SCHOOL BUILDING PLANNING

Course Number: EL 5530

Semester Hours: Three

Prerequisites: Graduate Status

Limitations on Enrollment:

Required: For all School Business Administrator Program Candidates; elective for Principals, and Supervisors Program Candidates.

Catalog Description

Overview of the planning, evaluation, and improvement of school building maintenance and facilities, including the interrelationship of pupil needs, community needs, and personnel.

N. B. In order to insure full class participation, any student with a disability condition requiring special accommodations (e.g., tape recorder, special adaptive equipment, special note taking or test taking procedures) is strongly encouraged to contact the professor at the beginning of the Fall 2008
SCHOOL BUILDING PLANNING

I. Objectives

Students will achieve growth towards becoming informed, dynamic professionals by developing proficiency in knowledge, skill application and value development, as evidenced by demonstration of the ability to:

A. demonstrate long range planning approaches. (Knowledge/Skills)

B. demonstrate the fundamentals of school facility planning techniques. (Knowledge/Skills)

C. describe the process of public bidding and construction management. (Knowledge)

D. develop and evaluate plans for the modernization of existing school facilities. (Knowledge/Skills/Values)

E. develop and evaluate plans for the maintenance and operation of school facilities. (Knowledge/Skills/Values)

II. Course Content

A. Long Range Planning
   1. The school building survey
      a. enrollment projections
      b. calculation of functional capacities
   2. Pre-architectural planning
   3. Special educational needs
   4. Community uses
   5. Educational specifications
   6. Use of facility planners
   7. Master Plan development

B. Fundamentals of School Facility Planning
   1. Anticipating change
   2. Efficiency and economy
   3. Energy conservation, and management
   4. Safety, health, and comfort
C. Bidding and Construction

1. Competitive bidding laws and regulations
2. Use of professional consultants
   a. architect
   b. engineer
   c. construction manager
   d. state and local codes
   e. state and local approval requirements
   f. federal laws
      1. Americans with Disabilities Act
      2. Section 504

D. Modernization of Existing School Facilities

1. Improvements
   a. Educational function
   b. Energy conservation
   c. Health-related
2. Practical considerations
3. Requisite conditions to modernize
4. Modernization vs. new construction

E. Maintenance and Operations of School Facility

1. Role of central administration
2. Role of school principal
3. Maintenance functions and personnel
4. Custodial functions and personnel
5. Five year maintenance plan

III. Methods of Instruction

A. Lecture and discussion
B. Consultant specialists/speakers
C. Case studies
D. Simulations
E. Field trips
IV. Methods of Evaluation

A. Formal tests and quizzes (Knowledge/Skills/Values)

B. Written reports on simulation and/or case studies and current issues (Knowledge/Skills/Values)

C. Completion of field-oriented portfolio (Knowledge/Skills/Values)

D. Oral presentations and participation (Knowledge/Skills/Values)

V. Recommended Text


VI. Bibliography


VII. Seminal Works


New Jersey School Boards Association Insurance Group (NJSBAIG). (undated). *Checklist for the evaluation of a school building* (GPO01 .00). Trenton: NJSBAIG.


VIII. Non-Print


IX. Web Sites

American Association of School Administrators www.aasa.org
Ask Eric ericir.syr.edu
Educational Research Service www.ers.org
New Jersey Dept. of Education www.state.nj.us/education
New Jersey Assoc. of School Business Officials www.njasbo.com
Association of School Business Officials International www.asbointl.org
National School Boards Association www.nsba.org
New Jersey School Boards Association www.njsba.org