



**Crabtree, Rohrbaugh & Associates
Architects**

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**PROJECT MEETING REPORT
PENN MANOR SCHOOL DISTRICT**

April 8, 2010

**Long Range Facilities Plan
CRA Project No. 2263**

In Attendance: Position: _____

Penn Manor School District:

Mike Lechliter	Superintendent of Schools
Ellen Pollock	Assistant Superintendent
Vickie Hallock	Supervisor of Elementary Education
Steve Skrocki	Chief Financial Officer
Christopher Johnston	Business Manager
Denny Coleman	Director of Buildings and Grounds
Johnna Friedman	School Board Member
Kirk Schlotzhauer	School Board Member
J. Kenneth Long	School Board Member

Crabtree, Rohrbaugh & Associates:

Hal Hart

Moore Engineering:

Mike Hite
Tim Dellinger

Derck & Edson:

Jim Hocker

On April 8, 2010 at 9:00 AM, a meeting was held in the Penn Manor High School administration office conference room, for the purpose of reviewing the Penn Manor School District Long Range Facilities Plan.

ITEMS OF DISCUSSION

1. CRA provided an update on the work completed since the previous committee meeting, which included the following:

Progress this Period:

- Continue initial school facility surveys
- Obtain web-based staff Hambright Elementary School staff survey data
- Update / review of demographics and enrollment
- Confirmation of current building utilization / capacities
- Develop Hambright Elementary School recommended scope of work, cost estimate and conceptual plan for renovating existing building.

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- Develop Cost estimate and conceptual site plan for new Elementary School
 - Development initial summary of district-wide facility alternatives
2. CRA provided an update on the work to be completed prior to the next meeting, which included the following:
- Progress Next Period:
 - Complete remainder of existing facility summaries, including recommendations and cost estimates
 - Development of facility and site options
 - Specific initiatives assessment
 - Tabulate staff survey information for all buildings
3. CRA presented enrollment projection information, including a review of the 2007 DeJong Healy enrollment projection report, updated CRA cohort survival projections, and a review of PDE enrollment projections. PMSD will need to indicate which projection model future planning should be based upon.
4. CRA presented building capacity information for the Hambright Elementary School. CRA will be compiling similar building capacity information for all the school district facilities.
5. CRA presented facility analysis and recommendation information for the Hambright Elementary School. This information included the following:
- Recommendations / Scope of Work
 - Projected construction cost
 - Conceptual floor plan
 - Conceptual site plan
 - New School Cost Comparison
6. CRA presented a Long Range Facility Options Summary, which summarized facility options being considered as part of the Long Range Plan. CRA indicated that there are a large number of facility options that could be considered and that the intent of the summary was to facilitate a process to help prioritize and focus on the more desirable options to be explored.
7. In conjunction with the Options Summary, CRA and Derck & Edson presented some preliminary graphics, including the following:
- Hambright ES conceptual floor plans
 - Hambright ES conceptual site plan
 - Manor MS site Master Plan Concepts
 - PMHS Stadium option
 - Re-purposing of PMHS options
 - Conversion of Manor MS to the High School option
8. PMSD requested that preliminary cost information be provided for the conceptual ideas presented.

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9. CRA will be scheduling a meeting with the High School principal to review current building utilization and scheduling.
10. The next Committee meeting is May 13, 2010 at 9:00am at the District Office.
11. CRA will provide an update to the School Board at the Board Committee meeting on May 10, 2010.

Respectfully Submitted,

Hal Hart,
Associate, AIA, REFP, LEED AP
Director

cc Steve Skrocki, for distribution at Penn Manor
Tim Dellinger, Moore Engineering
Mike Hite, Moore Engineering
Jim Hocker, Derck & Edson
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