



**SOUTH BAY AREA SCHOOLS INSURANCE AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
MOUNTAIN VIEW, CA
June 20, 2024**

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
Ruben Fernandez, Los Gatos-Saratoga Joint Union High School District
Stephanie Gomez, Santa Clara County Office of Education
Rebecca Westover, Treasurer/Secretary, Mountain View Whisman School District

MEMBERS ABSENT

Sean Joyce, Lakeside Joint School District
Wendy Zhang, Member at Large, Milpitas Unified School District
Mark Schiel, Vice President, Santa Clara Unified School District
Position Vacant, Metropolitan Education District

GUESTS & CONSULTANTS

Matt Gowan, Alliant Insurance Services
Joan Crossley, Alliant Insurance Services
Dorothy Reconose, Milpitas Unified School District

A. CALL TO ORDER

The meeting was called to order at 10:05 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 as presented.

MOTION: Rebecca Westover	SECOND: Stephanie Gomez	MOTION CARRIED
AYES: 7	NOES: 0	ABSENT: 5
	ABSTAIN: 0	

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

NAYS: None

ABSENT: Joyce, Zhang, Schiel, Fernandez

D. PUBLIC COMMENT

There were no public comments.



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E. CONSENT CALENDAR

1. Board of Directors Meeting Minutes – December 7, 2023

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

MOTION: Erik Walukiewicz **SECOND:** Rebecca Westover **MOTION CARRIED**
AYES: 7 **NOES:** 0 **ABSTAIN:** 0 **ABSENT:** 5

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

F. FINANCIAL

F.1 Excess Liability Renewal, F.2 Excess Property and Boiler & Machinery Renewal, F.3 Crime Policy Renewal, F.4 Deadly Weapon Response Policy Renewal, F.5 Administration Contract and F.6 Revenue and Expense Budget for July 1, 2024-2025.

Mr. Matt Gowan said he will go through the budget which will address action items F.1., F.2, F.3, F.4, F.5 and F.6 of the agenda.

The Liability funding has decreased by 14.5%. The funding amount is determined by the actuary. The Excess Liability coverage with PRISM from \$250,000 to \$5 million increased by 1.19%. The Excess Liability coverage with SELF from \$5 million to \$55 million increased by 19%. The total Liability cost increased by 0.575% compared to last year.

The Property funding has increased by 7%. The funding amount is determined by the actuary. The Property premium is increasing by 9.7%. The total Property cost increased 9.4% compared to last year.

The Crime premium increased by 5.6%. The Deadly Weapon Response Program premium decreased by 2.5%. The admin fees increased by 21% primarily due to the fee for the upcoming loss control project to have Liability and Property safety inspections on the interior of buildings.

The overall budget increased by 6.17% from last year.

Mr. Ruben Fernandez arrived at 10:18 a.m.



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1. Excess Liability Renewal

A motion was made to approve the Excess Liability renewal for the period of July 1, 2024-2025.

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

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

2. Excess Property and Boiler & Machinery Renewal

A motion was made to approve the Excess Property and Boiler & Machinery renewal for the period of July 1, 2024-2025.

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

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

3. Crime Policy Renewal

A motion was made to approve the Crime policy renewal for the period of July 1, 2024-2025.

MOTION: Rebecca Westover **SECOND:** Bharathi Lakshmanan **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

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

4. Deadly Weapon Response Policy Renewal

A motion was made to approve the Deadly Weapon Response policy renewal for the period of July 1, 2024-2025.

MOTION: Rebecca Westover **SECOND:** Dorothy Reconose **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

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

Approved 12/5/24



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5. Administration Contract

A motion was made to approve the Administration Contract with Alliant Insurance Services, Inc. for the period of July 1, 2024 – June 30, 2027 with optional two year extension until June 30, 2029.

MOTION: Dorothy Reconose **SECOND:** Bharathi Lakshmanan **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

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

6. Revenue and Expense Budget for July 1, 2024-2025

A motion was made to adopt the Revenue and Expense Budget for the period of July 1, 2024-2025.

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

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

7. 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, 2024-2025 as presented.

MOTION: Dorothy Reconose **SECOND:** Rebecca Westover **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

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

8. 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.



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A motion was made to approve the Property Memorandum of Coverage for the period of July 1, 2024-2025 as presented.

MOTION: Dorothy Reconose **SECOND:** Rebecca Westover **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

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

G. 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 2024-2025 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. Rebecca Westover, Mountain View Whisman School District
Secretary: Mr. Erik Walukiewicz, Los Altos School District
Member at Large: Ms. Dorothy Reconose, Milpitas Unified School District

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

MOTION: Stephanie Gomez **SECOND:** Bharathi Lakshmanan **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Fernandez, Gomez, Westover
NAYS: None
ABSENT: Joyce, 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, 2024 to June 30, 2025.

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

MOTION: Erik Walukiewicz **SECOND:** Ruben Fernandez **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

AYES: Mathiesen, Franklin, Lakshmanan, Knutson, Walukiewicz, Fernandez, Gomez, Westover
NAYS: None
ABSENT: Joyce, 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: Bharathi Lakshmanan **SECOND:** Rebecca Westover **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

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

NAYS: None

ABSENT: Joyce, Zhang, Schiel

4. Review of Conflict of Interest Code

Mr. Gowan said that Government Code requires the Conflict of Interest Code to be reviewed and approved every even numbered year. There are no changes to the Conflict of Interest Code.

A motion was made to adopt the Conflict of Interest Code as presented.

MOTION: Victoria Knutson **SECOND:** Bharathi Lakshmanan **MOTION CARRIED**
AYES: 8 **NOES: 0** **ABSTAIN: 0** **ABSENT: 4**

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

NAYS: None

ABSENT: Joyce, Zhang, Schiel

5. Resolution Establishing Meeting Dates for Fiscal Year 2024-2025

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

Mr. Mathiesen noted the resolution has June 19, 2025 which is a holiday for the school districts so that date will be amended to June 18, 2025.

The following dates are proposed as Board meeting dates for the fiscal year 2024-2025:

December 5, 2024, 10:00 a.m.

June 18, 2025, 10:00 a.m.

A motion was made to adopt the 2024-2025 Board meeting dates with the date of June 19, 2025 amended to June 18, 2025.

MOTION: Dorothy Reconose **SECOND:** Rebecca Westover **MOTION CARRIED**

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AYES: 8

NOES: 0

ABSTAIN: 0

ABSENT: 4

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

NAYS: None

ABSENT: Joyce, Zhang, Schiel

H. COMMENTS FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

ADJOURNMENT

The meeting was adjourned at 10:55 a.m.

Reviewed and Approved by: *Erik Walukiewicz*

Date: 12/12/2024