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**PROJECT MEETING REPORT
PENN MANOR SCHOOL DISTRICT**

March 4, 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
Dan Martino	Principal, Conestoga Elementary School
Johnna Friedman	School Board Member
Kirk Schlotzhauer	School Board Member
J. Kenneth Long	School Board Member
Joe DeLuca	School Board Member

Crabtree, Rohrbaugh & Associates:

Hal Hart

Moore Engineering:

Mike Hite
Tim Dellinger

Derck & Edson:

Jim Hocker

On March 4, 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 overview of the Long Range Facilities Plan scope of work and information to be addressed in the study.
2. CRA indicated that the initial phase of the study, February and March, 2010 includes existing site and facility analysis, and a review of existing demographics and building capacities.

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3. Several of the existing facilities have been surveyed, with an initial focus on Hambright Elementary School. The remaining facilities will be surveyed prior to the next committee meeting.
4. Enrollment projections for the Hambright Elementary School do not indicate projected growth in enrollment. Inasmuch as the Hambright Elementary School is on a small site, with limited expansion possibilities, CRA presented several conceptual options for possible additions to the Hambright Elementary School, if the need arises in the future.
5. Discussion took place regarding the viability and suitability of the current Hambright Elementary School.
6. It was noted that the current enrollment projections do not take into account possible future development of the Armstrong property.
7. CRA provided an overview of existing progress to date, including survey of several facilities, review of enrollment, review of District Capital Improvement Plan, review of district athletics program, development and implementation of staff surveys, and development of study assessment and evaluation criteria.
8. CRA provided preliminary budget figures for renovations of Hambright Elementary School, assuming no building additions. CRA will develop more detailed estimate information for the next committee meeting.
9. CRA will provide budget numbers for the construction of a new elementary school, to replace Hambright Elementary School, for consideration by the School Board.
10. A decision regarding Hambright Elementary School will likely be made this spring inasmuch as the existing boilers are in need of replacement.
11. CRA has created staff and administrative surveys for each building, which have been placed on each school's internal website. Results of the survey will be reviewed and discussed at a future meeting.
12. Discussion took place regarding a possible community survey being completed, prior to defining and establishing a long range facilities plan.
13. The School District will assume responsibility for contacting Millersville University regarding interest in the Penn Manor High School facility.
14. CRA discussed options to be considered for repurposing the high school facility, including a possible conversion to a K-8 facility, with the Manor Middle School receiving an addition and becoming a high school. CRA indicated that these options will be developed and discussed at future meetings.

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15. CRA will be investigating possible uses for the Triangle property, adjacent to Comet field including future construction options and development of additional athletic fields.
16. The possible future development of the Manor Middle School site, including the Fischer Farm property and available adjacent land is being investigated for possible options.
17. Jim Hocker indicated that he had spoken with the Athletic Director to discuss current and future athletic program needs.

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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