

NEW SCHOOL OPENING HANDBOOK



DOGWOOD ELEMENTARY SCHOOL

NEW SCHOOL OPENING HANDBOOK

**Prepared by the Department of General Services
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NEW SCHOOL OPENING HANDBOOK

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Chapter 1 – Introduction

Part I – Introduction

Congratulations for being selected as principal of a new school.

This handbook provides information to assist you accomplishing this important task. The information contained in this handbook is a compendium of lessons learned by principals and department staff during the opening of number of secondary, middle and elementary schools.

In addition to this booklet, you will be invited to attend a monthly meeting of the New School Opening Committee. The principals of new schools and departmental representatives attend these meetings.

After your appointment as a new principal, you should immediately contact the Director, office of Design and Construction Services, to schedule a meeting with that office and the contractor's representative.

You are encouraged to visit with principals who have opened new schools during the past few years.

Chapter 2 – Roles and Responsibilities

Part I – Department of Facilities Services

- Develops referendum budget,
- Develops construction budget,
- Develops construction specifications and blue prints,
- Solicits bids and awards construction contracts,
- Maintains project management and monitors construction schedule and progress,
- Informs the new principal of the progress of school construction,
- Reviews and updates standards for custodial and lawn care equipment for schools and centers,
- Assists the principal in developing procurement list for custodial and lawn care equipment, and
- Provides the principal with central funding for passive order and “Start-Up” custodial supplies.

Chapter 2 – Roles and Responsibilities

Part I – Department of Facilities Services

Appendix A – Project Management Section Guidelines

The Project Management Section manages projects and monitors construction schedule and progress of new school. They conduct regular meetings with the general contractors, project manager, the principal of a new school or his/her designee, and other school personnel to review the school construction progress and evaluate possible problem areas.

The Project Management Section communicates and coordinates with all FCPS departments including General Services, Information Technology, Financial Services, Instructional Services and Special Services on construction of new schools.

The coordinator of Project Management Section or his/her designee will attend meetings of the School Opening Committee to inform the committee of the construction progress and anticipated problems or delays.

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Chapter 2 – Roles and Responsibilities

Part I – Department of Facilities Services

Appendix B – Budget and Contracting Section Guidelines

The Budget and Contracting Section forwards a memorandum to the Office of Supply Operations indicating amount of construction equipment money allocated to new school construction project and its bond fund accounting index/subobject.

This section monitors balances of all new and renovation construction equipment accounts to ensure that the accounts are closed in a timely manner.

Construction equipment account for new school will be closed two (2) years after project is completed and building is turned over to principal.

Chapter 2 – Roles and Responsibilities

Part I – Department of Facilities Services

Appendix C – Plant Operations Section Guidelines

The Plan Operations Services Section provides the principal of a new school with central funding for passive and “Start-Up” custodial supplies. They will assist the principal or his/her designee in developing a procurement list of custodial cleaning and lawn care equipment and related supplies.

Chapter 2 – Roles and Responsibilities

Part II – Instructional Services Department

- Develops educational specifications,
- Maintains standards for instructional related equipment and supplies,
- Reviews and updates standards for equipping schools,
- Provides new schools with central funding for instructional management computers for one teacher lab and other instructional spaces (other than classrooms).
- Assists the principal of a new school in developing a procurement list for instructional related equipment, supplies and textbooks.

Chapter 2 – Roles and Responsibilities

Part II – Instructional Services Department

Appendix A – Office of Instructional Technology Services Guidelines

The Office of Instructional Technology Services provides new schools with central funding for instructional management computers for one teacher lab and other instructional spaces (other than classrooms).

Chapter 2 – Roles and Responsibilities

Part II – Instructional Services Department

**Appendix B – Office of Elementary, Middle and High School
Instructions Guidelines**

The appropriate office provides the principal of a new school with a list of curriculum guides, manuals and instructional materials and guidelines for equipping each grade level.

Program coordinators and curriculum specialists assigned under each office of instruction will be available for consultation with the principal of a new school regarding specific instructional materials that can be ordered for each subject area or program.

Instructional technology coordinators serve as members of the New School Opening Committee and participate in the technology sub-committee meetings to develop a procurement list for instructional technology hardware and software. They will also coordinate with the principal to schedule training classes of newly hired teachers on the operations of instructional technology hardware and software.

