

**To:** Dr. Charles Johns  
Board of Education

**From:** Dr. Kim Ptak  
Dr. R.J. Gravel

**Date:** Monday, February 28, 2022

**Re:** Additional 2022 Capital Project at the District Administration Building

**Recommendation**

It is recommended that the Board of Education approve an additional capital project to be completed during the summer of 2022 at an estimated cost of \$58,300.

**Background**

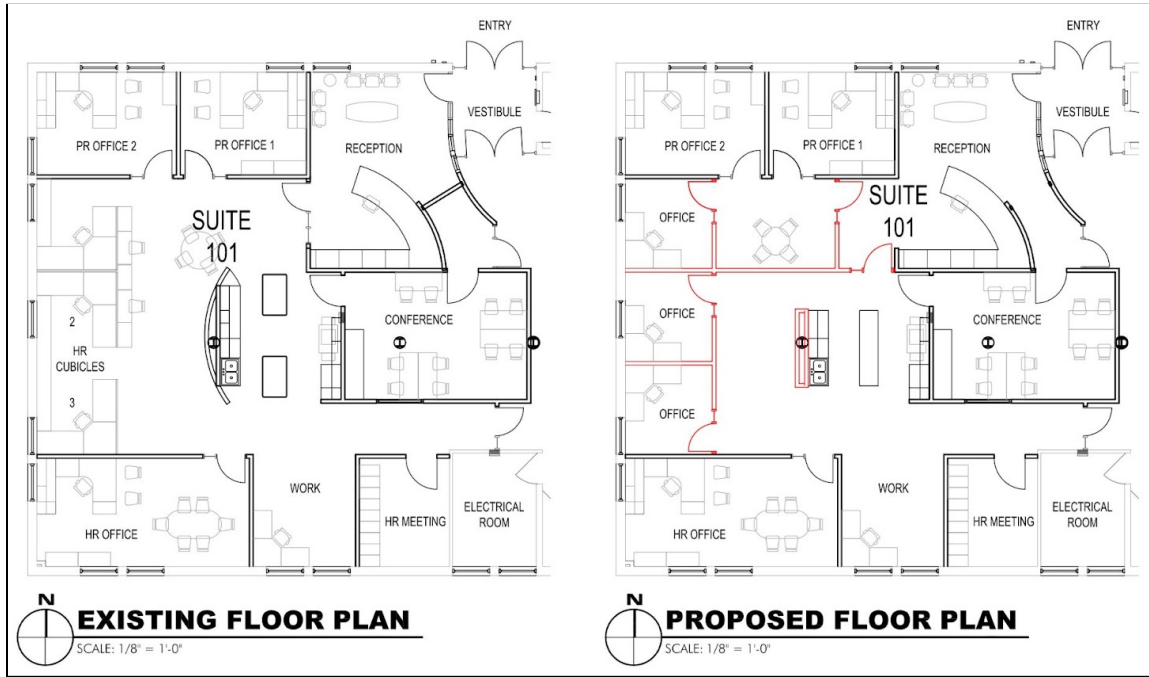
Suite 101 in the District Administration Building is located on the first floor, to the right of the main entrance. Previously this suite served as a location for the Human Resources department, Glenbrook Foundation, and the Enrollment Office. As of the 2021-22 school year, the suite is solely utilized by the Human Resources department.

Given the recent addition of a new Public Relations department, there is a need to revise the suite's layout to separate the area into two parts: Human Resources and Public Relations. To accomplish this effort, the following scope of work has been identified:

- Move the current door between the reception area and Human Resources to the west, creating a vestibule so one can enter either Public Relations or Human Resources;
- Construct a wall to divide the space into two suites;
- Create one additional private office for Public Relations;
- Create two additional private offices for Human Resources; and
- Reworking the center work area to allow for better traffic flow.

An illustration of the work to be completed is presented in Figure 1.

**Figure 1**  
**Existing and Proposed Floor Plan for Suite 101**



The estimated cost of the project is broken out in Table 1. (Note: Lighting, electrical, and painting will be completed in-house by the maintenance personnel.)

**Table 1**  
**Estimated Cost of Construction**

Item	Estimated Cost
(5) Wood Doors and Hardware	\$4,800
Aluminum Frames and Glazing	\$27,000
General Trades Drywall, Framing, Labor	\$22,000
HVAC	\$4,500
<b>Total Cost</b>	<b>\$58,300</b>