

## Bueno, Amy

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**From:** Krause, Michael  
**Sent:** Wednesday, December 16, 2015 10:10 AM  
**To:** Bueno, Amy  
**Cc:** Fentanes, Donna; Samad, Seleh "Salom"  
**Subject:** Re: December 15 Board Meeting

Yes. Thank you'

Sent from my iPhone

On Dec 16, 2015, at 9:58 AM, "Bueno, Amy" <[abueno@ssfusd.org](mailto:abueno@ssfusd.org)> wrote:

> Were the two Consolidated Safety Services items approved at last night's meeting? See attached.

>

>

> Thank You,

>

>

> Amy Bueno

> Accounting Technician-Measure J Bond Program South San Francisco

> Unified School District

> 398 B Street

> South San Francisco, CA 94080

> Phone: (650) 246-5978

> Fax: (650) 616-3803

>

> -----Original Message-----

> From: [ricoh@ssfusd.org](mailto:ricoh@ssfusd.org) [mailto:[ricoh@ssfusd.org](mailto:ricoh@ssfusd.org)]

> Sent: Wednesday, December 16, 2015 10:03 AM

> To: Bueno, Amy

> Subject: Message from "RNP002673452656"

>

> This E-mail was sent from "RNP002673452656" (Aficio MP C2051).

>

> Scan Date: 12.16.2015 10:02:59 (-0800) Queries to: [ricoh@ssfusd.org](mailto:ricoh@ssfusd.org)

>

> <20151216100259998.pdf>

**Bueno, Amy**

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**From:** Krause, Michael  
**Sent:** Tuesday, December 15, 2015 9:51 PM  
**To:** Bonner, Jeff; Samad, Seleh "Salom"; Fentanes, Donna; Bueno, Amy  
**Subject:** S and H agenda item.

Good evening:

The Board rejected the above item. Please notify the contractor this item is dead.

Thank you,

Michael Krause

Sent from my iPhone

**Bueno, Amy**

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**From:** Krause, Michael  
**Sent:** Tuesday, December 15, 2015 10:00 PM  
**To:** Bonner, Jeff; Samad, Seleh "Salom"; Fentanes, Donna; Bueno, Amy  
**Subject:** Parkway CO for A/C

Good evening:

The Board has pulled this item and it was not approved at this time.

Thank you,  
Michael Krause

Sent from my iPhone

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
AGENDA AND ORDER OF BUSINESS  
Special Meeting - Tuesday, December 15, 2015**

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

**OPEN SESSION — 6:30 p.m.**

**A. CALL TO ORDER**

**CLOSED SESSION - 6:30 p.m.**

1. Superintendent evaluation, including self-evaluation document.

**RECONVENE INTO OPEN SESSION – 7:00 p.m.**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**E. REVIEW OF AGENDA**

**F. ITEMS FROM BOARD**

- Announcements
- Board Calendar
- Board Committee Reports

**G. SUPERINTENDENT'S REPORT**

**H. 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.

**I. PRESENTATIONS**

*(Individual presentations are limited to a maximum of 10 minutes.)*

**1. ADMINISTRATION**

**a. SSFUSD Strategic Plan**

Members of the SSFUSD Strategic Planning Steering Committee will be presenting the Strategic Plan, to the Board. This plan will serve as a roadmap for the direction of our District.

**b. Native Americans**

Student Trustee Alan Perez will share with the Board, a presentation on Native American Heritage Month from SSFHS.

**J. CONSENT AGENDA: The following items are submitted for Board approval. One motion will authorize action for those items so designated.**

	<u>PAGE</u>
<b>1. ADMINISTRATION</b>	
a. Minutes to the Regular Board Meeting, November 5, 2015.	1 - 15
b. Minutes to the Special Board Meeting, November 19, 2015.	16 - 19
c. Minutes to the Special Board Meeting, November 30, 2015.	20 - 22
d. Staff recommends the approval of permission for the Superintendent to attend the ACSA Superintendent's symposium in Monterey, CA, January 27 - 29, 2016.	23
<b>2. EDUCATIONAL SERVICES</b>	
a. Staff recommends the approval of permission for ECHS students to participate in the Doc B Wrestling Invitational in Clovis, CA, January 7-9, 2016.	24
b. Staff recommends the approval of permission for SSFHS ASB students to stay overnight in the SSFHS gymnasium for an internal retreat/training, January 15-16, 2016.	25
c. Staff recommends the approval of permission for SSFHS students to participate in the "Sojourn to the Past" program, February 12- 18, 2016.	26 - 27
d. Staff recommends the approval of permission for SSFHS students to participate in an overnight field trip to Southern California colleges, March 10-12, 2016.	28 – 29
e. Staff recommends the approval of permission for Westborough Middle School students to participate in Disney's Youth Education Series Leadership Development program in Anaheim, CA, March 29 - April 2, 2016.	30
f. Staff recommends the approval of a contract between the District and SMCOE for their continuing support of Professional Development pertinent to Educational Services, as presented to the Board.	31 - 34

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**3. HUMAN RESOURCES**

- a. Certificated Personnel Assignment Order 35
- b. Classified Personnel Assignment Order 36 - 37

**4. BUSINESS SERVICES**

- a. Purchase Order Listing, October 24 – November 30, 2015 38 - 48
- b. Warrant Register, October 24 – November 30, 2015 49 - 103
- c. Cash Receipts, October 24 - November 1-30, 2015 104 - 115
- d. Gifts to the District, November 2015 116 - 117
- e. Staff recommends the approval of the declaration of surplus property. 118 - 119
- f. Staff recommends the approval of fundraising events for the 2015-2016 school year. 120 - 121
- g. Staff recommends the approval of professional service agreements under \$25,000. 122 - 123

**PAGE**

**INFORMATION/DISCUSSION**

**1. ADMINISTRATION**

**a. Board Vacancy – Second Provisional Appointment 124**

Staff will present to the Board an update on process for the second provisional appointment to the Board.

**b. Update on SSFUSD surplus property 125**

Staff will present to the Board an update on the current status of the surplus property process in the District and discuss developing next steps.

**c. 2016 Board retreat dates and topics 126**

Staff will discuss with the Board, potential topics and dates for 2016 retreats, particularly given a new Board member.

**d. 1st reading of District’s updated Board Policies 127 - 235**

Staff will present to the Board, the first reading of the updated District’s Board Policies as follows:

1. BP 1330 Use of school facilities
2. BP 3270 Sale and disposal of books, equipment and supplies
3. BP 3312 Contracts
4. BP 3553 Free and reduced meals
5. BP 3555 Nutrition program compliance
6. BP 4112.42 Drug and alcohol testing for school bus drivers
7. BP 5022 Student and family privacy rights
8. BP 5125.1 Release of directory information
9. BP 5126 Awards for achievement
10. BP 5144.4 Required parental attendance
11. BP 5145.3 Nondiscrimination-harassment
12. BP 6143 Courses of study
13. BP 6145 Extracurricular and cocurricular activities
14. BP 6158 Independent study
15. BP 6163.4 Student use of technology

- 16. BP 6171 Title I programs
- 17. BP 6174 Education for English Language Learners
- 18. BP 6178 Career Technical Education
- 19. BP 6185 Community Day School
- 20. BP 7212 Mello Roos districts

**PAGE**

**2. EDUCATIONAL SERVICES**

- a. Board policy and program description for Dance for PE credit** 236 - 239

Staff will present to the Board an update on a new board policy and program description for the high school dance courses at both El Camino and South San Francisco High School.

**3. BUSINESS SERVICES**

- a. Update on solar savings** 240 - 241

Staff will present to the Board an update on the yearly savings generated from the solar panels installed in the District.

- b. Measure J update** 242

Staff will present to the Board an update on the activities surrounding Measure J and the ongoing and future construction projects in the District.

- c. Update on fans at school sites** 243

Staff will present to the Board an update on the requests from District schools to have fans to circulate the air and cool down classrooms when needed.

- d. Cafeteria Owes regulation** 244 - 246

Staff will present to the Board, information on a regulation to ensure parents who owe for paid and reduced meals are held accountable for their debts to the District as well as provide community outreach in order for parents/guardians to be well informed about the process.

<u>ACTION</u>	<u>PAGE</u>
<b>1. ADMINISTRATION</b>	
<b>a. Approval of CSBA Governance Handbook</b>	247 - 259
<p>Staff recommends the approval of a SSFUSD Governance Handbook, which documents aspects of effective governance and agreements regarding norms and operating protocols developed or amended during the October 24, 2015 Board retreat, as presented to the Board.</p>	
<b>2. EDUCATIONAL SERVICES</b>	
<b>a. Approval of Board policy and program description for Dance for PE credit</b>	260 - 263
<p>Staff recommends the approval of the new board policy and program description for the high school dance courses at both El Camino and South San Francisco High School, as presented to the Board.</p>	
<b>3. HUMAN RESOURCES</b>	
<b>a. Approval of an action plan to alleviate the substitute shortage in the District.</b>	264 - 270
<p>Staff recommends the approval of proposals from the Substitute Shortage Group to help alleviate the District's substitute shortage for the remainder of the 2015-2016 school year, as presented to the Board.</p>	
<b>4. BUSINESS SERVICES</b>	
<b>a. Approval of purchase of fans for school sites</b>	271
<p>Staff recommends the approval to purchase up to 700 additional fans for District classrooms, as presented to the Board.</p>	

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**b. Approval of Cafeteria Owes regulation** 272

Staff recommends the approval of a proposed regulation to help clarify the procedures for collecting on paid and reduced meal debts as well as to assist in community outreach in order for parents/guardians to be well informed about the process, as presented to the Board.

**c. Approval of architect for Martin** 273 - 291

Staff recommends the approval of HYA as the architect firm for Martin Elementary School's master planning and design, as presented to the Board.

**d. Measure J/Approval of Consolidate Safety Services (CSS) surplus budget transfer** 292 - 293

Staff recommends the approval to transfer funds from the Parkway Height project budget to the SSFHS project to pay the final invoice for CSS, as presented to the Board.

**e. Measure J/Approval of S & H construction change Order #1 for Spruce ramp** 294 - 305

Staff recommends the approval of change order #1 to the S & H construction agreement for the ramp replacement project at Spruce, as presented to the Board.

**f. Measure J/Approval of Consolidated Safety Services interim SWPPP monitoring costs** 306 - 308

Staff recommends the approval of interim Storm Water Pollution Prevention Plan (SWPPP) monitoring costs for the Buri Buri and Parkway Heights projects, as presented to the Board.

**g. Measure J/Approval of USS Cal Builders change order #92 for air conditioning at Parkway Heights** 309 - 318

Staff recommends the approval of USS Cal Builders change order #92 to provide necessary connections for an air conditioning unit at Parkway Heights, as presented to the Board.

## REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS

### January 11, 2016 – Special Meeting

- The Board will interview qualified candidates in consideration of a provisional appointment to replace Trustees Goodman and Ochsenhirt.

