Per Government Code 54954.2, persons requesting disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, are requested to contact Michelle Minnick at Alliant Insurance at (916) 643-2715 twenty-four (24) hours in advance of the meeting. The Agenda packet will be posted at each member's site. Documents and material relating to an open session agenda item that are provided to the SPA members less than 72 hours prior to a regular meeting will be available for public inspection and copying at 2180 Harvard Street, Suite 380, Sacramento, CA 95815. Access to some buildings and offices may require routine provisions of identification to building security. However, SPA does not require any member of the public to register his or her name, or to provide other information, as a condition to attendance at any public meeting and will not inquire of building security concerning information so provided. See Government Code section 54953.3.

DATE/TIME:	DAY 1 – August 25, 2026 at 10:00 AM – 3:30 PM PDT Lunch available at 12:15 pm DAY 2 – August 26, 2027 at 8:30 AM – 1:00 PM PDT Breakfast available 8:00 am Snacks available 11:00 am
LOCATION:	The Lodge at Tiburon 1651 Tiburon Blvd, Tiburon, CA 94920 Main Sail Ballroom

A = Action Item
I= Information Item

A. Call to Order, Roll Call, Quorum

1. **Approval of the Agenda** *A*
   The Committee will be asked to approve the agenda order.

B. Public Comments

C. Chairperson's Welcome, Introductions and Team Building Exercise

D. Strategic Planning Session

1. **Cyber Program Discussion –** *review of current SPA member cyber programs and discussion of potential SPA program.* **I** *Pg. 4*

2. **SPA BOT and Overall Consideration of Artificial Intelligence Resources on SPA Program Improvements** *A* *Pg. 18*
   The Board will receive a demonstration of an AI assistant "SPA Bot" for review and may approve use or provide direction.be asked to discuss how SPA can leverage AI resources to improve SPA services and products. Members will also receive a short Archipelago demo.

break

3. **Coverage Program Reviews, Development and Marketing**
   a) Property Program
   b) Evaluation of Retained Layer Results and Outlook for Program Year 27/28 *A* *Pg. 19*
   The Board will review and discuss the Retained layer results and outlook for PY 27/28.
   c) Consideration of New Members for Program Year 27/28 *A* *Pg. 21*
   *The Board will review and may consider factors for the addition of new members***.**

Lunch

4. **Liability Program** *A* *Pg. 22*

5. **Proposed Attorney Selection Endorsement for SPA 26/27 (ADWRCP)** *A* *Pg. 27*
Members will receive and may approve and endorsement designating approved attorney for responding to deadly weapon or crisis response claims.

6. **CAJPA Accreditation & Enterprise Risk Management** *A* *Pg. 30*
Members will review the CAJPA Accreditation Standards and participate in the recommended Enterprise Risk Management review.

7. **SPA Mission Statement** *A* *Pg. 32*
The Board will review and may approve a new Mission statement.

8. **Review of FY 25/26 Strategic Planning Action Items** *I* *Pg. 39*
The Board will review with staff the status of the strategic action items from the past year.

Adjourn for the day

E. New Programs and/or Services

1. **Discussion on Emerging Risks and Ideas for Creation or Modification of SPA Program and/or Services**
The Board will discuss ideas for creation or modification of SPA programs and/or services.
   - **a)** Investment Manager *A*
   - **b)** Disaster Preparedness Grants
   - **c)** Underwriter Meeting Strategy

F. Review of Meeting Discussion and Identification of Items for inclusion on Updated SPA Strategic Action Plan

At this time, the Board will review the meeting's discussions and identify items that will be more fully developed in a Strategic Action Plan for adoption at a future SPA Board meeting. *Pg. 42*

G. Consent Calendar

The Committee is asked to approve the consent calendar items as a group, except that a member may request that an item be pulled from the Consent Calendar and placed later on the agenda for discussion and action.

1. **Minutes of SPA Board Meeting June 9, 2026** *A* *Pg. 43*

2. **Approval of Property Program Claims Payments** *A* *Pg. 49*

H. Regular Meeting Items

1. **General Administration**
   - **a)** **SPA Property Memorandum of Coverage (MOC)** *A* *Pg. 62*
   The Board will be asked to ratify the final Property MOC for FY 26/27.
   - **b)** **SPA Conflict of Interest Code** *A* *Pg. 63*

2. **Discussion of Policies and Procedures, Roles and Responsibilities and Standing Committees/Task Groups** *A* *Pg. 69*
The Board will discuss & consider whether additional policies and procedures, defined roles and

responsibilities, and standing committees/task groups are needed.

a) Liability Claims Task Force
b) Property Program Loss Control - Ad Hoc Committee
c) Property Claims Committee
d) Cyber Working Group
e) Cost Allocation Working Group
f) SPA Primary Liability Layer Ad Hoc Committee
g) Program Staffing

I. Information Items

1. **SPA Committee and Staffing – SPA Program Staff** ***I*** *Pg. 70*
2. **Checklist for Prepping/Shutting Down a Campus When Wildfire Conditions are Coming** ***I*** *Pg. 72*

J. Adjournment

The next SPA Board meeting is scheduled for Monday, October 12, 2026.

If you have questions regarding the agenda package, please contact:
Michelle Minnick at Michelle.Minnick@alliant.com / 916-643-2715

Item No: D.1.

STRATEGIC PLANNING SESSION

CYBER PROGRAM DISCUSSION

ACTION ITEM

ISSUE: The Board will receive an overview of each member's current cyber programs, share current risk control efforts, and discuss the potential for a SPA Cyber program.

RECOMMENDATION: Review, discuss and provide direction as needed.

FISCAL IMPACT: None expected from this item.

BACKGROUND: Board members have requested a review of current cyber coverage and risk control practices to share ideas and determine if a SPA program would provide any benefits.

ATTACHMENTS: Coverage Comparison

SPA CYBER LIABILITY – 2026-2027 COMPARISON OF COVERAGE

The following is the summary of the 2026–27 materials for a coverage/renewal analysis, focusing on **actual insurance capacity, per-member limits, sublimits, retentions, first-party coverage, third-party liability, and significant coverage restrictions**.

One important distinction drives the comparison: **North Bay Schools Insurance Authority and Redwood Empire Schools Insurance Group are participating in the same PRISM/Beazley structure in the binders provided**, while SPA is under the APIP cyber program, SIA has a separate AXA XL placement plus its proposed MOCC pool layer, and SIG has accepted Tokio Marine HCC terms. The SIG document is only a two-page accepted-terms binder and expressly states that the master policy and certificates are still to be drafted, so its wording comparison necessarily has less certainty than the fully developed AXA and PRISM forms.

