



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 Facilities Sub-Committee
Meeting Date: Thursday, February 19, 2026, 4:00 PM
Location: South San Francisco Unified School District Office
398 B Street - Board Room
South San Francisco, CA 94080

ORDER OF BUSINESS

- I. **Call to Order:** Ted O
4:00 PM
- II. **Roll Call** Gina DeMartini
- | | |
|--|---------|
| Mina Richardson, Trustee | Present |
| Dr. Chialin Hsieh, Board Vice President | Present |
| 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 11/6/2025 Meeting Minutes** Committee
Dr. Shawnterra Moore motions to approve the minutes for the November 6, 2025, meeting.
Lori Shelton 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:**

- a. The project is in the later part of the second design phase (Design Development). The cost estimators are currently estimating the most recent design set. The bond team will receive the estimates early next week and will determine if the current scope is able to move forward or if the project requires value engineering.
- b. The design package is scheduled to be submitted to DSA in early October 2026.
- c. DSA approval is anticipated in late April 2027.
- d. Project procurement would start in May 2027 with construction to follow lasting approximately 18 months.
- e. The bond team will be forwarding our recommended lease-leaseback general contractor to the February 26th board meeting for approval.

2. Los Cerritos ES Modernization:

- a. The bond team received approval from the board to proceed with building a one-story Exploratorium, library, and classroom buildings upgrades with interim housing at Baden campus.
- b. Next steps include finalizing the scope of work for the modernization and interim housing for which the architect will provide a fee proposal. The bond team will amend the original contract for the design and construction phases of work.

Group 1-Projects In Construction:

Calvin Wong

1. El Camino HS Cafeteria and Central Kitchen:

- a. Work at Cafeteria:
 - i. The cafeteria has been turned over to the school at the beginning of the year, and we expect the storefront work to begin during spring break. It was decided that temporary walls would be the least disruptive to the students and staff, therefore, temporary walls will go up on both ends of the cafeteria. The cafeteria and serving line will remain open during construction. The temporary wall provides a controlled approach should unforeseen conditions arise during demolition.
 - ii. Student restrooms are expected to be completed this month, and we plan on performing the punch walk next week with the goal to turn it over to the students the first week of March.
- b. Work at the Central Kitchen:
 - i. The exterior walk-in freezer and cooler wooden-framed enclosure structure is in place, and we are currently working on the vapor barrier. The actual walk-in freezer/cooler equipment is expected to arrive in early April.
 - ii. We have received approval from the Bay Area Air District to proceed with construction of the emergency generator. The generator has been delivered and installed. Once we complete the final connections and testing, we can schedule a final inspection with BAAD.
 - iii. The underground utility work is close to being completed and we are mainly framing the ceiling and walls.
 - iv. Completion of the Central Kitchen is expected at the end of June 2026.

2. Westborough MS Field and Pavement Improvement:

- a. The work above the field is complete and we will stripe the remainder front half of the yard during summer 2026.
- b. As a refresher, the project experienced multiple unforeseen conditions that resulted in schedule impacts and increased costs. The south set of stairs is complete. Even as we speak, we continue to experience weather impacts, however, we are moving along with the ADA ramp which is a critical path to the project. There are approximately 3 main sections of the ADA ramp that remains to be formed and poured, which will allow us to move on to the lower hillside, walkways, and the artificial turf installation.
- c. Completion of this project is anticipated in Spring 2026.
- d. There will be a change order #4 with McGuire & Hester for Westborough MS Field and Pavement Project going to the board for approval on March 26th.

Group 2-Projects In Design:

Lori Shelton

1. South San Francisco HS Modernization:

- a. The bond team is working with the architects to finalize the Part 2 agreement. We anticipate this agreement will go to the March 12th board meeting or the March 26th board meeting at the latest.

4. El Camino High School Modernization:

- a. The project is in the first phase, Schematic Design.
- b. The design package is scheduled to be submitted to DSA in late April 2027.
- c. DSA approval anticipated in mid-October 2027.
- d. Project procurement would occur in mid-October 2027 with construction starting in late December 2027/early January 2028 until approximately January 2029.

