



APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 3, 2019.** Please include this application form with electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

PROGRAM INFORMATION

County: County of Henrico
Program Title: A Conference Room Renovation Meets Needs of Students and Their School
Program Category: Community and Economic Development

CONTACT INFORMATION

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SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

Name: Anthony McDowell
Title: Deputy County Manager for Public Safety
Signature: *Anthony E. McDowell*

Program Overview

The electricity, carpentry and masonry departments within the Advanced Career Education (ACE) Center at Highland Springs High School in Henrico County, Va. guided their students to make trade theory a reality as they collaborated to create a new community room for the school. Preliminary stages of the project were all student-centered and included research on building codes and safety procedures, setting goals, and creating teams. Within teams, members completed tasks like creating blueprints, timetables, and process structures for each department. Finally, the work of building began in which skills and tools were modeled, emulated, and practiced. Students saw the result of their hard work and collaboration: a new conference room for the ACE Center at Highland Springs, in which they can take great school pride and a sense of accomplishment.

Problem/Challenge/Situation Faced by Locality

The school's conference room lacked sufficient meeting space for larger groups. For example, those working on students' individualized education programs would have to meet in the school's library, rendering the library unavailable to students during meeting times. By using a hallway area that ended with two rarely-used closets, the ACE students expanded the school's conference room and gained hands-on skills and trade experience in the process. The conference room is now able to host larger meetings and is also more aesthetically pleasing.

How Program Fulfilled Awards Criteria

This was an innovative win/win solution to create a needed high-quality space while providing students with hands-on experience. The students' pride in their work is matched only by the school's pride in its new facility.

How Program Was Carried Out

The ACE Center at Highland Springs was built in 1970, and it has never been renovated. The main office area has been home to a small, 132-square-foot conference room. This room was mostly used for individual conferences with students, but it was too small to hold larger groups. Students, teachers, and administrators at the ACE Center often need to meet with industry professionals and other community groups, but without an adequate conference room, these meetings had to be held in the school's library. This required that the library to be closed to students at various times.

The objectives of the renovation project were both instructional and practical. The practical objective was to repurpose unused space to create a more welcoming, state-of-the-art conference room. Students in carpentry, electricity, masonry, and computer systems were involved in all phases of the project from planning to execution and problem-solving. Teachers in these disciplines created classroom lessons to facilitate student learning and then supported students in the application-phase during the project.

With the support of their teachers, carpentry and masonry students created a blueprint for the new space in February 2017. This blueprint added 60 square feet to the room's footprint. With the approval of Henrico County Public Schools' (HCPS) Department of Construction and Maintenance, construction began in March 2017.

In preparation for the project, carpentry students built a temporary wall to contain debris and protect the main office area during construction. Masonry and carpentry students completed demolition, including removing an existing cinderblock wall and carefully demolishing two closets, taking care not to damage the doorjamb or any electrical infrastructure. After completing

demolition work, these students moved the doorjamb and built a new wall connecting the conference room to the principal's office.

After the footprint of the room was framed, students from an electrical class rewired existing light fixtures, wired new fixtures, and added new outlets to meet current building code requirements. Computer systems students completed the room's infrastructure by installing the necessary network cabling for ethernet and Cisco phone-access. The project was completed in April 2017, with paint and the addition of a 57-inch television. A new conference table for the room was built by a summer class in furniture-building.

Light fixtures, ceiling tiles and paint for the project were provided by HCPS. The school division outsourced installation of the room's carpet and baseboard. All other labor was completed by ACE Center students, under the guidance and supervision of their teachers. This project is the true embodiment of the ACE Center at Highland Springs' motto: "Where Theory Meets Practice."

Financing and Staffing

The school budget did not contain funding for renovations to the administration area of the school by a private company, so the school administration creatively turned to the ACE students to tackle the conference room expansion project. The total cost of the program was minimal. Labor costs were essentially zero, as all demolition, electrical, masonry and carpentry work was completed by students. Minimal costs were incurred for the laying of the carpet and baseboard. Materials were the largest expense of the project, but those expenses were minimal since some of the costliest materials, such as doors, were reused.

The total cost of materials for the project was about \$400, which included ceiling tiles, two new lighting fixtures, paint, cinderblocks and new light switches. The original doors, door jams and

lighting fixtures were reused. The remaining cost went to pay for a carpet firm to install new carpeting and baseboard, adding about \$1,000. The project's total cost was around \$1,400.

Program Results

The results of this program have been phenomenal. Before the renovation, the conference room was rarely used. It could only host the smallest of meetings, and its appearance was not appealing. The room has now become one of the showplaces of the school building, and the staff and administration make it a point to hold meetings in the renovated room. Because of the hard work and diligence of participating students, this room is used frequently.

Brief Summary

The electricity, carpentry and masonry departments within the Advanced Career Education (ACE) Center at Highland Springs High School in Henrico County, Va. guided their students to make trade theory a reality as they collaborated to create a new community room for the school. Preliminary stages of the project were all student-centered and included research on building codes and safety procedures, setting goals, and creating teams. Within teams, members completed tasks like creating blueprints, timetables, and process structures for each department. Finally, the work of building began in which skills and tools were modeled, emulated, and practiced. Students saw the result of their hard work and collaboration: a new conference room for the ACE Center at Highland Springs, in which they can take great school pride and a sense of accomplishment. The room has now become one of the showplaces of the school building, and the staff and administration make it a point to hold meetings in the renovated room. Because of the hard work and diligence of participating students, this room is used frequently.