



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, February 20, 2025, 4:00 PM

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

Sub-Committee Members: Board President Amanda Anthony, Board Vice President 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**- 4:00 PM

2) **Roll Call**-

Amanda Anthony - Board President	Present
Patricia Murray - Board Vice President	Absent
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 November 7, 2024, Meeting Minutes**-

Lori Shelton motions to approve meeting minutes for the November 7, 2024, meeting.
Dr. Shawnterra Moore seconds the motion.
Motion carried unanimously.

4) **Facilities/Bond Program and Project updates**-

Lori Shelton- BOND Program update –

1. Education Specifications - the bond team will need to prepare a resolution for board approval.

2. Development of the District Standards and IT Standards are ongoing.
3. Past Uncertified DSA Projects:
 - a. 23 Uncertified Projects total
 - b. 6 have been closed as certified (previously reported 3)
 - c. 10 are pending certification at DSA
 - d. 7 projects will require more intensive research, evaluation, and plan of action to obtain certification
4. FUTURE ITEMS to be submitted for board approval:
 - a. RFQ to establish a pool for Lease-Leaseback Contractors
 - b. RFQ to establish a pool for Commissioning Services
 - c. RFQ/P for Commission Services for the El Camino HS Cafeteria and Central Kitchen project
 - d. RFQ to establish a pool for Moving Services
 - e. RFQ to establish a pool for Construction Management Services
 - f. RFQ to establish a pool for Engineering Services

Lori Shelton- BOND *Project updates-*

GROUP 1:

1. Sunshine Gardens ES Modernization: The bond team is seeking approval for the Part 2 contract for design services from Noll and Tam Architects at the February 27th board meeting. Once approved, the bond and design team will begin the Schematic Design phase.
2. El Camino HS Cafeteria and Central Kitchen:
 - a. The Central Kitchen design package is currently under review with DSA. We have not yet received comments or approval. The Cafeteria design package was previously approved; however, an addendum was submitted, and we are waiting on DSA approval of the addendum.
 - b. Alten will be doing bids for sub-contractors, and this will be brought to the board in April.
 - c. The temporary meal prep design for the district warehouse area is underway. The construction period is planned for late April to late May.
3. Westborough MS Field and Pavement Improvement:
 - a. Project in Construction Documentation. The design package was submitted to DSA on December 10th. We have not yet received DSA approval.
 - b. Project is out to bid with the first job walk scheduled for next Tuesday. Bid opening is scheduled for March 19th.

GROUP 2:

1. South San Francisco HS Modernization: CAW and subconsultants continue the assessment process. The anticipated completion is late May 2025. The school has not established a site committee.
2. El Camino HS Modernization: Multistudio and subconsultants have been working on the facilities assessment since winter break. The design team held a kickoff meeting with the site committee. The next site committee meeting is scheduled for the week of March 3rd.

3. Spruce ES: Interviews are complete, and the design firm selected was DSK. The RFP for the project assessment was issued late January 2025. The bond team provided site walks and is awaiting the fee proposals from the design firm.
4. Monte Verde ES: Interviews are complete, and the design firm selected was Sims Architects. The RFP for the project assessment was issued late January 2025. The bond team provided site walks and is awaiting the fee proposals from the design firm and hope to bring them to the March 27th board meeting.

Questions/Comments-

Amanda Anthony asked for an update for Los Cerritos.
Lori Shelton replied that we do not have an update.

Amanda Anthony asked if we approve the sub-contractors.
Lori responds that we will approve the total contract but not the individual sub-contractors.

Ted O wanted the sub-committee to know that we did an RFP to solicit 3rd party vendors to provide food during construction for the El Camino Central Kitchen and Cafeteria project. We received 3 bids. Lunch Master, Moon Chef & Revolution Foods. They each provided food at a taste testing for staff.

Ted explains the point system that is included in the RFP and how the vendors are evaluated. The staff goes through the point system that includes many items such as local owned, minority owned, women owned, small business and the best scoring vendor will move forward for board approval. Hopefully in March.

Amanda Anthony commented that it would be nice to use local vendors.

Amanda Anthony – Are we concerned that SSFHS does not have a site committee? It seems like a lot of work for this to be done by individuals that do not have the support of a site committee.

Dr. Moore confirms that we are working on it.

Amanda Anothy asked about the District Office projects.
Wazi addresses the question in his project recap below.

Wazi Chowdhury – Facilities Projects Update

Wazi Chowdhury has 9 projects this summer and explains seven (7) of the projects below.

1. Special Ed classrooms - They are intensive renovations scheduled at classrooms of two High Schools.
 - a. The first is at El Camino, room 63. The design has been approved by DSA. The project is out to bid with plans for summer construction.
 - b. The second Special Ed classroom renovation is at SSFHS room C3 & C4. SSFHS has an increased number of mod-severe students. The students require special harnesses, lifts and restrooms with the proper equipment. We want to get this done before the start of the next school year. The plans are still at DSA, and we are up against the clock. If the approval doesn't come through the next three weeks, we may have to postpone the project for

another year.

2. Spruce Elementary- We are putting in a security gate at the entrance of Spruce Elementary to include a security camera and voice feature so office staff can remotely open gate for visitors.
3. District office- The work will be confined to the entrance of the District Office. We are constructing ADA ramps. Project plans are currently with DSA. Expecting approval at any time.
4. Children's Center- A security system will be installed to include the buzzer entry.
5. Skyline Elementary - The largest project that is up for discussion are the mechanical systems that are beyond their useful life. Only 4 of our schools have air conditioning and those were installed as part of a noise mitigation project done by the airport port authority. Those systems are now beginning to fail. The four schools are Skyline, Ponderosa, Junipero Serra and one other. We did get an approval to start work at Skyline and are trying to find out if they can be bided out as "replacement in kind".
6. Alta Loma- The locker room has been flooding every year. The drainage system that was built of all clay pipes in the 50's-60's. Over the years, the tree roots have caused them to be compromised. We need a robust storm drainage system from the school to the street. I want to launch that project to correct the problem in its entirety. We have done some small projects, but these were small fixes, and they did not address the overall problem.

I am handling all of these projects on my own and it is quite a lot of work. I've asked Ted if we can hire a construction manager to assist, to ensure there is oversight on these projects.

5) Bond Financial Information

Ted O explains this is a copy of the report that was presented to the CBOC committee.
No questions.

6) Future Meeting Dates

Ted O- We need to pick meeting dates for August, November and February. The board calendar has not yet been created. Once we have the board dates, we can decide dates for Facilities Sub Committee. Amanda likes the 4 pm start time. Ted O will email everyone regarding the start time of 4pm and we can decide on moving forward.

7) Public Comments

Bond Team introduced themselves.
NO public comments.

Meeting Adjourned at 4:24 pm

Next meeting date is Thursday, April 17, 2025