Executive comparison

Coverage / Structure	SIA – AXA XL	PRISM – North Bay & Redwood Empire	SPA – APIP	SIG – Tokio Marine HCC
Overall program/policy aggregate	**$8M**	**$150M tower indicated by binders**	**$75M**	**$10M**
Maximum/member aggregate	**$2M**	**Up to $20M tower**	**$2M**	$2M principal insuring agreements
Privacy / Network Security	$2M	$2M primary	$2M	$2M
Regulatory Defense / Penalties	$2M	$2M primary	$2M	$2M
Media Liability	$2M	$2M primary	$2M	$2M
PCI	$2M	$2M primary	$2M	$2M
Breach Response	**$2M**	$500K; $1M/$1.25M with nominated providers	$500K; $1M with nominated providers	**$2M**

SPA CYBER LIABILITY – 2026-2027 COMPARISON OF COVERAGE

Coverage / Structure	**SIA – AXA XL**	**PRISM – North Bay & Redwood Empire**	**SPA – APIP**	**SIG – Tokio Marine HCC**
BI – Security Breach	**$2M**	**$2M**	$750K; may increase to **$2M** with controls	Not separately scheduled
BI – System Failure	**$2M**	**$2M**	$500K; may increase to **$2M** with controls	**$2M System Failure**
Dependent BI – Security Breach	**$2M**	$750K	$750K	Not expressly shown
Dependent System Failure	**$2M**	$100K	$100K	$250K
Cyber Extortion	**$2M**	**$2M**	$750K; may increase to **$2M**	**$2M**, but ransomware subject to $1M event sublimit
Data Recovery	**$2M**	**$2M**	$750K; may increase to **$2M**	Not separately shown in binder
Social Engineering / Fraud Instruction	$250K	$100K	$100K	Cyber Crime $250K
Funds Transfer Fraud	$250K	$100K	$100K	Within Cyber Crime $250K
Invoice Manipulation	$250K	$100K	$100K	Not separately shown
Telephone Fraud	Utility Fraud $250K	$100K	$100K	Not separately shown

SPA CYBER LIABILITY – 2026-2027 COMPARISON OF COVERAGE

Coverage / Structure	**SIA – AXA XL**	**PRISM – North Bay & Redwood Empire**	**SPA – APIP**	**SIG – Tokio Marine HCC**
Cryptojacking	$250K Utility Fraud	$100K	$50K	Not separately shown
Reputation Loss	**$2M**	$250K	$200K	**$2M BrandGuard**
Hardware / Bricking	**$2M**	$250K	$200K	Not separately shown
BI Waiting Period	**12 hrs**	**8 hrs**	**8 hrs**	Not stated
Standard retention/deductible	Generally $100K insurance retention	$50K / $100K / $250K TIV bands	$50K / $100K / $250K TIV bands	$0 per claim; $500K annual aggregate deductible

There are several caveats behind those numbers, particularly with the PRISM tower, SPA's contingent security-control enhancement, SIA's MOCC and SIG's ransomware limitation, which are discussed below.

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1. Total insurance capacity

SIA / AXA XL

The AXA XL declarations provide an **$8 million Combined Policy Aggregate**. The core coverage schedule then generally provides $2 million limits for Media, Privacy & Cyber Security, Regulatory Defense, Business Interruption, Data Recovery, Cyber Extortion and Breach Response, generally subject to a $100,000 retention.

The Per Member Aggregate endorsement states that the aggregate applicable to each listed insured is **$2 million**.

The critical point is that the individual $2 million coverage limits **are part of the $8 million aggregate, not additional to it**. They cannot simply be added together to say there is $20M, $30M, etc. of AXA insurance.

PRISM – North Bay / Redwood Empire

The primary Beazley contract provides a **$25 million policy aggregate with a $2 million Member/Insured limit**.

However, unlike SIA, the binders contain a substantial excess tower. The final layer in both the North Bay and Redwood Empire binders provides **$25 million excess of $125 million aggregate**, producing **$150 million of total program aggregate capacity** based on the tower shown.

The final excess endorsement states that the **per-Member limit is not to exceed $20 million**, inclusive of sublimited coverage.

Accordingly:

PRISM program tower: approximately $150M aggregate / up to $20M per member.

That is materially greater catastrophe/severity capacity than either the SIA or SPA programs. Importantly, the specialized sublimits do **not automatically become $20M**; they have separate layered treatment.

SPA / APIP

SPA's APIP Cyber Evidence shows a **$75 million annual policy/program aggregate** and **$2 million annual aggregate per Insured/Member**, with claims expenses included within those limits.

This places SPA between SIA and PRISM from a total shared-program-capacity standpoint:

SIA $8M → SIG $10M → SPA $75M → PRISM $150M

although the programs are not otherwise directly interchangeable.

SIG / Tokio Marine HCC

The accepted SIG terms show a **$10 million Master Policy Aggregate**. Most core third-party and major first-party insuring agreements are scheduled at **$2 million per member**.

Because the actual master policy wording remains to be drafted, I would characterize this as **accepted limit terms**, rather than a final policy-wording determination.

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2. Privacy, network security, regulatory and media liability

This is an area of very strong similarity.

SIA provides:

Media — $2M
Privacy & Cyber Security — $2M
Privacy Regulatory Defense/Awards/Fines — $2M.

PRISM provides:

Data & Network Liability — $2M
Regulatory Defense & Penalties — $2M
Payment Card Liability — $2M
Media Liability — $2M.

SPA likewise provides **$2 million each** for Data & Network Liability, Regulatory Defense & Penalties, PCI liability/costs and Media Liability.

SIG provides **$2 million each** for Multimedia Liability, Security & Privacy Liability, Privacy Regulatory Defense/Penalties and PCI DSS Liability.

Professional assessment

On conventional **third-party cyber liability**, all four alternatives are quite comparable at the member level.

The significant differences arise primarily in **first-party expense coverage and specialized sublimits**, not the traditional privacy/network liability insuring agreements.

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3. Breach response

This is one of SIA and SIG's strongest comparative positions.

SIA: $2M Data Breach Response/Crisis Management.

SIG: $2M Breach Event Costs.

PRISM: $500K standard, increasing to **$1M for qualifying members below $750M TIV** and **$1.25M for members at or above $750M TIV** when Beazley-nominated providers are used.

SPA: $500K standard, increasing to **$1M if Beazley Nominated Service Providers are used**.

Therefore, on the **primary/per-member face limit**, SIA and SIG offer substantially more breach-response capacity.

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4. Business interruption and system failure

SIA and PRISM are particularly similar here.

SIA provides **$2M BI/Extra Expense**, with a 12-hour waiting period. System Failure is affirmatively added by endorsement.

PRISM provides **$2M Security Breach BI and $2M System Failure BI**, with an **8-hour waiting period**.

SPA is more restrictive initially. It uses a **$750K combined Business Interruption/Dependent Business Interruption aggregate sublimit**, including:

Security Breach BI — $750K
System Failure BI — $500K.

However, SPA has a significant security-control enhancement: if the insured has **Endpoint Protection and MFA** as required at the time of loss, Security-Breach BI and System-Failure BI increase to **$2 million**, along with Cyber Extortion and Data Recovery.

SIG expressly provides **$2M of System Failure**, but the abbreviated accepted-terms document does not separately identify traditional Security-Breach BI.

Advantage

For the waiting period:

PRISM / SPA — 8 hours
SIA — 12 hours.

The shorter PRISM/SPA waiting period is favorable because coverage begins four hours sooner.

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5. Dependent business interruption

This is one of **SIA/AXA's clearest coverage advantages**.

AXA provides **$2 million for loss of business income and extra expense arising from a dependent-business cyber breach**, with a 12-hour waiting period and $100K retention.

It separately provides **$2 million for dependent-business system failure**, also subject to a 12-hour waiting period and $100K retention.

Compare:

PRISM:
Dependent Security Breach — **$750K**
Dependent System Failure — **$100K**

SPA:
Dependent Security Breach — **$750K**
Dependent System Failure — **$100K**

SIG:
Dependent System Failure — **$250K**; dependent security breach is not separately identified in the accepted-terms sheet.

