



1-1-1976

### Facility Planning Assistance for Local Schools

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#### Recommended Citation

Litz, Charles E. and Ernst, Sandra Williams (1976) "Facility Planning Assistance for Local Schools," *Educational Considerations*: Vol. 3: No. 2. <https://doi.org/10.4148/0146-9282.2086>

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## **facility planning assistance for local schools**

The Center for Extended Services of the College of Education at Kansas State University is organized for the specific purpose of providing assistance and services to local school systems throughout the state of Kansas and the Midwest geographic region. Conducting educational facility planning studies is one of several services offered by the Center. Usually such a study is initiated by a school system wanting to obtain a professional outside evaluation of existing facilities plus a study of potential alternatives for needed facility expansion or improvement.

On being contacted by a school system, a representative of the Center will under normal circumstances visit with the local Board of Education at a regularly scheduled Board meeting, to provide an overview of the specific kinds of facility evaluation and planning activities which might be appropriate to that school system situation. At this initial meeting an opportunity is also afforded to clarify in general terms the facility issues in question, and to thus establish a working understanding of the goals and objectives of the district. After this initial meeting, the Center for Extended Services staff will prepare a contract which specifies in detail exactly what services will be provided to the district by the Center. This contract is subsequently signed by the President of the Board of Education, the local superintendent of schools, and by appropriate personnel from Kansas State University.

A complete facility study will usually include an evaluation and examination of all buildings owned by the district, a review of building sites that are currently owned by the district, a determination of new sites which might be needed, and a determination of student population characteristics and future trends which provide an indication of building needs.

A written report is prepared and submitted to the local Board at the conclusion of the study. This report usually sets forth a series of facility recommendations which are incorporated into a comprehensive 5-year Capital Improvement Program plan for the district. A final meeting is scheduled by a Center representative with the local Board of Education to discuss and review the study and recommendations.

For information about this service, contact Eddy J. Van Meter, Center for Extended Services, College of Education, Kansas State University, Manhattan, KS 66506.