



**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT
CITY LIAISON SUB-COMMITTEE MEETING**

Minutes of the Meeting on Tuesday, September 30, 2025

South San Francisco Unified School District
District Office – Board Room
398 Street, South San Francisco, California

A. Call to Order – 3:00 p.m. by Board President Amanda Anthony

Members present: Board President Amanda Anthony
Board Member Mina Richardson
Superintendent Shawnterra Moore

Mayor Eddie Flores
Councilmember James Coleman

Also in attendance: Assistant Superintendent Ted O

City Manager Sharon Ranals
Asst. City Manager Rich Lee

B. Pledge of Allegiance

C. Public Comments – None

MATTERS FOR CONSIDERATION

1. Update on Status of Traffic Safety Projects near Schools (Westborough Middle School; Martin Elementary School) – City of SSF Engineering Staff.

Johnny Wilson, Senior Engineer with the Engineering Division, presented on four school projects currently in the design phase for Alta Loma, Buri Buri, Parkway Heights, and Ponderosa schools. The projects are funded through a San Mateo County Transportation Authority grant, with a five percent match from traffic impact fees. Improvements include curb extensions, neighborhood traffic circles, speed humps, speed bumps, and hard center lines to reduce crossing distances, slow vehicle speeds, improve visibility, and discourage unsafe driving behaviors near schools. The goal of the projects is to support a mode shift by encouraging walking and biking to school. The projects are under peer review, with public outreach and potential demonstration projects anticipated this year, and construction targeted for next year, ideally before the start of the school year.

In response to questions, Mr. Wilson stated that schematics and user-friendly materials will be made available on the City's website within approximately one month. He explained that the projects originated from walk audits conducted in partnership with the San Mateo County Office of Education, with participation from students, parents, neighbors, school staff, police, and fire, and that reports from those audits are available online.

Jeffrey Chow, Senior Engineer, reported on a fellowship received for Westborough Middle School, where a walk audit was conducted and a demonstration project installed at Westborough Boulevard and Galway. Temporary quick-build materials were installed to evaluate curb extensions and improve safety and visibility. QR codes were posted to gather community feedback. Mr. Chow also noted an upcoming annual

surface seal project in the Serra Highlands area that will affect Alta Loma and Buri Buri schools, and coordination with schools will occur prior to construction.

Angel Torres, Engineer in Public Works, provided an update on the Martin Elementary Safe Routes to School project. He explained that a 2023 walk audit led to a successful One Bay Area Grant (OBAG) award to fund construction, with the City funding design. The project is currently in environmental review and right-of-way clearance, with a 35 percent design completed and available online. Two demonstration projects were conducted, including curb extensions and a mural at Olive and School Street, and a three-week one-way street demonstration on School Street. Community feedback and traffic data were collected and will be presented at a public meeting at the Paradise Valley Community Center. Mr. Torres reported that more than 80 percent of feedback was positive, though some concerns were raised. The intent is to consider a permanent one-way conversion rather than a temporary daily closure, pending community input and Council direction. Design completion is anticipated by the end of the year, with bidding in winter and construction targeted for summer to meet OBAG grant milestones.

Mayor Flores and City Manager Ranals acknowledged staff for securing grant funding and for conducting community outreach to gather public feedback.

2. Update on 2022 Measure T Bond Projects – Lori Shelton, SSFUSD Bond Director

Director Lori Shelton provided an update on the Measure T bond, which was passed in November 2022 in the amount of \$436 million. She stated that the bond was known to cover approximately 50 percent of the needs identified in the Facilities Master Plan and noted that rising costs have reduced purchasing capacity to less than 50 percent. Projects have been organized into five groups and phased accordingly.

The first group consisted of targeted HVAC projects at nine schools, five funded by the bond and four by deferred maintenance funds, all of which are now complete. Current projects under construction or in development include Sunshine Gardens, Los Cerritos, El Camino High School central kitchen and cafeteria improvements, and the Westborough Middle School fields and pavement project. Group two projects include South San Francisco High School modernization, El Camino High School modernization, Spruce Elementary, and Monte Verde modernization, which are finalizing project assessment and scope before moving into design. Group three projects include Alta Loma, Parkway Heights, and Baden High School, anticipated to begin in mid-2026. Group four includes Skyline Elementary, the balance of Westborough Elementary modernization, and Ponderosa Elementary, anticipated to begin in late 2027. Group five includes Buri Buri Elementary, Martin Elementary, projects at the District Office, Children’s Center, Hillside Preschool, Serra Vista campus, and potentially workforce housing, anticipated to begin in early 2028. Director Shelton noted that staffing capacity will impact the ability to accelerate timelines.

President Anthony highlighted additional facilities upgrades outside of the bond projects, including ADA accessibility improvements at the District Office, two TK modular portables at Monte Verde and Junipero Serra, HVAC testing at Parkway Heights and other sites, a converted dance studio for the folklorico program, and a security gate pilot project at Spruce Elementary to allow monitored campus entry. Trustee Richardson added that the folklorico expansion will include dressing rooms, acknowledging the importance of cultural identity in the district.

Mayor Flores acknowledged the phased and intentional approach to ensure all schools are addressed. Discussion followed regarding traffic impacts during drop-off and pick-up at campuses undergoing improvements. Director Shelton stated that traffic mitigation will be addressed where feasible and in coordination with the City. Dr. Moore shared a parent perspective regarding Westborough, noting that staggered arrival times and gate access have helped minimize congestion, and no major concerns have been raised this year. Mayor Flores noted that smaller campuses such as Sunshine Gardens may present additional challenges.