PRISM's figures are documented in its coverage schedule. SPA's are likewise shown in its Evidence.

SIA therefore has materially broader first-dollar/member-level dependent business-interruption limits.

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6. Cyber extortion / ransomware

The headline limits require careful reading.

SIA: $2M Cyber-Extortion Threat Loss. The endorsement provides a $2M limit with a $100K retention and states that extortion-related loss is subject to that exclusive limit.

PRISM: $2M Cyber Extortion at primary.

SPA: $750K normally, but **$2M if the contingent security-control requirements are satisfied**.

SIG: The general Cyber Extortion limit is $2M, but **all first- and third-party coverage attributable to a ransomware attack is subject to a $1M aggregate ransomware-event sublimit**.

That SIG ransomware provision is important. It means the $2M headline Cyber Extortion limit should **not** be presented as $2M of ransomware coverage without qualification.

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7. Data recovery

SIA and PRISM provide **$2M**.

SPA starts at **$750K**, increasing to **$2M** when the specified MFA and Endpoint Protection controls exist at the time of loss.

SIG's two-page accepted-terms document does **not separately identify Data Recovery**, so I would not assume a specific amount until the master wording is available.

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8. Cybercrime / social engineering / funds transfer

SIA is comparatively strong.

AXA provides a **$250K Cyber Crime aggregate**, with $250K sublimits for:

Social Engineering Financial Fraud
Funds Transfer Fraud
Invoice Manipulation

each subject to a $100K retention.

PRISM provides:

Fraudulent Instruction — $100K
Funds Transfer Fraud — $100K
Telephone Fraud — $100K.

SPA provides the same three **$100K eCrime limits**.

SIG provides **$250K Cyber Crime**, although the accepted terms do not break that limit down by fraudulent instruction/funds-transfer/invoice manipulation.

Thus SIA and SIG have the stronger headline cybercrime limit at **$250K versus $100K** for the comparable PRISM/APIP components.

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9. Cryptojacking / utility fraud

SIA is again materially stronger.

AXA's Utility Fraud endorsement provides a **$250K aggregate**, with:

Cryptojacking — $250K
Telecommunications Fraud — $250K

each subject to a $100K retention.

PRISM provides **$100K Cryptojacking** and $100K Telephone Fraud.

SPA provides only **$50K Cryptojacking**, while Telephone Fraud is $100K.

The SIG accepted terms do not separately schedule these exposures.

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10. Reputation loss

This is another major differentiator.

SIA provides **$2M of Consequential Reputational Loss**, with a **six-month indemnity period and two-week waiting period**.

SIG provides **$2M BrandGuard**, which appears intended to address reputational/brand loss, although the binder does not provide the operative definition.

PRISM provides **$250K Reputation Loss**.

SPA provides **$200K Reputation Loss plus a $50K claims-preparation sublimit**.

On stated limits:

SIA / SIG $2M >> PRISM $250K > SPA $200K.

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11. Hardware replacement / bricking

SIA has the strongest stated limit.

AXA's Bricking endorsement provides **$2 million with a $100K retention** for hardware that becomes nonfunctional following a covered cyber security breach and cannot reasonably be restored.

PRISM provides **$250K Computer Hardware Replacement**.

SPA provides **$200K Computer Hardware Replacement Costs**.

SIG's accepted terms do not separately identify hardware replacement.

SIA is materially superior on the face limit for this exposure.

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12. Unauthorized collection/use and privacy-law exposure

SIA has a notable affirmative enhancement that deserves attention.

AXA deletes its Unauthorized Collection and Use exclusion for the endorsed coverage and provides a:

$2M sublimit
$100K retention
0% insured / 100% insurer coinsurance.

This is potentially important for allegations involving unlawful collection, access, use, sale or disclosure of PII, PHI or confidential business information.

By contrast, the PRISM form contains a **Gathering or Distribution of Information exclusion** for unlawful collection/retention, although it preserves certain claims-expense coverage for defense. It also includes a PRISM-amended Website Tracking Exclusion endorsement.

I therefore view SIA's affirmative $2M unauthorized-collection/use endorsement as a meaningful differentiator, particularly given the growth in website-tracking and privacy-statute litigation.

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13. Retentions and deductibles

SIA insurance policy

Generally **$100K** on the principal AXA coverages.

PRISM

TIV-based:

Band 1 — $50K
Band 2 — $100K
Band 3 — $250K.

The thresholds are ≤$250M TIV, >$250M–$750M, and >$750M respectively.

SPA (APIP Cyber)

Essentially the same TIV structure:

$50K / $100K / $250K, with an 8-hour BI waiting period.

SIG

The accepted terms show:

$0 per-claim deductible
$500K annual aggregate deductible.

This is structurally very different from the other programs and should be evaluated at the **program level**, rather than assuming each SIG member receives first-dollar insurance without interaction with the aggregate deductible.

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14. The SIA MOCC must be separated from the AXA insurance policy

This is perhaps the most important structural point in the SIA comparison.

The draft MOCC states:

$100,000 per occurrence / per Named Covered Member aggregate
$750,000 annual aggregate
$5,000 member deductible.

It expressly states that the MOCC **is pooled self-insurance and is not insurance**. It follows the AXA policy terms except where modified, and the MOCC limits cannot be increased by applying one or more AXA policy sublimits.

Accordingly, there are really **two SIA numbers that should never be conflated**:

AXA insurance: $8M policy aggregate / $2M applicable insured-member aggregate.

SIA pooled MOCC: $100K per member/per occurrence aggregate / $750K annual pool aggregate.

The MOCC also imposes cyber-security requirements including MFA, endpoint protection/MDR, immutable backups, incident-response/disaster-recovery planning and patch management. Failure to satisfy the required activities can increase the member deductible to **$25K or $50K depending on enrollment and impose 25% coinsurance on ransomware/extortion claims**.

That is a significant member-facing coverage issue.

Overall similarities

All four placements are designed around essentially the same modern cyber risk categories: **privacy/network security liability, regulatory claims, media liability, breach response, cyber extortion, business interruption/system failure, dependent-system exposures, cybercrime/eCrime and reputational harm**.

The common baseline is particularly clear in the third-party coverage: nearly every program provides **$2 million** for privacy/network security, regulatory and media liability.

The larger divergence is in how each program handles **first-party sublimits and catastrophic/shared aggregate capacity**.

Key differences from an insurance-buyer's perspective

My ranking depends upon the exposure being evaluated rather than declaring one program universally “better.”

SIA/AXA is strongest in breadth and primary sublimit quality. Its principal advantages are $2M breach response, $2M dependent BI and dependent system failure, $2M reputational loss, $2M bricking, $2M unauthorized collection/use, and $250K cybercrime/utility-fraud coverage. Its principal constraint is the comparatively modest **$8M overall insurance aggregate**, coupled with the much smaller member-facing MOCC pool layer.

PRISM/North Bay/Redwood Empire is strongest in catastrophic program capacity. The supplied binders show a tower reaching **$150M aggregate and up to $20M per member**. Its core $2M primary cyber liability/BI limits are competitive, and it benefits from an 8-hour BI waiting period. Its weakness is that several important first-party coverages begin with relatively modest sublimits—particularly dependent system failure, cybercrime, reputation and hardware replacement.

