for replacement every five to six years. The program currently supports over 400 leased copiers in elementary, middle, and high schools and administrative centers. It also provides maintenance support for approximately 700 copiers.

Explanation of Costs

The primary sources of these costs are annual lease and maintenance fees necessary to maintain the copier program. The increase in costs is due to the lease of copiers for the four elementary schools scheduled to open in September 2003.

Centrally Managed

Insurance Fund Transfer

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$2,680,000	\$4,700,000
Positions	-	-
Office Total	\$2,680,000	\$4,700,000
Offsetting Revenue	\$0	\$0
Net Cost	\$2,680,000	\$4,700,000
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	See Below	
Program Contact	Roger Webb	
Phone Number	703-658-3768	

Description

The transfer from the Operating Fund to the Insurance Fund provides for the risk management portion of the Insurance Fund. Risk Management conducts divisionwide risk assessments (i.e., safety and liability evaluations) of programs, procedures, activities, and events; provides recommendations and guidelines for loss prevention and loss control measures; obtains commercial insurance, and administers the self-insurance program for liability; manages general, vehicle, and legal liability claims and lawsuits; administers the Risk Management Information System, STARS; reviews and approves unusual field trip requests; provides insurance language for competitive procurement and liability reviews for non-competitive contracts; and provides in-service workshops.

Explanation of Costs

The total transfer to the Insurance Fund is \$4.7 million. The transfer provides \$0.3 million for salaries and benefits for four positions to manage the risk management portion of the fund and for office supplies. The increase of \$2.0 million in the transfer results from rising insurance premiums and increases in projected liability claims.

Centrally Managed

Local Travel

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$1,329,103	\$1,329,103
Positions	-	-
Office Total	\$1,329,103	\$1,329,103
Offsetting Revenue	\$0	\$0
Net Cost	\$1,329,103	\$1,329,103
Total Positions	-	-
Supporting Department Mandate	Financial Services See Below	
Program Contact Phone Number	Lynne McFerran 703-246-3733	

Description

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

State and Federal Mandates

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

Explanation of Costs

The total shown above is distributed throughout centrally managed accounts for several programs such as elementary, middle, and high school, as well as special education, instructional support, department and central administration programs. These costs are not included in any of the program costs calculated elsewhere in this document. The reimbursement rate for FY 2004 is 32.5 cents per mile.

Centrally Managed

Other Divisionwide Support

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$1,668,546	\$1,787,273
Positions	-	-
Program Total	\$1,668,546	\$1,787,273
Offsetting Revenue	\$0	\$0
Net Cost	\$1,668,546	\$1,787,273
Total Positions	-	-
Supporting Department	Information Technology	
Mandate	None	
Program Contact	Nina Wilkening	
Phone Number	703-426-8888	

Description

This program supports the requirements of the school division for the following:

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

Explanation of Costs

Funding for this program includes \$21,848 for part time hourly accounts which represents approximately 1.0 full time equivalent position. The hourly employees provide support for development and distribution of forms in hardcopy. These forms are division-wide and the volume of forms requires additional manpower. The primary cost for this program (\$1.3 million) is paid to the county for accessing of the county's computer system and data center. The fees are determined and mandated by the county based on usage by school division employees at all schools and centers.

Centrally Managed

Reimbursable Expenditures

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$1,643,936	\$1,645,800
Positions	-	-
Program Total	\$1,643,936	\$1,645,800
Offsetting Revenue	\$3,800,000	\$3,800,000
Net Cost	-\$2,156,064	-\$2,154,200
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Carlton Thompson	
Phone Number	703-246-3882	

Description

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

Centrally Managed

Replacement Equipment Oversight Committee (REOC)

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$0	\$1,800,000
Positions	-	-
Program Total	\$0	\$1,800,000
Offsetting Revenue	\$0	\$0
Net Cost	\$0	\$1,800,000
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Mario Schiavo	
Phone Number	703-246-3699	

Description

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

Explanation of Costs

In FY 2003, the REOC budget was eliminated as part of the budget reduction package.

Centrally Managed

Salary Lapse

	FY 2003 Approved	FY 2004 Proposed
Total Cost	(\$22,600,000)	(\$24,100,000)
Positions	-	-
Program Total	(\$22,600,000)	(\$24,100,000)
Offsetting Revenue	\$0	\$0
Net Cost	(\$22,600,000)	(\$24,100,000)
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Meir Zupovitz	
Phone Number	703-246-3345	

Description

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

Explanation of Costs

Due to recent economic and employment trends, and the anticipated effect of state and local retirement plan changes designed to retain experienced employees, the FY 2004 lapse savings has been maintained at approximately 1.7 percent of total compensation, the same as the FY 2003 Approved.

Centrally Managed

Salary Placeholder

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$1,961,689	\$2,607,316
Positions	-	-
Program Total	\$1,961,689	\$2,607,316
Offsetting Revenue	\$0	\$0
Net Cost	\$1,961,689	\$2,607,316
Total Positions	-	-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Meir Zupovitz	
Phone Number	703-246-3345	

Description

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

Explanation of Costs

Funding primarily includes the estimated impact of adding Step 18 to the Unified Salary Scale and a reserve for reclassification of positions.

