



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: Facilities Sub-Committee

Meeting Date: Thursday, November 6, 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 Vice President Patricia Murray, Trustee Dr. Chialin Hsieh, 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:

Ted O

II. Roll Call:

Gina DeMartini

Patricia Murray, Board Vice President	Present
Dr. Chialin Hsieh	Absent
Dr. Shawnterra Moore, Superintendent	Present
Ted O, Assistant Superintendent, Business Services	Present
Lori Shelton, Director of Bond Department	Present
Wazi Chowdhury, Director of Facilities and Safety	Present

III. Action: Approval of August 21, 2025, Meeting minutes

Committee

- Patricia Murray motions to approve the meeting minutes for the August 21, 2025, meeting.
- Dr. Shawnterra Moore seconds the motion.
- Motion carried unanimously.

IV. Information: Bond Program Update

Lori Shelton/Calvin Wong

GROUP 1-PROJECTS IN DESIGN:

Lori Shelton

1. Sunshine Gardens ES Modernization:

- The team finalized the first phase of the design process, schematic design, and has entered the Design Development phase.
- The team is scheduling a review meeting with the site Principal for December 9th.
- The current scope of work includes but is not limited to modernization of some classroom buildings with voluntary seismic upgrades, windows and waterproofing; a new Exploratorium, HVAC upgrades, security upgrades, restroom upgrades, utility infrastructure upgrades (storm, sanitary, gas, fire), electrical system upgrades, site accessibility improvements.
- The current construction budget is \$22,043,076.00. Funds include both Measure T Bond funds and other Facilities funds such as deferred maintenance.
- The budget for base scope and alternate scopes of work moving into the Design Development phase is \$22,170,121.
- Construction is anticipated to start summer of 2027. Depending on the scope of work and phasing, this period could last 18-24 months.

2. Los Cerritos ES Modernization:

- HED and the bond team provided the district's Board of Trustees with design options for the Los Cerritos ES modernization project that includes a new Exploratorium, Library, Classroom Building, and reconfigured site and amenities to remove solar panels, parking and play structure located on the property of the SFPUC. Interim housing options and associated costs were also provided for potential location at Baden campus and Sunshine Gardens ES.
- The design team is scheduling a community meeting and staff meeting with the principal. The goal is to share the information from the October 23rd Community Forum and provide an opportunity for questions and answers.

GROUP 1-PROJECTS IN CONSTRUCTION:

Calvin Wong

1. El Camino HS Cafeteria and Central Kitchen:

- Work at the Central Kitchen:
- The cafeteria has been painted, and the ceiling grid is in place and mechanical and electrical finished are ongoing. The acoustic ceiling tiles along with the finish flooring is slated for installation next week.
- A newly identified unforeseen issue has been brought to our attention. We are in the process of assessing its potential impact if any of the cafeteria move in schedule.
- Student restrooms slab on grade concrete pour is scheduled for next week.

- e. The exterior walk-in freezer and cooler foundation concrete work are ongoing.
- f. Underground mechanical, plumbing, and electrical work are ongoing inside the central kitchen.
- g. As a reminder, the project includes allowances to address potential unforeseen conditions and design issues; therefore, these items may not result in additional project costs.
- h. Partial completion of the cafeteria is expected the week of November 17th, 2025, to allow students to return indoors.
- i. Completion of the central kitchen is expected at the end of June 2026.

