

High  
School

PRINCE WILLIAM  
COUNTY PUBLIC  
SCHOOLS

Planning  
Year

Opening  
Manual

# PWCS High School Opening

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# 1 OVERVIEW

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Once the Prince William County School Board chose the name for the 11<sup>th</sup> high school as Patriot High School, a portion of the identity of the school was determined. As the planning principal, one of the responsibilities was the selection of school colors, the coordination of those colors within the building, and the selection of a mascot for the school. It was important to select colors and a mascot that would help to create an identity within the community as well as within the northern Virginia area. The mascot needs to be approved by the PWCS school board.

The new school would be (1) the first school in the county with wireless devices available for staff, no desktop PC's would be positioned in the classrooms, (2) Promethean boards were installed in every classroom for instructional purposes, (3) the building's design was significantly different from the other 10 high schools as it incorporated natural lighting, wide open spaces, and a variety of instructional spaces for students and staff into the design of the building, and (4) it was set to have two artificial turf practice/multi-purpose fields for athletics use on the site.

Going forward, this manual was created to guide the next planning principal in the process of opening a high school in PWCS because there was not a manual/guide for completing the process in 2010-11. The information contained in this manual was specific in some cases to the site design and/or limitations/expectations for the school and should not be considered as the definitive collection of "how to open a school." But it is comprehensive in nature and should provide the new principal with a plan to implement and modify as needed.

Planning: June 2010-July 2011

Opening: July 2011-September 2011

## 2 CONTACTS

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### 2.1 OFFICE OF FACILITIES SERVICES

The Office of Facilities Services provides supervision and support planning, design, and construction activities for capital improvement projects. The office provides information and technical assistance to schools and the school division for planning, policy, and decision making in the areas of facilities & real property management, and student housing. The office also provides facilities repair and general maintenance services, custodial support services, grounds maintenance, environmental programs, and utility management.

Administrative Coordinator, including custodial	Mr. Kelly Rice	703.791.7933
Supervisor of Construction	Mr. Dee Thompson	703.791.8717
Construction Project Manager		703.791.8717
Substitute Specialist, Custodial	Ms. Jennifer Morrow	703.791.8361
Planning		703.791.8781

### 2.2 SCHOOL FOOD & NUTRITION

School Food and Nutrition Services operates in each school to offer students nutritious, high-quality meals at a reasonable price. All information regarding menu choices including entrée to a la carte items can be found at [pwcs.edu](http://pwcs.edu).

Director	Serena Suthers	703.791.7314
Food Services staff		703.791.7314

### 2.3 IT SERVICES

Information Technology Services (ITS) is responsible for all technology being placed in the school, with the exception of instructional software, which is supported by Instructional Technology under Student Learning and Professional Development. ITS service includes servers, workstations, laptops, printers, and all software to access student and business systems, and the Internet. This includes connectivity throughout your new school, including data, radio and voice, both the phones in your building and your cell phones. In addition, ITS provides printing and imaging needs.

Director	Steve George	703.791.8722
Supervisor of Network Services	Chris Hinzman	703.791.8732
Help Desk and Workstation Support	John Harrison	703.791.8729
Imaging Center Foreman	Danny Armstrong	703.791.7310
Help Desk		703.791.8826

### 2.4 SUPPLY SERVICES

Supply Services is responsible for central receiving warehouse, in-house ordering for general, art, custodial and small furniture items. The department also assists in delivery/pick-up items, couriers/mail distribution. The centralized inventory of PWCS property is maintained through Supply Services. Auction items are also available.

Supervisor	Chuck Wheeler	703.791.7215
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Supply Services Coordinator.....Mr. Terry Muse.....703.791.7218  
Property Control Chief.....Vickie Short.....703.791.7349

2.5 PURCHASING- SEE DEPARTMENT SECTION FOR DETAILED LISTING 703.791.8743

### 3 BUDGET (JULY)

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#### 3.1 CONSTRUCTION FUNDS (USE BY MARCH 31)

Construction funds may be used to purchase loose and fixed equipment with a life span of three to five years. This includes security cameras, Raptor, interactive white boards, computers-students/classroom, and other equipment.

If specialty program(s) require special equipment work with applicable county specialist. Needs of the program should be monitored closely to school's needs to ensure realistic implementation. Budget holder should be aware of what is needed and required versus what is wanted.

