

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
AGENDA AND ORDER OF BUSINESS
Special Meeting - Thursday, November 19, 2015**

**Baden High School – Gymnasium
825 Southwood Drive, South San Francisco, California**

OPEN SESSION — 6:30 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. COMMUNICATIONS**

Public comments are limited to three minutes per individual. Name/address cards are placed in the back of the room to be completed and given to the secretary. The Board President will call upon individuals in random order who have requested to speak. Each person may only speak once, and is required to address the Board from the podium. The meeting is recorded. Individuals may address the Board concerning school business not on the agenda, but public comment cannot be acted upon or discussed by the Board unless placed on the agenda at a subsequent meeting, in accordance with the law (Brown Act). The Board may request staff to respond orally at the meeting or in writing at a future time.

PAGE

ACTION

1. ADMINISTRATION

- a. Approval of process to fill a vacancy on the Board of Trustees** **1**

Staff recommends the approval of the process of appointing a new member to fill a vacancy on the Board of Trustees, as presented to the Board.

PAGE

- b. **Approval of staff recommendation on timeline, criteria selection and application for provisional appointment to the Board of Trustees** 2 - 4

Staff recommends the approval of the timeline, selection criteria and application and direct the Superintendent to proceed with the process of a provisional appointment to fill a vacant Trustee position, as presented to the Board.

2. BUSINESS SERVICES

- a. **Measure J/Approval of USS Cal change order for new Buri Buri MPR building** 5

Staff recommends the approval of the addendum to the original USS Cal Change Order for the soils treatment at the new Buri Buri MPR building site to be performed on a time and materials basis, as presented to the Board.

ADJOURNMENT

CLOSED SESSION – Immediately following Open Session

1. Conference with Legal Counsel – Anticipated Litigation, initiation of litigation pursuant to paragraph (4) of subsection (d) of Government Code Section 54956.9 (one case).

RECONVENE INTO OPEN SESSION

E. REPORTING OUT FROM CLOSED SESSION

Copies of the agenda only are posted next to the front door of the District Office at 398 B Street, and at the following public libraries: South San Francisco libraries, West Orange and Grand Avenue, and the Daly City Library on Wembly Avenue, Daly City. It is also available for review at the District's website: www.ssfusd.org (Click on *Board Meeting Agendas and Minutes*).

1) A CD is made of the Open Session of each meeting; 2) Any writing or document that is a public record relating to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District Office located at 398 B Street, South San Francisco, California 94080. If however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.; and 3) For special accommodation to participate in this meeting, please contact the Office of the Superintendent, a minimum of 48 hours prior to the meeting: Telephone--(650) 877-8705, Fax--(650) 588-8113 or e-mail: ncantley@ssfusd.org

MOTION # (Goodman/Lucy) to approve the process of appointing a new member to fill a vacancy on the Board of Trustees. Motion Carried. (Unanimous)

b. Approval of staff recommendation on timeline, criteria selection and application for provisional appointment to the Board of Trustees

President Bush recommended using the same timeline as the Board agreed to for the 2013 appointment.

The Board reviewed the proposed timeline and agreed to establish January 6, 2016 as the deadline for submitting applications. They further decided to hold a special Board meeting on January 11 to interview candidates.

Ms. Bush confirmed that the Trustees would receive copies of all qualified candidates' applications before the interviews.

President Bush congratulated Trustee Goodman, wished him much success, and said he will do a great job in his new position.

MOTION # (Bush/Lucy) to approve the timeline, selection criteria and application, and direct the Superintendent to proceed with the process of a provisional appointment to fill a vacant Trustee position. Motion Carried. (Unanimous)

2. BUSINESS SERVICES

a. Measure J/Approval of USS Cal change order for new Buri Buri MPR building

Two memo errors were brought to the Board's attention. "The District is asking for an additional amount of \$39,000 (not \$40,000)." and "The cost of these additional services, NTE \$40,000, for a total of \$84,000, (not \$85,000).

President Bush said the USS Cal Builders' itemized report estimated the cost at \$71,000, not \$84,000, which is approximately a 20% expense difference. Dr. Moore advised that the \$71,000 did not include the mark up. Facilities Director Jeff Bonner said the mark up was unknown and \$84,000 was the best guesstimate for the project. The mark up could include rental equipment, operator costs, labor, etc. Trustee Bush said the final amount with mark up should have been provided to the Board. She asked how much the project will cost as it seems to be a moving target and the Board cannot respond to this if another change order is coming next. Ms. Bush said a USS Cal

representative should be present to explain the costs to the Board.

Trustee Goodman said the relationship needs to be addressed and someone, be it Mr. Krause, or another person needs to take on the role of understanding Bond constructon and bringing it back to the Board. He is disappointed with the change order, but another problem or additional costs will arise if the work is delayed longer.

Vice President Lucy stated that the work needs to be done for Buri Buri. He thought USS Cal included contingencies and mark up in their costs. Trustee Lucy hoped that USS Cal would work with the District to lower the final cost, for less than \$84,000.

Mr. Bonner reported that the Buri Buri work is being monitored consistently by the Inspector of Record for the District, including work time on the job.

Trustee Rosa Acosta said she was concerned with the excessive amount of this project, at the October 22, 2015 Board meeting. On a previous Measure J funding item, the addendums were greater than the original costs and she does not want this to be a habit. She asked that the acronyms, such as MPR and NTE be written out for the public to understand.

Trustee Rick Ochsenhirt said "USS Cal has let us down in so many ways, but mostly in their representation". He feels they should be at Board meetings and the District should have more participation from them.

President Bush agreed with USS Cal needing to be present to answer questions and educate the Board. Going forward she requested that with any staff report, the fiscal implications and a recommendation of a cost amount match the cost on any attachment. Referring to the October 22 staff report, the dollar amount did not equal the attachment. She said this project needs to move forward and they are losing time.

MOTION # (Lucy/Goodman) to approve the addendum to the original USS Cal Change Order for the soils treatment at the new Buri Buri MPR building site to be performed on a time and materials basis not to exceed \$84K. Motion Carried. (Unanimous)

ADJOURNMENT – 7:18 p.m.

CLOSED SESSION – 7:18 p.m.

1. Conference with Legal Counsel – Anticipated Litigation, initiation of litigation pursuant to paragraph (4) of subsection (d) of Government Code Section 54956.9 (one case).

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

Memorandum

TO: Board of Trustees

FROM: Shawnterra Moore, Ed.D., Superintendent

THRU: Michael Krause, Assistant Superintendent – Business Services

DATE: November 19, 2015

RE: Measure J-Approval of USS Cal Change Order for the soil conditions at the new Buri Buri MPR Building: Addendum

BACKGROUND:

In order to pour the foundation slab for a building, soil conditions must meet certain standards of compaction. However, unforeseen conditions have determined the soils at the MPR pad need further treatment to bring it to compactable density; in other words, the soil is too wet. In order to rectify this condition, a soils treatment/replacement is necessary. The cost of these services is on a time and materials basis and the original \$45,000 has been exhausted. The District is asking for an additional amount of \$40,000.

FISCAL IMPLICATIONS:

The cost of these additional services, NTE \$40,000, for a total of \$85,000.

RECOMMENDATION:

It is recommended that the South San Francisco Unified School District Board of Trustees approve the addendum to the original USS Cal Change Order for the soils treatment at the new Buri Buri MPR building site to be performed on a time and materials basis.