



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

398 B St. South San Francisco, CA 94080

(650) 877-8700

www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

Meeting Minutes

Meeting Type: Facilities Sub-Committee Meeting

Meeting Date: Thursday, November 2, 2023, 5:00 PM

Location: South San Francisco Unified School District Office Board Room
398 B Street
South San Francisco, CA 94080

ORDER OF BUSINESS

1. Call to Order : 5:03 PM

Ted O

2. Roll Call :

Gina DeMartini

Board Member Amanda Anthony-	Present
Board Vice President Patricia Murray	Present
Dr. Shawnterra Moore (Superintendent)	Present
Ted O (Assistant Superintendent, Business Services)	Present
Lori Shelton (Director of Bond Program)	Present
Wazi Chowdhury (Director of Facilities and Safety)	Present

3. Introduction of Sub-Committee Members:

Self Introductions

Amanda Anthony Board Member
Patricia Murray Board Vice President
Dr. Shawnterra Moore (Superintendent)
Ted O (Assistant Superintendent, Business Services)
Lori Shelton (Director of Bond Program)
Wazi Chowdhury (Director of Facilities and Safety)
Gina DeMartini (Administrative Assistant)

4. Role of the Facilities Sub-Committee of the Board of Trustees: Ted O

The purpose of the Facilities Sub-Committee is to serve as a forum for discussion and representation of the entire school board for facilities planning and future construction projects. This committee is intended to expedite the review and approval of the District's facility needs. Unlike the Citizens' Bond Oversight Committee, which reviews past funding for construction projects, the Facilities Sub-Committee looks forward focusing on potential future application of construction bond revenues. This committee meets quarterly and as needed.

Agenda and meeting times will be posted on the website.

No public comments.

5. Proposed First Projects for Measure T Bond Program:

Los Cerritos ES Modernization & Sunshine Gardens ES Modernization

Los Cerritos and Sunshine Gardens were chosen as first projects because they are Title I schools, and no work was done from the previous bond.

Westborough MS Field and Drop-off Project

Drop off area needed for safety and accessibility. The field needs upgrades, accessibility, and safety improvements. Westborough is the only middle school without a field.

El Camino HS Central Kitchen and Cafeteria Redesign

El Camino High School Central Kitchen prepares and distributes meals to all school sites. Two years ago, the State of California approved a meal program to provide breakfast and lunch to all students regardless of income. The kitchens at both high schools were not designed to accommodate the higher volume of meals as a result. Not all students are able to get their meals on time each day. SSF High School has an additional serving line to help increase the speed of the line. El Camino High School needs to redesign the cafeteria and central kitchen. We need a backup generator in case of power outages because they prepare and distribute meals to all other sites.

HVAC Package A for locations/areas with the most need

This project has already started with the previous board approved.

Questions and Answers-

Amanda- Does the modernization of Los Cerritos include the Exploratorium and library they did not get during the last bond?

Lori - A total evaluation of needs will be completed first and then the scope of work will be created. The diagram in your packet is past requests. The current scope is not defined but as we move forward, it will include some of those requests if possible.

Amanda- Looking at the District as a whole, if we start with Los Cerritos, is that all they will get for the next 10 years or duration of bond?

Lori - This particular site will be done in totality. Every school is different. For example, Westborough field and drop off are a priority. Once a full assessment is completed, there will be other projects on the Westborough campus.

Amanda- When the assessment of projects is done such as the El Camino cafeteria, do students get to give their input? We want to make sure their voices are heard.

Lori- There was student input. As we move forward, we will go back to the community for additional input.

Wazi - Students, teachers and nutritional services all were able to voice their thoughts and ideas. State projects take a long time to review and approve. There are several factors in planning projects such as state approvals, long lead times for equipment, planning alternative areas for kitchen needs.

Patricia - I understand the priority needs of Los Cerritos, Sunshine, Westborough and El Camino. What about Martin, Spruce and Parkway?