2. Westborough MS Field and Pavement Improvement:

- a. Students now have full access to the blacktop play yard, including new basketball equipment and striping on the north half. To avoid disrupting student activities, the remaining striping work for the front south half of the yard is scheduled for summer 2026.
- b. The new ADA ramp and ADA compliance work in front of the administration office is complete.
- c. As a refresher, the project experienced multiple unforeseen conditions that resulted in schedule impacts and increased costs. The issue was initially identified through a noticeable hillside erosion and further investigation confirmed that the source was due to the failing of original storm drain lines extending from the portable building to the lower field and site discharge point. Addressing the existing drainage infrastructure was necessary to ensure the proper performance of the new drainage improvements and to preserve the longevity of the new field. Due to funding and timing constraints, this project is limited to addressing the compromised storm drain system at the lower portion of the campus. The Bond team is coordinating with Facilities to evaluate the storm drain system on the upper campus to ensure it does not adversely impact the newly replaced system below.
- d. Completion of this project is anticipated in Spring 2026.
- e. Upcoming board action needed:
 - 1. CHANGE ORDER with McGuire & Hester for Westborough MS Field and Pavement project is planned for the November 13, 2025, board meeting.

GROUP 2- PROJECT ASSESSMENT:

Lori Shelton

1. South San Francisco HS Modernization:

- a. The team finalized the project assessment phase and will enter the first design phase upon the approval of the Part 2 agreement. The bond team and the architect are finalizing Part 2 agreement scope and requirements and are targeting the January board meeting.
- b. The team is scheduling a review meeting with the site.
- c. The current scope of work to move forward into the schematic design phase includes but is not limited to a new CTE (S-Wing) building, renovation of the locker room building, new locker room expansion/replacement, improvements to the gym building restrooms to meet code and seismic upgrades, exterior ADA

path of travel improvements, utility infrastructure upgrades (storm, sanitary, gas, fire), and HVAC equipment replacement.

- d. The current construction budget is \$54,000,000.00
- e. The budget for base scope and unfunded alternate scopes of work moving into the schematic design phase is \$58,739,629.00. The scopes of work to move forward after the schematic design cost estimate reconciliation will be value-engineered to align with the construction budget. If any additional funding is identified, the construction budget will be amended.
- f. Construction is anticipated to start summer of 2027. Depending on the scope of work and phasing, this period could last 18-24 months.

2. El Camino HS Modernization:

- a. The team finalized the project assessment phase and will enter the first design phase upon the approval of the part 2 agreement. The bond team and the architect are finalizing the part 2 agreement scope and requirements and are targeting the December board meeting.
- b. The team will be scheduling a review meeting with the site.
- c. The current scope of work to move forward into the Schematic Design phase includes renovations, waterproofing, water remediation and seismic upgrades to the gym building, renovation to the locker room building, new accessibility access to the gym building, exterior ADA path of travel improvements, utility infrastructure upgrades (storm, sanitary, gas, fire), security improvements, LED lighting upgrades to multiple buildings, and HVAC upgrades.
- d. The current construction budget is \$26,768,306.
- e. The budget for base scope and unfunded alternate scopes of work moving into the schematic design phase is \$26,056,686.00. The scopes of work to move forward after the schematic design cost estimate reconciliation will be value-engineered to align with the construction budget. If any additional funding is identified, the construction budget will be amended.
- f. Construction is anticipated to start summer of 2027. Depending on the scope of work and phasing, this period could last 18-24 months.

3. Spruce ES:

- a. The team is finalizing the project assessment phase scopes of work and budget. The bond team and the architect anticipate that they will finalize part 2 agreement scope and requirements and submit to the January board meeting.
- b. The current scope of work to move forward into the schematic design phase includes a new building D (Kindergarten classroom building), renovations to the building C (classroom building), and site paving and path of travel improvements.
- c. The current construction budget is \$12,151,097.00.
- d. The budget for base scope and unfunded alternate scopes of work moving into the schematic design phase is still to be determined.
- e. Construction is anticipated to start summer of 2027. Depending on the scope of work and phasing, this period could last 18 months.