### January 14, 2016

- Appointment of provisional Trustee(s) (TBD)
- Teaching and learning presentation – Skyline Elementary School
- Resolution for State School Bond
- Measure J at Martin Elementary School
- Williams report for 4th quarter ending 12/31/15
- Audited report for the year ended June 30, 2014
- Approval of SPSAs
- Resolution honoring African American History Month
- LCAP update
- Update on Mandated Reporting
- Update on OpTerra financing for ECHS field lights
- Approval of playground material at Hillside
- Update on Governor's 2016-2017 budget proposal
- Approval of District's Strategic Plan
- Approval of action plan for Restorative Justice
- Measure J/Approval of architect contract for Martin
- Audited actuals report for the year ended June 30, 2015

### February 11, 2016

- Teaching and learning presentation – Sunshine Gardens Elementary School
- Resolution for Week of the School Administrator
- Recognition for outgoing Student Perez
- Discussion of student club fees

### February 25, 2016

- Teaching and learning presentation – Spruce Elementary School
- Resolution honoring Women's History Month
- 2016 CSBA Delegate Assembly election
- Presentation on 5K Run for Schools

### March 10, 2016

- Teaching and learning presentation – Ponderosa Elementary School
- Second interim budget report "positive certification"
- Resolution Honoring Women's History Month

### March 24, 2016

- Teaching and learning presentation – El Camino High School
- Teaching and learning presentation – South San Francisco High School

- Approval of Summer School program
- Set dates for Tier III funds hearing and 2016-2017 budget adoption

**April 14, 2016 - Televised (Municipal Building)**

- Teaching and learning presentation – Martin Elementary School
- Resolution for Day of the Teacher
- Resolution for Classified School Employee Week
- Williams report for 1st quarter ending 3/31/16
- Resolutions for Retirements
- Resolution to approve 2016-2017 TRAN

**April 28, 2016**

- Teaching and learning presentation – Junipero Serra Elementary School
- Resolutions for Retirees
- Measure J/Summer construction projects

**SUMMARY OF BOARD DIRECTIVES**

**GOOD AND WELFARE**

- Comments from Board Members and Superintendent

**ADJOURNMENT**

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](http://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](mailto:ncantley@ssfusd.org)

donations to subsidize costs or will reach out to the District for funding. For 2e Vice President Acosta asked why there was no substitute teacher listed. It was confirmed that the trip takes place during spring break. For 2f Mrs. Acosta asked why the contract did not come to the Board earlier as the services began in October. Dr. Bhatia said she needed to do research and get input from stakeholders to determine what the District needed.

MOTION # (Acosta/Bush) to approve Item 2b, SSFHS ASB students to stay overnight in the SSFHS gymnasium for an internal retreat/training; Item 2c, SSFHS students to participate in the "Sojourn to the Past" program; Item 2d, SSFHS students to participate in an overnight field trip to Southern California colleges; Item 2e, Middle School students to participate in Disney's Youth Education Series Leadership Development program in Anaheim, CA; Item 2f, A contract between the District and SMCOE for their continuing support of Professional Development pertinent to Educational Services. Motion Carried. (Unanimous)

Trustee Bush asked about page 46 in Item 4a, and whether the costs were for the Big Lift. Mr. Krause replied that any expense with the code "LIF" refers to that program. Other expenses in this item were for Junipero Serra.

MOTION # (Bush/Lucy) to approve Item 4a, Purchase Order Listing, October 24 – November 30, 2015. Motion Carried. (Unanimous)

## **INFORMATION/DISCUSSION**

### **1. ADMINISTRATION**

#### **a. Board Vacancy – Second provisional appointment**

Superintendent Moore said she is currently seeking two provisional appointments to fill the vacant positions for Trustees Goodman and Ochsenhirt. The appointees would serve as Board members until the November 2016 election.

#### **b. Update on SSFUSD surplus property**

Dr. Moore discussed a survey she will be soliciting with the help of a third party. Once finalized, the survey would be sent to District staff to determine if they would live in the City if there were affordable housing. She stated that she will bring additional information back in January.

#### **b. 2016 Board retreat dates and topics**

The Superintendent stated that the Board has engaged in three retreats this year. She asked for direction on possible topics and

months for other retreats. Trustee Bush asked to wait until February to schedule a date which works for everyone. Vice President Acosta liked February as well. She talked about the Masters in Governance as good training and networking. President Lucy spoke concerning teaching new members about Measure J, and stated that the intent is to appoint the new Board members on January 14, 2016, at which point they can pick training dates.

**c. 1st reading of District's updated Board policies**

This item was moved to the January 11, 2016 Board agenda.

**2. EDUCATIONAL SERVICES**

**a. Board Policy and program description for dance for PE credit**

Interim Assistant Superintendent Bhatia stated that since ECHS student Tori Sanna brought up PE credit for dance for both ECHS and SSFHS, there have been three meetings with various community members, PE and dance teachers, etc. on this topic. She stated that some items may not be implemented due to fiscal implications and that the Cabinet is working on it and exploring some items for the next school year. She discussed suggested language for the new school policy.

Trustee Acosta asked what core is. Dr. Bhatia said students should complete one year of PE and pass the PFT test, then they will have the option of taking a dance elective in year two, as long as they meet prerequisite requirements. ECHS and SSFHS have slightly different focuses. President Lucy asked about State ramifications. Dr. Bhatia said the District will explore this. Dr. Moore said PFT criteria are being met and that students must pass PFT before moving into dance.

Student Trustee Perez said if implemented, there would be high demand. Dr. Bhatia said they have a master schedule with limited spots available. Core courses take priority. Dr. Spaulding said in the spring administrators get a formula, then build a master schedule based on criteria in that formula. He elaborated on the District average. Mr. Lucy asked if approved, would this open up another elective. Dr. Bhatia confirmed it would.

**3. BUSINESS SERVICES**

**a. Update on solar savings**

Assistant Superintendent Krause commented on the savings

generated by the solar panels installed in the District. OpTerra representative, Courtney Jenkins, presented a summary which highlighted the savings, guarantees and the measurement period, and what the generator produced and the savings associated with that production. She stated that this program was part of Measure J, talked about lighting and irrigation systems installed, and said the District was over performing. Her team will continue to review the status.

**b. Measure J update**

Mr. Krause said the item for an architect from Martin will come up later. He discussed ongoing and upcoming projects at several school sites and said he will engage and update the community. He also stated that there will be a Measure J Bond meeting on Thursday to get things in motion and to get estimates to the Board for upcoming projects.

Trustee Bush thanked the District for all of the work that's being done. She requested having a community meeting at Parkway and asked if Mr. Krause had a meeting date for Los Cerritos and Sunshine Gardens as well. He replied that he has sent dates to Principal Marco Lopez for a meeting at Parkway. Schedules for Los Cerritos and Sunshine Gardens will be discussed at the next Bond meeting.

Vice President Acosta complimented the Cabinet on their great job.

**c. Update on fans at school sites**

Assistant Superintendent Krause reported on air circulation in classrooms and that the change in the weather has kept the rooms warmer. He stated that there are potentially 700 rooms that can use the fans and they will be given to those teachers who request them through their site administrator. Vice President Acosta asked if teachers who bought fans during hot spells are getting reimbursed. Mr. Krause replied they were. Trustee Bush inquired about the energy used by fans. Mr. Krause complimented facilities staff who recommended the right equipment that would not blow electrical circuits.

**d. Cafeteria Owes regulation**

Mr. Krause spoke about ways to mitigate the expense of children whose families cannot pay for their lunches. He discussed educating the parents about the meal applications and stated that Nutrition Services is helping to reach out to families in an effort to manage the debt. He contacted CBE for language and recommendations. Trustee

and reduced meal debts as well as to assist in community outreach in order for parents/guardians to be well informed about the process.

**c. Measure J/Approval of architect for Martin**

MOTION # (Bush/Acosta) to approve HYA as the architect firm for Martin Elementary School's master planning and design. Motion Carried. (Unanimous)

**d. Measure J/Approval of Consolidate Safety Services (CSS) surplus budget transfer**

MOTION # (Lucy/Acosta) to discuss approval of the transfer of funds from the Parkway Height project budget to the SSFHS project to pay the final invoice for CSS.

President Lucy discussed concerns about money being taken from Parkway. Assistant Superintendent Krause commented on projects at Buri Buri and Parkway and talked about extensions and quotes. Vice President Acosta questioned the expenses. Mr. Krause elaborated on the extension by the DSA inspector and stated that the \$5,700 covers the inspection services to close-out SSFHS, and that the services have already been provided. Trustee Bush asked if the contractor should pay since they extended the contract. Mr. Krause said he would get back to the Board on this and his recommendation was to approve it for CSS.

MOTION # (Lucy/Acosta) to approve the transfer of funds from the Parkway Heights project budget to the SSFHS project to pay the final invoice for CSS. Motion Carried. (Unanimous)

**e. Measure J/Approval of S&H Construction change order #1 for the Spruce ramp**

MOTION # (Lucy/Acosta) to discuss the change order #1 to the S&H construction agreement for the ramp replacement project at Spruce.

Mr. Krause stated that additional work was done without Board approval and was an oversight. He stated that there are second and third tier subs who have not been paid, but that neither S&H, nor their subs could give definitive answers as to why they are just now coming before the Board after a year or two, and that he wants the public and the Board to be aware of this. He said the Board will potentially see more items like this that will come before them.

Trustee Bush asked about authorizations. Mr. Krause confirmed that,

as a District, they have to get signed approvals/authorizations before signing off on them. Ms. Bush expressed concern about duplicate invoices with possible different names that have already been paid and said she was of the impression that all the Spruce ramp work had been paid. Mr. Krause said the Spruce ramp is closed out, and that this is for additional work, but he is not sure who authorized it. He stated that the Board does not have to pay if they choose not to, and that S&H would have to provide information to substantiate their invoice and the burden should be on the contractor. He is only obligated to bring the matter to the Board, not to pay the outstanding invoice.

MOTION # (Lucy/Acosta) to not pay for the S&H invoices until further evidence of work has been provided. Lucy opposed payment at this time. This item is on hold.

**f. Measure J/Approval of Consolidated Safety Services interim SWPPP monitoring costs**

MOTION # (Bush/Lucy) to approve the interim Storm Water Pollution Prevention Plan (SWPPP) monitoring costs for the Buri Buri and Parkway Heights projects. Motion Carried. (Unanimous)

**g. Measure J/Approval of USS Cal Builders change order #92 for air conditioning at Parkway Heights**

MOTION # (Acosta/Bush) for discussion of the USS Cal Builders change order #92 to provide necessary connections for an air conditioning unit at Parkway Heights.

Vice President Acosta talked about connections for AC systems. Mr. Krause said the server room at Parkway generates heat and stated that this item is for connectors and connections in the server room only, not classrooms, and it will come on line in phases. Trustee Bush asked why Measure J funds are being expended and not general funds.

This item was tabled for a future meeting to get clarification on the funding.

**REVIEW OF FUTURE AGENDA ITEMS AND MEETINGS**

The Board will have a discussion about sending letters of condolences at the January 11 meeting.

Recommendation to bring back Measure J item for air conditioning at Parkway Heights.

Add Parent Projects presentation to the February 11 meeting.

Add a Community Meeting at Parkway Heights Middle School to the March 24 meeting.

Add an LCAP update to the April 28 meeting.

**January 11, 2016 – Special Meeting**

- The Board will interview qualified candidates in consideration of provisional appointments to replace Trustees Maurice Goodman and Rick Ochsenhirt.

