



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
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Dr. Shawnterra Moore, Superintendent

Meeting Minutes

Meeting Type: Facilities Sub-Committee Meeting

Meeting Date: Thursday, February 22, 2024, 5:00 PM

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

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

ORDER OF BUSINESS

1) Call to Order: 5:00 PM

2) Roll Call

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

3) Approval of November 2, 2023 Meeting Minutes

Amanda Anthony motions to approve meeting minutes as submitted dated November 2, 2023

Patricia Murray seconds the motion.

Motion carried unanimously.

4) Discuss Dates for Future Meetings-

Aug 15 or 22, 2024 depending on release of the SSFUSD Board Of Trustees

Calendar to be released in May.

October 24, 2024

Feb 20, 2025

April 17, 2025. If that is the week of spring break, the meeting will be May 1, 2025

5) Educational Specifications Update-

Ted O - Educational specification helps translate the physical requirements of an educational program into words. Looks at what educators believe is required for the proposed educational facility to support specific educational program standards and brings consistency among all schools in the district. Determine what a standard classroom looks like in all schools.

Lori Shelton -In the fall of 2023, Kathleen Moore & Associates was procured to conduct Ed Specs. The Bond management team and KMA met with Ed Services Department and the Business Services Department to outline the importance of the ED specs. KMA toured each school site and met with principals or key staff members to understand their physical space and what is working or not working to support their educational programs.

A survey has been created and will be distributed by Ed Services to all principals, teachers, staff and district personnel who wish to provide input.

KMA will meet with subject matter experts such as PE, General Ed, Special Ed, CTE, Dance, Folklorico, library experts at all school levels and Nutrition Services.

Amanda Anthony- asks if the meetings are at the school site or are they district office personnel who are the specialists?

Lori Shelton – Replied that it is not only District office staff but subject experts at each level and explained that the Executive Committee is instrumental in leading these efforts.

Executive Committee:

Mr. Ted O - Assistant Superintendent, Business Services

Dr. Hew, Director of Student Performance Program Evaluation and Instructional Intervention

Mr. Brockmeyer, Director of Innovation Committee Outreach and Special Projects

Mr. Wazi Chowdhury, Director of Facilities and Safety

Mr. Sundaram, Director of Technology Services

Lori Shelton, Director of the Bond Program

Kevin Asbra, Principal of South San Francisco High School

Dr. Rossi De Campos, Principal of Westborough Middle School

Currently vacant- Principal at Los Cerritos Elementary school.

As part of the efforts to create the Ed Specs, KMA will adopt some guiding principles based on the *Portrait of a Graduate*. They will be issued to the executive committee for review and approval.

The first goal is to share information accumulated for elementary schools with the design teams as they move those projects out. And then next, middle schools and high schools will follow.

Open for Questions.

No questions.

6) Bond Program Update – Prioritization of Projects- Presentation attached.

Lori Shelton introduces Calvin Wong- Calvin is a project manager who came from another school district. He comes with a lot of experience, not just in education, but in construction in general.

Calvin Wong- Calvin's presentation provided an overview and update on the Measure T Bond.

Phase one- Project assessment phase- Design team conducts a thorough assessment of the site. The end product of this assessment is a comprehensive report with a summary of all their findings and recommendations. Design team provides a detailed scope list and cost estimation. The BMT will prioritize and finalize the scope of work based on the budget available to the specific site.

Phase two- Design team starts developing the design and drawings. They go through numerous iterations of development until it's ready for submission to the Division of State Architects. DSA oversees the K-12 construction and design. Once we receive DSA Approval, we can go out for bid and get into the construction.

Amanda Anthony asks if Ed Spec interviews and Assessments are similar interviews of the sight. She is concerned that it overwhelms the staff.

Lori Shelton explains the difference. The project assessment is specific to each individual project whereas Ed Specs focuses on education and what a general education classroom might look like for an elementary, middle school and high school for all of South San Francisco Unified School District.

