



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 Date: Thursday, August 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- 5:03 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 April 18, 2024, Meeting Minutes-

Amanda Anthony motions to approve meeting minutes for the April 18, 2024, meeting.

Lori Shelton seconds the motion.

Motion carried unanimously.

4) Facilities/Bond Project updates-

Bill Savidge - Presents via zoom (presentation attached)

HVAC A

Sunshine Gardens office and classroom HVAC are complete.

Ponderosa – Bill explains the VRF system (Variable Refrigerant Flow). Temporary Admin set up is fully functional in Room 4.

Amanda Anthony asks about the completion timeline.

Bill Savidge explains that once the final punch list is done, they can move back in quickly. Mid-September.

Monte Verde- Installation of heat pump system is installed. Admin temporary office set up is not as spacious as Ponderosa and we are excited to get them back into their office space quickly. They will have new ceilings, new carpeting, base coating, and paint for a fresh look.

Pat Murray asks if HVAC was only done in the office at Monte Verde?

Bill Savidge explained that yes. This is a project that came out of the overall assessment of HVAC systems that was conducted by Capital Engineering starting in 2020. They identified some of the oldest units in the district and highly deteriorated units without adequate outside air ventilation and the admin wings at Ponderosa, Monte Verde and Martin were identified as part of that project. The classroom HVAC might end up being part of the overall Bond renovations at the sites. I am sure Lori will talk to you more about that as we move forward.

Pat Murray asks if there are 5 different units in the admin building.

Bill Savidge explains that there is one unit with 5 different cassettes. Each space has its own cassette and thermostat to control the air.

Westborough- We are using gas furnaces at this site. These are some of the oldest furnace closets in the district with very limited outside air. We installed a new highly insulated furnace closet system and ducted system.

Bill Savidge explains- Wherever possible, we have converted to all electric systems. It is not the case at every site. Where we do have electric power available we are able to move away from gas furnaces.

Amanda Anthony asks about power outages and if we should be concerned about all electric systems.

Bill Savidge explains that the mandates from the state of California are moving in the direction of all electric power. How will we ensure that we can continue to run what we need to run? Do we have generators? Do we have micro grids that generate power from our solar set ups at each site? This is a larger, ongoing discussion that we need to have.

El Camino- Classroom 54. Project is complete.

Woodshop conversion to Dance Studio- This is a Facilities project. A few comments are Girl's lockers are changing with lockers being brought down from Foxridge. Dance floor is in the works. We have a couple more months of work. Mr. Cruz is aware of the schedule.

Amanda Anthony asks if we have storage space for the outfits for the performances.

Bill Savidge explains that there is an existing tough shed which stores all their costumes.

3) **Lori Shelton** provides BOND update -

Group 1-

Sunshine Gardens- We have been working with the Design team and school site team.

The Design team has concluded the project assessment phase. They are finalizing the report for us.

We have been in discussion about the project scope and project cost moving forward. If you recall, we have prepared our projects in part one and part two. Part one is the project assessment phase and part two is the design and construction phase. We are at the close of part one for Sunshine Gardens.

Los Cerritos-Both Sunshine Gardens and Los Cerritos are operating in the same time frame. Los Cerritos is a bit further along in that we have decided what the project scope will be.

For both schools, the bond team will finalize what the phase two components will be for design and construction so the design teams will know what our expectations are and provide us with fee proposals. You will be seeing those from us soon for the next part of the projects.

El Camino – Cafeteria and central kitchen are moving along. Nutrition Services is trying to secure a third-party vendor for the interim kitchen. Until that is finalized, we are still working in tandem on trying to develop an interim kitchen, but our hope is that this piece will go away. We have obtained DSA approval for the cafeteria. We just had a pre application meeting with DSA For the Kitchen. DSA has asked that we prepare a cost estimate for the total value of the building to ensure we have not exceeded the cost with a 50% seismic trigger. We have asked a cost estimator to help us go through that process. It will take them two and a half to three weeks to complete. The building cost will be the value of the entire building of the kitchen and cafeteria. Hopefully we will not meet the 50% trigger because that will then require us to do mandatory upgrades. We are doing some voluntary seismic upgrades but if it's mandatory we would be required to bring everything up to the current code.

