



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
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www.ssfusd.org

Dr. Shawnterra Moore, Superintendent

Meeting Minutes

Meeting Type: Facilities Sub-Committee Meeting

Meeting Date: Thursday, April 18, 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: 5:03 PM

2) Roll Call

Amanda Anthony - Board Vice President	Present
Patricia Murray - Board Member	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) Approval of February 22, 2024 Meeting Minutes-

Amanda Anthony motions to approve meeting minutes for the February 22, 2024 meeting with the spelling correction of Patricia Murray's name.

Patricia Murray seconds the motion.

Motion carried unanimously.

4) Approval of Future Meeting /dates-

Amanda Anthony motions to approve the future meeting dates as listed below pending confirmation of board of trustees meeting dates to be set in May 2024.

Patricia Murray seconds the motion.

Motion carried unanimously.

- 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) Facilities/Bond Project updates-

Bill Savidge -Presents via zoom (presentation attached)

HVAC Package B- Facilities Fund

Parkway- Completed

Martin- Expect to complete during summer 2024

Spruce- Expect to complete by June 2024

Hillside- Expect to complete by August 2024

HVAC Package A- Bond Fund

Sunshine Gardens- Expect to complete by June 2024

Ponderosa- Expect to complete by August 2024

Monte Verde- Expect to complete by August 2024

Westborough- Expect to complete by during summer 2024

El Camino- Expect to complete by June 2024

Baden Room 28 HVAC and Roofing

Expect to complete during summer 2024

South San Francisco High School Auto Shop Conversion/Folklorico Studio-Facilities Fund

Expect to complete during summer 2024

Questions:

Amanda Anthony asks about Martin issues with water intrusion- Did we know about this ahead of time or was it just discovered? We knew that we had flooding issues with the mechanical room at the backside of the MPR. We included extensive waterproofing to be added at the mechanical room walls and the subfloor but when we demolished the older unit, we found that the return air concrete tunnel running all the way to the front of the building was never waterproofed and is allowing water to come through the concrete walls on an ongoing basis. We are in the process of working with the engineers to redesign the tunnel and install a ducting return air system.

Amanda Anthony asks about the temporary housing furniture- Are we renting, moving, borrowing, or buying?

Bill explains that we are buying gently used partitions at very reasonable prices and moving existing furniture.

Patricia Murray asks if the wood shop could be made into a permanent home for the Folklorico studio.

Bill Savidge replied that it could and there will be ongoing conversations about swapping spaces.

Wazi Chowdhury explains that the S wing building is in a decrepit state and was put up about 60 years ago. Whatever Bond work is done may include renovation or even full replacement with some state funding. This temporary space could be their home for the next 4 years.

Gina DeMartini requested Bill Savidge to send a copy of the presentation to her via email.

6) **Lori Shelton** provides update by group-

Group 1-

Sunshine Gardens- Modernization project is in assessment phase. Design team is working with site team and maintenance and operations to understand the current program and future program needs. The site survey has been completed and should be arriving in May. Next step is to identify scope.

Los Cerritos- Project is in assessment phase. The design team is working with site team and maintenance and operations. Started title search. We cannot find a record of ownership of one parcel of the land. We are continuing to work on that. We received a draft of the Project assessment report.

Westborough –Field/pavement and drop off project. We have met with site and city. Geotech survey and Accessibility Survey are both done, and we are awaiting the results.

El Camino – Cafeteria drawings are DSA approved. Kitchen has just finished design and development but there will be changes. We are pausing to fully understand what programs are affected.

Group 2-

We have interviewed 3 design firms. FRQ's will go out to design teams soon so we can move forward. The next project will be SSFHS then El Camino & Spruce.

Groups 3,4,5-

We have completed the title survey for Foxridge and that is going to the city soon.

Questions:

Amanda Anthony asks if El Camino cafeteria and kitchen will be bid out together.

Lori Shelton- We will package cafeteria and walk in early due to long lead times on equipment.

7) **Bond Financial Information - Report attached.**

Ted O - shares the bond financial report and explains that this report was also reviewed in detail with the Citizen's Bond Oversight Committee and is available on the District's website.

No questions.

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

No Public Comments

Meeting adjourned: 5:40PM

Next meeting date: Thursday, August 15 or 22, 2024 TBD