**January 14, 2016**

- Appointment of provisional Trustee(s) (TBD)
- Teaching and learning presentation – Skyline Elementary School
- Resolution for State School Bond
- Williams report for 4th quarter ending 12/31/15
- Report and approval of audited actuals report for the year ended June 30, 2015
- Approval of SPSAs
- Letters of condolence
- LCAP update
- Update on OpTerra financing
- Approval of playground material at Hillside
- Update on Governor's 2016-2017 budget proposal
- Measure J/Approval of architect contract for Martin

**February 11, 2016**

- Teaching and learning presentation – Sunshine Gardens Elementary School
- Recognition for outgoing Student Trustee Perez
- Update on Mandated Reporting
- Approval of District's Strategic Plan
- Discussion of student club fees
- Resolution honoring African American History Month
- Approval of action plan for Restorative Justice
- Parent Projects Presentation

**February 25, 2016**

- Teaching and learning presentation – Spruce Elementary School
- 2016 CSBA Delegate Assembly election
- Presentation on 5K Run for Schools
- Update on OpTerra's 3rd year Solar Savings

**March 10, 2016**

- Teaching and learning presentation – Ponderosa Elementary School
- Second interim budget report "positive certification"

- Resolution Honoring Women's History Month
- Measure J at Martin Elementary School

#### **March 24, 2016**

- Teaching and learning presentation – El Camino High School
- Teaching and learning presentation – South San Francisco High School
- Approval of Summer School program
- Set dates for Tier III funds hearing and 2016-2017 budget adoption
- Community Meeting at Parkway Heights Middle School

#### **April 14, 2016 - Televised (Municipal Building)**

- Teaching and learning presentation – Martin Elementary School
- Resolution for Day of the Teacher
- Resolution for Classified School Employee Week
- Williams report for 1st quarter ending 3/31/16
- Resolutions for Retirements
- Resolution to approve 2016-2017 TRAN

#### **April 28, 2016**

- Teaching and learning presentation – Junipero Serra Elementary School
- Resolutions for Retirements
- Measure J/Summer construction projects
- LCAP update

### **SUMMARY OF BOARD DIRECTIVES**

1. Student Trustee Perez to send the video of the Aztec Dancers to the Board.
2. Add training and select dates for new member training. Superintendent Moore and President Lucy will put together a draft agenda for review.
3. Re-agendize Cafeteria Owes as an action item in a February meeting. The Board will to look into possible alternative meals.
4. Superintendent Moore to advise Luanne Rivera about the approval of the CSBA Governance Handbook.
5. Re-agendize Measure J item for air conditioning at Parkway Heights to a March meeting.
6. Add condolence letters to February 11 meeting.
7. Discuss a chaperone policy.
8. Add February 11 agenda item to Appoint Committee for the Parent Project.

### **GOOD AND WELFARE**

Trustee Bush wished everyone a Happy Holiday and New Year. She congratulated President Lucy and Vice President Acosta on their new appointment and said she is looking forward to working with them. She thanked everyone for being able to

**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:** December 15, 2015  
**RE:** Approval of architect-Martin Elementary School

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**BACKGROUND:**

A committee made up of a parent, a teacher, a Principal, the Director of Facilities and the Assistant Superintendent of Business Services interviewed several architect firms for the purpose of helping to create the master planning and design for Martin Elementary School. HYA Architects was the firm selected for this mission. All panel members felt they would be a good fit and would work collaboratively with the District in helping to design a master plan for Martin Elementary School.

At a future Board meeting, if the firm is approved, a contract will be coming back to the Board for approval.

**FISCAL IMPLICATIONS:**

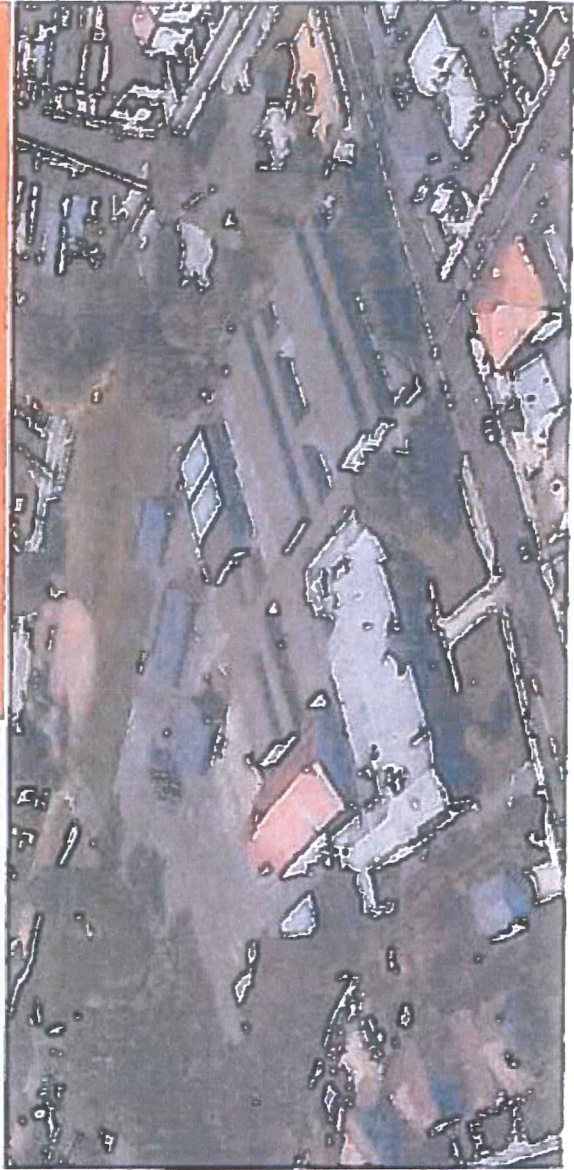
TBD at future Board meeting.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve HYA for Martin Elementary School Master planning and design.



South San  
Francisco  
Unified  
School  
District



**HY**  
HESER  
YAMAUCHI  
ARCHITECTS, INC.

# THE HY ADVANTAGE

Collaborative Work Style

Inspirational Design Approach

Dual Purpose Solutions

21<sup>st</sup> Century Learning Environments

Total Environment Sustainable Approach



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

HIBBER YAMAUCHI Architects  
**HY**

# INTRODUCTIONS

South San Francisco  
Unified School District

MARCUS HIBSER, LEED AP

Principal - in Charge  
Hibser Yamaguchi Architects

## CONSULTANTS

- HORACE & LEWIN
- UNDERWOOD & ROSENBLUM
- INTERFACE ENGINEERING
- AMERICAN CONSULTING ENGINEERS
- GATES & ASSOCIATES
- SILVA COST CONSULTING

## PLANNING & ARCHITECTURE

- LEE POLLARD, LEED AP  
Senior Project Manager  
Hibser Yamaguchi Architects, Inc.
- ANA TREMPONT  
Project Architect / Manager  
Hibser Yamaguchi Architects, Inc.



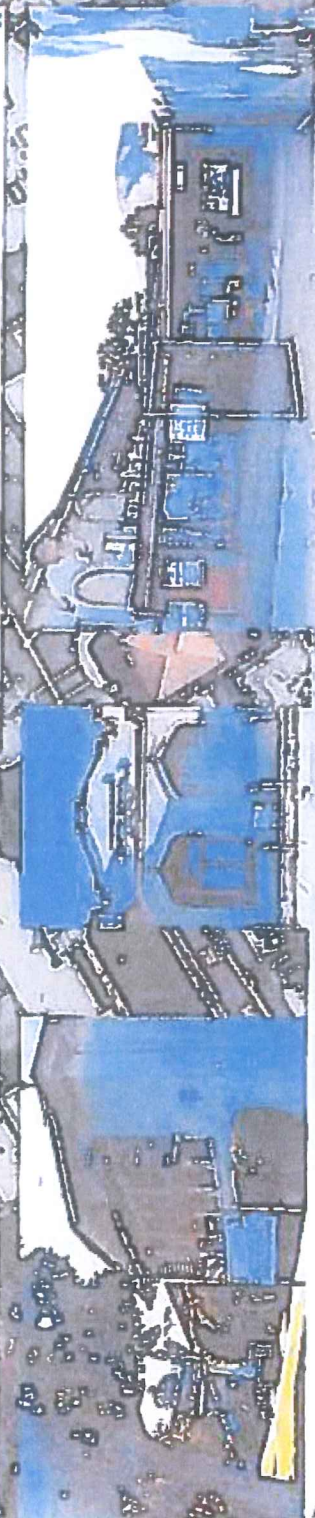
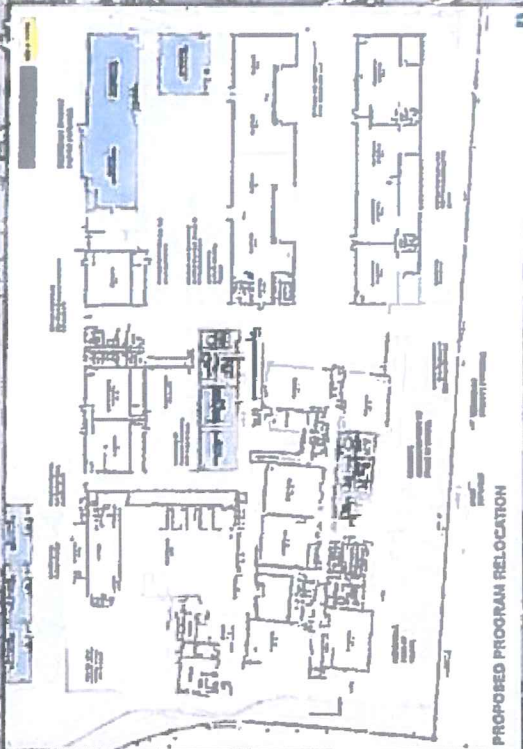
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT



# MARTIN ELEMENTARY

## Anticipated Needs

- Open interaction between classroom & staff
- Security and Campus Control
  - Includes administration visibility
- Additional support spaces
- Replace outdated facilities
- Accessibility challenges
- Validate master plan