Amanda Anthony asks about fridge/Freezer seismic upgrades.

Lori Shelton explained that there is currently a part of the project that includes voluntary seismic upgrades.

Westborough –We are in the Design Development phase for the Field/pavement project. We will be meeting with the school site to get their input on some of the details. We are also meeting with the Facilities team for their input on things like landscaping etc. to make sure we have everything they need. We are waiting for the engineer's assessment of the pavement's condition. They will tell us the condition and which path we should take. They will tell us if we need to completely remove and replace the pavement or not. There could be as significant as a 1 million dollar savings if we do not have to completely replace the pavement. We anticipate the construction pavement project to start next summer and then the field will follow.

Patricia Murray asks what could be the possible degrees of work?

Lori Shelton explains that we might have different levels of work that we have to do. We might have to remove all of the asphalt, all of the subbase, and replace everything. That is the worst-case scenario. We might just have to do a slurry coat in some sections.

Wazi Chowdhury explains that the yard is used for children to play but also for the motorcycle program. When a play yard is used for traffic, it would require a traffic index to determine the grade asphalt.

Lori Shelton explains that part of the design includes separating the yard with a fence and half would be traffic grade and the other half would be play yard grade for P.E., basketball etc.

Pat Murray asks how fencing off would affect the motorcycle group.

Lori Shelton explains that they would not be able to use the back half of the yard.

Amanda Anthony- I just want to make sure that as you go through the selection process of architects for future project assessments that there is transparency on how the process played out. I am hoping that the status reports will include more detail of what was done during the selection process. The public does not know and it would help to have more details.

Lori Shelton

Group 2-

SSFHS and El Camino – We did receive board approval on Thursday for project assessments. We are preparing agreements and will start working with sites and their committee to bring them up to speed.

Ed Specs- Middle School and High School Ed Specs should be coming in from our consultants mid-September. Once we review with the team including the executive committee we will wrap up the Ed Specs and bring them to the board.

District Standards- We are working with Facilities on District Standards. This includes details such as paint colors, equipment and certain products that the district uses. This information is given to the design team so they can develop projects to include products that work for all M & O.

I.T. Standards- Similar to District Standards, we are working with Nathan Sundaram and his team to develop and document what we need to install in the various areas that fall under his realm of responsibility such as equipment, security systems, etc.

DSA uncertified projects- We brought on a consultant, PSS, to help us close out old DSA projects that were never certified closed. DSA can stop us from progressing if there are any uncertified projects.

Workforce Housing- Still researching. Our team is trying to learn more about this process by reaching out to other professionals. We have reached out to other school districts to find out what is involved. We will need to come back to the board on certain items as we learn more and further discuss what the intentions are. It will be a long process.

Amanda Anthony Noted resource opportunities for workforce housing: CSBA (California School Board Association) has a Workforce Housing Cohort and Berkeley Center. She also mentioned Nell Selander and the City of South San Francisco are interested in partnering with us on this effort.

Pat Murray suggests looking back to 2018 for information when they started the process of researching. Can you use any of that information?

Lori Shelton explains we have some of the information but we are now trying to learn how to do it. This is information we do not yet have.

4) Bond Financial Information - Report attached.

Ted O - This is the same report we presented to CBOC. The final, year-end numbers might cause some changes. We are also working on a few modifications to the format of the report per the request of CBOC members. They will review final numbers before finalizing their annual report. We hope to take the annual report to the board in October.

No questions.

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

Public Comment #1- Lauren Kitchen- Asking if the scope of work will include bike racks being installed at El Camino High School. Encourages transparency when you are planning what is happening at the schools and asks to include family and students when deciding the scope of work. Requesting more committee meetings. Give people a chance to know what you are doing. There would be a lot of positive responses.

Responding discussion-

Wazi Chowdhury explains that each school will have site committees to include students, teachers, parents, PTA etc. The example given is that the El Camino Cafeteria project started with students. We gathered to discuss the needs with a couple of students, a couple of teachers and other members that were chosen by the school staff.