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

- Develops educational specifications for local area network (LAN) and wide area network (WAN).
- Develops educational specifications for library and media center designs, configuration and related case works and equipment,
- Maintains standards for administrative, communication, audio-visual and library related equipment,
- Reviews and updates standards for equipping schools,
- Assists the principal of a new school in developing a procurement list for administrative, communication, audio/video equipment,
- Ensures that LAN and WAN are properly installed.
- Ensures that the television monitors, videocassette recorders and/or laserdisc players are properly installed on TV yokes and are properly connected to the teacher presentation systems, and
- Assist the principal of the new school in developing and ordering a core collection of library books and materials.

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

Appendix A – Network Management Services Guidelines

The Network Management Services ensures that LAN and WAN are installed at new school in accordance with educational specifications. Also, the Network Management Services ensures that the television monitors, video cassette recorders and/or laserdisc players are properly installed on TV yokes and are properly connected to the teacher presentation systems at each classroom, multi-purpose room and other instructional space designated by the principal of a new school.

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

Appendix B – Learning Support Solutions Guidelines

The Learning Support Solutions Section designates a project manager as the point of contact to assist the principal of a new school in outfitting administrative and instructional technology-related equipment. In coordination with the technology sub-committee of the New School Opening Committee, the project manager assists the principal in developing a procurement list for administrative and instructional technology and audio/video equipment. After the procurement list is approved by the principal, it is forwarded to the Office of Supply Operations for acquisition and coordination of delivery by the vendors.

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

Appendix C – Library Support Services Guidelines

The Library Support Services (LSS) Section assists the librarian to develop a core collection of library books and materials. LLS purchases, receives, processes catalogs and ships the materials to the new school media center/library. LLS closely coordinate the delivery of materials with vendors to ensure that the construction schedule does not impact storage space. Library Support Services maintains new school start-up funds for a two-year period and provides training to the new librarian.

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

Appendix D – DRA Inlex Library Support Guidelines

DRA Inlex Library Support provides a profile for the technology hardware and software to be ordered for DRA Inlex library automation system.

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

Appendix E – Student Application IT Fast Team Guidelines

The Student Application Fast Team provides new school central funding for a SASI server and printer. The SASI server and printer will be ordered the Student Application Fast Team immediately after the principal of the new school is appointed.

The Student Application Fast Team provides new school staff (EDP operators and guidance counselors, etc.) necessary training on creating student records and forms through the student application system (SASI).

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

Appendix F – Forms Management Services Guidelines

Forms Management Services provide necessary assistance in developing passive order for forms. The forms passive order work sheet provided to new school by the Forms Management Services contains the standard forms sorted by department and form number to include the stockroom and accounting index/subobject and spaces for passive order quantity for May (XK) and August (XB) to be established by new school.

UJRL for Passive Order Work Sheet is:

<http://fcpsnet.fcps.k12.va.us/it/records/passive.pdf>

Chapter 2 – Roles and Responsibilities

Part III – Department of Information Technology

Appendix G – Field Services Section Guidelines

The Field Service Section provides central funding for copiers. The allocated number of copiers will be ordered by the Field Services Section to ensure that they are delivered and installed immediately after the secured storage spaces are made available.

The Field Service Section performs tests of the security, fire alarm and sound systems to ensure that they are in proper working order. Also, in coordination with the Network Management Services, the Field Services Section schedules and supervises installation of instructional and administrative technology equipment.

Chapter 2 – Roles and Responsibilities

Part IV – Department of General Services

- Develops food preparation and serving related equipment specifications,
- Maintains standards for equipping schools,
- Coordinates safety, security and risk management issues,
- Develops bus routes,
- Works with school and facility staff to assess ingress and egress for student walkers, buses, staff vehicles, and other vehicles that approach, enter, or maneuver on school property; loading zones and bus parking needs that should be considered as part of the new construction,
- Provides procurement support in equipping new schools,
- Assists the principal in receiving deliveries and moving equipment and furniture,
- Participates in monthly New School Opening Committee meetings.

Chapter 2 – Roles and Responsibilities

Part IV – Department of General Services

Appendix A – Office of Food and Nutrition Services Guidelines

Before Construction:

- Director or designee meets with architect and Office Of Design and Constructions Services to develop kitchen layout. Student enrollment and special programs dictate the kitchen layout and the kitchen equipment needs for specific school (elementary, middle and high), and
- Director approves proposed kitchen layout and works cooperatively with the Office of Design and Construction Services throughout construction of new school.

