



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MOUNTAIN VIEW, CA
June 15, 2023**

MEMBERS PRESENT

Mike Mathiesen, President, Mountain View-Los Altos Union High School District
Kevin Franklin, Berryessa Union School District
Bharathi Lakshmanan, Alternate, Campbell Union School District
Victoria Knutson, Evergreen School District
Erik Walukiewicz, Los Altos School District
Dorothy Reconose, Metropolitan Education District
Stephanie Gomez, Santa Clara County Office of Education
Rebecca Westover, Mountain View Whisman School District

MEMBERS ABSENT

Sean Joyce, Lakeside Joint School District
Delores Perley, Treasurer, Los Gatos-Saratoga Joint Union High School District
Wendy Zhang, Milpitas Unified School District
Mark Schiel, Vice President, Santa Clara Unified School District

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Anthony Poston, ESM Insite

A. CALL TO ORDER

The meeting was called to order at 10:02 a.m.

B. ROLL CALL

The above-mentioned members were present constituting a quorum.

C. APPROVAL OF AGENDA

Mr. Mike Mathiesen recommended that items G.1. through G.5. be consolidated and approved as one action item.

A motion was made to approve the agenda as amended.

MOTION: Dorothy Reconose	SECOND: Stephanie Gomez	MOTION CARRIED
AYES: 8	NOES: 0	ABSENT: 4
	ABSTAIN: 0	

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover
NAYS: None
ABSENT: Joyce, Perley, Zhang, Schiel

D. PUBLIC COMMENT

There were no public comments.

Approved 12/7/23



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E. CONSENT CALENDAR

- 1. Board of Directors Meeting Minutes – December 1, 2022**
- 2. Financial Report for Quarter Ending March 31, 2023**
- 3. Investment Report for Quarter Ending March 31, 2023**

A motion was made to approve the items on the Consent Calendar as presented.

MOTION: Rebecca Westover **SECOND:** Erik Walukiewicz **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover

NAYS: None

ABSENT: Joyce, Perley, Zhang, Schiel

F. LOSS CONTROL

- 1. Liability and Property Safety Inspections on Exterior of Buildings to include Crime Prevention through Environmental Design**

Mr. Anthony Poston of ESM Insite summarized the results of the exterior inspections performed to date and stated that overall the districts are in good shape. Mr. Poston advised that five JPA members remain to be inspected and those inspections will take place this summer and fall. Mr. Poston suggested another loss control project for the future which would be to audit security cameras to make sure they're working and are well positioned.

- 2. PRISM Loss Prevention Services**

Mr. Matt Gowan said PRISM has loss control services available and staff has provided handouts listing the services. Mr. Gowan said the services used most often by schools are the Eyres Law Group which provides free employment practices consultation and Steve Underwood, an attorney who provides free contract review.

G. FINANCIAL

G.1 Excess Liability Renewal, G.2 Excess Property and Boiler & Machinery Renewal, G.3 Crime Policy Renewal, G.4 Deadly Weapon Response Policy Renewal, and G.5 Revenue and Expense Budget for July 1, 2023-2024.

Mr. Gowan said he will go through the budget which will address action items G.1., G.2, G.3, G.4, and G.5 of the agenda.

Mr. Gowan said the Liability and Property market worldwide continues to remain hard. The Liability funding has increased by 4.5%. The funding amount is determined by the actuary. The Excess Liability coverage with PRISM from \$250,000 to \$5 million increased by 42.6%. The Excess

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Liability coverage with SELF from \$5 million to \$55 million decreased by 3.6%. The total Liability cost increased by 13.2% compared to last year.

The Property funding has increased by 2.1%. The funding amount is determined by the actuary. The Property premium is increasing by 47.8%. The total Property cost increased 39.6% compared to last year.

The Crime premium increased by 5%. The Deadly Weapon Response Program premium increased by 30%. The admin fees increased by .77%.

The overall budget increased by 25.2% from last year.

A motion was made to approve G.1 Excess Liability Renewal, G.2 Excess Property and Boiler & Machinery Renewal, G.3 Crime Policy Renewal, G.4 Deadly Weapon Response Policy Renewal, and G.5 Revenue and Expense Budget for July 1, 2023-2024.

MOTION: Erik Walukiewicz **SECOND:** Stephanie Gomez **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover
NAYS: None
ABSENT: Joyce, Perley, Zhang, Schiel

6. Review and Adoption of Liability Memorandum of Coverage

Mr. Gowan said annually the Board adopts the Liability Memorandum of Coverage. The only change is updating the policy period.

A motion was made to approve the Liability Memorandum of Coverage for the period of July 1, 2023-2024 as presented.

MOTION: Dorothy Reconose **SECOND:** Erik Walukiewicz **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover
NAYS: None
ABSENT: Joyce, Perley, Zhang, Schiel

7. Review and Adoption of Property Memorandum of Coverage

Mr. Gowan said annually the Board adopts the Property Memorandum of Coverage. The only change is the policy period.

A motion was made to approve the Property Memorandum of Coverage for the period of July 1, 2023-2024 as presented.



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MOTION: Stephanie Gomez **SECOND:** Dorothy Reconose **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover
NAYS: None
ABSENT: Joyce, Perley, Zhang, Schiel

H. GENERAL ADMINISTRATION

1. SBASIA Election of Officers and Executive Committee

Mr. Mike Mathiesen presented the slate of officers recommended by the Executive Committee for the 2023-2024 program year. They are as follows:

President: Mr. Mike Mathiesen, Mountain View-Los Altos Union High School District
Vice President: Mr. Mark Schiel, Santa Clara Unified School District
Treasurer: Ms. Delores Perley, Los Gatos-Saratoga Joint Union High School District
Secretary: Ms. Rebecca Westover, Mountain View Whisman School District
Member at Large: Ms. Wendy Zhang, Milpitas Unified School District

A motion was made to elect the Officers and Executive Committee per the slate presented.

MOTION: Dorothy Reconose **SECOND:** Stephanie Gomez **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover
NAYS: None
ABSENT: Joyce, Perley, Zhang, Schiel

2. Investment Authority

Mr. Gowan stated that Government Code requires the delegation of the authority to invest or reinvest funds of SBASIA to the Treasurer. The delegation cannot exist beyond one year so the Board will need to authorize the delegation for the period of July 1, 2023 to June 30, 2024.

A motion was made to adopt the Investment Authority as presented.

MOTION: Erik Walukiewicz **SECOND:** Rebecca Westover **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover
NAYS: None
ABSENT: Joyce, Perley, Zhang, Schiel



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3. Review of Investment Policy

Mr. Gowan said that Government Code requires annual review of the Investment Policy. There have been no changes to the policy since it was adopted in 2003.

A motion was made to adopt the Investment Policy as presented.

MOTION: Rebecca Westover **SECOND:** Stephanie Gomez **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover

NAYS: None

ABSENT: Joyce, Perley, Zhang, Schiel

4. Resolution Establishing Meeting Dates for Fiscal Year 2023-2024

Per Government Code, the Board should adopt a resolution establishing regular meeting dates for the fiscal year.

The following dates are proposed as Board meeting dates for the fiscal year 2023-2024:

December 7, 2023, 10:00 a.m.

June 20, 2024, 10:00 a.m.

A motion was made to adopt the 2023-2024 Board meeting dates as presented.

MOTION: Erik Walukiewicz **SECOND:** Dorothy Reconose **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Reconose, Gomez, Westover

NAYS: None

ABSENT: Joyce, Perley, Zhang, Schiel

I. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 11:39 a.m.

Reviewed and Approved by: _____

Date: 12/21/2023