



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

Meeting Minutes

Meeting Type: Facilities Sub-Committee

Meeting Date: Thursday, April 17, 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

I. Call to Order 4:03 PM

II. Roll Call

Amanda Anthony, Board President	Present
Patricia Murray, Board Vice President	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	Absent

III. Action: Approval of February 20, 2025, Meeting minutes.

- Amanda Anthony motions to approve the meeting minutes for the February 20, 2025,

meeting.

- Dr. Shawnterra Moore seconds the Motion.
- Motion Carried unanimously.

IV. Information: Bond Program Update

Lori Shelton/Calvin Wong

Lori Shelton

Group 1:

1. Sunshine Gardens ES Modernization: The project is getting underway with the first phase of the design process. The Bond and design teams will engage a CEQA specialist to ensure that there are no issues to address with the proposed scope of work. The RFP will be coming to the board shortly.
The Bond team met with Principal Gonzalez on Tuesday, April 15 to review the process and establish a site meeting schedule.
2. Los Cerritos ES Modernization: The Bond team met with HED Architects to discuss the board requested options for offsite. HED has been tasked with helping to define a scope of work for these services and provide a fee proposal so that an amendment to the contract can be brought to the board. We are trying to work as fast as we can to get this component completed.
3. El Camino HS Cafeteria and Central Kitchen: For the Central Kitchen, we have received approval from 2 of the 3 agencies. The last is Access Reviewer. We are expected to receive final DSA approval any day. The Health Department issued approval on April 16. Next week, we should be getting the GMP (guaranteed maximum price) from the contractor. We hope to get this to the May 8th board meeting. If we do not have DSA approval by then, we will write a memo such that we will be able to sign a contract once DSA approval is received. We are continuing to work on the temporary meal prep area that is near the warehouse behind the district offices. That should be starting end April and go through end May.
4. Westborough MS Field and Pavement Improvement: We have DSA approval effective April 9th. We will be starting this project shortly.

Group 2:

1. South San Francisco High School Modernization: We anticipate finalizing the PA assessment late May or early June. We are putting the last touches on the PA report and waiting for the cost estimator to return his costs, and we will review and start to determine what the scope of work will be.
I want to remind everyone that there is a lot of need and not enough funding to meet the needs. It's going to be a process to figure out what the scope of work will be. We will not be able to do everything.
2. El Camino High School Modernization: We anticipate finishing the PA process at the

end of June. We have a meeting with the site committee next week. We will confirm with them what they feel our focus should be. They are in a similar situation with high need and not enough funding. They understand that they have a focus but there are also state requirements versus the limited available funding.

3. Spruce and Monte Verde: We are just getting started. The team had a meeting at Spruce today. We will be meeting with the Monte Verde site committee on April 29th.
4. HVAC Package A: Project is complete. We have sent in all the final costs to DSA. We have received invoices for 2 of the 5 projects. Once we get the other 3 in and pay those out this project will be closed. The last item is the paperwork for the final close out documents from the contractor. Once all is confirmed we will be able to pay out the final retention. We have also received recorded notice of completions from the county.
5. Past Uncertified DSA Projects:
 - 8 have been certified
 - 5 are pending certification. Of this, DSA has sent final invoices for 2, so we expect those to close any time.
 - 10 we must determine what the next steps are.
6. District Standards: I.T.- We have the draft version which is under review. The regular district standards will continue to be a work in progress.
7. Future items for the board: Some of the future board items are several RFQ's which include Moving, Commissioning Services and Construction Management Services that will all be at the April 24th Board Meeting. Then, we have the RFQ to establish a pool for the Lease Lease Back Contractors, RFP Commissioning Services for the El Camino Central Kitchen, CEQA, Engineering Services & PMI Information System which requires a resolution and RFQ.

Questions:

- Amanda Anthony asked if SSFHS has formed a site committee yet.
 - Lori Shelton replies yes.
- Amanda Anthony asks how many more years we have to pay on Measure J. She is asking because she remembers how long it took to start Measure T. Measure J was 2010. Measure T was 2022. Should we be looking at passing another Bond in 2028 so we can do these projects that we think are important but are not funded right now.
 - Ted O- Right now, we have only sold the first series. We need to start looking at the next two series and then we need to start looking at planning ahead to see what we need for the future.

- Amanda Anthony says it will take time to get a bond passed so if we look at passing a bond in 2028, we will not start to see funds until 2029.
 - Lori Shelton responds that we are doing the project assessments, we are setting up the priorities so that when we get money in the future, we will know where to go. Please also note that the state propositions, which they are still working out details but one of the requirements is that we must submit a master plan that can not be more than 5 years old. What that means as we get a little bit further is that we will have to keep the master plan updated. We will know as we move forward what the next steps will need to be and what our priorities will be. We get high level estimates during project assessment phase so we will have information for updating our master plan so that in the future, we will not be at ground zero.
- Amanda Anthony asked for a follow up regarding the Bond website.
 - Ted O responds that the board will see a proposal at the next meeting for an updated website.
- Patricia Murray is asking for signage at project sites.
 - Lori Shelton explains that there will be signage tailored for each project for the public to see. The signs will include graphics and information.
 - Ted O would like to include pictures of the board members at the site of new projects.
- Discussion took place about having groundbreaking ceremonies at the beginning of the projects at each site.
 - Lori Shelton responds that we will work on putting ideas together.

V. **Information: Up-To-Date Financial Information**

Ted O

Ted O explains the copy of the financial report is the same as that was presented to the CBOC. No questions.

VI. **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 board dates, we can decide dates for Facilities Sub Committee. Dates for this year were August 22, November 7, February 20. We will try to pick dates that are close to these. Regarding the 4pm start time- Amanda Anthony will be off this committee by May, so we should wait until her replacement is here before deciding on a start time.

VII. **Public Comments:** Cynthia Valez (from Sunshine Gardens Elementary School)- Commented that she has some ideas regarding the three options that were discussed at the March 27th board meeting for Los Cerritos.
 “As I reflect back to the Portrait of a Graduate - “purpose & learn”. I feel that we can do so much better than the 3 plans presented. I would like to see one unified school with no division. Co-exist with Boys and Girls club, Leo J Ryan. Wonderful programs. Put them up in the back of the school. They have about 5-6 classrooms all together that can be used to increase the number of classrooms per grade and kindergarten can have their play yard back. Maybe give them their

own dedicated space, their own pick up and drop off. You could even expand and add Transitional Kindergarten (TK). There is plenty of room. Maybe move them to Los Cerritos. Make Los Cerritos TK. Maybe Los Cerritos is the perfect site for staff housing. This District Office needs work. Move the District Office to Sunshine Gardens. We have the space at Sunshine Gardens so why not overhaul for student services and for the district to use, not the public. Don't use our valuable school land for a park. We do not need a public park. In SSF, most people have to get in their cars and drive to a park. Orange Park is a beautiful park for all to use, and we have to drive there. Combine Los Cerritos and Sunshine Gardens as a whole. so not split up Los Cerritos to two different sites. Make Sunshine Gardens the golden jewel. There is so much potential! I feel that we are selling ourselves short. Go back to the portrait of a graduate- "Navigate the future purposely. Make an impact, make the community better." We ask this of our students, and we should ask this of ourselves. Everyone deserves better. We can make Sunshine Gardens exceptional. Thank you for your time."

Meeting adjourned at 4:38 PM

Next meeting is to be determined.