During Construction:

- General contractor normally marks up approximately 15% on kitchen equipment that is included in design specifications. To save the markup, the Office of Design and Construction Services requests that mobile kitchen equipment such as milk coolers and ice cream cabinets, etc. be purchased from County of Fairfax contract by the Office of Food and Nutrition Services. The Office of Food and Nutrition Services forwards a memorandum to the Office of Design and Construction Services requesting transfer of the cost of mobile kitchen equipment from general construction account,
- The Office of Food and Nutrition Services purchases small equipment, safe, computer terminal, printer, digital locks (for storeroom and manager's office) and forwards a memorandum to the Office of Supply Operations requesting transfer of the cost from construction equipment account, and
- They provide furniture specifications for manager's office for procurement with construction equipment money.

Four Months Before School Opens:

- Food service specialist/coordinator determines grade and advertises manager vacancy. Panel composed of principal and food service specialist/coordinator interviews manager applicants.

Chapter 2 – Roles and Responsibilities

Part IV – Department of General Services

Appendix A – Office of Food and Nutrition Services Guidelines (Continued)

Before School is Released:

- Director or designee completes site visit, checking equipment specifications to ensure they meet approved layout,
- The Office of Food and Nutrition Services purchases and delivers food and supplies to school when kitchen is released,
- Food service specialist/coordinator, manager, and staff attend equipment demonstrations,
- Food service specialist/coordinator is on site during Health Department inspection.
- Manager prepares point of sale cards for all students. Student fund balances from former schools are transferred to student accounts,
- Food service specialist/coordinator provides menu boards, signage, and posters,
- Manager and staff work three and two extra days respectively cleaning and sanitizing kitchen and equipment; stocking food and supplies; and setting up files,
- Parent menus are sent to school office for distribution,
- Extra free and reduced-price meal applications are sent to school office for parents new in the community,
- Director determines type of menu service (hot or cold lunch) for the first week of school. All efforts are made to offer a hot lunch. The principal is kept informed so parents can be notified before school opens, and
- Manager is available to accept prepayments at school's open house.

Chapter 2 – Roles and Responsibilities

Part IV – Department of General Services

Appendix B – Office of Security and Risk Management Services Guidelines

Composed of the Safety, Insurance and Security Sections:

Safety:

- Coordinates the installation of highway signs, crosswalks, and road markings with the Virginia Department of Transportation,
- Initiates installation of Wink-O-Matic lights where needed,
- Evaluates proposed walking routes for students,
- Recommends the approval by the Police Department of crossing guard position(s) to assist walking students,
- Installs Fire Evacuation Staging Areas for non-ambulatory students located on the upper floors of the school building,
- Assists in identifying emergency evacuation routes,
- Reviews fire lane plans, and
- Identifies tornado shelter areas.

Insurance:

- Provides guidance on filing property loss reports in accordance with Regulation 5720,
- Expedites valid property loss claims, and
- Assists the principal with completing proper paperwork.

Security:

- Site visit for safety and security issues,
- Inspects installation of Security and Fire Alarm System (FAFAS),
- Coordinates with the principal or designees on creating crisis management plans, fire safety manual and safety and security plan, and
- Assists the Office of Design and Construction Services in the monitoring and control of safety and air quality.

Chapter 2 – Roles and Responsibilities

Part IV – Department of General Services

Appendix C – Office of Supply Operations Guidelines

1. Receives approved construction budget document from the Budget and Contracting Section, Administrative and Operations Services, Department of Facilities Services.
2. Notifies the principal of a new school in writing of the equipment funding allocation and bond fund account number,
3. Designates a school buyer as the single point of contact to assist the principal or his/her designee in outfitting the new school.
4. The following client centered services will be provided by the school buyer:
 - Assists the principal or his/her designee in developing procurement list for non-technology and audio/video related equipment and furniture,
 - Coordinates with the technology sub-committee of the new school opening steering committee on the approved procurement list for administrative and instructional technology hardware and software and audio-visual and video equipment before placing orders with vendors,
 - Coordinates with appropriate curriculum specialists on the approved procurement list for non-technology related equipment and furniture before placing orders with vendors,
 - Procurement lead-time will be factored into purchasing schedule to ensure that delivery remains consistent with construction schedule,
 - Generates orders for items approved for purchase by the principal,
 - Coordinates deliveries with vendors,
 - Expedites and follows up orders as needed, and
 - Performs other tasks as required.

