



SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
398 B St. South San Francisco, CA 94080
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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, December 10, 2024, 5:30 PM

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

ORDER OF BUSINESS

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| I. | Call to Order 5:32pm | CBOC Chair |
| II. | Roll Call | Gina DeMartini |
| | Daniela Jonguitud | Absent |
| | Miguel A. Nava | Absent |
| | John R. Penna | Present |
| | John Sanna | Present |
| | Avin Sharma | Present |
| | Soy Wong | Present |
| | Vishal Patel | Absent |
| III. | Pledge of Allegiance | CBOC Chair |
| IV. | <u>Action:</u> Approval of 9/17/24 Meeting Minutes | CBOC Chair |

Tabled until next meeting.

V. **Information: Bond Program Update**

Lori Shelton

Program Update:

1. *Education Specifications- Drafts have been received from the consultant for the Middle and High Schools and have been distributed to the Executive Committee members to review. Final Education Specifications containing ES, MS and HS will be sent to the board for approval. Date to be determined.*

John Penna asks for an explanation of Education Specifications and who the committee is.

Lori Shelton explains- The committee is made up of the Assistant Superintendent, Ed Services, Principals and Directors. They will review the proposed educational specs and comment back. The Education specs are given to the Architects, so they understand what the district wants.

John Sanna explains to John Penna and committee that Education Specifications cover the furnishings, items inside the classroom such as teaching walls and what the district wants the learning environment to look like.

John Penna is requesting to see and approve expenditures before they happen so the oversight committee can make comments. His concern is regarding the expenditure and how bond money is being utilized.

Lori Shelton, John Sanna, Alvin Sharma and Soy Wong explain that the committee's function is to review all expenditures and ensure the Bond money that is being spent makes sense and follows the bond requirements. If there are any concerns, the committee will make specific requests. The committee does not review in advance of the expenditure. That is the function of the Board of Trustees.

John Sanna recaps that the committee reviews expenditures and if they feel something is wrong, they will request that the issue is appropriately addressed.

1. *District Standards are under development and will be an ongoing effort.*
2. *I.T. Standards are under development.*
3. *Past, Uncertified DSA Projects:*
23 uncertified Project total
3 have been closed as certified

*11 are pending certification at DSA
9 projects will require more intensive research, evaluation and plan of
action to obtain certification.*

John Penna asked to explain the DSA uncertified projects.

*Lori Shelton explains that there are past projects that have not been DSA
certified. In order for Measure T projects to move forward, all past projects for
that site must be certified closed by DSA. If they are not, they may hold up the
approval of our current projects.*

John Penna asked if these are Measure J projects.

*Lori Shelton explains that some are measure J projects and some are projects
prior to measure J that have never been certified. We are going through the
effort now to close all uncertified projects.*

*The Committee does not want to use any of the Measure T funds to pay for
closing out old DSA uncertified projects.*

*Ted O responds that he will review the expenditure associated with the old DSA
uncertified projects and transfer out the expenditures that do not belong to the
bond projects.*

Project Update:

Group 1-

- 1. Sunshine Gardens ES Modernization: Working with bond team to finalize
request for fee proposals for Part 2 (Design, Construction, and Close-out
phases). Targeting the January 23rd Board meeting for approval.*
- 2. El Camino HS Cafeteria and Central Kitchen:*
 - a. DSA requires the submission of the Replacement Value Cost Report to
understand the full replacement cost of the Cafeteria/Kitchen building to
ensure the construction work done does not exceed 50% of the value of
the building. If the work exceeded the 50% threshold, then mandatory
upgrades would be required.*
 - b. Central Kitchen design package is currently under review with DSA.
We are targeting the February 13th Board Meeting for the Lease Lease-
Back Services.*
 - c. Bond team and Nutrition Services are working on an RFP to obtain a third-
party vendor to provide meal service during construction.*
 - d. Bond team will need to engage design services to add temporary*

refrigeration and an assembly area at the district office warehouse during the construction period.

- 3. Westborough MS Field and Pavement Improvement is being submitted to DSA this week. Project schedule to bid next spring with construction to begin in the summer.*

Group 2:

- 1. South San Francisco HS Modernization: CAW and subconsultants are underway assessing the site and are meeting with the various key stakeholders.*
- 2. The agreement for the El Camino HS Modernization project assessment phase is on the December 12th board meeting for approval.*
- 3. Spruce ES and Monte Verde ES: interviews have been finalized with two firms identified to perform the assessment of these sites. The bond team is preparing Requests for Proposals for the two firms. We will be taking the agreements to the board for approval in the Spring of 2025.*

VI. Information: Up-To-Date Financial Information

Ted O

John Sanna asked questions about the Central Kitchen expenses.

Avin Sharma would like to see change orders included in the report.

Ted O explains that all change orders are approved by the board and can be found on the district website.

Soy Wong asked if the change orders affect the overall budget.

Ted O explains that they do not. Total budget is set per site. If there were ever a need to go above the budgeted amount, Ted O would go to the board for approval to use facility funds available.

John Penna asked what accounting system we use.

Ted O answers that we use Key Analytics. Information is downloaded from our county office accounting system, and Key Analytics provides the reports in a nicely formatted and detailed listing. It helps with better reconciliation of each project.

VII. **Discussion: CBOC Annual Report Concerns**

CBOC Chair

John Sanna says the committee is confused about change orders and would like clarification of the process. He believes there was a change order that did not have a signature.

Ted O explains that the board approves all change orders, but the board members do not sign the documents. The day after board approval, Ted O will sign.

Don Kyu explains that all change order increases go to the board for approval, and the very next day, we prepare a purchase order to increase the budget for the board approved amount through the accounting system. Our district accounting department as well as the county office accounting department review the request. At that point, the purchase orders are increased. Later, we get a pay application. The Pay app is signed by someone in the district, then we process that payment. We track each project expense with a management code.

Avin Sharma wants to know if the change order is listed under each po numbers.

Don Kyu explains the difficulty in following the changes order by purchase order number. If there is a balance on a purchase order at the end of the fiscal year, a new purchase order number is issued for the remaining balance. The system does not allow the same purchase order number to be used in more than one fiscal year. Avin Sharma agrees he understands and asks how they can see the list of change orders.

Ted O explains how the budget shows expenditure by project and it would be almost impossible to list out every change order in detail for every project for the committee. The easiest way to see change orders is for members to look at the Board Agenda items online that list all change orders the school board members are approving or have approved. Based on current staffing, we are not able to commit to providing a separate report.

Lori Shelton and Ted O agree that the Bond team will discuss what we can and cannot do.

VIII. **Public Comment on Non-Agendized Items**

CBOC Chair

Cindy Alger- Past uncertified projects should not be paid out of Measure T funds.

We should not be spending any of the Measure J funds, and we need to have a Citizen’s Bond Oversight Committee if there is money.

Ted O responds – The district is still in litigation. There is no project expenditure for the committee to review. Meanwhile, an audit report is prepared for these funds and goes to the board annually.

IX.	Committee Member Announcements/Reports	CBOC Chair/Members
	No Announcements/Reports	

X.	Adjournment 6:40 PM	CBOC Chair
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Next meeting is March 11, 2025 at 5:30 pm