Wazi Chowdhury gives another example of the paving project at Westborough Middle School. The bond team worked with the site committee and one of the discussions with the PE teachers was where they would like the fencing and how much space is needed.

Pat Murray is suggesting information about projects and committees be shared with Principals and they can relay information at PTA meetings. Perhaps PTA can be part of the site committee.

Lori Shelton answers that Los Cerritos PTA president is part of their site committee.

Dr. Moore suggests sharing with Mr. Briano to get the word out about the site committees. We can't have everyone but we can gather different constituents and allow people to have a voice and to be heard.

Ted O reminds everyone that there is only a limited amount of bond funds available and that it will only cover half of the total facility needs in the district. So we will be meeting with the communities of the schools to talk about what the priority needs are.

Public Comment #2- Mr. Harris voices concern over the maintenance of the property between Buri Buri elementary school and his home.

Meeting adjourned: 5:52 PM

Next meeting date: Thursday, November 7th, 2024

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

HVAC PACKAGE A

Sunshine Gardens. 4-Classroom wing added new ventilation duct system to provide outside air to classrooms. Administration wing new electric heat pump system and VRF (Variable Refrigerant Flow) with increased outside air.

Status: Work is substantially complete. Administration has moved back into offices. Final commissioning and punchlist work.



New wall-mounted heating & cooling units at Sunshine Gardens Administration Offices.



New carpet and interior re-painting at Sunshine Gardens completed to provide a fresh look for moving back after construction.



Roof mounted electric heat pump at Sunshine Gardens.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

Ponderosa. Administration wing new electric heat pump and VRF system. Completion anticipated late September.

Ceilings removed for installation. New HVAC cassettes installed, refrigerant lines run, electrical hook up being completed. Conduits and wiring being set above ceilings.



Ponderosa Temporary Administration Office is complete in Room 4.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

Monte Verde. Administration wing new electric heat pump and VRF system.
Status: Work started mid-June. Temporary Administration Office is installed in old staff room at MPR. Completion mid-September.



Exterior, on-grade mounted electric heat pump. New fencing and gates at unit and school yard access.



Main office at Monte Verde under construction. Existing roof insulation remains in place. New ceiling cassettes installed, refrigerant lines, electrical. Full replacement of ceiling sheetrock and acoustical tiles at completion.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

Westborough. Classroom Building K (4 Classrooms) new Furnace closets, new roofing over new insulation. Wings E & F new roof-mounted HVAC units, new roofing over new insulation.

Status: Reroofing completed Spring Break. K Building classrooms complete ready for occupancy. New Units in place Buildings E & F. Additional work remaining at Buildings E&F to repair fire/life safety systems.



Westborough classrooms new furnace closets in full enclosure with ducted air supply.



High-efficiency gas-fired furnaces, sound-insulated cabinets, new outside air intakes.

New thermostats with CO2 sensors monitor indoor air quality.



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

El Camino. Auto Shop Classroom adding new unit with dedicated outside air. Classroom 54 new unit with outside air for classroom with no previous HVAC.
Status: Complete and ready for occupancy.



El Camino Room 54. New high-efficiency furnace in framed enclosure with ducted supply. Dedicated outside air. This room had no heating or ventilation previously.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