Lori – Part of the process in establishing the program is to develop a master schedule of which schools are going to be next. We have to manage cash flow and bond sales. We will look at needs across all campuses as part of the planning process.

Wazi- Everyone has ideas of what should be done first. Certain schools are eligible for state funding. Because there is a long line which requires lower levels of urgency to be moved to the forefront in order to get into the long line.

Ted - Between Lori Shelton and Wazi Chowdhury, there are many years of experience across as many as four bonds.

Dr. Moore suggests clear explanation like this to the board so people will understand the “why”.

Pat- We did not have the best experience with measure J, it is important to keep the board and the public informed.

Amanda- A new state funding bond was passed so we hope to get in that line also. Will any of our sites qualify for this funding?

Wazi- The goal is to get in the line. The two schools we have started are eligible for state funding.

Lori- We are currently reviewing this. Usually, the State funds come at the end and are applied to future projects.

Ted- Some of the sites are eligible. He reminded all that the bond is only \$436 million of the \$850 plus millions of facility needs, so any state funding will be helpful.

Amanda- Do we need to consider continued drop of enrollment? Are we going to have to consolidate buildings?

Wazi- Los Cerritos has held enrollment in fact is the only school that has increased enrollment.

Pat- We are doing many great things. I see enrollment going up. By 2025, we have to offer TK at each school, and I think that will increase enrollment.

Ted- We will consider this during the bond planning that the schools are prepared for T.K.

Amanda- Will El Camino central kitchen be done over the summer?

Lori- No. It will not be done over the summer. Part of our current analysis is to understand what the needs are because we have to plan for temporary facility arrangements. Plans need to be made for the return of school. Summer School may be moved to SSFHS. We need to have an overall plan, which will take months.

Pat- Will architects know what is state of the art?

Lori- Yes we will have kitchen experts.

Amanda- Do we already have assessments of the sites for the Master Plan?

Lori- No. The master plan is dated and is a high-level overall view. We now have to

look at each site physically and look at current needs.

Wazi explained the “scope creep” where you have a scope and then it begins creeping causing the architects to reevaluate.

Amanda- How is site council involved in decisions?

Lori- Site council will be able to give input of wants/needs and also the state has requirements that will be shared with the site council, but they might not have a say in what the state is requiring.

Wazi- There are mandatory structural, fire life safety that may require us to do structural repairs and of course, we have budget considerations. DSA (division of state architects) has 3 branches. Accessibility, fire life safety, and structural. They make sure the sites are in compliance. These are mandatory and we don’t have a choice.

i.e. on the pedestrian bridge that was constructed at El Camino, DSA made us upgrade a bathroom to become ADA compliant as well as installing a drinking fountain.

Amanda- It’s been a year since the bond passed. When are we getting started? I want to be sure that I represent and communicate the concerns of the people.

Lori-The kitchen process and all of its contingencies. We cannot jump-start without proper planning.

Ted added- We are starting from scratch to build the staff and program. It takes time so you will not see construction immediately.

Pat - Most important is that we do it right.

Dr. Moore- Make sure to update the community. Whether it is on the website or however you decide to get the message out.

Wazi - Explained the challenges at Los Cerritos- A full study is needed to establish boundaries. We cannot build actual buildings on the easements. The Library and Exploratorium were not done because of easement issues.

Lori and Wazi reminded all that they have gone through 4 bonds and want to be sure that the messages are delivered properly so people understand the process.

6. Determine dates for Future Meetings:

Pat motions to meet February 22nd at 5pm. Amanda seconds the motion.

Motion carried unanimously

Amanda motions to meet April 18th at 5pm. Pat seconds the motion.

Motion carried unanimously

7. Public Comment on Non-Agendized Items (up to three minutes per individual):

Denise Stefey/Affiliation is Los Cerritos/Subject is Los Cerritos- Needs have changed so are the original plans set in stone?

Lori responded. Not set in stone. Will be engaging and discussing with the site committee what the current and future needs will be for this site. After full assessment is complete, projects will be determined.

Meeting adjourned 5:48 PM