Estimate 4 large expenditures (July):

- |  |            |  |
|--|------------|--|
| 1. Furniture                           | \$200K     | (classroom, office, support staff, etc.) |
| 2. Technology                          | \$500-700K | (computers, IWB, projectors, etc.)       |
| 3. Band Uniforms & Musical Instruments | \$500K     |  |
| 4. Athletics                           | \$500K     |  |

#### 3.2 SITE-BASED FUNDS (USE BY JUNE 30)

Site-based funds, also called expendable equipment and materials, purchase items such as instructional supplies, office supplies, textbooks, uniforms, etc.

Operations during planning year covers salaries of principal, bookkeeper, and executive secretary as hired.

Purchase textbooks in two orders:

1. Before June 30 using planning year money
2. After July 1 using opening year money

### 4 MEETINGS

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#### 4.1 OPENING

- I. Community engagement
  - A. Met with Lions Club
  - B. Met with community leaders from Ruritans, churches, etc.
- II. Mascot: process to use? Survey? Electronic suggestion box?

- A. Work with Associate Superintendent for High Schools to ensure acceptance by Board
  - B. Design/look/feel/branding/copyright (must get permission to use)
  - C. Research historically significant events/places/people
  - D. How does this impact the community?
- III. Pick good school colors
- A. School colors (design) will have been chosen before you arrive
  - B. Do not have to mirror what has already been selected by architect

#### 4.2 CONSTRUCTION- SUPERINTENDENT AND PROJECT MANAGER

#### 4.3 PURCHASING

#### 4.4 CTE

#### 4.5 FINANCE

#### 4.6 WAREHOUSE/FACILITIES

#### 4.7 COMMUNICATIONS- TELEPHONE

#### 4.8 IT DEPARTMENT

- I. Web
  - A. Communicated a lot through Blackboard and web page to community and potential employees

#### 4.9 COMMUNITY: PUBLIC RELATIONS

- I. November – hold a public meeting. Who Am I? Expectations/Plans
- II. Hiring timeline/information – post to your website. Transparency
- III. Media Interviews: newspaper, TV, etc.

#### 4.10 FACULTY AND STAFF

- I. Winter and Spring meetings
  - A. Introduce your AD/DSC/DC/ other pertinent staff members
  - B. Introduce coaches/sponsors (March-June)
  - C. Make sure public knows who they are – publicize bios on the website

## 5 HIRING (JULY-AUGUST)

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### 5.1 PROCESS

- I. Winocular Workflows
  - A. Lists from Human Resources can be filtered as there are hundreds of applicants for one position
  - B. Verify all references for PWCS current employees
  - C. Positions can take several weeks to be filled after submitting candidates' names
- II. Interview Questions
  - A. Examples: Appendix A
  - B. Questions are structured to be concise and delve into their reasons for applying
    1. Cannot be the "same old, same old" as opening a school is a herculean task
- III. Interview Sheet
  - A. Examples: Appendix B
  - B. Review potential candidates with Associate Superintendent for High Schools

### 5.2 JULY-FEBRUARY INTERVIEWS

- I. Bookkeeper (planning year April/May); starts July 1
- II. Athletic Director (planning year September); panel; starts end of October 1
- III. School Counseling Director (planning year October); panel; starts November 1
  - A. Assists with specialty programs
- IV. Custodial Manager (planning year November); starts December
  - A. Will conduct custodians' interviews in July of opening year
- V. Executive Secretary (planning year December); starts in January
- VI. Registrar (planning year December); starts in January
- VII. Assistant Principals/Teacher on Administrative Assignment (February); panel
  - A. May have to take administrators from other schools

### 5.3 MARCH-AUGUST INTERVIEWS

- I. Department Chairs (March)
  - A. Will sit in on interviews for their departments; evenings required
- II. Security Director (March); starts in April
- III. Athletic Trainer (March/April)
- IV. Teachers (April)
  - A. Ask all if interested in filling club/class sponsor and coaches positions
- V. Cafeteria Manager (May)
  - A. 4-5 persons selected from Food Services, then school interviews
- VI. ITC and TSSPEC (March)
  - A. Asked IT who the best ITC and TSSPEC
  - B. Hire early; start full-time in May
- VII. Specialty Coordinator (opening year August); panel; starts end of August
- VIII. Support Staff (July)
  - A. Security assistants by Security Director

