



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

Meeting Date: Tuesday, May 14, 2024 6:30 PM

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:**

CBOC Chair

6:31 PM

II. **Roll Call:**

Gina DeMartini

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

III. **Pledge of Allegiance**

CBOC Chair

IV. **Information: Introduction of our new CBOC Member**

Ted O

Ted O announces Vishal Patel as the CBOC member filling the committee vacancy. His appointment was approved by the board of trustees at the March 28, 2024 meeting. Vishal is attending a funeral service and not be able to attend tonight's meeting.

V. Action: Approval of 3/12/24 Meeting Minutes

CBOC Chair

Soy Wong motions to approve minutes as submitted from 3/12/24 meeting.
Miguel Nava seconds the motion.
Motion carried unanimously.

VI. Information: CBOC Members Terms

Ted O

Ted O clarified the process for appointment of a CBOC member to another term. Three member's term will end June 30, 2024. We did the one-year term to start the committee to ensure staggering of terms over time. Three members had 1-year terms, and four members had 2-year terms. Daniela Jonguitud, Miguel Nava and Vishal Patel will let Ted O know by one week before the June 6th board meeting if they plan to renew for a 2-year term. Ted O will bring resolution to the board for approval on June 6, 2024.

VII. Information: Bond Program Update

Lori Shelton/Calvin Wong

Lori Shelton provides update:

Group 1- Sunshine Gardens is in the project Assessment phase, and we will receive the existing conditions drafted from the architect by the end of May. We have been meeting with staff and maintenance and operations. Upon receipt of the draft, we will review the needs and decide on the scope of work. We will then move into the next phase. At that point, we will renew the architect agreement.

Los Cerritos Elementary- We have received the initial draft and have been reviewing it. It's not a full draft as we have some missing components. The process is very similar to Sunshine Garden. For both projects, we have one additional site meeting before school ends. We will be continuing to work on this through the summer.

Avin Sharma is asking if every site goes through contract modification following the project assessment. Lori Shelton confirms yes.

Los Cerritos has an ongoing boundary survey. There is a parcel of land that we cannot determine ownership. We are still trying to get clarification by working with the City staff.

HVAC Package A is ongoing at Ponderosa, Sunshine Gardens, Monte Verde, Westborough, and El Camino. Most to be completed by summer's end.

El Camino Central kitchen cannot be done this summer. There are many components to the central kitchen, and we are continuing with the assessment. It is complicated. We are trying to determine arrangements for an interim kitchen. The central kitchen services many sites. We have not yet determined when this project is going into construction.

Westborough- We met with the city to discuss some options. We have received some redesign ideas that we are evaluating. We will be meeting with the site on Monday to present those options and get their feedback.

John Sanna is asking if there will be a proper delineation to meet the safety of the children and also keep the noise level down for the school.

Lori Shelton- Likely we will work on the lower field first and that will not impact the school. The blacktop will be done over a break when school is not in session.

John Sanna wants to make sure there is proper fencing around the construction. Lori Shelton responded that there is always fencing, and safety is paramount.

Miguel Nava is asking for clarification on the plans for the lower field. Lori Shelton explains- The lowest field will be soccer field/ playable field, so the students are not spending their P.E. time on the black top.

Group 2 includes four sites. South San Francisco HS, El Camino High School, Spruce, and Monte Verde. We have interviewed and identified architectural firms for all of them. 1st priority is SSFHS, and 2nd priority is El Camino. We have released the RFP for SSFHS and hope to release the RFP for El Camino High School next week and will await proposals for assessments.

Spruce and Monte Verde will follow later for assessments.

Ed Specs- We have received Elementary Education Specifications. Waiting for Middle and High School. We hope to have all of them by August and then we will take them to the board.

We are also starting to work on District Standards and older projects that have not been closed with DSA.

Ted O explains that the reason we started with Los Cerritos and Sunshine Gardens is they are Title I schools, and they did not get any funding from the last bond. Westborough black top has a lot of cracks and safety hazards, and that is where the kids play. We will do the field first so they can use the field. Then we will work on the black top.

VIII. Information: Bond Program Staffing Update

Lori Shelton

Don Kyu and I interviewed someone for the accounting technician position on Friday. Once we make a decision, we will have a complete team.

IX. Information: CBOC Annual Report

Ted O

Ted explains that by law, the CBOC committee must prepare an annual report and approve it by a quorum. It is presented to the Board of Trustee once it is finalized. The District staff is not allowed to get involved in preparing the report but can provide reports and information. Samples templates of CBOC annual report from other districts that are produced by our bond project accounting software (KeyAnalytics) were shared

with the committee. The committee reviewed the samples and decided they would like to use the format of the template from Temple City Unified School District.

Daniella Jonguitud asked how they are able to put this information together if they are not able to meet and discuss.

John Sanna- We will need to have subcommittee meetings. The last time he worked on the annual report, years back, the Brown Act was not adhered to as heavily. Rules and regulations were much looser. We will need to clarify what is allowed. John suggests the committee starts developing the report in July.

Gina DeMartini asked to confirm that the clarification needed by the committee is how do they go about putting this report together.

Ted O suggests that KeyAnalytics, the project accounting software, pull our financial information (which they have access to) and prepare a draft annual report for members to review and make changes. Members can send in their individual sections with the changes to either Ted or Gina. Then all parts will go back to the lead, John Sanna.

John Penna asks what we mean about the committee meeting separately. Gina DeMartini explains the Brown Act stipulates the committee cannot meet without calling a special public meeting.

Daniella Jonguitud suggests that each member pick a section to work on. They can all work on one small part without getting overwhelmed and then it can all be put together. Daniella suggests working on it prior to July but staff clarified that this cannot be done because the end of the fiscal year for the school district is June 30, 2024. We have to wait until after this date in order to capture all the expenditures for the year.

Staff agrees to send a rough draft template of the annual report to the members prior to the next meeting that will include KeyAnalytics data and pictures. Members request a sample report sooner than 72 hours prior to the next meeting. A discussion will take place at the July 16th meeting on a plan for the committee members to work on the annual report.

X. Information: Up-To-Date Financial Information

Ted O

Ted O explains the report. John Sanna asks if there are any questions. No questions. If members have questions after the meeting. they can email Ted O.

John Sanna is asking about Bond money going back to the district- Will there be reimbursements to the district? Weren't there costs of bond money that needs to be charged to the district. How does that money go back? Did the district front any money? When we issue the bond, there are costs involved.

Gina clarifies that there was a project that was started by facilities and then taken on by the bond. Money is not owed back to the district. Ted confirms that it is the HVAC project. Group B was funded by Facilities. The start of Package A, the design phase, was funded by Facilities but then picked up by Bond thereafter. Gina clarifies that John's original question was asked during the meeting on December 12th, so members could refer back to those meeting minutes.

XI. Public Comment on Non-Agendized Items

CBOC Chair

No public comment

XII. Committee Member Announcements/Reports

CBOC Chair/Members

XIII. Adjournment

CBOC Chair

Meeting adjourned at 7:30 PM

· Next meeting date: July 16, 2024 6:30PM