



# Craig City School District

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Jackie Hanson, Superintendent  
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## Memorandum Item 10d

TO: CCSD School Board Members  
FROM: Jackie Hanson, Superintendent  
DATE: December 4, 2025  
SUBJECT: CEMS Rehabilitation Project - CES Change Order Authorization

The CEMS Rehabilitation Project at Craig Elementary School (CES) requires additional electrical and controls work to integrate pre-action sprinkler valves in the cold-area vestibule spaces. Principal Architect, Steve Henri, has prepared additional information regarding this work. The estimated cost for this Change Order Proposal (COP 14), as detailed in the enclosed memo, is \$31,000-\$36,000, which exceeds the Superintendent's preauthorization limit of \$20,000.

Per CCSD Board Policy, the Superintendent may authorize budget transfers under \$20,000; all transfers must be reported to and are subject to Board approval. Given that this COP exceeds the preauthorization threshold, Board preauthorization is requested to proceed with the necessary design and installation work for the pre-action sprinkler valves.

This option is cost effective and code compliant compared to the alternative of installing a booster pump and additional piping, which is estimated at \$50,000 - \$60,000. The general contractor, McG, has directed the electrical subcontractor to proceed with design to finalize the total cost. Once completed, the final amount will be reported to the Board for formal approval.

Board preauthorization at this stage will allow the project to continue without disruption and ensure compliance with fire protection requirements.

Suggested Motion: Move to approve preauthorization for Superintendent Hanson to proceed with Change Order Proposal 14 for Craig Elementary School to proceed with the installation of pre-action sprinkler valves, with the final cost to be reported for formal approval.