SPA/APIP has very substantial $75M program aggregate capacity but a more conditional first-party structure. Several important first-party limits start at $500K/$750K and reach $2M only when the stated MFA and Endpoint Protection requirements are met at the time of loss. Its $2M traditional liability coverages are strong, but reputation, hardware and cryptojacking sublimits are comparatively modest.

SIG/Tokio Marine has attractive headline terms but requires the greatest qualification at this stage. The $2M privacy, regulatory, PCI, media, breach response, BrandGuard, system failure and extortion limits compare favorably, and the $0 per-claim deductible is noteworthy. However, the **$1M ransomware event aggregate** is a material restriction, dependent-system failure is $250K, and the master policy wording has not yet been provided in the material reviewed.

BOTTOM-LINE COMPARISON

Best primary first-party breadth: SIA / AXA XL

Largest catastrophic/shared tower: PRISM / North Bay / Redwood Empire

Strong shared aggregate with security-control-dependent enhancements: SPA / APIP

Competitive $2M headline terms but material $1M ransomware restriction and incomplete final wording: SIG / Tokio Marine HCC

The similarity in the $2M third-party liability limits can make these alternatives appear more alike than they actually are. The meaningful differences are found in **breach-response expense capacity, dependent BI, ransomware treatment, reputational loss, hardware replacement, cybercrime, security-control conditions, aggregate exhaustion and member/pool structure**. Those are the items I would focus on in any renewal or board presentation rather than simply comparing the $2M headline cyber liability limits.

Item No: D.2.

STRATEGIC PLANNING SESSION

SPA BOT AND OVERALL CONSIDERATION OF ARTIFICIAL INTELLIGENCE RESOURCES ON SPA PROGRAM IMPROVEMENTS

ACTION ITEM

ISSUE: The Board is asked to share current and potential uses of AI in their organizations and will receive a demonstration of the "SPA Bot", an AI generated service model for assisting members in responding to questions.

Members will also receive a demonstration of the Archipelago system for analyzing SPA's property exposures.

RECOMMENDATION: Review and discuss potential for use of AI tools including approval and/or direction for use of the SPA Bot.

FISCAL IMPACT: To be determined.

BACKGROUND: SIA and Alliant have been implementing AI tools to assist in their operations and will demo tools that may assist with SPA operations.

ATTACHMENTS: None.

Item No: D.3.b.

STRATEGIC PLANNING SESSION

COVERAGE PROGRAM REVIEWS, DEVELOPMENT & MARKETING EVALUATION OF RETAINED LAYER RESULTS AND OUTLOOK FOR PROGRAM YEAR 27/28

ACTION ITEM

ISSUE: SPA reviews the experience of the Retained Layer each year. Discussion surround if any action should be explored with the Retained Layer to benefit the SPA program financially and/or in the marketplace.

RECOMMENDATION: No recommendation at this time. However, review and discussion of the Retained Layer may lead to interest in exploring modification of the current Retained Layer structure.

FISCAL IMPACT: The Retained Layer is fully funded at each renewal as part of the Cost Allocation process. Any change in the level of the Retained Layer would have an impact on the funding amounts for each member.

BACKGROUND: Since inception of the SPA Property program, SPA has maintained a Retained layer that sat between the Member underlying retentions and the reinsurance structure. This was done for various reasons including taking "skin in the game" from the perspective of the reinsurance marketplace, as well wanting to avoid "trading dollars" with the reinsurers in predictable loss layers. Overall, however, this approach was taken as a benefit to the SPA Program and Members.

The history of the Retained Layer structure is as follows:

- Inception/2020 through 6/30/25: \$3M Aggregate Retained Layer bifurcated as (1) Retention A: \$250K xs of \$250K with a \$1M aggregate and (2) Retention B: \$2M xs of Retention A.
- 7/1/25 to present: \$4M Aggregate Retained Layer separated as (1) Retention A: \$250K xs of \$250K with a \$1.5M aggregate and (2) Retention B: \$2.5M xs of Retention A.

The bifurcation of the Retained Layer into Retention A and Retention B served the purpose of assuring one occurrence would not exhaust the Retained Layer.

Historically, as part of the Cost Allocation, the Retained Layer was allocated based on TIV per Member. At 7/1/26, utilizing Bickmore, experience was added to the allocation process.

ATTACHMENTS: A handout will be provided during the meeting showing the experience of the Retained Layer, to date.

Item No: D.3.c.

STRATEGIC PLANNING SESSION

COVERAGE PROGRAM REVIEWS, DEVELOPMENT & MARKETING

CONSIDERATION OF NEW MEMBERS FOR PROGRAM YEAR 27/28

ACTION ITEM

ISSUE: SPA has the potential to grow by adding additional Members and the Board is asked to provide suggestions and advice for recruiting new members.

RECOMMENDATION: Discuss potential for new members and plans for recruiting as needed.

FISCAL IMPACT: No fiscal impact expected from this item.

BACKGROUND: SPA continues to look for prospective new members, coverage programs, and services as it grows to meet the needs of its members and increase its leverage in the marketplace.

ATTACHMENTS: None.

Item No: D.4.

STRATEGIC PLANNING SESSION

LIABILITY PROGRAM

ACTION ITEM

ISSUE: James Wilkey and Mark Stokes with Newfront/WTW will provide an overview of the current liability program and plans for next fiscal year.

RECOMMENDATION: Review and provide feedback.

FISCAL IMPACT: None expected from this item.

BACKGROUND: Newfront serves as the broker for the SPA liability program and works with members to structure their liability coverage.

ATTACHMENTS: Newfront WTW Presentation.

Schools Program Alliance

Strategic Planning Meeting

August 25, 2026

Excess Liability Program

SPA Excess Liability Program 2025 - 2026

wtw

$35M SPA	$32.5M to $35M – SPA Excess Layer – **Allied World (AWAC)** $5M SPA Pool Aggregate (Not Including Auto)
$32.5M SPA	$27.5M to $32.5M – SPA Excess Layer – **Ark Bermuda/Arcadian Bermuda Quota Share** $10M SPA Pool Aggregate (Not Including Auto)
$27.5M SPA	$25M to $27.5M – SPA Excess Layer - **Upland** $10M SPA Pool Aggregate (Not Including Auto)
$25M SPA	$20M to $25M – SPA Excess Layer – **Great American** $10M SPA Pool Aggregate (Not Including Auto)
$20M SPA	$17.5M to $20M – SPA Excess Layer – **Obsidian** $12.5M SPA Pool Aggregate (Not Including Auto) $5M SAM Pool Aggregate
$17.5M SPA	$15M to $17.5M – SPA Excess Layer – **Bowhead (Homesite)** $12.5M SPA Pool Aggregate (Not Including Auto) $5M SAM Pool Aggregate
$15M SPA	$10M to $15M – SPA Excess Layer – **Allied World (AWAC)** $25M SPA Pool Aggregate (Not Including Auto) $10M SAM Pool Aggregate
$10M SPA	$5M to $10M - SPA Reinsurance Layer – **Everest Re** $20M SPA Pool Aggregate (Not Including Auto)
$5M	**Individual Member Layers**

