



Craig City School District

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Memorandum Item 8d

FOR: School Board Members
FROM: Chris Reitan
DATE: December 14, 2022
SUBJECT: PACE Mat-Su Learning Center Lease

CCSD recognizes that providing the most positive and safe educational setting for our students and families is one of our primary responsibilities. CCSD also recognizes that ensuring we are organized as efficiently as possible is also a primary responsibility. Our PACE Mat-Su student count has been growing. When CCSD first opened an office in Mat-Su we needed space for our administrative assistant and one contact teacher. We have since added a second contact teacher to the PACE Mat-Su Learning Center due to our rising enrollment in the valley. During the 2018-19 school year we had 11 students enroll in PACE from the Mat-Su region. During the 2022-2023 school year we have over 100 students from the Mat-Su region enrolled with PACE. At the time we added a second contact teacher to the Mat-Su Learning Center we could not find available office space that met our needs. We ended up renting an additional space in our current location in Wasilla resulting in two offices separated by another business. We had hoped to consolidate our offices in the current location but nothing has become available. The PACE Mat-Su office has been researching potential office space with the primary foci being getting all of our staff members in one location and having adequate meeting space to offer activities for our PACE families. Outlined below are three options that the district has considered.

1. Option 1 – 351 W. Parks Highway
 - a. 1550 square feet at \$1.90/sf for the first year and a \$0.05 increase each additional year (three year lease)
 - b. Utilities are included
 - c. Adequate parking is available and the site offers signage on the road
 - d. The landlord is motivated and willing to work with some renovation costs
 - e. Renovations include:
 - i. Take down a wall to provide a large activities space
 - ii. New flooring where the wall is removed
 - iii. Adding an outlet
 - iv. Improve lighting and install a quitter fan in the main bathroom
 - f. Has offered the month of January 2023 as a lease free month in an effort to ease the transition between the two office spaces
 - g. Overall it is a solid option. A free transition month of January is provided. Provides space for family activities and space for our projected growth in enrollment in the only region in the state of Alaska that is still experiencing population growth

2. Option 2 – 4641 E. Frontier Plaza Drive
 - a. Currently has 3500 square feet that could be broken up into smaller spaces. All options are estimates of 1500 – 1800sf at \$1.50/sf

- b. Utilities are not included
 - c. Signage on building
 - d. Renovations will be more costly
 - i. Walls will need to be added to make office space
 - ii. There is a potential for growth depending on the amount of square footage desired
 - e. Overall it is a solid option, but will take longer and be more costly to move into
3. Option 3 – Current Location 231 E Swanson Ave. Suite 31 and 32
- a. 1500 square feet at \$1.55/sf
 - b. Utilities are not include
 - c. Two separate spaces (not all staff in the same unit)
 - d. Unreliable/slow internet
 - e. Overall it is functional but is not the most efficient place for office collaboration and coordinating services. No space to host family activities

Suggested Motion: Move to approve the presented three-year lease (January 2023 – February 2026) at 315 W. Parks Highway, Wasilla AK Suite 101 for \$2945/month.

