



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

Meeting Minutes

Meeting Type: Meeting of the Measure T Citizen's Bond Oversight Committee

Meeting Date: Tuesday, August 5, 2025, 5:30PM

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

ORDER OF BUSINESS

I. Call to Order: 5:30 PM **CBOC Chair**

II. Roll Call **Gina DeMartini**

Daniela Jonguitud	Present
Miguel A. Nava	Present
John R. Penna	Present
John Sanna	Present
Avin Sharma	Absent
Soy Wong	Present
Vishal Patel	Present

III. Pledge of Allegiance **CBOC Chair**

IV. Action: Approval of March 11, 2025 Meeting Minutes **CBOC Chair**

- John Penna motions to approve the minutes for the March 11, 2025, meeting.
- Vishal Patel seconds the Motion.
- Motion Carried unanimously.

V. Information: CBOC Members Terms

Ted O

- a) Ted shared that on June 12, 2025, the Board of Trustees re-appointed four Current CBOC members to another two-year term, which ends in June 30, 2027.
- b) Ted thanks John Penna, John Sanna, Avin Sharma, and Soy Wong for supporting our district by being part of this important committee for a second term.

VI. Action: CBOC Chair and Vice Chair

Ted O

- a) Ted shared that one October 20, 2023, Mr. Sanna was elected as CBOC Chair, and Dr. Sharma was elected as Vice Chair. He shared that these positions are for a term of two years through October 19, 2025.
- b) Ted shared the per the CBOC bylaws, the Chair and Vice Chair shall serve in their position for no more than two (2) consecutive terms, which is a total of four years. So, Mr. Sanna can continue to serve as Chair, and Dr. Sharma can continue to serve as Vice Chair through October 19, 2027.
- c) Mr. Sanna shared that he asked Ted to put this on the agenda to provide an opportunity for any other member who might be interested in serving as CBOC Chair.
- d) CBOC members would like Mr. Sanna to remain CBOC Chair, and Dr. Sharma to remain Vice Chair through October 2027.
 - John Penna motions for John Sanna to continue as the Chair and Dr. Sharma to continue as Vice-Chair through October 2027.
 - Soy Wong seconds.
 - Motion carried unanimously.

VII. Action: Adopt Meeting Schedule/Calendar

CBOC Chair

The committee sets its future regular meeting schedule for Year 25-26.
September 16, 2025, December 9, 2025, March 17, 2026, and May 12, 2026

- Daniela Jonguitud motions to approve the meeting dates.
- Soy Wong seconds the Motion.
- Motion Carried unanimously.

VIII. Information: Bond Program Update

Lori Shelton/Calvin Wong

Lori Shelton

Group 1 – Projects in Design

1. Sunshine Gardens ES Modernization:

- a) The project is finalizing the first phase of the design process. The team is currently reconciling the two cost estimates to gain a clear understanding of the cost of the proposed scope. Once this is completed, the scopes of work move forward into the next phase of design.
- b) The scope of work includes but is not limited to modernization of classrooms, a new Exploratorium, HVAC upgrades, security upgrades, restroom upgrades, utility infrastructure upgrades (storm, sanitary, gas, fire), electrical system upgrades, site accessibility improvements, roofing, and interim housing for swing space.
- c) The bond team has engaged a CEQA specialist to ensure that there are no issues to address due to the proposed new building or modernization work. The evaluation is currently underway.
- d) Construction is anticipated to start summer of 2027. Depending on the scope of work and phasing, construction could last 2 years.

2. Los Cerritos ES Modernization:

- a) HED has been engaged to assist the district in assessing the Board-requested options for off-site interim housing and addressing the impact of play structure and parking restrictions to the LCES site. Several revised design options were recently reviewed. Based on these options, we can determine how much interim housing will be required and calculate whether the relocation options are viable.

Calvin Wong

Group 1 – Projects in Construction

1. El Camino HS Cafeteria and Central Kitchen:

- a) Construction for both the Cafeteria and Central Kitchen began at the start of summer. Abatement is complete for the cafeteria. Additional abatement above the ceiling is required due to plaster overspray containing asbestos. Site work at the assessable ramp continues. A water main line was accidentally punctured during work at the ramp which required water to be shut down for the campus. Because the domestic water line and the fire water line is a combined system, the campus must be maintained under a fire watch until the fire system is restored.

The main water line has been repaired; the domestic water line has been flushed and sterilized. Domestic water has been restored. However, the lines to the fire sprinkler systems throughout the campus must be flushed and verified by the inspection.

- b) Work at the Central Kitchen and Cafeteria?
 - i. Structural Steel and rebar/concrete foundation work is ongoing in the cafeteria.
 - ii. Underground rough in complete at the student restrooms. Rebar installation is in progress in preparation for the slab on grade pour.
 - iii. Exterior walk-in freezer and cooler foundation demo ongoing.
 - iv. The base scope abatement is complete in the Kitchen. The additional above ceiling abatement for the plaster overspray containing asbestos is ongoing.
 - v. Upon completion of the Kitchen abatement, Alten will begin saw-cutting the concrete in the Kitchen for structural footing work and related mechanical, electrical, and plumbing scopes.