SPA Excess Liability Program 2026 - 2027

$50M	$47M to $50M – SPA Excess Layer – **Helix/Ark/Arcadian Bermuda** - $3M SPA Pool Aggregate (Not Including Auto)
$47M	$42M to $47M – SPA Excess Layer – **Sutton/Spinnaker (Via Aesir)** - $10M SPA Pool Aggregate
$42M	$39.5M to $42M – SPA Excess Layer – **Allied World** (**AWAC)** - $5M SPA Pool Aggregate (Not Including Auto)
$39.5M	$32.5M to $39.5M – SPA Excess Layer – **Ark/Arcadian Bermuda-** $14M SPA Pool Aggregate (Not Including Auto)
$32.5M	$30M to $32.5M – SPA Excess Layer – **Dellwood (Via ASCS) -** $10M SPA Pool Aggregate (Not Including Auto)
$30.5M	$25M to $30M – SPA Excess Layer - **Upland -** $20M SPA Pool Aggregate (Not Including Auto)
$25M	$20M to $25M – SPA Excess Layer – **Great American** - $10M SPA Pool Aggregate (Not Including Auto)
$20M	$17.5M to $20M – SPA Excess Layer – **Obsidian (Via ASCS) -** $12.5M/$5M SPA Pool Aggregate (Not Including Auto)
$17.5M	$15M to $17.5M – SPA Excess Layer – **Homesite (Bowhead) -** $12.5M/$5M SPA Pool Aggregate (Not Including Auto)
$15M	$10M to $15M – SPA Excess Layer – **Allied World (AWAC) -** $25M/$10M SPA Pool Aggregate (Not Including Auto)
$10M	$7.5M to $10M - SPA Reinsurance Layer – **Everest Re -** $15M SPA Pool Aggregate (Not Including Auto)
$7.5M	**Individual Member Layers**

Schools Program Alliance
2026 - 2027 Excess Liability Program Renewal

NEWFRONT | wtw

SPA ADA 2025	501,912
SPA ADA 2026	469,683

Layer	Carrier	2025 Premium $35M	2026 Premium $35M	Premium Change Over 2025	2026 Program $50M	Carrier	2026 Premium $50M	Premium Change Over 2025	Notes
$2.5M XS $7.5M Est.	Everest Re	$ 2,857,372	$ 2,857,372	0.00%	$2.5M XS $7.5M Est.	Everest Re	$ 2,857,372		$15M (6 X Layer) Agg Not Incl Auto Liability
$5M XS $10M	AWAC	$ 2,940,630	$ 2,992,078	1.75%	$5M XS $10M	AWAC	$ 2,992,078		$25M (5 X Layer) Agg - $10M SAM Agg Not Incl Auto Liability
$2.5M XS $15M	Bowhead	$ 867,227	$ 867,227	0.00%	$2.5M XS $15M	Bowhead	$ 867,227		$12.5M (5 X Layer) Agg - $5M SAM Agg Not Incl Auto Liability
$2.5M XS $17.5M	Obsidian/ASCS	$ 619,080	$ 619,080	0.00%	$2.5M XS $17.5M	Obsidian/ASCS	$ 619,080		$12.5M (5 X Layer) Agg - $5M SAM Agg Not Incl Auto Liability
$5M XS $20M	Great American	$ 939,939	$ 979,948	4.26%	$5M XS $20M	Great American	$ 979,948		$20M (4 X Layer) Agg Not Incl Auto Liability
$2.5M XS $25M	Upland	$ 361,130	$ 374,028	3.57%	$5M XS $25M	Upland	$ 748,055		$20M (4 X Layer) Agg Not Incl Auto Liability
$5M XS $27.5M	Ark/Arcadian	$ 615,950	$ 662,000	7.48%	$2.5M XS $30M	Dellwood/ASCS	$ 309,540		Dellwood/ASCS $10M (4 X Layer) Agg Not Incl Auto Liability
$2.5M XS $32.5M	AWAC	$ 245,052	$ 263,430	7.50%	$7M XS $32.5M	Ark/Arcadian	$ 735,000		Ark/Arcadian $14M (2 X Layer) Agg Not Incl Auto Liability
$27.5M XS $7.5M	$35M TOTAL	$ 9,446,380	$ 9,615,163	1.79%	$2.5M XS $39.5M	AWAC	$ 206,360		AWAC $5M (2 X Layer) Agg Not Incl Auto Liability
					$34.5M XS $7.5M	$42M TOTAL	$ 10,314,660	9.19%	
					$5M XS $42M	Aesir 50% Sutton Specialty 50% Spinnaker Specialty	$ 402,918		$10M (2 X Layer) Agg
					$39.5M XS $7.5M	$47M TOTAL	$ 10,717,578	13.46%	
					$3M XS $47M	Helix/Ark/Arcadian	$ 207,000		$3M (1 X Layer) Agg
					$42.5M XS $7.5M	$50M TOTAL	$ 10,924,578	15.65%	

wtw

Item No: D.5.

STRATEGIC PLANNING SESSION

PROPOSED ATTORNEY SELECTION ENDORSEMENT FOR SPA ADWCRP 26/27

ACTION ITEM

ISSUE: Members have requested an endorsement to the Alliant Deadly Weapons and Crisis Response Program (ADWCRP) to specify an attorney to represent the member's interests when a claim is reported.

RECOMMENDATION: Review and approve the attached endorsement as presented, revised, or provide direction.

FISCAL IMPACT: No fiscal impact expected from this item.

BACKGROUND: Members requested use of a local attorney to respond to claims filed under the ADWCRP coverage.

ATTACHMENTS: Endorsement Deadly Weapons Nomination of Attorney to Panel

ENDORSEMENT NO. ___

ATTACHING TO AND FORMING PART OF POLICY NUMBER: __________

EFFECTIVE DATE: __________

NAMED INSURED: __________

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRE-APPROVED DEFENSE COUNSEL PANEL ENDORSEMENT

In consideration of the premium paid, and subject to all other terms, conditions, limitations, and exclusions of this Policy, Section A – Liability to Insured Person(s) is amended as follows:

1. PRE-APPROVED DEFENSE COUNSEL PANEL

The Named Insured may submit to Underwriters a list of attorneys or law firms for consideration as members of a Pre-Approved Defense Counsel Panel.

Underwriters shall have the sole discretion to approve or reject any proposed attorney or law firm. Approval of any attorney or law firm shall be confirmed in writing by Underwriters and shall remain effective until withdrawn by Underwriters upon thirty (30) days written notice to the Named Insured.

2. APPOINTMENT OF DEFENSE COUNSEL

Notwithstanding Section A, Condition 1.A., in the event of a **claim** covered under Section A, Underwriters shall have the right and duty to defend the **claim**.

Where one or more attorneys or law firms from the Pre-Approved Defense Counsel Panel are reasonably available and willing to accept the engagement, Underwriters agree to appoint defense counsel from the Pre-Approved Defense Counsel Panel unless:

a. A conflict of interest exists.

b. Specialized expertise is reasonably required that is not available within the Pre-Approved Defense Counsel Panel.

c. Local court admission requirements prevent such appointment; or

d. Circumstances exist that would materially prejudice the defense of the **claim**.

If Underwriters determine that counsel from the Pre-Approved Defense Counsel Panel cannot be appointed, Underwriters shall provide the Named Insured with a written explanation upon request.

3. PRE-CLAIM LEGAL APPOINTMENT

Following a **deadly weapon event**, and the reporting of such event as designated in the policy, the **event responder** will appoint pre-claim counsel in consultation with the Named Insured.

