



# EXCELLENCE EQUITY & OPPORTUNITY

2023-30 STRATEGIC PLAN

April 10, 2025

## Executive Limitation 7: Asset Management



## Executive Limitation #7: Asset Management

*The Superintendent shall not fail to ensure all Division assets are adequately protected, properly maintained, appropriately used, and not placed at undue risk.*

## Executive Limitation #7: Asset Management

1. Ensure Division assets are protected, maintained, and properly disposed of or recycled when no longer in use.
2. Maintain appropriate insurance, to include but not limited to, Errors and Omissions and Comprehensive General Liability insurance coverage, to protect Board members, staff, and the Division itself in an amount that is reasonable for school divisions of comparable size and character.
3. Ensure all personnel who have access to material amounts of Division and school funds are bonded.
4. Protect all Division assets, including but not limited to the Division's public image and credibility, intellectual property, information, files, equipment, real property, and fixed assets from loss or significant damage.

## Executive Limitation #7: Asset Management

5. Implement a comprehensive risk management approach that minimizes and mitigates risks, including internal controls for capital inventory, and protects assets from misuse, theft, inappropriate destruction, or unauthorized sale or distribution.
6. Take responsible steps to protect the Division, its Board, and staff from legal liability.
7. Adhere to federal and state laws and FCPS policies regarding the retention and disposal of all records related to the business of the Division.
8. Utilize knowledge management to ensure assets are known, maintained, and transferred.
9. Annually review existing leasing agreements, contracts, MOUs, and other agreements to ensure assets are being used in accordance with the Division's Strategic Plan goals.

## **#1: Ensure Division assets are protected, maintained, and properly disposed of or recycled when no longer in use.**

- In November 2024, the warehouse team created a rapid action plan focusing on procurement analysis and vendor engagement.
  - The team successfully mitigated impacts through cross-training multiple staff members in the buying process to maintain continuity, instituted weekly review meetings to prioritize needs, and improved vendor relationships.
  - This also expanded the team's procurement knowledge, creating a stronger, more adaptable workforce.

#### #4: Protect all Division assets, including but not limited to the Division's public image and credibility, intellectual property, information, files, equipment, real property, and fixed assets from loss or significant damage.

- The [Comprehensive School Boundary Review](#) website provides transparency through readily accessible information about this significant process. The website outlines the steps involved in the boundary review, including the reasons for the review and the criteria used in the decision-making process.
- In March of 2025, FCPS, together with Fairfax County Government, launched the [School Bus Arm Camera program](#) to boost safety. The program is designed to reduce the number of violations and injuries caused by people who disregard the school bus stop-arm; protecting our students as they board and leave the school bus.



#### **#4: Protect all Division assets, including but not limited to the Division's public image and credibility, intellectual property, information, files, equipment, real property, and fixed assets from loss or significant damage.**

- The Office of Communications, in partnership with schools, has nearly completed the Top 10 list for each school, giving schools the opportunities to showcase the things that most make their community proud of being a part of their school. These lists are posted to school websites when complete.
- The Office of Communications sends a weekly positive story roundup so that our School Board and Senior Leaders can see and further amplify the work being done to advance the credibility and reputation of the school system.
- The Office of Communications works with departments and schools to ensure staff are aware of the appropriate use of the FCPS logo and branded materials to ensure FCPS developed materials are consistent.





## **#8: Utilize knowledge management to ensure assets are known, maintained, and transferred.**

- The Office of Facilities Management has developed and implemented over 35 new Standard Operating Procedures (SOPs) since the last EL-7 report.
  - A working group/task force was developed and continues to document and add new SOPs on a regular ongoing basis.
- The Office of Assessment and Reporting maintains the “FCPS Guide for the Virginia Assessment Program” as knowledge management of federal and state required assessment and accountability procedures and expectations.
- Beginning in October 2024, employee exit surveys are now administered digitally during the offboarding process through StaffConnect.
  - It is anticipated that with the new electronic survey option, FCPS will receive more actionable exit survey data in the coming year.



## #8: Utilize knowledge management to ensure assets are known, maintained, and transferred.

- As a follow up to the corrective action plan presented on August 29, 2024, the Office of the Chief of Staff has initiated the following actions:
  - Development of a Baldrige Framework application (April 2025) to support a review of FCPS operations and identification of areas for improvement in knowledge management practices.
  - Inventory of existing documentation of major activities in the division (ex: handbooks, Standard Operating Procedures (SOPs), etc).
  - Development of standard division-wide onboarding and offboarding procedures, resources, and supports, including use of entry and exit plans.
  - Formulation of the work to create standard templates for SOPs, project management plans, and new hire handbooks. In addition, this working group will ensure that there is a central repository for these documents.
  - Identification of additional opportunities to further embed knowledge management strategies in FCPS, which include future implementation of new knowledge management software (Atlas), and the creation of a data governance team.

## **#9: Annually review existing leasing agreements, contracts, MOUs, and other agreements to ensure assets are being used in accordance with the Division's Strategic Plan goals.**

- As directed by the Board, the Office of Facilities Planning Services prepared a lease consolidation plan, which provided background information and options to support any future reviews of leases to determine necessity, cost analysis, and alignment to the Division's Strategic plan.
- As a follow up to the Corrective Action Plan presented on August 29, 2024, the Office of Division Counsel (ODC) conducted an analysis of best practices for Memorandums of Understanding (MOUs) and, based on that, are updating FCPS practices to include consistent expectations regarding:
  - Roles and responsibilities
  - Initiation of drafting MOUs
  - Review and approval processes
  - Execution and distribution of MOUs
  - Monitoring and evaluation
  - Documentation and record keeping
- Guidance documents, training, and a communications plan will be completed by August, 2025.



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