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT



HIDSR YAMAUCHI Architects





**HISTORIC MODERNIZATION**

**Old Mill Elementary – Mill Valley, CA**

**HY**

THESE YOUNG MIGHTY ARCHITECTS

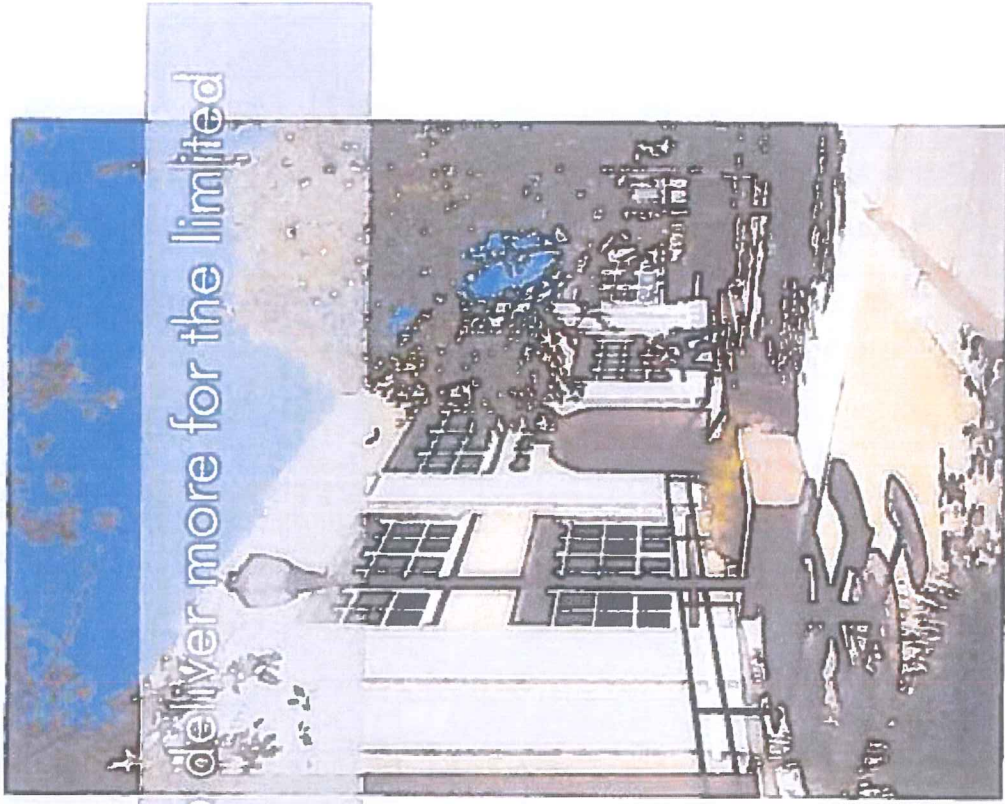


**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**



**ADDED VALUE**

Use necessary upgrades to  
dollars



deliver more for the limited



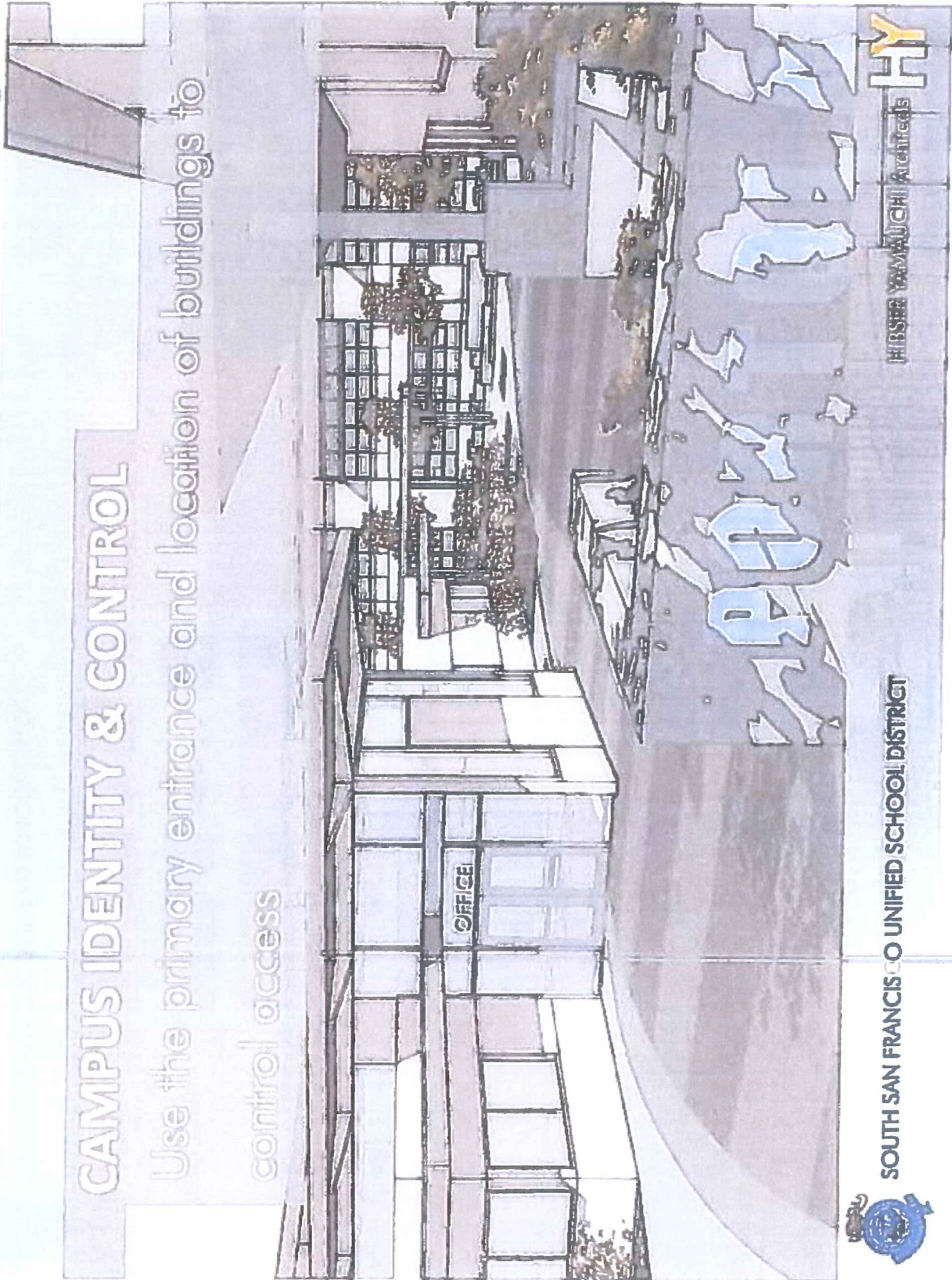
**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT**

**HY**  
HIBBER YAMAUCHI Architects

# CAMPUS IDENTITY & CONTROL

Use the primary entrance and location of buildings to

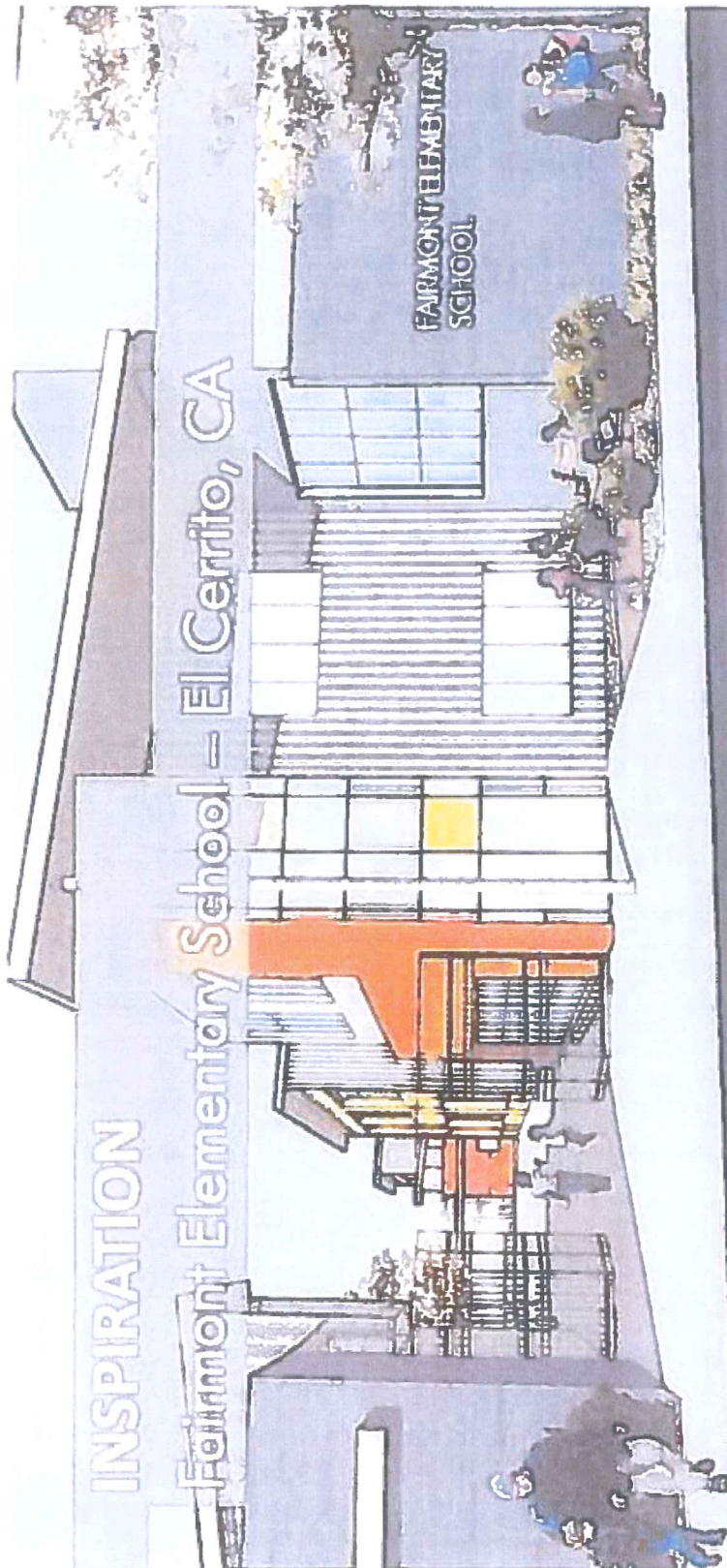
control access



HISSEI YAMAMUCHI Architects



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT



# TOTAL LEARNING ENVIRONMENT

A building that is 100% a learning tool, where every moment is a learning experience



HUBER VANBUCHEN Architects  
**HY**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT





21ST CENTURY CLASSROOM

MILK JR. MIDDLE SCHOOL, HAYWARD, CA

HISBER VASARUCHI Architects



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT



# COLLABORATION SPACES

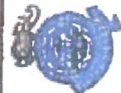
Unique learning spaces that eliminate the barriers of the traditional classroom



