

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

Meeting Date: January 26, 2022  
Place: District Office via Zoom, 650 N. Delaware Street, San Mateo  
Time: 5:30 pm  
Prepared by: Yancy Hawkins, Associate Superintendent, Chief Business Officer

**Citizen 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)  
Ligia Andrade-Zuniga, Board Trustee (LZ)  
Laura Chalkley, Communications Manager (LC)

**Others in attendance:**

James Marta, James Marta & Company (JM)

**Members not in attendance:**

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

**NOTES:**

**1. Meeting was called to order at 5:36 P.M.**

1. Introductions..... Yancy Hawkins (YH) Begins the meeting by asking everyone to introduce himself or herself and address if they are a Committee Member or Staff.
2. Public Comment ..... Simon Mazzola  
No public comment.
3. Approve Minutes from December COC Meeting.....Simon Mazzola (SH) Motion to approve, (WH) Seconds the Motion. Motion passes 4-0.
4. Communications Update.....Laura Chalkley (LC) provided the committee with an update on the communications efforts about Measure O and L projects, including general updates on the website and in District communications as well as project specific updates on the website and via USPS to neighbors.
5. 2020-2021 Bond Financial & Performance Audit.....James Marta (JM) provided a presentation to the committee about the 2020-2021 Bond Financial & Performance Audit. The District received an “unmodified opinion” on the Measure O & L Financial Statements, which is the highest opinion a district can receive. (JM) also noted

that there were no audit findings from the Performance Audit and “Based on the procedures performed, we found that the San Mateo Union High School District has properly accounted for the expenditures of Measure O and L General Obligation Bonds.

6. Financial Update: Measure O & L..... Yancy Hawkins (YH) provided a financial update on Measure O & L as of December 31, 2021.
7. 2020-2021 Annual Report Process & Timeline.....Yancy Hawkins (YH) initiated a conversation with the committee about the process, timeline, and format of the 2020-2021 COC Annual Report. The committee decided that the timeline for the report moving forward will be after the issuance of the Financial and Performance Audit in January and the format will be similar to prior year reports.
8. Set Next Regular Meeting Date  
Confirmed March 3 at 5:30pm

**f. Adjournment - Meeting adjourned at 6:50 P.M.**

**END OF MEETING MINUTES**