- B. Custodians by Custodial Manager
- C. Clerical staff

## 6 PURCHASING (SEPTEMBER-SEPTEMBER)

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### 6.1 PRINCIPAL

- I. Building Construction Items
  - A. Signs- indoor, outside
  - B. Plaques
  - C. Pencil sharpeners, classroom flags, etc.
  - D. School interior colors – chosen in advance, but you have to match in some cases (library)
- II. Furniture
  - A. Student desks/chairs – wanted to promote freedom of choice and movement within the classroom. Allowed for flexible groupings
  - B. Teacher desks/chairs – concept? Why not a traditional one?
  - C. Cafeteria – because the space is multipurpose, can't have traditional bench style seating.
  - D. Classroom – other things – told everyone keep your old junk at home.
  - E. Special- Art, CTE, FPA areas – work with department chair
  - F. Computer Labs –purpose of labs
  - G. Offices- modest and conservative
  - H. Library- computer tables
- III. Textbooks
  - A. If adoption is forthcoming, try to buy old editions from other schools and/or vendors to save money
- IV. IT Needs
  - B. Televisions, DVD players, microphones
  - C. Interactive Boards and associated technology
  - D. Technology – bandwidth, wiring, power, cooling, etc.
  - E. Laptops, not desktops

### 6.2 ATHLETIC DIRECTOR

- I. Athletic equipment
- II. Athletic uniforms
  - A. Make sure all are identical the first year

### 6.3 SCHOOL COUNSELING DIRECTOR

- I. Course Selection forms (November)
- II. Specialty Program initial start-up applications and forms
- III. Counseling forms (February)



## 6.4 EXECUTIVE SECRETARY

- I. School forms
- II. Letterhead, and business cards

## 6.5 SECURITY DIRECTOR

- I. Security equipment: radios, flashlights, parking passes, event and parking signs
- II. Golf carts
- III. Cameras and installation
- IV. Traffic patterns: buses and parent drop-off

## 6.6 CUSTODIAL MANAGER

- I. Custodial supplies
  - A. Initial occupancy and then opening supplies list
- II. Custodial equipment

## 6.7 ITC

- I. Assist principal and department chairs with department IT orders
- II. School IT needs
  - A. Based on the IT infrastructure (1<sup>st</sup> March meeting), these are some items to consider:
    1. What will be the wireless capability within the building?
    2. Will the new building use interactive boards and, if so, what will be the interactive board solution? (Promethean? Smart? Interactive Projector?)
    3. How many network drops are being installed in each classroom? Where are they being installed? Is it appropriate given the location of the interactive board?
    4. How many wired labs will there be?
    5. In those wired labs, how many network drops are being installed? (ie., How many computers can each lab have?)
    6. In the Media Center, what is the anticipated IT configuration? (mobile labs vs. wired labs?)
    7. Will offices be wired? Or will they use laptops, too?
    8. What will be the printing solution for the building?
- III. April: develop itemized information and IT requirements and budget
  - A. Work with principal, bookkeeper, and TSSPEC to develop this "to be purchased," itemized list
- IV. Mid-June: complete all purchase orders and submit to bookkeeper

## 6.8 TSSPEC (IT ISSUES)

- I. Summary of IT issues
  - A. Network connectivity was wireless via point-to-point from Marsteller Middle School. This meant we only had connectivity in the specific areas of the school until the school's server was installed.

- B. No server until early Aug 2011
- C. Server room 2048 was not configured with the correct electrical power (220V) for server. The new electrical bow was installed after the server was installed.
- D. Patriot had a unique Network configuration at that time using different Virtual Local Area Network (VLAN). All the new schools, NKES, HMES and The new High School have the same configuration. This is important to be aware of when setting up any equipment that requires a “hard” assigned IP address, i.e., printers, cameras, servers, Parent Portal computers, etc.

Note: The port on the network switch must be configured for that device and the Central Office is the only group who can do that.

- E. There were wireless “dead” spots around the school. The solution was to install additional wireless access points in these locations:
  - 1. P.E. Office room 1418
  - 2. Culinary Arts room 1511
  - 3. Social Studies workroom 1221
  - 4. Theater room 1610
- F. Inadequate Electrical power for RICOH printers in room 1311. There were three 220v outlets were installed to accommodate the large RICOH printers.
- G. Inadequate electrical power in P.E. teacher’s office. There were only 2 outlets in the room, one by the sink and one on the wall. Additional 120v outlets were installed to accommodate the teacher’s laptop chargers
- H. The Wireless VGA connection for Auditorium projector is still an issue. There should be a hardwire running from the stage to the control room.
- I. Promethean Board in room 1307 was mounted on adjoining wall to furnace/Boiler room’s electrical power panel. This caused the board to act up and required it to be moved to wall adjoining room 1306.
- J. Promethean wiring was not completely installed in room 2102. The VGA cable was not installed in the wall but was retro fitted.