Chapter 2 – Roles and Responsibilities

Part IV – Department of General Services

Appendix D – Office of Transportation Services Guidelines

1. The Office of Transportation Services is responsible for developing bus routes to meet the bell schedule at new school for all students who ride the bus.
2. They will provide principal a listing of proposed bus routes and stops in the school's attendance area in May prior to school opening. Final decisions regarding bus routes and schedules are dependent on approval of proposed boundaries. In addition, information about special program populations such as FECEP and special education must be made before they can begin the process of developing actual bus runs and stops for new school. Principal will be provided final information on bus routes and pickup times for students by August 15 or a minimum of two weeks prior to school opening.
3. They will coordinate with the Office of Design and Construction Services for the design, placement, and associated signs and striping needed for traffic flow, ingress, egress, bus loading and parking areas. Coordination will also be made with the School Safety Section and school staff regarding designated "Kiss-and-Ride" points, walk paths, and walk area.

Chapter 2 – Roles and Responsibilities

Part V – Department of Financial Services

- Programs logistical and personnel budget for new school
- Establishes “Green Dollar” program for new school
- Determines non-public/PTA monies that should be transferred to the new school from schools “losing” students to the new school.

Chapter II – Roles and Responsibilities

Part VI – Department of Human Resources

- Assists the cluster director in the selection of the new principal.
- Develops employment schedule and timeline for all position classifications.
- Assists the principal in the advertising and employment of administrative, instructional and support personnel.

Chapter II – Roles and Responsibilities

Part VI – Human Resources Guidelines

Appendix A – Appointment of Principals of New Schools

New elementary and middle school principals are appointed seven months (by February 1) prior to a scheduled fall opening. Principals of new high and secondary schools are appointed 14 months (July 1) prior to a scheduled fall opening. (Reg. 4151.1)

Chapter II – Roles and Responsibilities

Part VI – Human Resources Guidelines

Appendix B – Guidelines for Newly Appointed Principals

Until permanently assigned to the new school and separated from the old school, newly appointed principals may need to divide time between job responsibilities. Once permanently assigned, the principal will move to a temporary office location. An Administrative Assistant should be selected as soon as office space is available. Other administrative assistants will be selected to provide assistance as needed. Prior to moving to the new school site, the building supervisor will be selected and other custodians selected as soon as needed at the new school.

Principals of new schools will work very closely with Human Resource staffing specialists to schedule early staff interviews and selections.

Human Resources will process employment requests in a timely manner. Principals of new schools and HR specialists will monitor all personnel requirements and ensure that no delays occur in appointments. Teachers selected will not be able to change schools or assignments during Transfair.

Chapter II – Roles and Responsibilities

Part VI – Human Resources Guidelines

Appendix C – Guidelines for Hiring Instructional Employees

As soon as new principal is named, he/she may begin the process of staffing teachers and instructional assistants. The new staff should be as diverse as possible and include transfer teachers, teachers who have been destaffed, and newly hired teachers. The principal should work with the cluster director and employment director to set guidelines for how many transfer teachers might come from other schools. The Department of Human Resources will staff positions in the new school based on the number of positions authorized by the Department of Financial Services. Any requests for additional staff should be communicated to the Director, Employment Services, after discussion with the cluster director.

The office of instructional employment will advertise in Job Opportunities in mid February. Resumes will be sent directly to the principal of the new school. Interviews should be scheduled during March with selections made by mid-April, well before the transfair events in May. All requests for transfer are sent to the staffing specialist. The principal should make every attempt to interview all of the teachers seeking a transfer from the schools that are sending students to the new school.

The principal may also wish to review the files of teachers who are being considered for early contracts. These applicants can be interviewed after the transfer teachers. Requests for hire or placement should be sent to the staffing specialist.

The principal must leave vacant a certain number of positions for teachers who have been destaffed. These teachers will be assigned, after consultation with the cluster director, in early June. After July 1, the principal may choose any applicant for remaining vacancies.