HY

HIESER YAKUJIGHI Architects

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT





**CREATIVE REUSE**

A facility where the learning environment meets current and future objectives



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

HIBBER YAMAMOTO ARCHITECTS  
**HY**

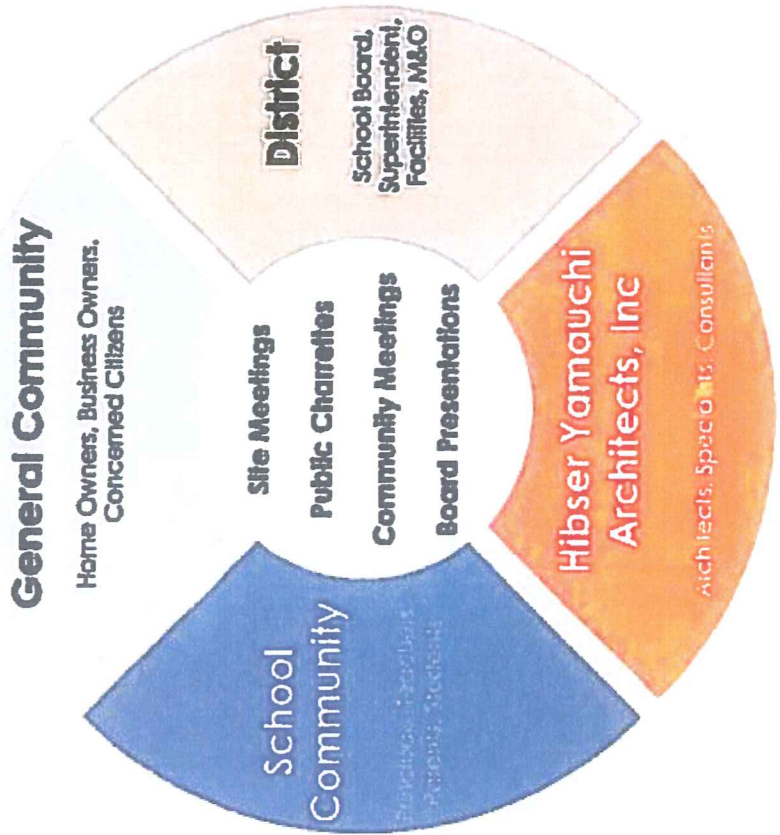
# PLANNING PRINCIPLES



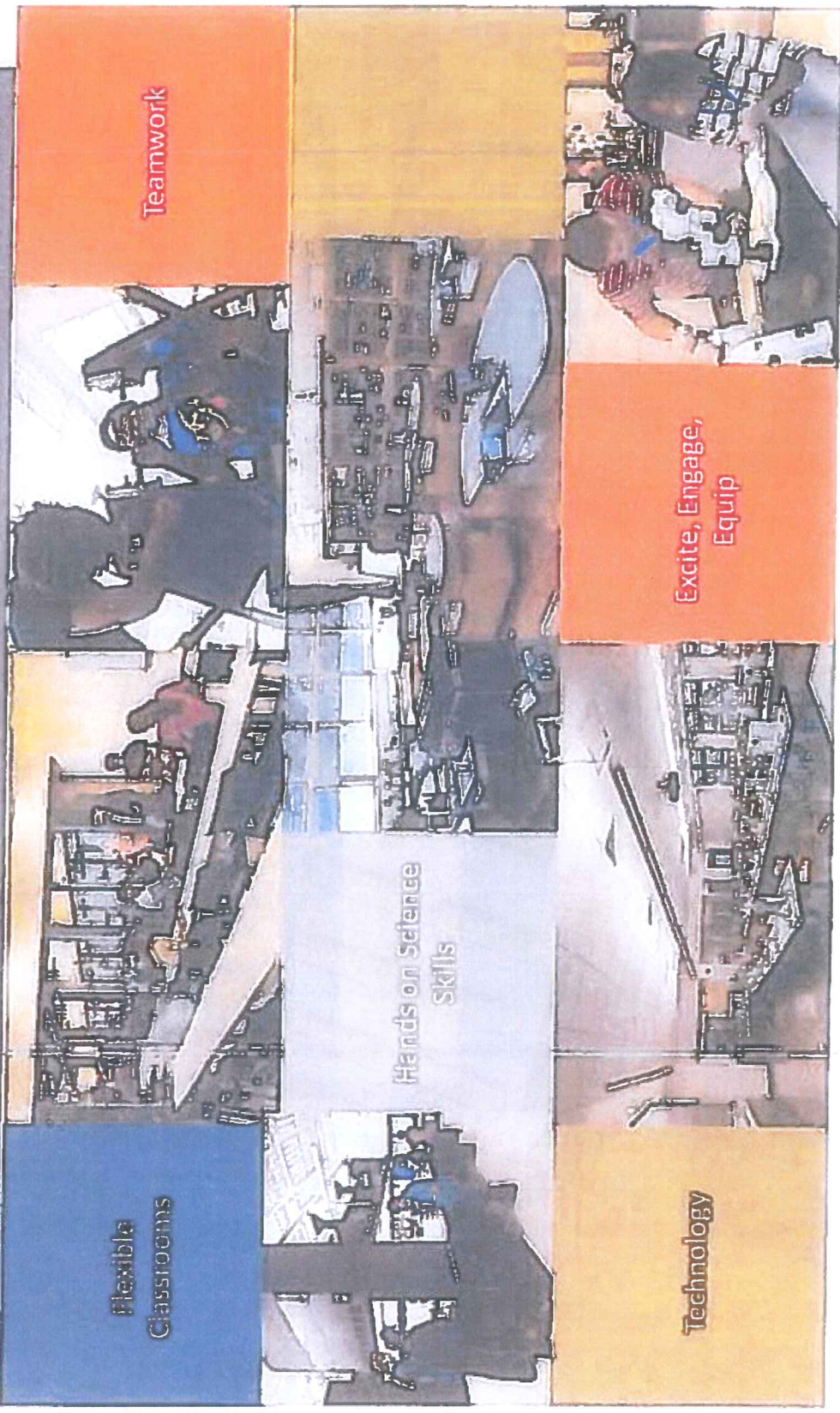
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

HBS&P WAMBUCHI Architects **HY**

**FOSTERING CONSENSUS** All elements of the affected community must be considered  
**Constant Engagement**

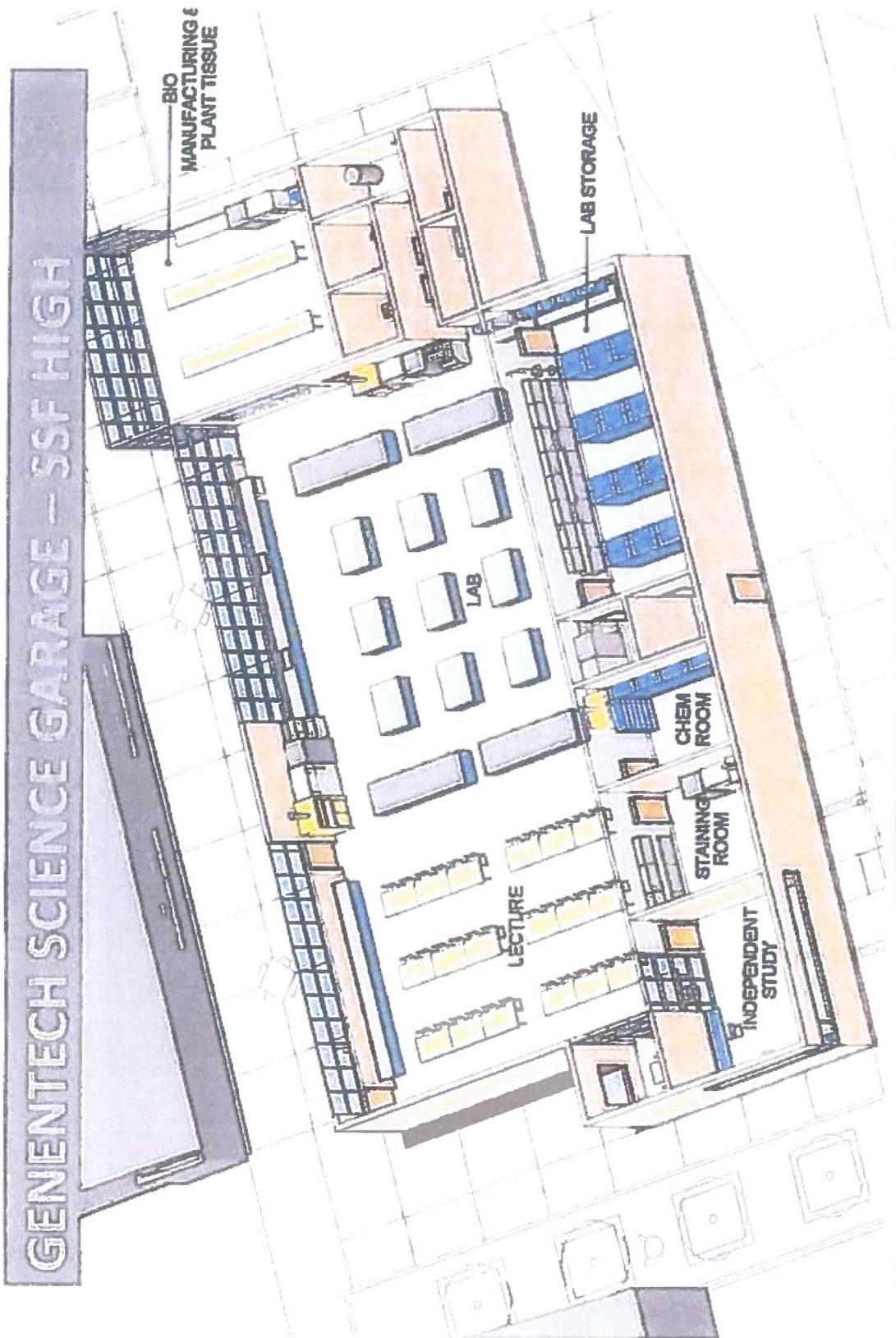


# INSPIRATIONAL EDUCATIONAL ENVIRONMENTS



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

HUSTON VAN RAUCH ARCHITECTS  
**HY**



HIBBER YAMAMUCHI Architects  
**HY**

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT



# RELEVANT EXPERIENCE

## Modernization and Expansion on Occupied Campuses

- Dover Elementary
- St. Helena Elementary
- Murphy Elementary
- Peres Elementary
- Hillcrest School
- St. Helena High
- MLK Jr. Middle
- Montera Middle
- Orinda Intermediate
- Stanley Middle

- Glorietta Elementary
- Lincoln Elementary
- Rowan Elementary
- Terra Linda
- Pacific Grove Middle
- Burton Valley Elementary
- Happy Valley Elementary
- Chicago Park Elementary
- Stonehurst Elementary
- Crespi Middle



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

HESSE WIMBAUCHI Architects



# THE HY ADVANTAGE

Collaborative Work Style

Inspirational Design Approach

Dual Purpose Solutions

21<sup>st</sup> Century Learning Environments

Total Environment Sustainable Approach



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

HIESER YAMAMUCHI Architects  
**HY**

## **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:** December 15, 2015

**RE:** Measure J Consolidated Safety Services Surplus Budget

---

#### **BACKGROUND:**

Consolidated Safety Services provides DSA inspection services for the District at South San Francisco High School and Parkway Heights Middle School Measure J projects. The original budget for both sites was estimated several months ago based on the recommendation of CSS. Now that SSFHS is complete, CSS is able to provide the District with an exact budget amount. The budget for SSFHS has been depleted, and there is a surplus budget on the Purchase Order for Parkway Heights Middle School.

CSS and the District are requesting to move \$5,700.00 of surplus funds from the Parkway P.O. to the SSFHS P.O. in order to pay the remainder of the CSS invoice for the SSFHS project. This is not an additional cost and will not affect the DSA inspection services at Parkway Heights Middle School.

#### **FISCAL IMPLICATIONS:**

N/A

#### **RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve the transfer of \$5,700.00 from the Parkway Heights Middle School project P.O. to the SSFHS project P.O. to pay the final invoice for CSS.

**Bueno, Amy**

---

**From:** dori@csafetyservices.com  
**Sent:** Tuesday, November 10, 2015 8:38 AM  
**To:** Bueno, Amy  
**Cc:** Krause, Michael  
**Subject:** RE: Request for Transfer for SSFHS August 2015 Payment

Amy,

I would like to request a transfer of funds from my Parkway Middle School purchase order to the SSFH purchase order in the amount of \$5,700 to cover August. Even after the transfer, the Parkway Middle School purchase order will still have enough to cover inspections through April 2016.

Thank you,  
Dori Burnett  
Consolidated Safety Services

----- Original Message -----

**Subject:** Request for Transfer for SSFHS August 2015 Payment  
**From:** "Bueno, Amy" <abueno@ssfusd.org>  
**Date:** Fri, November 06, 2015 3:40 pm  
**To:** "dori@csafetyservices.com" <dori@csafetyservices.com>  
**Cc:** "Krause, Michael" <mkrause@ssfusd.org>

Dori,

In order to get you closed out on our books for the SSFHS project, we need to take a fund transfer request to the Board for approval. Please email your request for transfer, as you have previously done, for your SSFHS invoice for August 2015. I show that your SSFHS contract is short by \$5700.

Thank You

**Amy Bueno**  
Accounting Technician-Measure J Bond Program  
South San Francisco Unified School District  
398 B Street  
South San Francisco, CA 94080  
Phone: (650) 246-5978  
Fax: (650) 616 3803

**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:** December 15, 2015

**RE:** Approval of Change Order No. 1 to S&H Construction, Inc.'s Contract for approved changes at the Spruce Ramp project.

---

**BACKGROUND:**

At the October 24, 2013 Board of Trustees' meeting, the Board unanimously approved a contract with S&H Construction, Inc. for the ramp and elevator installation at Spruce Elementary.

In order to completely close out the Spruce Ramp Replacement project, three minor District approved changes totaling \$7,696.00 must come to the Board for approval.

**FISCAL IMPLICATIONS:**

The cost of these changes, \$7,696.00, is an appropriate expenditure of the Measure J Bond funds.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve Change Order No. 1 in the amount of \$7,696.00 to the S&H Construction, Inc. contract dated October 24, 2013.



# CHANGE ORDER NO. 1

# 12/10/2015

TO: (Contractor)  
 HARMEET ANAND  
 S&H CONSTRUCTION, INC  
 5560 Boscell Common  
 FREMONT, CA 94538

PROJECT: SPRUCE RAMP  
 SOUTH SAN FRANCISCO UNIFIED  
 SCHOOL DISTRICT  
 398 B STREET  
 SOUTH SAN FRANCISCO, CA 94080

CHANGE ORDER 1  
  
CONTRACT DATE  
 OCTOBER 24, 2013

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THIS CONTRACT PER THE CORRESPONDING COST PROPOSALS NOTED

Three (3) electrical changes per attached backup totaling \$7,696.00.