Brian Jemo- Summarized the Bond Management team efforts to meet with the facilities team about specific problems like HVAC, electrical, maintenance, etc. and understand current problems specific to each campus.

Amanda Anthony- I just want to make sure that we're not overloading our on-site staff with the same questions repeatedly.

Lori Shelton responds That Ed Specs is trying to talk to subject experts to get a broad scope. Assessments are site specific.

Calvin Wong- We have prioritized all sites into five different groups.

- Group 1 Sunshine Garden Elementary School and Los Cerritos Elementary School. Both campuses are in the project assessment phase and slated for completion of this phase this summer 2024. These two schools did not receive improvements during the last bond. Therefore, they are high on our list.

Westborough Middle School field renovation and drop off project is currently in the assessment phase as well and this phase is slated to be completed in fall of 2024. This project was initiated five years ago. It is a high priority for the school and surrounding community.

El Camino High School, central kitchen and cafeteria is slated to go out for bid by the end of fall 2024.

HVAC package A. This project started prior to our team's formation. The five sites have been identified as having priority needs in venting and heating. Sunshine Gardens Elementary, Westborough Middle School, and El Camino High School are currently in construction. Monte Verde Elementary and Ponderosa Elementary are slated for commencement in the summer of 2024.

- Group 2 projects are slated for design team solicitation towards the end of this year. The first two schools are El Camino High School and South San Francisco High School. These being larger campuses, they will have longer duration, so we want to get started as soon as we can. Spruce Elementary and Monte Verde Elementary were identified as having priority needs. Therefore, they are part of group two.
- Group 3 projects are slated for design solicitation in 2025. Alta Loma Middle School, Parkway Heights Middle School and Baden.
- Group 4 projects include Skyline Elementary, Westborough Middle, Junipero Serra Elementary and Ponderosa Elementary. Westborough is having some priority work done in group one, so we have placed the balance of renovations in group four.
- Group 5 projects are Buri Buri Elementary, Martin Elementary, District offices, Children's Center, Hillside Preschool, Serra Vista and Workforce Housing at Foxridge. We have started on the prework for Foxridge campus to gather all the data information in preparation for the project. The actual project itself won't be able to start until the second bond sale.

Questions:

Amanda Anthony- Last time we talked, El Camino High School central kitchen and cafeteria were still scheduled for this summer 2024.

Lori Shelton-The cafeteria was scheduled for this coming summer. The kitchen was not. But there's too much overlap and requirements. As we understood what the scope needed to be, it was not realistic to have completion this summer.

Amanda Anthony asks if we funded some of the HVAC projects through the general fund.

Ted O- Yes Facilities funded Martin Elementary, Parkway Middle, Spruce and Hillside. These are the highest needs areas of each site. Once we go through the assessment process, there could be other HVAC issues in different areas of these sites.

Amanda Anthony asks how many years before we start the workforce housing.

Ted O responds- Three, maybe four.

Amanda Anthony states that there seem to be other funding sources that may be available other than our bond program including ideas from that state. She would like to see the workforce housing project move up to an earlier group.

Lori Shelton responds that although it is in group 5, there is a lot of prework and fact finding to be done. There are things happening now regarding this project that we are not spending money on such as researching alternative funding sources. Lori and Brian are going to CASH conference and one of the workshops will be attending is about workforce housing.

Amanda Anthony- You've already gone through all the campuses. Will some of these overlap With others? HVAC is being worked on but what if Parkway needs HVAC.

Lori Shelton responds- It would wait until we start that campus unless it is an urgent need.

Brian Jemo We are working on more than one group of projects at a time. We're already starting on group one. Contracts have been sent out. For the group two projects, we plan to issue contracts this year to start that process. Our process takes a long time to do the assessment, to do the design, to do the construction. We're talking years that there's going to be a lot of overlap.

Ted O asked Lori to explain what has been started on Foxridge even though it is in group 5.

