



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
December 1, 2016**

MEMBERS PRESENT

James Crawford, President, Campbell Union School District
Nelly Yang, Vice President, Evergreen School District
Mark Allgire, Treasurer, Santa Clara Unified School District
Barbara Coats, Secretary, Santa Clara County Office of Education

MEMBERS ABSENT

Phuong Le, Member at Large, Berryessa Union School District

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Mark Davis, Davis & Young

A. CALL TO ORDER

The meeting was called to order at 9:00 a.m.

B. ROLL CALL

The above-mentioned members were present constituting a quorum.

C. APPROVAL OF AGENDA

A motion was made to approve the agenda.

MOTION: Mark Allgire	SECOND: Barbara Coats	MOTION CARRIED
AYES: 4	NOES: 0	ABSENT: 1
	ABSTAIN: 0	

AYES: Crawford, Yang, Allgire, Coats

NAYS: None

ABSENT: Le

D. PUBLIC COMMENT

There were no public comments.

E. CONSENT CALENDAR

- 1. Executive Committee Teleconference Minutes – July 26, 2016**
- 2. Executive Committee Meeting Minutes – October 6, 2016**

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

Mr. Mark Allgire abstained as he did not participate in the July 26, 2016 teleconference.



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
December 1, 2016**

MOTION: Barbara Coats

AYES: 3

NOES: 0

SECOND: Nelly Yang

ABSTAIN: 1

MOTION CARRIED

ABSENT: 1

AYES: Crawford, Yang, Coats

ABSTAIN: Allgire

NAYS: None

ABSENT: Le

F. CLAIMS

1. Closed Session Pursuant to Government Code Section 54956.95

a. Perrizo vs. Santa Clara County Office of Education

The Executive Committee went into closed session at 9:03 a.m.

The Executive Committee returned from Closed Session at 9:20 a.m. Mr. James Crawford reported that the Closed Session item was discussed and no action was taken at this time.

G. GENERAL ADMINISTRATION

1. ADA Used for Liability Policy Underwriting and Budget

Ms. Joan Crossley said the JPA wants to determine a method to count preschoolers and Adult Ed students as they are not included in the ADA. Ms. Crossley said she emailed members asking how they track these students, but did not receive many responses. Mountain View Whisman School District responded that they use sign in sheets to track preschool students. Mr. James Crawford said his district has state funded and parent paid preschool; attendance is maintained for state funded preschool, but not parent paid. However, preschool students enroll in the fall so enrollment figures can be used. Regarding Adult Ed ADA, Ms. Crossley said Metro Ed responded that one ADA is equal to 525 hours. Mr. Mark Allgire commented that is the old method for calculating Adult Ed ADA. After further discussion, the Executive Committee asked staff to send an email to members seeking information on preschool and Adult Ed student count as of October 2015 and October 2016.

2. Five Year Loss Control Plan

Mr. Matt Gowan handed out a sample loss control calendar and stated that loss control information can be sent to members on a monthly basis, for example information on drone use, pupil suicide prevention policies, etc. The Executive Committee commented it would work best if the handouts were short, less than a page in most cases.

Mr. Gowan said there is also a handout containing loss control inspection ideas for the next five years as well as ideas for member webinars. One of the loss control inspection ideas is Property and Liability safety inspections. Mr. Crawford said this should be broken out over several years, for example exterior of buildings one year, interior of buildings the next year, fire/electrical inspections the year after that, etc. Also, infrared testing for hot spots can be combined with

Approved 3/2/17



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
EXECUTIVE COMMITTEE MEETING MINUTES
CAMPBELL, CALIFORNIA
December 1, 2016**

fire/electrical inspections. The Executive Committee asked staff to get the loss control inspection list down to five items so that the JPA will know exactly what loss control is to occur over the next five years. Ms. Barbara Coats commented that an item for further discussion would be whether the JPA wants to establish any loss control policies or procedures.

3. Review of Board Agenda Items

The meeting came to an end as the Board meeting was about to begin so the Executive Committee did not have time to review the Board agenda items.

H. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 9:57 a.m.

Reviewed and Approved by: Barbara J. Coats
Date: 3/2/17