The **event responder** will reach out to the Insured Representative for consultative purposes prior to any legal appointment. In the event Insured is not available for such consultation, **event responder** will appoint counsel from the Pre-Approved Defense Counsel Panel list.

If no counsel is available from the Pre-Approved Defense Counsel list, **event responder** will appoint counsel from Underwriter's pre-approved counsel list.

During the pre-claim period, counsel will be directed by Underwriters to provide legal services as listed in the policy.

Nothing in this Endorsement shall:

a. Create a duty upon Underwriters to appoint counsel not approved by Underwriters.

b. Limit Underwriters' right to investigate, defend, settle, or otherwise manage any claim within the provisions of the policy, or

c. Expand coverage beyond that otherwise afforded by the Policy.

4. DEFINITIONS

For purposes of this Endorsement:

Pre-Approved Defense Counsel Panel means those attorneys and law firms approved in writing by Underwriters prior to a **deadly weapon event** or **claim**.

All other terms, conditions, limitations, and exclusions of the Policy remain unchanged.

Item No: D.6.

STRATEGIC PLANNING SESSION

CAJPA ACCREDITATION & ENTERPRISE RISK MANAGEMENT

ACTION ITEM

ISSUE: Members are provided a summary of remaining CAJPA accreditation items identified in an internal audit, including:

- Adding a provision for regular claim audits of both SPA and underlying member claims in the Property Claim Management Policy
- BASIC Membership as applicable
- Confirming regular financial reporting (monthly and quarterly)
- Consider formal member survey and publishing of Annual Report
- Complete the optional Enterprise Risk Management (ERM) requirements, attached

The Board is encouraged to review and discuss the ERM requirements and complete the attached to contribute to the updated strategic plan.

RECOMMENDATION: Discuss remaining CAJPA topics and the Enterprise Risk Management requirements to update the Strategic Plan for FY 26/27.

FISCAL IMPACT: No fiscal impact expected from this item.

BACKGROUND: Members have agreed to pursue CAJPA accreditation and the Program Managers have conducted an internal audit to prepare for accreditation in October 2027.

ATTACHMENTS: CAJPA ERM Accreditation Requirements

Objective: Demonstrative for the first cycle to make this part of the conversation management has with the board; the goal would be to make this demonstrative for a three- year cycle beginning January 1, 2021 then after this section will be for the excellence standard.
To determine that the JPA has an ongoing process to identify major overall risk areas for the JPA and a plan reduce these risks to a relatively low level. The JPA leadership has identified the relevant; policies, procedures, people, systems, training and monitoring to address first level risks in each of these three areas. A plan should be developed to address the risks. (note must have a plan in process. It doesn't have to be fully implemented) The plan must be in writing and approved by the proper level of governance (Excellence). The primary headings identified that must be addressed:

Identify the major risks	Pending	Wildfire risk
Develop a plan to reduce the risk to a "relatively low level."	Pending	Loss control
Implement the plan	Pending	Using IEC
Monitor and develop plans to address next level risks.	Pending	Follow Up on recommendations

CRITERIA	STATUS	DISCUSSION
I. Member Understanding and Value - Meeting member needs through various cycles.	Add one of the risk components to our meetings? Special meeting related to this topic?	
a. Identify the major risks (demonstrative/excellence)		
b. Develop a plan to reduce the risk to a "relatively low level." (demonstrative/excellence)		
c. Implement the plan (demonstrative/excellence)		
d. Monitor and develop plans to address next level risks (demonstrative/excellence)		
II. Funding, Capitalization and Risk Financing Structure - Board not adequately funding and capitalizing a program.	Add one of the risk components to our meetings? Special meeting related to this topic?	
a. Identify the major risks (demonstrative/excellence)		
b. Develop a plan to reduce the risk to a "relatively low level." (demonstrative/excellence)		
c. Implement the plan (demonstrative/excellence)		
d. Monitor and develop plans to address next level risks. (demonstrative/excellence)		
III. Operations and Operational Interruption.	Add one of the risk components to our meetings? Special meeting related to this topic?	
a. Identify the major risks (demonstrative/excellence)		
b. Develop a plan to reduce the risk to a "relatively low level." (demonstrative/excellence)		
c. Implement the plan (demonstrative/excellence)		
d. Monitor and develop plans to address next level risks. (demonstrative/excellence)		
The plan should be designed to reduce to a relatively low risk that events in these areas would significantly put the pool at risk.		

Item No: D.7.

STRATEGIC PLANNING SESSION

SPA MISSION STATEMENT

ACTION ITEM

ISSUE: Given the change in SPA's legal structure, from a partnership JPA to an entity JPA, members are asked to revise the current Mission Statement:

Schools Program Alliance (SPA) is an association of school Joint Powers Authorities (JPAs) formed to contract for goods and services on a group basis, focused primarily on insurance and risk management services.

Attached please find a table including each of the SPA member's Mission and/or Vision statements for consideration of a revised Mission Statement for SPA.

A Chat GPT review produced suggested themes and a few options for the Board to consider. Those themes and suggested Vision and Mission statements are also attached for review and consideration.

RECOMMENDATION: Review the attached list of member statements and suggested SPA themes and statements and approve as presented, revised, or provide direction.

FISCAL IMPACT: No fiscal impact expected from this item.

BACKGROUND: SPA was formed as a partnership JPA in 2020 for purpose of joint purchasing and sharing of resources among its members. As SPA continued to evolve and began retaining risk in the property program the decision was made to change SPA's structure to an entity JPA, similar to its members, in order to continue expanding options and retaining risk rather than remain a purchasing pool.

ATTACHMENTS:

1. Member Mission and Vision Statements
2. Suggested SPA themes and statements

Mission & Vision Statements Reference Sheet

Organization	Category	Statement
SIA	General	Schools Insurance Authority (SIA) is a Joint Powers Authority dedicated to meeting the risk management and risk financing needs of its membership. We partner with our members to help them be successful in preventing workplace injuries and property loss and maintaining safe and strong school environments for students and employees.
SIG	General	Schools Insurance Group (SIG) is a trusted leader for our members, providing Property/Liability, Risk Management, Workers' Compensation, and Health Benefit/Wellness programs. Our financial stability, innovative practices, and strong partnerships, allow the focus to remain on the safety and education of students.
RESIG	Mission	At Redwood Empire Schools' Insurance Group (RESIG), we have you covered—one student, one school, one district at a time—supporting the evolving needs of our members with professionalism and excellence. Since 1979, RESIG has been protecting our students, staff, and school districts with exceptional programs, resources, and services.
RESIG	Vision	RESIG is a trusted partner in ensuring every school can thrive with peace of mind through tailored programs that promote safety, growth, and community.
BSSP	Mission	" BSSP provides comprehensive, high-quality, and well-managed wellness, safety and risk management programs."
BSSP	Vision	Supporting Butte County-Area educational agencies in employee wellness and school safety
NBSIA	Mission	Working together, we enable schools to take bold action to improve student outcomes, by creating a safe and healthy school environment through proactive practices and innovative solutions."
NBSIA	Vision	Safe and healthy schools, where people are inspired to work and empowered to learn."