Completion of the Cafeteria is expected October 2025. Completion of the Central Kitchen is expected at the end of June 2026.

- c) The temporary meal support area near the district warehouse which will be used to assist in receiving, sorting and distribution of components like milk and fresh fruits has been completed.

2. Westborough MS Field and Pavement Improvement:

- a) The construction began the first week of June. This project includes pavement improvements on the lower play yard, new turf field, and ADA ramp and pavement upgrades at the administration building as well as other access improvements required by the Division of State Architect (DSA).
- b) During demolition at the incline between the play yard and the lower field, major erosion was discovered that hampered the continuation of construction in both areas. It was determined that the storm drain system on these two levels of campus has blockage causing erosion as water bypassed the system entirely. The storm line on the play yard is currently being replaced. Additional storm line replacement will need to be addressed on the field.
- c) The work at the administration building encountered some unforeseen conditions as the underground gutter had to be relocated. The slope of the

driveway up to the administration building had to be reconfigured to reduce the grade.

d) Completion of this project is December 2025

Questions:

- **Vishal Patel** asked if we have gone over budget and if the contingency is covering this overage.
- **Lori Shelton** explains that we currently are not over the 10% contingency.
- **Vishal Patel** asked if we plan to assess the upper level of the campus sewer line and make necessary repairs so we can prevent potential damage by debris from upper campus clogging new sewer lines below.
- **Calvin Wong** responds that this will be addressed during the campus assessment.

3. HVAC Package A

- a) Sites: Monte Verde ES, Ponderosa ES, Sunshine Gardens ES, Westborough MS, and El Camino HS.
- b) We have received certified close confirmation letters for 3 of the 5 sites. We have not yet received the final invoices for the remaining 2 sites which are still under DSA review.
- c) Final retention has been released.

Lori Shelton

Group 2- Project Assessment:

1. South San Francisco HS Modernization:

CAW and the bond management team are currently evaluating the cost estimate of the scopes of work identified for the campus. From this evaluation, the bond management team will determine which scopes of work will move forward to the design phases.

2. El Camino HS Modernization:

Multistudio and the bond management team are currently evaluating the cost estimate of the scopes of work identified for the campus. From this evaluation, the

bond management team will determine which scopes of work will move forward to the design phases.

3. **Spruce ES:**

DSK and the bond management team are currently evaluating the cost estimate of the scopes of work identified for the campus. From this evaluation, the bond management team will determine which scopes of work will move forward to the design phases.

4. **Monte Verde ES:**

SIMS Architects and the bond management team are currently evaluating the cost estimate of the scopes of work identified for the campus. From this evaluation, the bond management team will determine which scopes of work will move forward to the design phases. We are looking at how to pare down the scopes from the assessments so we can begin to move into the design phases. There is a significant amount of work that needs to be done. The High Schools are extremely complicated due to size, age and overall deficiencies. The Elementary Schools are less complicated.

Questions:

- **John Sanna** states South San Francisco High School MUR, auditorium other surrounding buildings are old and need a lot of work.
- **Lori Shelton** responds by asking everyone to try to understand what we can do and especially assessing utilities, we may find repairs needed like we just experienced at Westborough. We cannot possibly cover every need.
- **John Sanna** reminds everyone that the needs assessed several years ago was estimated to be over 800 million and we only have half of that amount to work with today. Considering cost increases, it cannot possibly cover even ½ of our needs.

IX. **Information: CBOC Annual Report**

Ted O

Ted O explains that staff have provided a rough draft of a CBOC Annual Report template from Key Analytics. This is the same template that CBOC members selected last year. The year-end numbers in the report are not finalized until we close the books for 2024-25 at the end of August, so the numbers will change. It was decided the committee will follow the same process they did last year. Ted will send a draft report including year-end numbers to the committee around Labor Day. Each member will review the report and make editorial suggestions via email to Ted, and he will incorporate them into the Annual Report draft. The report will be reviewed and possibly approved by the committee at the next CBOC meeting on September 16, 2025.

Vishal Patel is requesting a high-level summary of where funds are and total spent.

Ted O confirms we will add.

Lori Shelton asked **Ted O** if he wanted the committee to add summaries.

Ted O responds that yes, the committee needs to go through the annual report template and customize the summaries.

Committee is requesting to take a new, updated picture of the CBOC members at the September 16, 2025, meeting for the CBOC Annual Report.

X. Information: Up-To-Date Financial Information

Ted O

Ted O – Attached is the updated financial report as of 6/30/2025. There will be more entries before we close out the year. A new report will be submitted. No questions.

XI. Public Comments:

Megan Connery – teacher from El Camino High School expressed her concerns regarding water shutoff at ECHS, and staff responded to her and questions from members of the CBOC regarding this incident.

Meeting adjourned at 6:19 PM

Next meeting is September 16, 2025