Labor and Materials.....\$ 7,696.00

**TOTAL AMOUNT OF CHANGE ORDER NO. 1.....\$ 7,696.00**

THIS CHANGE ORDER IS NOT VALID UNTIL SIGNED BY BOTH THE OWNER AND ARCHITECT. SIGNATURE OF THE CONTRACTOR INDICATES AGREEMENT HEREWITH, INCLUDING ANY ADJUSTMENT IN THE CONTRACT SUM OR CONTRACT TIME

Original Contract Sum	\$ 625,000.00
Net Change by Previously approved Change Orders	\$ 0
Contract Sum Prior to this Change Order was	\$ 625,000.00
Contract Sum will be INCREASED by this Change Order	\$ 7,696.00
Contract Sum, including this and all previously approved Change Orders will be	\$ 632,696.00

The Contract Time will be N/A

REVIEWED  
 SARAH VACARRO  
 CODY ANDERSON WASNEY  
 455 LAMBERT AVE  
 PALO ALTO, CA 94306

ACCEPTED  
 HARMEET ANAND  
 S&H CONSTRUCTION, INC  
 5560 BOSCELL COMMON  
 FREMONT, CA 94538

AUTHORIZED  
 MICHAEL KRAUSE  
 SOUTH SAN FRANCISCO UNIFIED  
 SCHOOL DISTRICT  
 398 B STREET  
 SOUTH SAN FRANCISCO, CA 94080

BY \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 DATE \_\_\_\_\_

BY \_\_\_\_\_  
 TITLE \_\_\_\_\_  
 DATE \_\_\_\_\_

BY \_\_\_\_\_  
 TITLE Asst. Supt - Business Svcs.  
 DATE \_\_\_\_\_

Request For Information

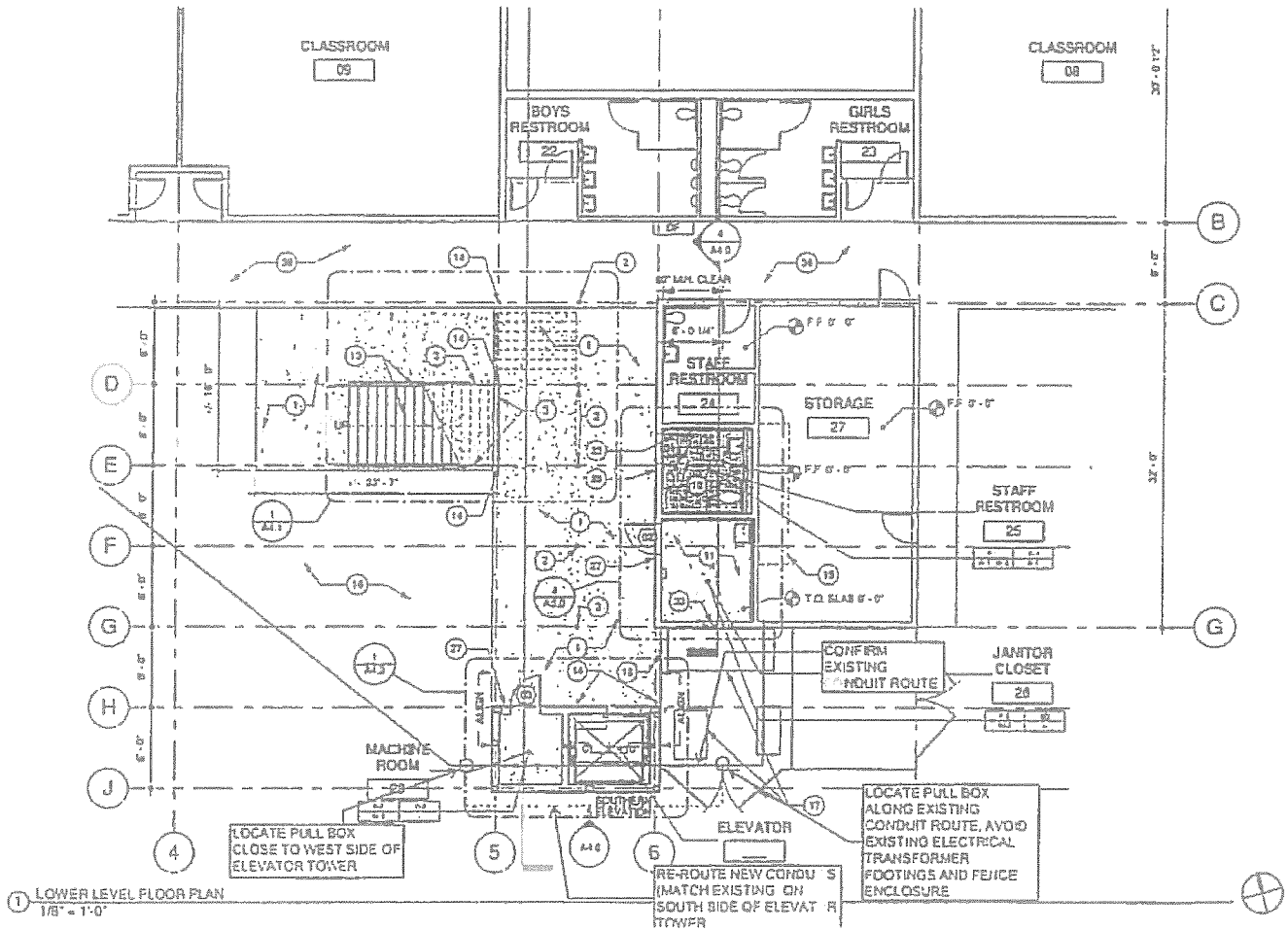
*S&H Construction, Inc.*

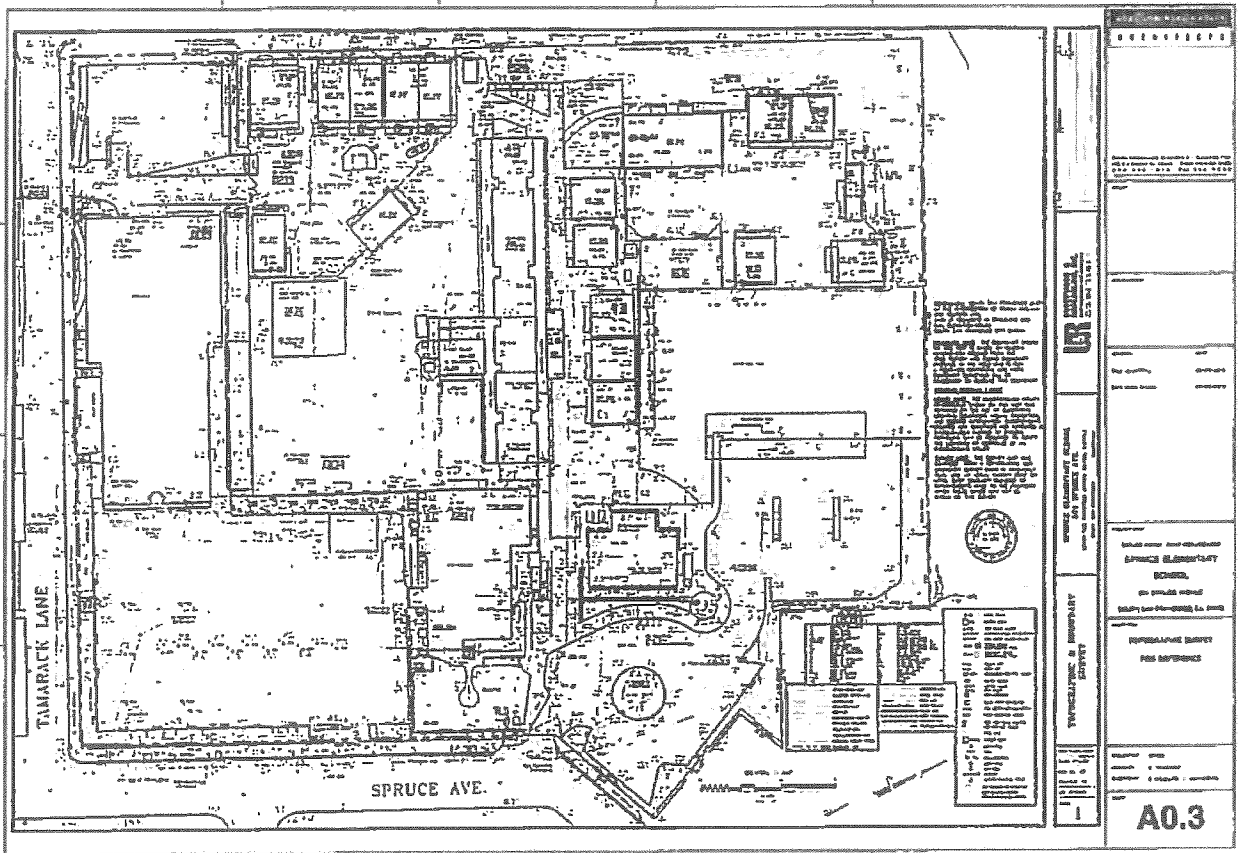
RFI No. 1A

**Project: Spruce Elementary School Ramp Replacement**

<b>By Contractor</b>	Brief Description: Electrical Trench in Conflict with Elevator Footing		
	Date Issued: November 12, 2013		
	Contractor: S&H Construction Contact: Mike Edwards Phone: (510) 789-9445		Subcontractor/Supplier: Contact: Phone:
	Cost Impact:	No <input type="checkbox"/>	Yes <input type="checkbox"/> Unknown <input type="checkbox"/>
	Schedule Impact:	No <input type="checkbox"/>	Yes <input type="checkbox"/> Unknown <input type="checkbox"/>
	Detail / Drawing Reference: A0.2		
	Information Requested:  After having dug as directed in the response to RFI No. 1, we discovered two pipes about 3' down roughly 5' south of where we saw evidence of the previous trench.  It is unclear whether the pipes are plumbing pipes or electrical conduits and whether or not they are abandoned. Please advise how we should proceed		
	Contractor's Proposed Solution:  		
	Response: Per the attached 1968 Electrical Site Plan for the Kindergarten Wing Addition and the topo survey on sheet A0.3 in the contract documents, the conduits are most likely electrical low voltage lines. Intercept the existing underground feeders by installing two pull boxes (Christy pull box N36 with R-series bolt down locking cover) one on each side of the elevator as shown in the attached sketch. Install and re-route new feeders (match existing) on the South side of the elevator tower and extend to new pull box locations. Verify existing conduit route through existing electrical transformer enclosure and carefully locate the second pull box to avoid the existing transformer footings. Coordinate utility shutdown times with the District and the school site.		
	Date Received: 11.13.13    Response By: S. Vaccaro    Date Answered: 11.14.13		
<b>By Architect</b>	Contractor is Directed To:	<input type="checkbox"/> Proceed - No Cost or Time Impact <input type="checkbox"/> Do Not Proceed - Provide Cost Proposal <input type="checkbox"/> Proceed    Provide Cost Proposal    Time and Materials	
	RFI Classification	<input type="checkbox"/> Information in Contract Documents <input type="checkbox"/> Proposed Substitution	<input type="checkbox"/> Remedial Work <input type="checkbox"/> Confirmation







# *S&H Construction, Inc.*

**BUILDER & CONTRACTOR, LICENSE NO. 786358**

**5560 BOSCELL COMMON, FREMONT CA 94538**

**PH. (510) 789-9445 FAX (510) 280-6087 E-mail: [michaeledwards@shconstructioninc.net](mailto:michaeledwards@shconstructioninc.net)**

---

Date: January 9, 2014

To: South San Francisco Unified School District  
398 B Street  
South San Francisco, CA 94080

Attn: Saloni Samad

Job/Project: Spruce Elementary School Ramp Replacement Project  
Location: 501 Spruce Avenue, South San Francisco CA 94080

## PROPOSED CHANGE ORDER # 4

### DESCRIPTION

Additional dedicated circuit for water heater per response to RFI No. 15.1.

**Total lump sum price for the above mentioned work is \$2,592.34**

Prepared by: Mike Edwards, Project Manager

Approved By (Signature)

Harnmeet Anand, C.E.O.