3. Update on City Projects with Student Impact (Aquatics Center; Westborough Preschool) – Jacob Gilchrist, City of SSF Director of Capital Projects

Jake Gilchrist provided updates on two City projects. He reported that the Orange Park Aquatic Center is approximately 70 percent complete in design and under construction. The project includes a 25-yard outdoor lap pool and an indoor warm-water teaching and recreation pool. The facility will be all electric and will include a relocated Veterans Memorial. Construction is progressing with pool decks poured and interior systems underway. The City anticipates opening in spring, with a brief transition period as the existing pool

is decommissioned and replaced with a new parking lot. Outreach for a future all-abilities playground at Orange Park will begin next year.

Mr. Gilchrist also presented on the Westborough Preschool project, a five-classroom, 100-student facility to be constructed in Westborough Park adjacent to the fire station. The project responds to identified childcare demand in the Westborough neighborhood and will allow the existing preschool to relocate from the Alice Bulos Community Center, returning that space to full community use. The new facility will include a secure interior courtyard play area, ADA-accessible pathways, and design elements inspired by the neighborhood's mid-century character. The City plans to bid the project in early 2026 with an anticipated opening in late summer.

Discussion followed regarding the relationship between the City preschool and the District's Transitional Kindergarten expansion. President Anthony noted that the District is required to provide TK if requested and that families may choose between free TK and fee-based preschool options depending on their needs. City representatives explained that the preschool serves two-and-a-half to five-year-olds, is fee-based but subsidized, and may adjust programming based on TK demand, including potential infant care. City Manager Ranals and Mr. Gilchrist noted that full-day childcare options remain important for working families.

4. SSF Youth Commission Initiatives – Adam Elsholz, City of SSF Assistant Library Director with Youth Commissioner

Adam Elsholz, Assistant Director for the Library and Secretary to the South San Francisco Youth Commission, provided an overview of the Youth Commission, a 15-member body appointed by the City Council. He reported that the current chair is Julia Tsuei, an El Camino High School graduate attending UC Berkeley, and the co-chair is Ally Tunque, a senior at El Camino High School. The commission currently has several vacancies and is open to South San Francisco residents ages 14 to 21 who serve two-year terms, with possible extensions. Commissioners receive a stipend for meetings, and applications are accepted year-round through the City Clerk.

Mr. Elsholz highlighted the Youth Commission's work, including volunteering through the library and community programs, leading workshops for elementary students, organizing STEM and neuroscience-related activities, planning a homework club and math workshops, and coordinating service projects such as toy drives, health outreach initiatives, and pet supply drives. Youth commissioners also serve as judges for the City's annual Youth Poet program, with applications currently open for the next Youth Poet in Residence.

Councilmember Coleman suggested inviting youth commissioners to present their work at future meetings. Mr. Elsholz noted that commissioners were invited to attend but were unable due to school commitments and welcomed future opportunities for presentations. He confirmed that the Youth Commission meets on the first Monday of each month at 6:30 p.m. at the library and conducts meetings in compliance with the Brown Act.

Mayor Flores emphasized the importance of the Youth Commission as a formal avenue for youth civic engagement and advocacy, noting it provides continuity for student leaders after graduation and encourages youth participation in local government. Mr. Elsholz reported that there are currently 11 active commissioners, primarily from El Camino High School and South San Francisco High School.

5. Ruby Bridges Walk to School Day – Devin Stenhouse, City of SSF DEI Officer

Devin Steinhouse, DEI Officer for the City of South San Francisco, announced that the annual Ruby Bridges Walk to School Day will take place on Friday, November 14th, starting around 7:30 a.m. He provided background on the event, noting that it originated in South San Francisco and honors Ruby Bridges, the first Black student to integrate an all-white school in Louisiana in 1960. The program has since expanded nationally and internationally.

Mr. Steinhouse confirmed coordination with the South San Francisco Unified School District, including Martin Elementary and Safe Routes to School, with Mayor Flores scheduled to speak. He also noted collaboration with the South San Francisco Library, Police Department, and SER program.

Discussion included media coverage, with plans to engage local news outlets and social media while prioritizing student safety. Schools will be encouraged to identify convenient, inclusive meeting locations for students, ensuring participation is symbolic rather than requiring long walks. Volunteers are welcome to support safety but must coordinate with Mr. Steinhouse and schools to avoid unplanned involvement at intersections.

Mayor Flores acknowledged the city's efforts to ensure student safety during the event.

Announcements

Mayor Flores announced that the City Council approved permitting and entitlements for a \$27 million remodel of the Boys & Girls Clubhouse at Orange Park, originally opened in 1961. The Club is currently operating out of the former West Orange Library. The renovation will include expanded spaces for elementary and middle school students and a new state-of-the-art wing for high school programs.

A groundbreaking ceremony is scheduled for November 4th at 11:00 a.m., with state, local, and county officials invited. Mayor Flores encouraged board members and panelists to attend.

President Anthony reminded attendees of the community forum on October 23rd at 6 p.m., which will include updates on local projects and discussions on AI and education.

Future meeting

City Manager Sharon Ranals noted the need to consider future meetings in December or January. Due to conflicts with the California School Board Association conference in early December, January was suggested as the most feasible timeframe, though no specific date had been set.

Adjournment at 3:59 p.m.