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Chapter 3 – Documents, Activities and Responsibilities

Part I – Documents, Activities and Responsibilities

Documents	Activities	Responsibilities
Construction Specifications and Blue Prints	Construction Progress and Schedule for new school	Office of Design and Construction Services, Department of Facilities Services
Bond Fund for New School Equipment	Allocation of Construction Funds for new school equipment	Budget and Contracting Section, Department of Facilities Services
School Operating Budget for New School Logistics	Allocation of Appropriated Funds for Instructional Supplies, Textbooks, Library Materials, Green Dollar	Office of Budget Services, Department of Financial Services
School Operating Budget for New School Custodial Supplies	Allocation of Appropriated Funds for Passive and “Start-Up” Custodial Supplies	Plant Operations Services Section, Department of Facilities Services
School Operating Budget for New School Forms	Allocation of Appropriated Funds for Passive Order for Forms	Forms Management Section, Department of Information Technology
School Operating Budget for New School Copiers	Allocation of Appropriated Funds for Copiers	Field Services Section, Department of Information Technology
School Operating Budget for New School SASI File Server and Printer	Allocation of Appropriated Funds for SASI File Server and Printer	Financial Management, Department of Information Technology
Procurement List of New School Copiers	Developing Procurement List and Purchasing Copiers	Field Services Section, Department of Information Technology
Procurement List of SASI Server and Printer	Developing Procurement List and Purchasing SASI Server and Printer	Student Application Fast Team and Financial Management, Department of Information Technology
Procurement List of Instructional and Administrative Technology Hardware and Software and Audio/Video Equipment	Developing Procurement List of Instructional and Administrative Technology Hardware and Software and Audio/Video Equipment	Principal or his/her designee in coordination with the technology sub-committee of the new school opening committee.

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Chapter 3 – Documents, Activities and Responsibilities

Part I – Documents, Activities and Responsibilities (Continued)

Documents	Activities	Responsibilities
Procurement List of non-technology related equipment and furniture	Developing procurement list of other non-technology related equipment and furniture	Principal or his/her designee in coordination with various curriculum coordinators and specialists
Approved Procurement List of technology and non-technology equipment and furniture	Ordering approved list of technology and non-technology equipment and furniture	Office of Supply Operations, Department of General Services
Procurement List of a core collection of library books and materials	Developing procurement list of a core collection of library books and materials	Librarian or his/her designee in coordination with Library Support Services, Department of Information Technology
Approved procurement list of a core collection of library books and materials	Ordering approved list of a core collection of library books and materials	Library Support Services, Department of Information Technology
Passive Order for Instructional Supplies	Developing passive order for instructional supplies	Principal or his/her designee based on passive order template provided by the Office of Supply Operations.
Passive Order for Custodial Supplies	Developing passive order for Custodial supplies	Principal or his/her designee based on passive order template provided by the Office of Supply Operations.
Passive Order for Forms	Developing passive order for forms	Principal or his/her designee using passive order worksheet for forms provided by Forms Management, Department of Information Technology.
“Start-Up” Instructional Supply List	Developing “Start-Up” Instructional Supply List	Principal or his/her designee by indicating appropriate quantities on a copy of instructional supply catalog.
“Start-Up” Custodial Supply List	Developing “Start-Up” Custodial Supply List	Principal or his/her designee by indicating appropriate quantities on a copy of custodial supply catalog.
Procurement List of Textbooks	Developing Procurement List of textbooks	Principal or his/her designee by indicating appropriate quantities on a copy of textbook catalog.

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Chapter 3 – Documents, Activities and Responsibilities

Part I – Documents, Activities and Responsibilities (Continued)

Documents	Activities	Responsibilities
Procurement List of instructional/curriculum related materials and subscriptions	Developing Procurement List of instructional/curriculum related materials and subscriptions	Principal or his/her designee in coordination with department chairpersons and curriculum specialists
Approved Procurement List of textbooks, instructional/curriculum related materials and subscriptions	Ordering approved list of textbooks and curriculum related materials and subscriptions	Office of Supply Operations, Department of General Services

Chapter 4 – Movement and Relocation of Equipment & Furniture

Part I – Internal Movement of Equipment and Furniture

If the required movement of equipment, furniture and/or boxes will exceed the capability of the school's custodial staff, the Plant Operations Services Section should be contacted for assistance.

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Chapter 5 – Directory

Part I -- Directory

TOPIC	NAME	TELEPHONE NO.
Air Quality		
Boundaries		
Budget		
Equipment, Acquisition		
Finances		
Food Services		
Forms		
Library Books, Acquisition		
Personnel, Instructional		
Personnel, Support		
Pre-Construction Planning		
Principal		
Principal		
Principal		
Project Manager		
Safety		
Security		
Software, Acquisition		
Supplies, Acquisition		
Technology, Acquisition		
Telephones		
Textbooks, Acquisition		
Trailers, Classrooms		
Transportation		
Walking Routes		