Name and Title

**TABLE A: LABOR**

Classification	Hours	Rate	Total
<b>TOTAL LABOR COST</b>			<b>\$0.00</b>

**TABLE B: MATERIAL**

Description	Units	Rate	Total
Sales Tax (9.75%)			\$0.00
<b>TOTAL MATERIAL COST</b>			<b>\$0.00</b>

**TABLE C: DIRECT EQUIPMENT**

Size And Type	Hours	Rate	Total
<b>TOTAL DIRECT EQUIPMENT COST</b>			<b>\$0.00</b>

**TABLE D: MISCELLANEOUS**

Description	Total
See attached proposal	\$2,254.21
<b>TOTAL MISCELLANEOUS COST</b>	<b>\$2,254.21</b>

**TABLE E: TOTAL COSTS**

Total Labor Cost	\$0.00
Total Material Cost	\$0.00
Total Direct Equipment Cost	\$0.00
Total Miscellaneous Cost	\$2,254.21
<b>SUBTOTAL</b>	<b>\$2,254.21</b>
OH&P - 15% of subtotal	\$338.13
<b>TOTAL CHANGE ORDER REQUEST</b>	<b>\$2,592.34</b>



Request For Information

*S&H Construction, Inc.*

RFI No. 15.1

**Project: Spruce Elementary School Ramp Replacement**

<b>By Contractor</b>	Brief Description: Need 30 Amps for New Water Heater			
	Date Issued: December 11, 2013			
	Contractor: S&H Construction	Subcontractor/Supplier: B&E Electric		
	Contact: Mike Edwards	Contact: Sam Xu		
	Phone: (510) 789-9445	Phone: (415) 887-7713		
	Cost Impact:	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Unknown
	Schedule Impact:	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Unknown
	Detail / Drawing Reference: E2.1, Sheet Note 4			
	Information Requested:			
	<p>In response to the inquiry responding to RFI No. 15, the existing functioned, but was not to code as the existing power is only 25 amps and has no dedicated 30-amp breaker. Please advise.</p>			
<b>By Architect</b>	Contractor's Proposed Solution:			
	Home run 30 amps of power from Panel A.			
	Response:			
	Reuse existing feeder (conduit and wire) if possible and extend to panel A. Provide new 30A-1P breaker in available space.			
	Thomas Phuong - Interface Engineering, 12/12/2013			
	Date Received: 12.11.13	Response By: Interface Eng	Date Answered: 12.13.13	
	Contractor is Directed To:	<input type="checkbox"/> Proceed - No Cost or Time Impact	<input type="checkbox"/> Do Not Proceed - Provide Cost Proposal	<input type="checkbox"/> Proceed Provide Cost Proposal Time and Materials
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RFI Classification	Information in Contract Documents	Remedial Work	Unknown Condition
		Proposed Substitution	Confirmation	Clarification

*S&H*  
*SD*

**CHANGE ORDER PROPOSAL**

Project: Ramp Replacement Project at Spruce ES  
 To: Harmeet Anand  
 S & H Construction  
 Phone: (510) 789-9445  
 Fax: (510) 280-6087  
 Email:

Project#  
 ATB Change Order Proposal No: 7.0  
 RFP No:  
 Change Order No:  
 Contract No:  
 Sheet: 1 of 1  
 Date: 9/8/2014

From: B & E Electrical  
 1831 42nd Ave.  
 SAN FRANCISCO, CA 94116

**Description of Work:**

*replace 3 heater detectors to be Siemens FPT-11 heater detector per inspector's request.*

Item	Description	Material			Labor			Sub-contractor	Total
		Quantity	Price	Amount	Hours	Rate	Amount		
1	replace heater detectors and re-program and re-test.				4	\$111.14	\$444.96	\$1,920.00	\$2,366.96
2							\$0.00		0.00
3							\$0.00		0.00
4							\$0.00		0.00
<b>Subtotal</b>						\$0.00	\$444.96	\$1,920.00	\$2,366.96
Tax						\$0.00			\$0.00
<b>Subtotal</b>									\$2,366.96
10% overhead									\$236.70
<b>Total Cost:</b>									\$2,603.66

Approved By \_\_\_\_\_  
 Date \_\_\_\_\_

Estimated By Sam Xu  
 Date 9/8/2014

## Construction/Field Change Request

Field Change Order #: 2 RFI Job #: 17-38-D4194  
 Project Name: Spruce Elementary School Customer P. O. #: Signed proposal

Attention: All Best Builders

RFI Enterprises submits the following work request and/or price quotation to revise the contract

<p>Scope of Work:          Replacing three (3) non-restorable heat detectors for (3) Siemens FPT-11 system heat detectors per the IOR for DSA. Also included is all engineering, drafting, programming, testing and certification.</p> <p>Installation by others.</p> <p>Material .. ... \$250.00          Siemens ..... \$877.00          RFI Labor ... . \$793.00</p> <p>Total cost ..... \$1,920.00</p>	
<p>RFI will proceed upon receipt of signed change order</p>	

<p>Supplementary Information.          All work is to be performed during normal business hours (7:00 am to 3:30 pm) and normal working conditions          All prices quoted are valid for thirty (30) days of issuance, subject to written acceptance or entering into a mutually acceptable subcontract or purchase order.</p>
---

It is our understanding that this change request will be adopted as a Field Change Order, which will amend the contract to incorporate the revisions required, upon execution by approved signatures by both companies

RFI Communications and Security:

Customer:

By: \_\_\_\_\_  
 Authorized Signature  
 Steven Lewis  
 \_\_\_\_\_  
 Print Name  
 Title: Sales  
 \_\_\_\_\_  
 Date: 09-08-14  
 \_\_\_\_\_

By: \_\_\_\_\_  
 Authorized Signature  
 \_\_\_\_\_  
 Print Name  
 Title: \_\_\_\_\_  
 \_\_\_\_\_  
 Date: \_\_\_\_\_  
 \_\_\_\_\_

**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:** December 15, 2015

**RE:** Approval of Consolidated Safety Services interim SWPPP monitoring costs for Buri Buri Elementary School and Parkway Heights Middle School Measure J Bond Projects from August 1, 2015 thru October 30, 2015.

---

**BACKGROUND:**

Each construction project the Measure J Bond Program has started, a Storm Water Pollution Prevention Plan (SWPPP) must be in place. These plans are submitted to State Water Resources Control Board, which is part of the California Environmental Protection Agency. The Storm Water program regulates storm water discharges from locations such as industrial facilities, construction sites, and small linear projects.

For previous projects, the SWPPP creation and maintenance was done as a subcontract under our general contractor. Consolidated Safety Services performed the monitoring for the general contractor. The Board has previously approved a different consultant for these services; however, some interim monitoring costs were incurred.

**FISCAL IMPLICATIONS:**

The cost of these services, \$10,400.00, is an appropriate expenditure of the Measure J Bond funds.

**RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of

Trustees approve the Consolidated Safety Services interim SWPPP monitoring costs for the Buri Buri Elementary School and Parkway Heights Middle School Measure J Bond Projects from August 1, 2015 thru October 30, 2015.

## Consolidated Safety Services

16654 Soledad Canyon Rd. #478  
Canyon Country, Ca 91387

October 6, 2015

Mr. Bonner,

This proposal reflects estimated services necessary to keep the South San Francisco USD's Buri Buri and Parkway projects in compliance through the end of October 2015.

August, September and October= 13 weeks

Buri Buri	\$5,200
Parkway	\$5,200
Total	\$10,400

Thank you,  
Dori Burnett, President  
Consolidated Safety Services

*JSB*  
*11-4-15*

*MK 11-4-15*  
*To go Dec 10<sup>th</sup>*  
*Board*



## **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:** December 15, 2015

**RE:** Approval of Change Order No. 92 to USS Cal Builders Contract for an air conditioning unit at Parkway Heights

---

#### **BACKGROUND:**

Parkway Middle School has a new building coming online in the next month, Building I. Within this building is a new IDF room, a very large room which will house the District backup servers, currently housed at the District Office. The decision to have this room at Parkway came after the original plans were designed.

#### **FISCAL IMPLICATIONS:**

The cost of this service, \$57,398.27, is an appropriate expenditure of the Measure J Bond funds.

#### **RECOMMENDATION:**

It is recommended that the South San Francisco Unified School District Board of Trustees approve the USS Cal Builders change order #92 as presented.







**SSFUSD Measure J Classroom Replacement**



**CHANGE ORDER REQUEST  
Parkway Heights MS - 092 R1**

DATE: July 1, 2015  
 REFERENCE: Bullard's Heating and Air Inc/Atlas Pellizzari  
 PROJECT: South San Francisco Unified School District Modular Projects  
 PROJECT NO.: 0830  
 TO: South San Francisco Unified School District  
 FROM: USS Cal Builders, Inc.  
 ESTIMATOR: Rudy Sultan, Sr. PM

**The following is an itemized quotation regarding proposed modification to the contract documents**

**Description of Work:**

To furnish all materials and labor to change the proposed FC-1 (Mitsubishi MOD # MS-A12WA-1 & CU-1 Mitsubishi MOD # MU-A12WA-1 ductless to AC-1 Carrier model #50HC-D14A2C5-0AGO, 208/230/3 12.5 ton (AC Only) package unit at MDF room per attached COR dd 06/29/2015 at Parkway West Campus as requested by the District. The price includes installation of feeder and disconnection of switch for AC-1 per CCD-002 per attached COR dd 06/30/2015

**Subtier Contractor's Cost** ( Includes Subtier Contractor Overhead 10% & Profit 5%)

Sub-Tier (see attached pages)	\$ -	
		<b>Subtotal A \$ -</b>

**Subcontractor's Cost** ( Includes Subtier Contractor Overhead 10% & Profit 5%)

	\$ 54,123.78	
		<b>Subtotal B \$ 54,123.78</b>

**General Contractor's Cost**

Material ( see attached supporting documentation)	\$ -	<b>Subtotal C \$ -</b>
Taxes at _____ % of Material	\$ -	
Labor (Includes Fringe Benefits, from Project Labor Agreement)	\$ -	<b>Subtotal D \$ -</b>
Payroll Taxes and Insurance at _____ % of Labor	\$ -	
Construction Equipment (See attached supporting documentation)	\$ -	<b>Subtotal E \$ -</b>

**General Contractor's Overhead and Profit**

Overhead & Profit 5% of Subtotals A & B	\$ 2,706.19	
Overhead & Profit 15% of Subtotals C & E	\$ -	
Overhead & Profit 20% of Subtotal D	\$ -	
		<b>Subtotal F \$ 2,706.19</b>

Bond and Builder's Risk Insurance at <u>1.00</u> % of Subtotals A+B+C+D+E+F		<b>Subtotal G \$ 568.30</b>
---	--	-----------------------------

<b>Grand Total (A+B+C+D+E+F+G)</b>		<b>Total \$ 57,398.27</b>
------------------------------------	--	---------------------------

- The proposed change would increase the Final Completion Date by TBD calendar days
- The proposed change does NOT affect the Final Completion Date required by the Contract
- This Change Order Request is effective for 30 calendar days

**Note:**

"USS CAL BUILDERS, Inc. is preserving any and all rights as to the recovery of damages pursuant to and under section 7102 of the public contract code."



