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**PROJECT MEETING REPORT
PENN MANOR SCHOOL DISTRICT**

October 1, 2010

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

In Attendance: Position: _____

Penn Manor School District:

Mike Leichter	Superintendent of Schools
Ellen Pollock	Assistant Superintendent
Vickie Hallock	Supervisor of Elementary Education
Chris Johnson	Business Manager
Jerry Egan	Principal, Hambright Elementary School
J. Kenneth Long	School Board Member
Johnna Friedman	School Board Member

Crabtree, Rohrbaugh & Associates:

Hal Hart
Larry Levato

Moore Engineering:

Tim Dellinger

Derck & Edson:

Jim Hocker

On September 30, 2010 at 9:30 AM, a meeting was held in the School Board Room of the School District Administration Offices for the purpose of reviewing the Penn Manor School District Facilities Master Plan Study.

ITEMS OF DISCUSSION

1. CRA provided a review and overview of the change in direction from the original goal of creating a long range facilities master plan to the new direction of completing a facilities master plan study. The benefit of completing a master plan study is that, while still incorporating short term and long range facility options, no final decisions regarding the future disposition of facilities is required to complete the study. The study will be viewed as a resource and tool that the school board can use in consideration of future facility needs and improvements.
2. CRA distributed a working "rough draft" of the study, reviewed the contents and the remaining work necessary to complete the study, which included finalizing the short term facility renewal and capital improvement recommendations and cost estimates, completing the facility cost index information, and completing the executive summary.

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3. CRA indicated that some final coordination and some revisions were needed to the educational technology write-ups and recommendations within the study to keep pace with recent changes in the school district's technology plan.
4. CRA indicated that a chart would be created that graphed the various enrollment projection figures.
5. CRA indicated a target completion date of the study for the end of October, 2010.
6. There was a review and discussion of the CEFPI facility appraisal summary rankings and the implications and reasoning behind some of the assessments. It was noted that the lowest ranking facility, according to the CEFPI appraisal was the Hambright Elementary School.
7. CRA reviewed and discussed the facility cost index (FCI) information that would be in the final study and how this information could be interpreted.
8. There was a review and discussion regarding the Hambright Elementary School needs and it was determined that the biggest issues affecting the students and staff were the lack of air conditioning, inadequate technology and the lack of flexible, pull out academic support spaces. This information will be reviewed and discussed by the school board.
9. There was a brief discussion regarding the current cost of construction and the fact that due to current market conditions, CRA reviewed cost estimates and revised the cost estimates accordingly.
10. It was discussed that a presentation to the school board would likely occur in November, which would be confirmed at the October 4, 2010 board meeting.

Respectfully Submitted,

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

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