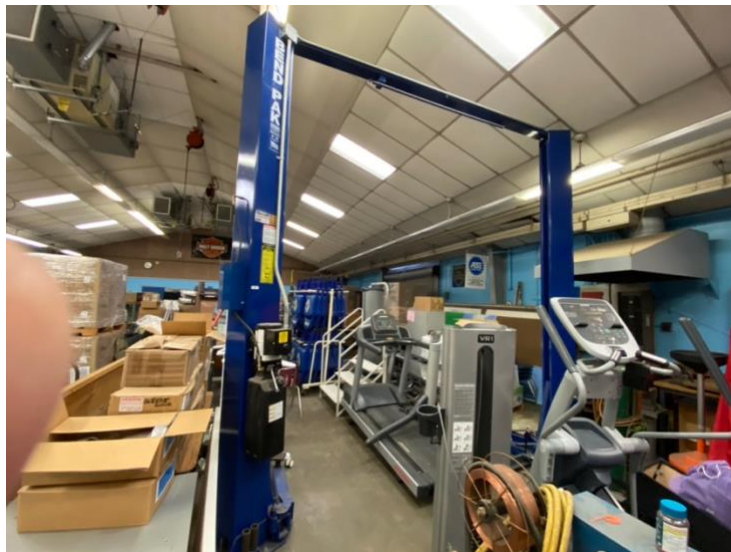
SOUTH SAN FRANCISCO HS WOODSHOP CONVERSION TO DANCE STUDIO

Phase 1: Removal of all equipment, storage items and clean out the original Auto Shop S-9 and original Wood Shop S-7 (used for Construction program).

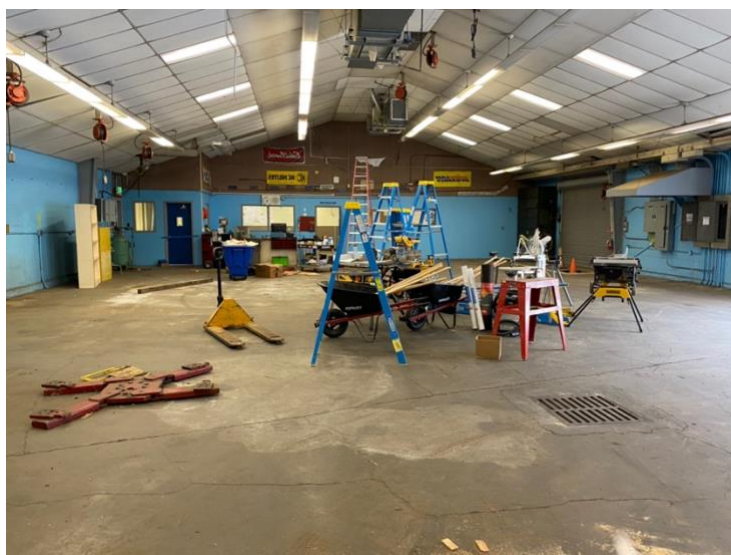
Phase 2: Move Construction Program into old Auto Shop

Phase 3: Finish out interior of old Wood Shop as Dance Studio for Folklorico Program

Phase 1 Status: Work is substantially complete. The Facilities teams and Cumming CM coordinated an all-hands effort to clean out the old Auto Shop which had become completely filled with old equipment, old furniture, damaged equipment, custodial storage, and junk. Old unusable equipment and furnishings were surplused, multiple dumpsters were filled, two new storage containers were brought on site to hold remaining school site storage.



Old Auto Shop completely filled with old equipment, furniture, storage and junk. We salvaged the two floor mounted auto lifts for installation at El Camino HS when that program can be re-started.



Auto Shop empty, first equipment for Construction Program is moved into the center of the space.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

Phase 2 Status: Move Construction Program into old Auto Shop. Work is still in progress. However, Construction Program classes are meeting in the classroom space off of the main shop area. All of the tools, equipment for the program have been brought over. Facilities staff is repairing remaining open floor items and ensuring safety in the space. Wood and plywood has been brought over and placed in storage.



Construction tools
in storage rooms at
old Auto Shop.



Wood and plywood
in storage at
exterior shed.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