# CHANGE ORDER

**BULLARD'S HEATING & AIR INC**  
LIC NO. 728605

**Date:** June 29, 2015  
**PCO #:**  
**BHA Job No.** [ABC12345]

**To:** KIRK BECKSTEAD  
USS CAL BUILDERS  
8051 MAIN ST  
STANTON CA 90680  
[kirk@usscalbuilders.com](mailto:kirk@usscalbuilders.com)

**Project:** PARKWAY MIDDLE SCHOOL  
**Project Address:** 650 SUNSET DR, SSF CA 94080

**cc:** RUDY SULTAN

**Description:**

**MDF ROOM ( AC-1 CHANGE)**

**Bullard's Heating & Air Inc proposes the following changes in work:**

CHANGE TO PROPOSED FC-1 ( MITSUBISHI MOD # MS-A12WA-1 & CU-1 MITSUBISHI MOD # MU-A12WA-1) DUCTLESS SS  
AS PROPOSED ON BHA PROPOSAL # 092914-1JG WITH :  
TAG: AC-1 CARRIER MODEL # 50HC-D14A2C5-0A0G0, 208/230/3 12.5 TON (AC only) PACKAGE UNIT  
ALL RELATED AIR DISTRIBUTION PER PLANS AND SPECIFICATIONS

EXCLUDING ELECTRICAL CONTROLS, ENERGY MANAGEMENT, FRAMING, CUTTING AND PATCHING

SEE ATTACHED PCO COST BREAKOUT FORM FOR DETAIL

**Attachments:**

*All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specification submitted per standard practices. Any alterations or deviations from above specifications involving additional extra costs will be executed only upon additional written orders and will become an additional extra on the project. All agreements contingent upon strikes, accidents or delays beyond our control*

**ADD \$** 57,190.70  
**CREDIT** (6,555.92)  
**TOTAL \$** 50,634.78

**Acceptance of Proposal.** The above prices, specifications and conditions are satisfactory and are hereby accepted and authorized to proceed as specified

**Name:**

**Signature:**

**Title:**

**Date:**

1255 22nd St Suite D San Francisco CA 94107 PH 415 621 198 Fax 415 621 1910

**COST BREAKDOWN FORM FOR CONTRACT MODIFICATIONS  
THIS FORM SHALL BE USED FOR ALL CHANGES TO THE CONTRACT**

<b>PCO Number:</b>	<b>Date:</b> 6/29/2015	<b>Project Name:</b>
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<b>SUMMARY OF CHANGED WORK VALUE BY THIS CONTRACTOR</b>				<b>Revisions/Comments</b>
1. Labor Costs (see attached summary sheet)		\$19,334		
2. Materials (see attached summary sheet)		\$23,572		
3. Rental Equipment (see attached summary sheet)		\$900		
4. Equipment Ownership/Operating Expenses		\$0		
5. SUBTOTAL (ADD LINES 1 - 4)			\$43,806	
6. OH&P on Self-Perf Work	15%	\$6,571		
7. Lower Tier Subcontractor/Other		\$5,925		
8. Mark-up on lower tier sub-contractors/Other	15%	\$889		
9. SUBTOTAL (ADD LINES 5 THROUGH 8)			\$57,191	
10. Performance and Payment Bond				
11. SUBTOTAL (ADD LINES 9 & 10)			\$57,191	
<b>SUMMARY OF CHANGED WORK (DEDUCTIONS/CREDITS) BY THIS CONTRACTOR</b>				<b>Revisions/Comments</b>
12. Labor Costs (see attached summary sheet)		\$ 2,250.80		
13. Materials (see attached summary sheet)		\$ 3,050.00		
14. Rental Equipment (see attached summary sheet)		\$ -		
15. Equipment Ownership/Operating Expenses		\$ -		
16. SUBTOTAL (ADD LINES 12 - 15)			\$5,301	
17. OH&P on Self-Perf Work	15%	\$795.12		
18. Lower Tier Subcontractor/Other		\$ 400.00		
19. Mark up on lower tier sub-contractors/Other	15%	\$ 60.00		
20. SUBTOTAL (ADD LINES 16 THROUGH 19)			\$6,556	
21. Performance and Payment Bond				
22. SUBTOTAL (ADD LINES 20 & 21)			\$6,556	
<b>TOTAL ADD FOR PROPOSED PCO (Deduct line 22 from line 11)</b>			<b>\$50,635</b>	

Description of Change:



DETAIL OF COSTS FOR COP				
PCO Number:		Date:	Project Name:	
<b>EQUIPMENT RENTAL</b>				
SIZE AND TYPE	I.D. #	HOURS	RATE	TOTAL
CRANE/RIGGING				\$ 900.00
TOTAL EQUIPMENT RENTAL COSTS (Enter here and line 4 or 10 on Summary Page)				\$ 900.00
<b>EQUIPMENT OWNED AND OPERATING COSTS</b>				
SIZE AND TYPE	I.D. #	HOURS	RATE	TOTAL
TOTAL EQUIPMENT RENTAL COSTS (Enter here and line 4 or 10 on Summary Page)				\$ -
<b>LOWER TIERED SUBCONTRACTORS OR SPECIALIST OR OTHER COSTS</b>				
DESCRIPTION			COST	
AIR BALANCE			\$	1,975.00
INSULATION			\$	3,950.00
TOTAL SPECIALIST COSTS (Enter here and on line 5 or 13 on Summary Page)				\$ 5,925.00

DEDUCTIONS/CREDITS				
LABOR				
NAME	HOURS	RATE	TOTAL	
Apprentice	8	\$ 77.05	\$	616.40
Journeyman	12	\$ 114.56	\$	1,374.72
Foreman		\$ 126.02	\$	-
General Foreman	2	\$ 129.84	\$	259.68
			\$	-
			\$	-
			\$	-
TOTAL LABOR CREDIT (Transfer to line 9 on Summary Page)				\$ 2,250.80
MATERIALS				
DESCRIPTION	TOTAL			
Mitsubishi Cooling-Only Outdoor Unit, Non-Inverter, 12MBH, 115-1-60				
Mitsubishi Wall-Mounted Indoor Unit, 12MBH, 115-1-60	\$ 2,740.00			
refrigeration piping	\$ 220.00			
Misc	\$ 90.00			
TOTAL MATERIAL CREDIT (Transfer to Line 9 on summary)				\$ 3,050.00
EQUIPMENT RENTAL				
SIZE & TYPE	I.D. #	HOURS	RATE	TOTAL
TOTAL EQUIPMENT RENTAL CREDIT (Enter here and line 4 or 10 on Summary Page)				\$ -
EQUIPMENT OWNED AND OPERATING COSTS				
SIZE AND TYPE	I.D. #	HOURS	RATE	TOTAL
TOTAL EQUIPMENT RENTAL CREDIT (Enter here and line 4 or 10 on Summary Page)				\$ -
LOWER TIERED SUBCONTRACTORS OR SPECIALIST OR OTHER COSTS				
DESCRIPTION	COST			
AIR BALANCE	\$ 400.00			
TOTAL SPECIALIST CREDITS (Enter here and on line 5 or 13 on Summary Page)				\$ 400.00

CHANGE PROPOSAL #: 01

DATE: June 30, 2015

PROJECT: Parkway Heights Middle School - West Campus

JOB #: 14-640

TO: Rudy Sultan  
USS Cal Builders  
398 B Street  
South San Francisco, CA 94080

We propose to furnish all labor and material necessary to complete the changes listed below:

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**Reference:** Per CCD 002, add power to AC-1 and credit for CU-1 and FC-1

**Description:**

- Furnish and install feeder and disconnect switch for AC-1
- Provide credit for power to CU-1 and FC-1 that were deleted
- Work to be performed during normal business hours
- Refer to attached cost breakdown for more info

**Add the amount of:**

**\$ 3,489.00**

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**Change Order Terms:**



Contract



T&M



Not To Exceed



Price Breakdown Attached



Other

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Atlas / Pellizzari Electric Inc.

Signed  
For  
Date

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USS Cal Builders

PROJECT:	PARKWAY HEIGHTS WEST CAMPUS
CO #	PC0#1
CHANGE ORIGIN	PER CCD#02, ADD AC-1 AND DELETE CU-1, FC-1
DESCRIPTION	
ESTIMATE SHEET #	
DATE	10/30/2014
LABOR COST:	\$ 98.50

DESCRIPTION:	QUANTITY	END COL COST \$	MATERIAL EXTENSION	LABOR PER UNIT	LABOR HOURS	LABOR EXTENSION	LABOR/MTL TOTAL
LAYOUT / COORDINATION / SUPERVISION	1				4	\$394.00	\$394.00
ADD AC-1							
70A DISCONNECT SWITCH, NEMA 3R, 250V, HD	1	\$ 294.60	\$294.60	2.5	2.5	\$246.25	\$540.85
STRUT RACK SUPPORT	1	\$ 375.00	\$375.00	6	6	\$591.00	\$966.00
1 1/2 PVC	20	\$ 1.64	\$32.80	0.06	1.2	\$118.20	\$151.00
1 1/2 PVC COUP	2	\$ 1.11	\$2.22				\$2.22
1 1/2 PVC FA	2	\$ 1.65	\$3.30	0.1	0.2	\$19.70	\$23.00
1 1/2 LT FLEX	5	\$ 9.22	\$46.10	0.06	0.3	\$29.55	\$75.65
1 1/2 LT FLEX CONN	2	\$ 15.63	\$31.26	0.15	0.3	\$29.55	\$60.81
1 1/2 EMT	70	\$ 4.92	\$344.40	0.08	5.6	\$551.60	\$896.00
1 1/2 EMT CONN	2	\$ 8.88	\$17.76	0.12	0.24	\$23.64	\$41.40
1 1/2 EMT COUP	7	\$ 11.58	\$81.06				\$81.06
1 1/2 EMT STRAP	7	\$ 1.77	\$12.39	0.12	0.84	\$82.74	\$95.13
#3 THHN	300	\$ 1.34	\$402.00	0.016	4.8	\$472.80	\$874.80
#8 THHN	100	\$ 0.45	\$45.00	0.012	1.2	\$118.20	\$163.20
70A/3P CIRCUIT BREAKER	1	\$ 195.00	\$195.00	1.5	1.5	\$147.75	\$342.75
DEDUCT FC-1, CU-1							
20A, MOTOR RATED TOGGLE SWITCH	-2	\$ 95.00	-\$152.00	1	-2	-\$197.00	-\$349.00
3/4 EMT	-140	\$ 1.44	-\$161.28	0.04	-5.6	-\$551.60	-\$712.88
3/4 EMT CONN SS	-4	\$ 2.18	-\$6.98	0.08	-0.32	-\$31.52	-\$38.50
3/4 EMT COUP SS	-14	\$ 2.56	-\$28.67				-\$28.67
3/4 EMT STRAP	-14	\$ 0.48	-\$5.38	0.08	-1.12	-\$110.32	-\$115.70
3/4 FLEX	-8	\$ 1.21	-\$9.68	0.04	-0.32	-\$31.52	-\$41.20
3/4 FLEX CONN	-4	\$ 3.09	-\$12.36	0.1	-0.4	-\$39.40	-\$51.76
#12 THHN	-440	\$ 0.18	-\$47.52	0.01	-4.4	-\$433.40	-\$480.92
			1459.03		14.52	1430.22	2889.25

Expenses:	Quoted Materials	Expenses	
\$ -	\$ -	Quotes:	
\$ -	\$ -	- Total Labor:	\$1,430.22
\$ -	\$ -	- Total Material:	\$1,459.03
\$ -	\$ -	- Tax: 9.00%	\$131.31
\$ -	\$ -	- SUB TOTAL	\$3,020.56
\$ -	\$ -	- SUBCONTRACTOR	
\$ -	\$ -	- Hard Cost:	\$3,020.56
\$ -	\$ -	- SUB M/U	
\$ -	\$ -	- O/H	\$302.06
\$ -	\$ -	- PROFIT 5%	\$166.13
TOTAL EQUIPMENT	\$ -	TOTAL M/U	\$468.19
\$ -	\$ -	TOTAL	\$3,488.74
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
\$ -	\$ -		
TOTAL SUBS	\$ -	QUOTED TOTAL	\$ 3,489.00