Mission & Vision Statements Reference Sheet

Organization	Category	Statement
PRISM	General	Public Risk Innovation, Solutions, and Management (PRISM) is a member-directed insurance risk sharing pool. PRISM has developed effective risk management solutions to help public entities proactively control losses and prepare for different exposures.
CJPRMA	Mission	The California Joint Powers Risk Management Authority is a member-directed excess liability risk retention pool that is dedicated to protecting its members from catastrophic losses and meeting the needs of its members by: Providing comprehensive, stable, and affordable excess liability coverage; Offering competitive and flexible coverage programs; Delivering quality risk management services; and, Preserving
CJPRMA	Vision	Meeting the evolving needs of our members
NCCSIF	Mission	The Northern California Cities Self Insurance Fund, or NCCSIF, is an association of municipalities joined to protect member resources by stabilizing risk costs in a reliable, economical and beneficial manner while providing members with broad coverage and quality services in risk management and claims management.

Thank you. I reviewed the mission and vision statements, and there are several consistent themes across the school risk pools.

Common Themes

Across the organizations, the following priorities appear repeatedly:

Theme	Frequency
Partnership with members	Very High
Safety of students and employees	Very High
Risk management and loss prevention	Very High
Financial stability/protection	High
Innovation and proactive solutions	Moderate
Exceptional service	High
Supporting education/student success	High
Collaboration	High
Trust	High

One thing I noticed is that **none of the organizations really speaks to the value of working together as an alliance.** Most describe what *their own pool* does. Since **Schools Program Alliance (SPA)** represents multiple school risk pools, its mission should emphasize **collaboration, shared expertise, collective strength, and advancing school risk management statewide.**

Suggested Direction for SPA

Rather than sounding like another insurance pool, SPA should sound like the organization that **brings the pools together.**

Words that fit SPA include:

- Collaboration
- Leadership
- Collective Strength
- Innovation

- Shared Expertise
- Advocacy
- Excellence
- Member Success

Recommended Mission (Option 1)

The Schools Program Alliance strengthens California's school risk pools through collaboration, shared expertise, and innovative solutions that enhance risk management, protect educational communities, and support the long-term success of our members.

I like this because it clearly explains **what SPA actually exists to do** rather than describing insurance products.

Recommended Vision (Option 1)

A future where every California school benefits from the collective strength, innovation, and partnership of exceptional risk management programs.

This is broad enough to remain relevant for decades.

Alternative Mission (More Member-Focused)

Schools Program Alliance brings school risk pools together to share knowledge, develop innovative solutions, strengthen risk management, and improve outcomes for California's educational communities.

Alternative Vision (Leadership)

To be the leading collaborative voice advancing excellence in school risk management.

Simple.
Easy to remember.
Very board-friendly.

Alternative Vision (Education-Focused)

Safe schools. Strong partnerships. Thriving educational communities.

This is concise and could also work as a tagline.

Alternative Mission (Strategic)

Schools Program Alliance advances the success of member risk pools by fostering collaboration, promoting innovation, sharing best practices, and strengthening programs that protect students, employees, and public resources.

This reads more like a strategic plan.

My Favorite Pair

Mission

> **Schools Program Alliance strengthens California's school risk pools through collaboration, shared expertise, and innovative solutions that enhance risk management, protect educational communities, and support the long-term success of our members.**

Vision

> **A future where every California school benefits from the collective strength, innovation, and partnership of exceptional risk management programs.**

If You Want an "Alliant-Level" Version

Based on the style used in high-performing public entity organizations (PRISM, CAJPA, and leading strategic plans), I would make it even more aspirational.

Mission

> **The Schools Program Alliance unites California's school risk pools to advance excellence in risk management through collaboration, innovation, and shared leadership. Together, we strengthen our members' ability to protect students, employees, and the public resources entrusted to education.**

Vision

> **Empowering every educational community through the collective strength of California's school risk pools.**

This version shifts the emphasis from insurance to **purpose**. It recognizes that risk management is a means to a larger end: enabling schools to focus on educating students in safe, resilient environments.

I think this final version best captures SPA's role as an alliance rather than another risk pool. It differentiates SPA from its members by emphasizing convening, collaboration, and leadership while aligning with the common themes found in the individual mission and vision statements.

Item No: D.8.

STRATEGIC PLANNING SESSION

REVIEW OF FY 25/26 STRATEGIC PLANNING ACTION ITEMS

INFORMATION ITEM

ISSUE: The SPA Board of Directors held its annual Strategic Planning Meeting on August 19-20, 2025. During the meeting a number of strategic objectives were discussed. The Program Administrator has prepared the attached matrix summarizing the direction given by the Board into eight objectives to be addressed during the current program year.

The major goals that are still in process include CAJPA accreditation, establishing a liability program retained layer, and ongoing evaluation of the retained risk in the property program. These topics will continue to be included in the updated strategic planning objectives for FY 26/27.

RECOMMENDATION: Review and provide feedback or direction regarding the attached or additional strategic planning topics for discussion.

FISCAL IMPACT: None expected from this item.

BACKGROUND: Each year the SPA Board of Directors holds a two-day meeting to allow time beyond normal Board business to develop a longer-term vision for strategic objectives. As items are identified, they are organized on the attached matrix to identify major milestones towards addressing the item and assignment of the activities to the parties responsible for development and execution of the item. The Strategic Planning Objectives matrix is included in each SPA Board of Directors regular meeting agenda so that a general progress update can be provided. At the following year's Strategic Planning Meeting, the Board reviews completion and determines if any items need to be carried over or modified in the following year's strategic planning objectives.

ATTACHMENTS: FY 2025/26 SPA Strategic Planning Objectives as of 4/30/26

GOAL			ACTION / TASK	STAFF	Assigned	DEADLINE	STATUS
			FY 2025/26 SPA STRATEGIC PLANNING OBJECTIVES as of 4/30/26				
LRP-1	**Develop SPA Liability Program Claims Reporting and SPA Level Loss Tracking**						
		a	Staff to draft Claims Notice for Board consideration & adoption	NF/MM	JW/ON	Nov	Completed
		b	Liability Claims Committee to begin meetings (including tracking claims) and report out to Board	MM	ON	Jan	Ongoing BOD Reports
LRP-2	**Program Administrator to Establish Plan for CAJPA Accreditation Status**						
		a	Determine current CAJPA Accreditation requirements	PA	MB/MM	Nov	In Progress
		b	Provide review of SPA existing documents and operations as compared to the CAJPA Accreditation requirements	PA	MB/MM	Jan	On Monthly Agendas
		c	Present results to Board for further direction or development of items needed	PA	MB/MM	Mar	*For August 2026 Meeting*
LRP-3	**Establish a Cyber Working Group to address impact of AI on SPA including:**						
		a	MOLC Review for AI Issues	NF/MM	JW/ON	Jan	Item on Dec Agenda
		b.	Evaluate MGA/MGU/RPG Agency Management and Underwriting software packages to see if applicable to SPA and/or members	PA/MM	MB/PB	Feb	Update from 2/3/26 meeting
		c	Evaluate how agentic AI can impact SPA and members	PA/MM	DM/PB	Feb	Working with Archipelago
		d	Evaluate software tools for contract review and certificate/endorsement management	PA/MM	DH/PB	May	*RESIG testing*
		e	Evaluate SPA Cyber Program combining existing SIA (Axa), BASIC (PRISM), CCSA (APIP) and SIG (Tokyo Marine Programs)	PA/MM/NF	DH/ON/JW	Jan	*Committee working*
LRP-4	**Evaluate Retaining more risk in SPA Property Program**						
		a	Create loss report pivot tables that support attachment/retention analysis	PA/PCA	DM/JA	Nov	JA delivering loss data
		b	Report to SPA Board on initial findings	PA/PCA	DM/JA	Dec	*For March*
		c	Actuarial report on retention finding	PA/BA	DM/MH	May	
		d	Renewal broking direction from SPA Board	PA	DM	May	
		e	SPA Board review of renewal options and binding instructions	PA	DM	Jun	
		f.	Implementation of retention and monitoring	PA/PCA	DM/JA	Jul	
LRP-5	**Property Claims Committee to work on developing a panel of providers with service and fees agreed pre loss**						
		a	Develop best practices and pricing, likely focusing on specific types of vendor providers and working through each type over	PA/PCA	MB/JA	Dec	Completed
		b	Gather member comments on items needed to perform vetting process	PA/PCA	MB/JA	Jan	Completed
		c	Select providers and establish appropriate pre-loss agreements/service standards	PCC	PCC	Mar	Completed/ in process
		d	Train members on utilization process	PA/PCA	MB/JA	May	
		e	Monitor results and performance and report out annually	PA/PCA	MB/JA	Aug	