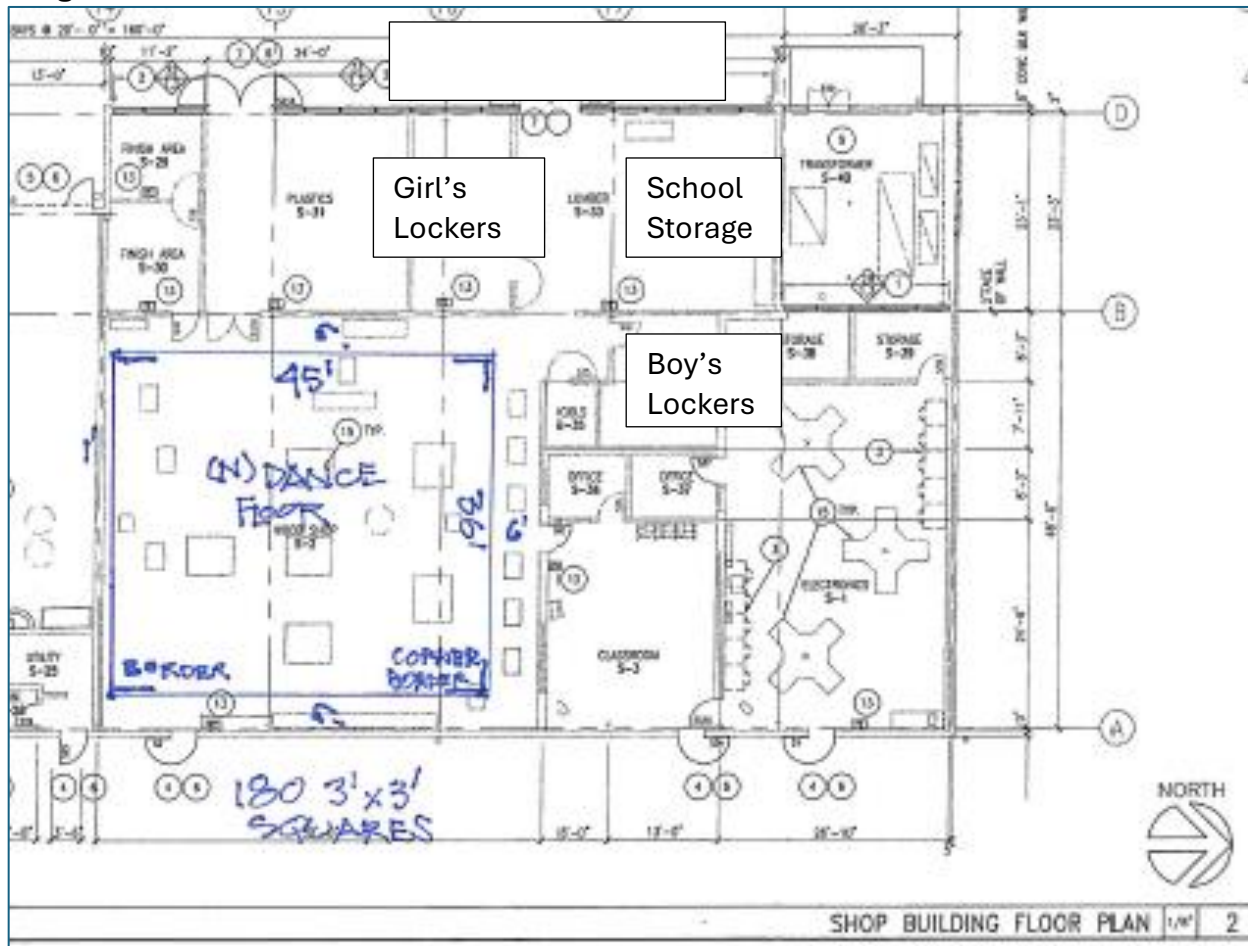
Phase 3 Status: Finish out interior of old Wood Shop as Dance Studio for Folklorico Program. Work is still in progress. Mr. Cruz class is continuing to meet in the Cafeteria. I have coordinated remaining work and timing with him. The old Wood Shop is empty. We have completed replacement of the damaged, stained ceiling tiles. Removal of old electrical reels at ceiling is happening this week, along with safe-off of dust collector electrical system components. We are seeking proposals for removal of old plumbing, sinks, and mechanical ducts. We are seeking proposals for repainting the interior of the space and have coordinated color selection with Mr. Cruz. We have a quote for the installation of a “movable” wood dance floor system. This work will be ongoing through September.



Wood Shop space, cleared. Ready for paint, then installation of dance floor.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT FACILITIES SUBCOMMITTEE UPDATE

Phase 3 Status: Finish out interior of old Wood Shop as Dance Studio for Folklorico Program.



FLOORING STYLES



Create An Appealing Border For Your Dance Floor

Complete your floor's look with our patented finished edges. The edges "snap" into place using the same interlocking system as our flooring and provide a clean, beveled border around your dance floor.

Low-profile, engineered wood dance floor system. Modular "snap-lock" squares, with edge/corner details. Initial quote: \$14,000.