

**SAN MATEO COUNTY
SCHOOLS
INSURANCE GROUP**

AGENDA Packet

May 31, 2023

10:00 a. m.

**EXECUTIVE COMMITTEE
MEETING**



**SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP**

—A Public Entity—

1791 Broadway
Redwood City, CA 94063



This meeting agenda shall be posted at the address of the Zoom teleconference locations shown below with access for public via phone.

Bayshore Elementary School District
155 Oriente Street Daly City, CA 94014

Belmont-Redwood Shores School District
2960 Hallmark Dr. Belmont, CA 94002

Brisbane School District
1 Solano St. Brisbane, CA 94005

Burlingame School District
1825 Trousdale Dr. Burlingame, CA 94010

Cabrillo Unified School District
498 Kelly Ave. Half Moon Bay, CA 94019

Hillsborough City School District
300 El Cerrito Ave. Hillsborough, CA 94010

Jefferson Elementary School District
101 Lincoln Ave. Daly City, CA 94015

Jefferson Union High School District
699 Serramonte Blvd. Suite 100.
Daly City, CA 94015

La Honda-Pescadero Unified School District
360 Butano Cut Off. Pescadero, CA 94060

Las Lomas School District
1011 Altschul Ave. Menlo Park, CA 94025

Menlo Park City School District
181 Encinal Ave. Atherton, CA 94027

Millbrae School District
555 Richmond Dr. Millbrae, CA 94030

Pacifica School District
375 Reina Del Mar Ave. Pacifica, CA 94044

Portola Valley School District
4575 Alpine Road. Portola Valley, CA 94028

Ravenswood City School District
2120 Euclid Ave. East Palo Alto, CA 94303

Redwood City School District
750 Bradford St. Redwood City, CA 94063

San Bruno Park School District
500 Acacia Ave. San Bruno, CA 94066

San Carlos School District
1200 Industrial Rd. Suite 9
San Carlos, CA 94070

San Mateo-Foster City School District
1170 Chess Dr. Foster City, CA 94404

San Mateo Union High School District
650 N. Delaware St. San Mateo, CA 94401

Sequoia Union High School District
480 James Ave. Redwood City, CA 94062

Woodside Elementary School District
3195 Woodside Rd. Woodside, CA 94062

Alliant Insurance Services
2180 Harvard St, Suite 460
Sacramento, CA 95815

Intercare Insurance
Rocklin, CA

James Marta & Company
701 Howe Avenue, Suite E3
Sacramento, CA 95825



**SAN MATEO COUNTY SCHOOLS INSURANCE GROUP
EXECUTIVE COMMITTEE MEETING**

May 31, 2024
10:00 a.m.

**SMCSIG Office & Zoom
Redwood City, CA**

AGENDA

<u>PUBLIC SESSION</u>	ITEM TYPE	PAGES
A. Call to Order		
B. Adoption of Agenda	Action	1
C. Closed Session Executive Director’s Contract		
<p>“THE BOARD OF DIRECTORS WILL NOW BE MOVING INTO CLOSED SESSION. MATTERS TO BE DISCUSSED ARE THOSE PERMITTED BY GOVERNMENT CODE SECTIONS 54956.9, 54956.95, 54987, AND 54957.6 – PERSONNEL & LITIGATION.”</p>		
D. Public Comments		
<p>At this time, members of the public may address the Board of Directors regarding any item within the subject matter jurisdiction of the Board, provided that NO action may be taken on off-agenda items unless authorized by law. Comments shall be limited to five minutes per person and twenty minutes for all comments, unless different time limits are set by the Chairperson and subject to the approval of the Board.</p>		
E. Approval of Minutes	Action	2-5
F. Administration of The Organization	ITEM TYPE	PAGES
1. Executive Director’s Contract	Action	6



SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP
—A Public Entity—

SAN MATEO COUNTY SCHOOLS INSURANCE GROUP EXECUTIVE COMMITTEE MEETING

Minutes of May 16, 2024
SMCSIG Board Room/Zoom
Redwood City, CA

PUBLIC SESSION: - 8:30 a.m. to 10:00 p.m.

Present

Josie Peterson
Valerie Miller
Amy Wooliever
Kevin Bultema
Marites Fermin
Roberta Zarea
Mei Chan

Absent

Patrick Gaffney

Others Present

Craig Schweikhard
Sharon Vishwa
Tom Ledda
Tasha Lane
Raya Estares
Don Freeman
Ritesh Sharma

Guests

Matt Gowan

Roll call was taken.



SAN MATEO COUNTY SCHOOLS
INSURANCE GROUP
—A Public Entity—

**SAN MATEO COUNTY SCHOOLS INSURANCE GROUP
EXECUTIVE COMMITTEE
MEETING MINUTES
May 2, 2024**

B. Adoption of Agenda

Valerie Miller motioned to Call to Order. Kevin Bultema seconded the motion.

Vote: Patrick Gaffney	Absent
Josie Peterson	Aye
Amy Wooliever	Aye
Valerie Miller	Aye
Marites Fermin	Aye
Kevin Bultema	Aye
Roberta Zarea	Aye
Mei Chan	Aye

Motion passed.

C. Closed Session

Kevin Bultema motioned to go into closed session. Valerie Miller seconded the motion.

Vote: Patrick Gaffney	Absent
Josie Peterson	Aye
Amy Wooliever	Aye
Valerie Miller	Aye
Marites Fermin	Aye
Kevin Bultema	Aye
Roberta Zarea	Aye
Mei Chan	Aye

Motion passed.

E. Approval of Minutes

Kevin Bultema motioned to approve the May 2, 2024 meeting minutes. Valerie Miller seconded the motion.

Vote: Patrick Gaffney	Absent
Josie Peterson	Aye
Amy Wooliever	Aye
Valerie Miller	Aye
Marites Fermin	Aye
Kevin Bultema	Aye
Roberta Zarea	Aye
Mei Chan	Aye

Motion passed.

G1. Executive Directors Contract

No Action was taken.

G2. Salary Chart

Amy Wooliever motioned to approve the salary chart. Roberta Zarea seconded the motion.

Vote: Patrick Gaffney	Absent
Josie Peterson	Aye
Amy Wooliever	Aye
Valerie Miller	Aye
Marites Fermin	Aye
Kevin Bultema	Aye
Roberta Zarea	Aye
Mei Chan	Aye

Motion passed.

G3. James Marta & Company Contract Renewal

Amy Wooliever motioned to approve the James Marta & Company Contract Renewal. Valerie Miller seconded the motion.

Vote: Patrick Gaffney	Absent
Josie Peterson	Aye
Amy Wooliever	Aye
Valerie Miller	Aye
Marites Fermin	Aye
Kevin Bultema	Aye
Roberta Zarea	Aye
Mei Chan	Aye

Motion passed.

Adjournment

Josie Peterson motioned the meeting adjournment. Kevin Bultema seconded the motion.

Vote: Patrick Gaffney	Absent
Josie Peterson	Aye
Amy Wooliever	Aye
Valerie Miller	Aye
Marites Fermin	Aye
Kevin Bultema	Aye
Roberta Zarea	Aye
Mei Chan	Aye

Motion passed.

Meeting Adjourned

**SAN MATEO COUNTY SCHOOLS INSURANCE GROUP
EXECUTIVE COMMITTEE MEETING
AGENDA ITEM**

Department: Administration of the Organization

Action

Item Number: F1

Consent

Title: Executive Director's Contract

Information

Background