## 6.9 SPECIALTY COORDINATOR

- I. Specialty Courses Brochures
- II. Specialty Courses Special Equipment Needs, if applicable
- III. Requirements for program entrance
- IV. Capital Needs
- V. Technology

## 7 OPERATIONS

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- I. Site-based Decisions
  - A. Bell schedule
  - B. Policies
- II. Student Advisory Council
  - A. Met with them three different times – students from three middle schools that fed Patriot

- B. What do you want the school to be known for? Legacy? Impact?
  - C. Helped with mascot selection/design once name Pioneers was chosen
  - D. Morphed into an advisory group that met with Principal throughout the first year of the school.
  - E. Helped with the Mission/Vision process for the school.
- III. Student Handbook
- A. Written in terms of “The Leader in Me” expectations
  - B. Theme of Leadership throughout all documents/papers/pledge/mission/etc.
  - C. To printer by August
- IV. Booster Organization
- A. Created one Booster organization to serve all groups per guidance from J Wallngford.
  - B. Has worked very well – would recommend repeating
  - C. Initial March meeting
  - D. 501c3 process takes about 6 months
  - E. Bank account set-up
- V. Parent Student Teacher Association
- A. Was a little rocky at first and extremely small
  - B. Once classes of students arrived (9th/10th/11) people got involved
- VI. Principal’s Advisory Council
- A. Set-up in July/.August; be cautious
- VII. Staff Development
- A. Centered around your vision
  - B. June: started with the process for staff
    - 1. Who are we? Expectations are clearly set
  - C. August: roundtables
    - 1. Why we did it that way?
    - 2. TLIM process
- VIII. Area Superintendent of High School’s Updates
- A. Monthly/Bi-monthly: examples to be provided

## 8 APPENDIX

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### 8.1 APPENDIX A

Reference the posting and process that will be used for the interviews. There will be 9-10 questions that are structured in nature, and then an opportunity to ask questions at the end. If you have a copy of your resume that you would like to share, you may do so at this time.

1. Briefly summarize your professional experiences and highlight your experience and education to include certification and endorsements.
2. Discuss the process you utilize to plan units of study. Explain resources needed as part of your answer.
3. Tell us about your experience with using technology to deliver or facilitate instruction in your classroom?
4. Describe for me your worst day as a teacher? Best?
5. Tell me about the process you currently use to communicate with parents throughout the year? Tell us about the process/procedure you use to make sure information is distributed both electronically and in traditional forms.
6. What is your favorite unit of study and why?
7. What are some effective remediation strategies you are currently using?
8. What accommodations do you utilize for Special Ed students in your classroom?
9. If I were to ask your current employer for three words that describe you as an educational leader, what three words would they use and why?

## 8.2 APPENDIX B

### Interview Sheet *"Leadership, Integrity, Character, Pride"*

<b>Name</b>		<b>Date of Interview</b>	
<b>Position</b>		<b>Interviewer</b>	
<b>Rate 1-4</b>			
<b>Communication</b>			
<b>Knowledge</b>			
<b>Practice</b>			
<b>Intangible</b>			
<b>Total</b>			

**Strengths:**

**Areas of Improvement:**

## **Club/Organization**

African-American Awareness Club  
Band  
Chess Club  
Choral Activities  
Class Sponsor (9, 10, 11, 12)  
Debate  
DECA (Distributive Education Clubs of America)  
Drama Society  
FBLA (Future Business Leaders of America)  
FCCLA (Family Careers & Community Leaders of America)  
FEA (Future Educators of America)  
Forensics  
French Honor Society  
GSA (Gay-Straight Alliance)  
German Club/ Honor Society  
Graduation Coordinator  
HOSA (Health Occupations Students of America)  
Healthy Community/Healthy Youth  
Interact Club  
International Heritage Society  
It's Academic  
Key Club  
Letterman's Club  
Literary Magazine  
Math Club  
Mediation (Students)  
Mentor Program (Faculty)  
Model United Nations  
National Art Honor Society  
National Honor Society  
Newspaper  
Orchestra  
Peer Diversity Training  
Prom Coordinator  
Journalism Honor Society  
Robotics Club  
SCA (Student Council Association)  
Spanish Honor Society  
Students Embracing Diversity  
Yearbook

## **Sports**

Band  
Baseball  
Basketball, Boys  
Basketball, Girls  
Cheerleading  
Cross Country  
Dance Team  
Field Hockey  
Football  
Golf  
Gymnastics  
Lacrosse, Boys  
Lacrosse, Girls  
Soccer, Boys  
Soccer, Girls  
Softball  
Step Team  
Swimming  
Tennis, Boys  
Tennis, Girls  
Track  
Volleyball  
Wrestling