



Memorandum to the Board of Education

Meeting Open to the Public

FROM: Peter Dubinsky, Superintendent
DATE: May 16, 2025
SUBJECT: SBO Improvement Project

For Information

Background

The district has proposed repurposing the section of the school board office (the “**SBO**”) formerly occupied by the Columbia Basin Alliance for Literacy (CBAL) for district use (the “**SBO Improvement Project**”). On January 20, 2025, the district and CBAL jointly released news of CBAL’s intended relocation and the District’s plans to refurbish the vacated space. On January 21, 2025, the plans were announced at the public meeting of the Board of Education.

Consultation

Consultations have been undertaken with the Board and District Staff, obtaining feedback to ensure that the SBO Improvement Project would meet the long-term needs of the district. To assess structural and system limitations, design possibilities and cost-effective renovation approaches, the district engaged an architectural technologist and engineer to develop formal plans.

Project Objectives and Constraints

Project objectives include:

- A larger Board Room and additional meeting space so that meetings of the Board of Education can be held at the SBO instead of at Nakusp Secondary School;
- Additional meeting space to reduce reliance on other district facilities;
- Improved the reception to better serve visitors;
- Increasing the number of offices to accommodate all district staff and itinerant staff;
- Additional dedicated space technology to enhance technology capacity.

Project constraints to control costs include:

- Work within the existing building footprint
- Preserve existing load-bearing and structural walls
- Minimize alterations to plumbing, mechanical (HVAC), and electrical systems
- Use low-cost soundproofing solutions (e.g., staggered wall framing, sound-mitigating insulation)



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Project Work Goals, Milestones, and Impact Considerations

- Avoid reducing the in-house maintenance staff's capacity to complete school-related work, especially during school breaks.
- Staff will relocate to temporary workspaces as minimally as possible so as not to disrupt work.
- Project commencement: immediately.
- The renovations and refurbishments are expected to be largely completed within the 2025 calendar year

Rationale and Surplus Appropriation

The improvements to the SBO are expected to foster an improved service of students, schools, staff, the public, and the Board of Education for the foreseeable future.

The Board of Education currently holds an approximate \$2 million accumulated operating surplus. The SBO Improvement Project is estimated to cost \$183,300. With an additional 20% contingency, the total cost would rise to \$219,996.

The proposed resolution:

THAT the Board of Education hereby sets aside \$220,000 of its accumulated operating surplus for the School Board Office Renovation & Refurbishment project.