4. Monte Verde ES:

- a. The team finalized the project assessment phase and will be entering the first design phase upon the approval of the part 2 agreement. The bond team and the architect are finalizing the part 2 agreement scope and requirements and are targeting the December board meeting.
- b. The team will be scheduling a review meeting with the site.
- c. The current scope of work to move forward into the schematic design phase includes but is not limited to storm drain improvements on the play yard to address flooding issues, ADA upgrades for classroom door thresholds and sinks, restrooms, LED lighting upgrades to multiple buildings, and fencing for security improvements.
- d. The current construction budget is \$7,324,024.00.
- e. The budget for base scope and unfunded alternate scopes of work moving into schematic design phase is \$8,266,457.00. The scopes of work to move forward after the schematic design cost estimate reconciliation will be value-engineered to align with the construction budget. If any additional funding is identified, the construction budget will be amended.
- f. Construction is anticipated to start the summer of 2027. Depending on the scope of work and phasing, this period could last 15-18 months.

5. Other Items:

- a. **HVAC Package A**-Monte Verde ES, Ponderosa ES, Sunshine Gardens ES, Westborough MS, El Camino HS. We have received DSA certified close letters for all five sites.

6. Future items for board approval:

- a. Approval of Project Management information System Software for Bond Program Management of construction projects.
- b. Approval of pool for Cost Estimating Services.
- c. Approval of pool for Interim Housing Services.

7. Past uncertified DSA Projects:

- a. 9 uncertified projects require more intensive research, evaluation, and plan of action to obtain certification. The contract amendment with the consultant, Project Support Services (PSS) for this phase will be on the November 13th board agenda for approval.

V. Facilities Projects Update:

Wazi Chowdhury

1. District office:

This project ran into a problem with the quicksand situation. The area that we are now required to fix was not in the original scope of work. The existing accessible parking space was recorded as compliant. The architects concentrated on their work, and the inspector said the existing accessible parking space is not accessible. We needed to fix this. Once we unearthed in this area, we found very bad soil. We opened up 6 feet deep wells and found

water that had to be pumped out. The new requirement is going out as a new contract and will require removing a depth of 4 feet of soil out of this area, putting in new fill, compact and come up with a slope with a 2% grade. We stopped the original contractor because it would be more expensive. Once this parking area is done, the project will be completed.

2. El Camino:

This project was finished with some credits back to the district because we had an allowance, but we did not have any major changes.

3. Spruce:

The rolling gate can only be installed on non-student days. The installation will be done over the winter break.

4. Office Annex:

We have come up with an acceptable path for the fire department to sign off. We will need to install a fire hydrant which the fire department has approved. Without their sign off, DSA will not approve the project. Our goal is to complete this next summer.

5. Football Stadium Restroom:

We have a contract with a company to build the restroom. We are working with DSA on the site details for the utilities including plumbing, electrical etc. Our goal is to complete this next summer.

6. Junipero Serra:

TK classroom- Two choices have been presented to the school site. The principal is going to talk with her leaders at the site and if needed, the community. But if we want to have this done by next summer to be able to start the school year August or September 2026 then we need to decide by next week. I have a scheduled meeting with DSA on December 18th. If we get directions, the contractor can prepare the documents to move forward.

7. Parkway Heights:

Project is done- This year, we did not experience extreme heat. Our goal with this project was to litigate extreme heat with some of these frog buildings with a lot of glass. Mr. Chowdhury is hoping for a really hot day, so he can compare temperatures to see the difference between the natural ventilation and sunshades.

8. Other:

There are small projects that are going on like warehouse painting and certifications. We are also facing a challenge now with environmental inspections from the county to make sure everything is done properly.

Questions:

- Dr. Moore asked what the anticipated date of the District Office project.

Wazi explained that we are trying to stay within CUPPCA limits of 75K, so we don't have to go out to bid etc. If we can stay within that limit, we will be putting the package together and getting a bid.

- Dr. Moore asks if we could conceivably get this to the board in December.

Wazi replies that is what he is shooting for.

VI. Information: Up-To-Date Financial Information

Ted O

Ted explains that the included copy of the financial report is what was presented to the CBOC at the September 16, 2025, meeting. The report is through August 29, 2025.

No Questions

VII. Public Comment:

No public comments.

Meeting adjourned at 4:33 PM

Next meeting is February 19, 2026