

February 12, 2024

Gary MacFadden  
[gary.macfadden@gmail.com](mailto:gary.macfadden@gmail.com)

Mr. MacFadden:

This office is in receipt of your request for records made in accordance with the Virginia Freedom of Information Act (FOIA) (§ 2.2-3700 et seq.). The results of the search for records responsive to your request are attached.

You requested the following records:

1. Please provide the budget detail data for pages 9 through 33 in a single Excel spreadsheet. This data is already available within your Finance Department reporting systems; as such, it should only require minimal effort to export to Excel.

> *This record can be found on our division's Finance page.*

2. Please provide a document which addresses and summarizes current and newly proposed full-time equivalent (FTE) headcounts levels for Instruction, Administration, Pupil Transportation, Operations & Maintenance, Facilities, Fund Transfers, and Technology which includes a narrative identifying the rationale for any FTE increases or decreases and the degree to which these changes are essential or non-essential.

> *This office has no records related to this request. The records do not exist because they were never created. Information related to any FTE increases or decreases can be found in the January 29, 2024, Budget Priorities Presentation and in subsequent Board discussion. More information on this topic will also be discussed at upcoming budget meetings. The item and meeting recording can be viewed on the School Board page of the division website. A Position List is also attached.*

3. Please provide a document which explains in layman's terms, the hierarchical relationships between cost centers, project numbers, department numbers, and organization numbers as itemized on pages 9 through 33 of the budgets on the web.

> *This office has no records related to this request. The records do not exist because they were never created. Clarifying information and spreadsheets have been added to the budget information posted on the Finance page of the division website.*




4. Please provide a document which addresses and identifies all 2025 new and carried over OCPS contract services price valued at over \$5000 (total price), by name, purpose, contract type (firm fixed price, cost-reimbursement, or any variations of same), and type of acquisition used (i.e., full & open, single source, or sole source).





> *This office has no records related to this request. The records do not exist because they were never created.*

Respectfully,



Laura A. Byram  
FOIA Officer

 540-661-4550  
 200 Dailey Drive  
Orange, VA 22960  
 [www.ocss-va.org](http://www.ocss-va.org)

 @ocssva  
 @orangeco\_schools  
 @orangecountypublicschools-oran  
 @OCPS\_VA

Laura Byram, OCPS School Board Clerk and FOIA Officer

via email, January 5, 2024

Dear Laura:

Pursuant to the Virginia Freedom of Information Act (FOIA), and as a resident of Virginia, I request a copy of the following records from the most current version of the Orange County Public Schools ( [please click here](#) ) budget:

1. Please provide the budget detail data for pages 9 through 33 in a single Excel spreadsheet. This data is already available within your Finance Department reporting systems; as such, it should only require minimal effort to export to Excel.
2. Please provide a document which addresses and summarizes current and newly proposed full-time equivalent (FTE) headcounts levels for Instruction, Administration, Pupil Transportation, Operations & Maintenance, Facilities, Fund Transfers, and Technology which includes a narrative identifying the rationale for any FTE increases or decreases and the degree to which these changes are essential or non-essential.
3. Please provide a document which explains in layman's terms, the hierarchical relationships between cost centers, project numbers, department numbers, and organization numbers as itemized on pages 9 through 33 of the budgets on the web.
4. Please provide a document which addresses and identifies all 2025 new and carried over OCPS contract services price valued at over \$5000 (total price), by name, purpose, contract type (firm fixed price, cost-reimbursement, or any variations of same), and type of acquisition used (i.e., full & open, single source, or sole source).

Kindly produce all responsive records in an electronic format (e.g., Excel preferred). I am also willing to accept a "rolling production" of responsive records if it will facilitate a timelier production. Any segregable portion of a record otherwise exempt from disclosure is required to be made available after deletion of the portions that are exempted by law.

Finally, I request a waiver of any direct costs of processing and duplication of records, or statutory fees, as the request is for noncommercial purposes that serve the public interest.

If you require clarification, please contact me via email at [gary.macfadden@gmail.com](mailto:gary.macfadden@gmail.com). I look forward to receiving the requested documents and a waiver of both search and duplication costs. Thank you for your cooperation.

Respectfully, Gary MacFadden

Cc: Melissa Anderson, Chair  
Darlene Dawson, Vice-Chair  
Chelsea Quintern  
Sandy Harrington  
Jack Rickett  
Daniel Hornick, Superintendent