

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

Meeting Date: January 13, 2025
Place: District Office, 650 N. Delaware Street, San Mateo
Time: 5:30 pm
Prepared by: Jasmine Andrade, Facilities Specialist

Citizen Oversight Committee members in attendance:

Erica Lyons (EL) Wanda Horton (WH)
Tara Pratt (TP) Mike Kennedy (MK)
Simon Mazzola (SM)

SMUHSD Staff and Board of Trustees members in attendance:

Yancy Hawkins, Associate Superintendent, Chief Business Officer (YH)
Charlie Royce, Director of Facilities & Construction (CR)
Teri Chavez, SMUHSD Board Trustee (TC)
Jasmine Andrade, Facilities Specialist (JA)
Michael Manduca, James Marta & Company LLP (MM)

Members not in attendance:

Neal Kaufman (NK) Mike Loy (ML)
Sherry Haber (SH)

NOTES:

Meeting was called to order at 5:43 P.M.

1. Introductions were made and new Committee member, Tara Pratt, was formally introduced to the group.
2. No Public Comments were made.
3. The Committee members reviewed minutes from the March 25, 2025, COC Meeting, and no changes were noted. SM motions to approve, EL motions, and WH seconds the motion. Motion passes 4-0.
4. YH presented financial updates for Measures O and L as of June 30, 2024. YH notes that the position of the Bonds is in great shape with regard to the Board-approved 2020 project list.
5. MM presented the James Marta 2024-2025 Measure O & L Audit Report. MM noted that the James Marta team met with YH and his fiscal team, encountered no issues during the financial audit, and received an unmodified opinion. MM presented the performance audit, which primarily assesses whether bond expenditures align with the ballot language and measure descriptions. SM asked what is it that is verified during the bid process. YH & CR clarified that the District follows a procurement process based on dollar amount limits. SM asked whether any bid challenges arose during this period; none did. MM notes that James

Marta's conclusion was that the District is spending the funds in accordance with the Bond Measure ballots. SM motioned to accept the Measures O & L financial and performance audit reports. EL motions and TP seconds. Motion passes 5-0.

6. CR requests a subcommittee to review the COC Annual Report that is to be presented to the Board in March for approval. SM & TP volunteer.
7. The next regular meeting date is scheduled for March 17, 2026.

f. Adjournment - Meeting adjourned at 7:40 pm

END OF MEETING MINUTES