Lori Shelton- For the workforce housing at Foxridge, we did a boundary survey, because there was a question about property ownership. That information is coming in now.

7) Alternative Delivery Method – Lease Leaseback (LLB)- Brian Jemo- Presentation attached.

Brian Jemo- With design bid build we are required to select based on lowest bid. Lease leaseback is an alternative. With lease leaseback, you select your contractor based on best value. The cost is part of the lease leaseback selection process. The big differences are you're selecting based on best value and you get your contractor involved earlier in the process during the design phase. You cannot do that with the design bid build method. They would help work with us and the architect to help do constructability reviews, design reviews, do estimates to make sure the design that they're putting together is within budget. With lease leaseback, we would also benefit from early procurement of equipment that can be years out. They can purchase equipment before the design is 100% complete. We put together a GMP. We work with the contractors to make sure their subcontractors are the best value selection.

DWK would work with us in putting together all the necessary documents including the scorecard to be used in the lease leaseback selection process.

A state statute was created before bond programs and an actual lease is issued that allows districts to pay similar to a 30 year mortgage. California and districts use the statute today because they are allowed to use this best value delivery method. As far as from the people in the community, it's like any other construction project out there.

Questions:

Amanda Anthony asks for confirmation that the contractors are using the best value method in the lease leaseback.

Brian Jemo confirms that is correct.

Amanda Anthony asks what preconstruction services are.

Brian Jemo responds using Sunshine Gardens Elementary as an example. We are currently doing an assessment to determine what is wrong with the site. Once we're done with phase one of design, we go to phase two and work with the architect, Nolan Tam to start to work. Using the classic design bid build, we won't get a contractor on board until they're 100% done and we have DSA approval. Lease leaseback allows us to issue an agreement to a contractor during preconstruction at 30-50% in the design phase and they help us look at the design documents and identify issues to be cleaned up before we finalize this and bid it out to our subcontractors.

Amanda Anthony- With lease leaseback, are they still allowed to do change orders?

Brian Jemo confirms Yes.

Lori Shelton explains unforeseen conditions that might cause a change order.

Brian Jemo gives an example of a design for a one-story building and then Ted decides we want a two-story building. That is going to be a district driven change.

Brian Jemo- Best value is what I think the key takeaway should be. I would refer to it as the District is entering into business with a partner, the contractor. For the selection process, we can work with DWK ahead of time on exactly how this district wants to define the lease-leaseback.

Amanda Anthony - The best value also feels like it's going to prioritize businesses who have traditionally had a really long track record of being successful when other businesses might be really good but they're not going to necessarily have a track record. From the inclusive procurement side, how can we make sure that our best value also includes a look at that?

Brian Jemo- I would build it within the framework of what DWK allows, but you can build in different. We can build the scorecard to what works for South San Francisco School District.

Amanda Anthony-You keep bringing up DWK, are there going to be more legal costs for us?

Lori Shelton and **Ted O** both confirm that there are always legal costs to every project. We do not have an internal legal counsel and construction is very specific, so we want legal counsel for the district's protection.

Brian Jemo- We want to develop the agreement upfront to avoid back-end legal issues. There's no guarantee that everything goes perfect. Design bid build is not going away. It's still going to be used. We are simply suggesting having this alternative available. Which is better: Lease leaseback or Design bid build? Design bid build, you are giving control of the design to the contractor because the architect ends up under their contract. I think lease leaseback is better for schedule and less contentious relationships, reduced change orders and best value.

Amanda Anthony comments- It also sounds like it's just better.

8) Bond Financial Information Tracking System (Key Analytics) Reports- Report attached.

Ted O reviewed the report and explained the encumbrances. He shared that this report was also reviewed in detail with the Citizen's Bond Oversight Committee and is available on the District website.

No questions.

9) Public Comment on Non-Agendized Items (up to three minutes per individual)

No Public Comments

Meeting adjourned: 6:07 PM

Next meeting date: Thursday, April 18, 2024