

**Citizens Oversight Committee – Measures O & L
San Mateo Union High School District
Meeting Minutes**

Meeting Date: April 18, 2023

Place: District Office, Adult School Conference Room, 5:30pm

Prepared by: Jasmine Solis, Capital Facilities Specialist

Citizens Oversight Committee members in attendance:

Simon Mazzola (SM) Erica Lyons (EL)

Wanda Horton (WH) Sherry Haber (SH)

SMUHSD Staff and Board of Trustees members in attendance:

Yancy Hawkins, Associate Superintendent, Chief Business Officer

(YH) Jose Quintana, Capital Facilities Manager (JQ)

Teri Chavez (TC), SMUHSD Board Trustee

Jasmine Solis, Capital Facilities Specialist (JS)

Members not in attendance:

Michael Kennedy (MK) Neal Kaufman (NK) Mike Loy (ML)

NOTES:

1. Meeting was called to order at 5:48 P.M.

1. Introductions Yancy Hawkins

(YH) Begins the meeting by asking everyone to introduce themselves and address if they are a Committee Member or Staff.

2. Public Comment Simon Mazzola

No Public Comments

3. Approve Minutes from previous COC Meetings..... Yancy Hawkins

(SM) Asked the Committee if they have reviewed the past minutes and requested a motion to approve the past meeting minutes. (EL) motioned to approve, (SH) seconds the motion. Motion passes 4-0.

4. 2021-2022 Annual Report ApprovalYancy Hawkins

(SM) Asked if the report is to be kicked to a subcommittee. (YH) clarified that following last year's meeting, it was concluded moving forward we would proceed with the general feel of the report and give authorization for a subcommittee to finalize the approval of the report. (YH) asked the committee if there is any opposition on moving forward with the same format. (SH) noted that she may have some minor changes. The committee reviewed the draft annual report and (JS) made the

requested changes. (YH) noted that we will send out the final draft, but believes it best to vote on the approval of the content on the report. (SM) requests a motion to approve the content. (SH) motioned to approve, (EL) seconds the motion. (SM) requested a motion to have a subcommittee review the draft annual report. (WH) motioned to establish a subcommittee, (SH) seconds the motion. (EL) and (SH) will serve as the subcommittee. (YH) adds that the annual report is to be presented to the Board of Trustees at the May 4, 2023 meeting and will require a committee member to be present. (EL) volunteered to be present and (WH) noted that she will be available in the event that (EL) is not able to make the May 4 BOT meeting.

5. Set Next Regular Meeting Date

(YH) Asked the committee if they would like to set meeting dates for the next fiscal year and noted that bylaws outline a meeting requirement of four per year, not inclusive of the construction tour. The next meeting is set for June 7, 2023 at 5:30 pm in the District office. The construction tour is scheduled for September 6th at 5:00 pm and members will meet in front of the gym at Hillsdale High School. An in-person meeting will follow at the District office on September 27th at 5:30pm and the final in-person meeting for the fiscal year will take place on January 10, 2024 at 5:30 pm. (JS) will send calendar invites for the scheduled dates along with a Tuesday, 3pm meeting, eight days prior to the scheduled COC meeting.

f. Adjournment - Meeting adjourned at 6:43pm
END OF MEETING MINUTES