Centrally Managed

Short-Term Disability Insurance

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$1,844,111	\$1,852,516
Positions	-	-
Program Total	\$1,844,111	\$1,852,516
Offsetting Revenue	\$0	\$0
Net Cost	\$1,844,111	\$1,852,516
Total Positions	-	-
Supporting Department	Human Resources	
Mandate	None	
Program Contact	Erica Holderness	
Phone Number	703-914-8108	

Description

The Short-Term Disability Program is part of the overall FCPS Integrated Disability Management (IDM) Program. All new employees are automatically enrolled in the IDM program on the first day of the month after their hire date. No cost is associated for employees to participate in the short-term disability plan, which is operated by Benefits Services within the Department of Human Resources.

Explanation of Costs

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

Centrally Managed

Teacher Salary Liability

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$1,621,364	\$1,621,364
Positions	-	-
Program Total	\$1,621,364	\$1,621,364
Offsetting Revenue	\$1,621,364	\$1,621,364
Net Cost	\$0	\$0
Total Positions		-
Supporting Department	Financial Services	
Mandate	None	
Program Contact	Carlton Thompson	
Phone Number	703-246-3882	

Description

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

Centrally Managed

Technology Plan

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$15,319,438	\$15,319,438
Positions	2.0	-
Program Total	\$15,319,438	\$15,319,438
Offsetting Revenue	\$5,780,446	\$5,780,446
Net Cost	\$9,538,992	\$9,538,992
Total Positions	2.0	-
Supporting Department	Information Technology	
Mandate	None	
Program Contact	Nitan Pradhan	
Phone Number	703-503-7568	

Description

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

Explanation of Costs

The FY 2004 Technology Plan totals \$15.3 million of which \$5.8 million is grant funded. The State Technology Grant funds approximately \$5.1 million dollars, the Title V Grant funds approximately \$0.6 million, and the Title II, Part D Grant funds approximately \$0.1 million. The State has directed that these funds be used to support on-line Standards of Learning (SOL) testing, and mandates that each school division receiving these funds submit a technology plan to the State.

Centrally Managed

The FY 2004 funding includes approximately \$9.3 million in recurring costs from prior years' initiatives and \$6.0 million for new initiatives.

Positions established from the technology plan initiatives become baseline in the following year. Therefore, the 2.0 positions in the FY 2003 Technology Plan are included with the appropriate programs in FY 2004. No positions are included in the FY 2004 Technology Plan.

Centrally Managed

Transfer to Health and Flexible Benefits Fund

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$293,242	\$340,161
Positions	-	-
Program Total	\$293,242	\$340,161
Offsetting Revenue	\$0	\$0
Net Cost	\$293,242	\$340,161
Total Positions	-	-
Supporting Department	Human Resources	
Mandate	None	
Director	Ellen Fizer	
Phone Number	703-750-8430	

Description

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

Centrally Managed

Triennial Census

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$79,243	\$80,323
Positions	-	-
Program Total	\$79,243	\$80,323
Offsetting Revenue	\$0	\$0
Net Cost	\$79,243	\$80,323
Total Positions	-	-
Supporting Department	Information Technology	
Mandate	See Below	
Program Contact	Laura Robinson	
Phone Number	703-329-7727	

Description

The census is an enumeration of all persons ages 1 through 19 residing in Fairfax County. This count is the basis on which each local jurisdiction of Virginia receives their share of state sales tax and other tax monies. The census determines how much money Virginia will provide from sales tax revenue for the operation of our public schools. Fairfax County will receive approximately \$270 million in revenue from this source over the next three years. Counts of persons ages one to four are used in projecting school membership and facilities requirements and other educational planning. The census is conducted every three years. The next Census is due in 2005.

State and Federal Mandates

Code of Virginia:

22.1-281 – Triennial census of school population as designated by the superintendent of public instruction

22.1-282 – Appointment and compensation of person taking census

22.1-283 – The agents taking the census shall also, gather other statistics

22.1-284 – Collection of census results according to 22.1-281 & 22.1-283

22.1-285 – The Board may require a special census

22.1-286 – Duty of Board to see that the census is taken

Explanation of Costs

Funding for this program includes \$51,183 in part time hourly accounts and represents approximately 2.3 full time equivalent positions. The hourly funding is used to provide clerical support to maintain the Triennial Census database. The total funding of \$0.1 million for FY 2004 will be used for post census activities.

Centrally Managed

Utilities and Telephone Maintenance

	FY 2003 Approved	FY 2004 Proposed
Total Cost	\$39,338,419	\$43,954,838
Positions	-	-
Office Total	\$39,338,419	\$43,954,838
Offsetting Revenue	\$1,200,000	\$3,000,000
Net Cost	\$38,138,419	\$40,954,838
Total Positions	-	-
Supporting Department Mandate	Facilities & Transportation None	Information Technology
Program Contact Phone Number	Jeff Levine - Utilities 703-764-2418	Nina Wilkening - Telephone 703-426-8888

Description

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

Explanation of Costs

The budget for fuel oil, natural gas, electricity, water, sewer, and refuse accounts was \$28.9 million in FY 2003 and is projected to be \$29.8 million in FY 2004. Fairfax County Public Schools has initiated a number of successful energy saving programs and is a participant in some contracts negotiated on behalf of several local government entities. The increase of \$.9 million is due to the additional square footage gained through additions and new construction, and it is partially offset by savings realized from the energy conservation programs in place.

The total budget for telecommunications is \$14.0 million, which is an increase of \$3.8 million over last year's approved budget. The increase is due to higher demand for mobile communications and the upgrade of existing lines to allow high-speed audio and video streaming throughout the enterprise. Costs include basic telephone service fees, long distance fees, high-speed data access, and fees for equipment and service for cellular phones and pagers. Included in the costs are all high-speed telecommunication services at schools as well as administrative centers.

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