



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MOUNTAIN VIEW, CA
December 5, 2024**

MEMBERS PRESENT

Mike Mathiesen, President, Mountain View-Los Altos Union High School District
Rebecca Westover, Treasurer, Mountain View Whisman School District
Erik Walukiewicz, Secretary, Los Altos School District
Kevin Franklin, Berryessa Union School District
Lirio Visitacion, Alternate, Campbell Union School District
Toby Mockler, Alternate, Los Gatos-Saratoga Union High School District
Stephanie Gomez, Santa Clara County Office of Education

MEMBERS ABSENT

Mark Schiel, Vice President, Santa Clara Unified School District
Dorothy Reconose, Member at Large, Milpitas Unified District
Victoria Knutson, Evergreen School District
Sean Joyce, Lakeside Joint School District
Wendy Zhang, Metropolitan Education School District

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Michael Manduca, James Marta & Company
Ben Duffy, KYND
Anthony Poston, ESM Insite
Don Chang, Carl Warren & Company

A. CALL TO ORDER

The meeting was called to order at 10:04 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: Rebecca Westover	SECOND: Stephanie Gomez	MOTION CARRIED
AYES: 7	NOES: 0	ABSTAIN: 0
		ABSENT: 5

AYES: Mathiesen, Westover, Walukiewicz, Franklin, Visitacion, Mockler, Gomez

NAYS: None

ABSENT: Schiel, Reconose, Knutson, Joyce, Zhang

D. PUBLIC COMMENT

There were no public comments.

Approved 6/18/25



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E. CONSENT CALENDAR

1. Board of Directors Meeting Minutes – June 20, 2024

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

MOTION: Erik Walukiewicz **SECOND:** Stephanie Gomez **MOTION CARRIED**
AYES: 7 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 5

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

F. FINANCIAL

1. Audited Financial Report as of June 30, 2024

Mr. Michael Manduca of James Marta & Company presented the audited financial report as of June 30, 2024. Mr. Manduca advised SBASIA has received an unmodified opinion, which is the best opinion that can be provided. Mr. Manduca stated the net position increased by \$3,008,777 from the prior year bringing the net position to \$6,325,154. The JPA's operating revenues increased by 25.3% from the prior year. Total expenses increased by 2.4% and total assets increased by 15.46%.

Mr. Manduca advised that claims liabilities decreased approximately \$1,400,000. Mr. Manduca said the good improvement in net position is due to favorable claims development.

A motion was made to accept the Audited Financial Report as of June 30, 2024.

MOTION: Erik Walukiewicz **SECOND:** Stephanie Gomez **MOTION CARRIED**
AYES: 7 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 5

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

G. LOSS CONTROL

1. KYND Cyber Security

Mr. Ben Duffy, Vice President of KYND, presented an overview of cyber security services provided to the JPA. KYND continuously scans for external vulnerabilities and provides a monthly report of any vulnerabilities discovered to staff. Staff provides the information to the members' IT staff to remedy. KYND also provides an advisory call with members' IT staff to review internal processes based on the responses provided in the annual Cyber Liability insurance application. This helps improve the insurability of members as KYND informs members of the latest cyber security measures required by Cyber insurance carriers.

Approved 6/18/25



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2. Liability and Property Safety Inspections on Interior of Buildings (all rooms) to include Chemical Inspection

Mr. Anthony Poston of ESM Insite presented a summary of the results of the interior inspections of buildings. Inspections for seven members are complete and the remaining members are in progress. Mr. Poston discussed the top 10 negative observations and the top 10 positive observations.

H. CLAIMS

1. Claims Stewardship Report

Mr. Don Chang presented a claims stewardship report for the JPA. The report presents an overview of claims for the last ten years. The top cause of loss by severity is discrimination followed by wrongful termination. The top cause of loss by frequency is miscellaneous student injuries followed by discrimination. The average 10 year closing ratio for claims is 86%. The litigation rate is 11% which is average.

I. GENERAL ADMINISTRATION

1. Target Surplus Funding Analysis as of June 30, 2024

Mr. Matt Gowan stated the JPA established a minimum surplus requirement of \$2.5 million which is five times the JPA's Property SIR of \$500,000. As of June 30, 2024, the JPA's net position is \$6,325,154. Mr. Gowan said the JPA is well above the target surplus minimum requirement due to positive claim development and funding at 90% confidence level for the past three years. Mr. Mike Mathiesen commented the JPA had been below its target surplus for several years which is why the confidence level was increased to 90% three years ago.

2. Insurance Market Update

Mr. Gowan provided a brief overview of the insurance market. The Property market has stabilized and rates are expected to improve. The Liability market remains hard largely due to molestation claims and social inflation. The Cyber insurance market is improving and rates are not expected to increase much.

3. Loss Control Update

Mr. Mike Mathiesen said the JPA has a five year loss control plan. The next item on the list is Infrared Inspections. A Request for Proposal (RFP) was issued and the Executive Committee selected Dyna Scan Technical Services to perform the inspections.

J. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.



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ADJOURNMENT

The meeting was adjourned at 11:50 a.m.

Reviewed and Approved by: *Erik Walukiewicz*

Date: June 23, 2025