5. Spruce ES:

- a. The project is in the first phase, which is Schematic Design.
- b. The design package is scheduled to be submitted to DSA in early February 2027.
- c. DSA approval is anticipated in July 2027.
- d. Project procurement would start in August 2027 with construction starting in October 2027 lasting for approximately 18 months.

6. Monte Verde ES:

- a. The project is in the first phase, which is Schematic Design.
- b. The design package is scheduled to be submitted to DSA in mid-November 2026.
- c. DSA approval is anticipated in late April 2027.
- d. Project procurement would start in May 2027 with construction starting in July 2027 and ending in August 2028.

Other Items: Calvin Wong

1. Past Uncertified DSA Projects:

- a. 9 uncertified projects require more intensive research, evaluation, and plan of action to obtain certification.

- i. The current cost of certification of legacy DSA projects is being funded by Facilities.
- ii. The board approved the contract amendment with the consultant, Project Support Services (PSS) on November 13, 2025, to address these remaining projects to help obtain certification.

V. Facilities Projects Update:

Wazi Chowdhury

Wazi explained that there are many projects that Facilities is working on and he is highlighting some of the larger projects.

1. Pre-bid walks:

- a. 2/19- pre-bid walks for T-K projects at Monte Verde and Junipero Serra that we hope to have done by the end of the summer 2026.
- b. 2/18- pre-bid walk for modular building to be in the Facilities parking lot

2. Recently completed projects:

- a. District Office- ADA project has been completed.
- b. El Camino High School- Special Education classroom
- c. Spruce Elementary School- rolling security gate at the entrance has been completed. The entrance has an Audio/video button that is manned by the front office.
- d. Parkway Heights Middle School- Building D-The passive design ventilation system is complete and is working. The classrooms now have 5 windows that open along with louver windows in the hallway creating cross ventilation. South San Francisco High School Building G has the same design and can compare the two buildings on a hot day. The passive design pilot program installed at Parkway can be done at other campuses to instead of air conditioning.

3. Current Projects:

- a. South San Francisco High School Building C 3 & 4 renovation. These rooms are for severely impacted special ed students that need hand on assistance to use the bathroom, some with hoists.
- b. Skyline Elementary School- All heating and air conditioning is being replaced *in kind*. This will improve ventilation. They will still be using gas. If we were to convert to all electric, it would cost millions that we do not have. Many of the units are falling apart and all need to be replaced.
- c. South San Francisco High School- L.E.D. lighting
 - i. Auditorium- There have been many complaints about tripping hazards due to poor lighting. Lighting needs improved illumination.
 - ii. Large Gymnasium and small gymnasium will have new lighting.

- **Mina Richardson** asked if the ventilation pilot program at Parkway Heights is complete and what are the results. Can this be done at other campuses.

Wazi Chowdhury responds that the way to prove its success is to compare this building to the same building design , building G at SSFHS on the next hot day. The design of these buildings creates a greenhouse effect. Previously, Parkway had 2 windows that only opened slightly. This project was done without adding any mechanical systems but by adding operational windows in the classroom and louvers in the hallway creating cross ventilation. This prototype is called *passive design*. This can be done at other sites with similar design.

- **Mina Richardson** asked when the Los Cerritos modernization design that was approved by the board will go to the state for approval.

Lori Shelton explains that the design approved by the board was a concept design. We will enter contract with the architect and then the proposed design will go to DSA for approval.

- **Mina Richardson** asked if extra insulation and windows are being considered since Los Cerritos is in the flight pattern.

Lori Shelton responds that the building getting new windows will be a consideration. We will investigate this for the new buildings. The existing building is not in the scope of work.

Wazi Chowdhury commented to make everyone aware that the only buildings in the district that have air conditioning are schools in the flight pattern and were funded by the airport and were done by adding condensing units to existing furnaces. The other buildings that have air are portable units that came with the buildings. Also, during covid, all buildings were evaluated and identified some critical spaces that needed outside air. New HVAC systems were put in to provide outside air.

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

Ted O

Ted O explains that the included copy of the financial report is what was presented to the CBOC at the December 9, 2025, meeting. The report is through November 30, 2025.

No questions.

VII. **Public Comments on Non-Agendized Items**

Ted O

No comments

Meeting adjourned at 4:36 PM

Next meeting is April 16, 2026