GOAL			ACTION / TASK	STAFF	Assigned	DEADLINE	STATUS
LRP-6	**Liability Program MOLC Evaluation of impacts and planning for potential move to claims-made coverage**						
		a.	Develop white paper on legal and operational affects of changing from occurrence to claims-made coverage	NF/MM/GC	JW/ON/BC	Feb	meet with UW for claims made coverage on top of current tower
		b	Initial discussion at SPA BOD	NF/MM/GC	JW/ON/BC	Mar	
		c	Further development of documents, MOLC, member communications	NF/MM/GC	JW/ON/BC	Jul	
		d	Discussion at SPA BOD Strategic Planning Session	NF/MM/GC	JW/ON/BC	Aug	
		e	Implementation of change in MOLC, if any, no sooner than	NF/MM/GC	JW/ON/BC	Jun-27	
LRP-7	**Liability Program Evaluation of Primary Excess Liability Program and how BASIC and CCSA participate**						
		a.	Discuss conceptual approach to developing a SPA PELP, provide direction	NF/MM	JW/ON	Nov	Verbal Discussion at 11/10/25 Meeting
		b	Development of conceptual approach and transition plan	NF/MM	JW/ON	Feb	Verbal Update
		c	Approve transition to new SPA PELP (note this may be a July 1, 2027 goal)	NF/MM	JW/ON	Jul-27	
		d	Coverage for PELP commences	NF/MM	JW/ON	Jul-27	
LRP-8	**SPA HR Hotline Solution**						
		a	This item needs further development by SPA Board	TBD	TBD	TBD	

BOD: SPA Board of Directors
PA: SPA Program Administrator
MM: Managing Member
CFO: SPA Accounting and Finance

AIS: Alliant Ins. Svcs.(Property Program)
NF: Newfront Insurance (Liability Program)
GC: SPA General Counsel
PCA: SPA Property Claims Administrator at SIA

Schools Program Alliance
c/o Alliant Insurance Services
Corporation Insurance License No. 0C36861
2180 Harvard Street, Suite 380, Sacramento, CA 95815

Item No: F.1.

NEW PROGRAMS AND/OR SERVICES

REVIEW AND IDENTIFICATION OF ITEMS FOR INCLUSION ON UPDATED SPA STRATEGIC ACTION PLAN

ACTION ITEM

ISSUE: Members are asked to discuss and confirm new strategic objectives identified during the meeting and action plans for addressing them. The current plan is attached.

RECOMMENDATION: Provide feedback for updating SPA's strategic objectives and action plans.

FISCAL IMPACT: To be determined.

BACKGROUND: SPA holds and annual planning meeting to review progress in achieving its objectives and identify new goals and action plans.

ATTACHMENTS: SPA Long Range Action Plan as of 4.30.26 (included in prior item)

Item No: G.1.

CONSENT CALENDAR

ACTION ITEM

ISSUE: Items on the Consent Calendar are to be reviewed. If any item requires clarification, discussion, or amendment by any member of the Board, such item(s) may be pulled from Consent Calendar and placed on the agenda for separate discussion.

Items pulled from the Consent Calendar will be placed on the agenda in an order determined by the President.

RECOMMENDATION: Adoption of items presented on the Consent Calendar after review by the Board.

FISCAL IMPACT: As indicated on any item included.

BACKGROUND: Items of importance that may not require discussion are included on the Consent Calendar for adoption.

PUBLICATION: None.

ATTACHMENTS: Minutes of SPA Special Board Teleconference Meeting June 9, 2026

Schools Program Alliance
c/o Alliant Insurance Services
Corporation Insurance License No. 0C36861
2180 Harvard Street, Suite 380, Sacramento, CA 95815

SCHOOLS PROGRAM ALLIANCE
June 8, 2026 Board Of Directors Teleconference Meeting Minutes

Members Present:

Butte Schools Self-Funded Programs (BSSP)	Christy Patterson
Butte Schools Self-Funded Programs (BSSP)	Nicole Strauch
North Bay Schools Insurance Authority (NBSIA)	Noel Waldvogel
North Bay Schools Insurance Authority (NBSIA)	Karen Shelar
Redwood Empire Schools Insurance Group (RESIG)	Cindy Wilkerson
Redwood Empire Schools Insurance Group (RESIG)	Sandy Manzoni
Schools Insurance Authority (SIA)	Brooks Rice
Schools Insurance Authority (SIA)	Debrah Sherrington
Schools Insurance Authority (SIA)	Josh Arnold
Schools Insurance Authority (SIA)	Phil Brown
Schools Insurance Authority (SIA)	Amy Russell
Schools Insurance Group (SIG)	Kelli Hanson
Schools Insurance Group (SIG)	Nancy Mosier
Central California Schools Authority (CCSA)	Alan Caeton

Members Absent:

Consultants & Guests

Dan Madej, Alliant Insurance Services
Dan Howell, Alliant Insurance Services
Marcus Beverly, Alliant Insurance Services
Michelle Minnick, Alliant Insurance Services
Jenna Wirkner, Alliant Insurance Services
Mike Kielty, George Hills
Jim Wilkey, Newfront
Eileen Masa, Newfront
Brian Frost, AmWins

A. CALL TO ORDER, ROLL CALL, QUORUM

Ms. Cindy Wilkerson called the meeting to order at 10:01 a.m. and welcomed the board. The above-mentioned members were present constituting a quorum.

B. APPROVAL OF AGENDA AS POSTED

A motion was made to approve the Agenda as posted.

MOTION: Christy Patterson **SECOND: Kelli Hanson** **MOTION CARRIED UNANIMOUSLY**

C. PUBLIC COMMENT

There were no public comments.

D. CONSENT CALENDAR

1. Minutes of SPA Special Board Teleconference Meeting May 7, 2026
2. Minutes of SPA Board Teleconference Meeting May 11, 2026
3. BSSP Withdrawal from SPA
4. SPA Service Calendar FY 2026-2027
5. ACIP FY 26/27 Proposal

A motion was made to approve the consent calendar.

MOTION: Christy Patterson SECOND: Noel Waldvogel MOTION CARRIED UNANIMOUSLY

E. MEMBER PROGRAM AND IDEA SHARING

This time was reserved for members to share items of interest to the group. Noel Waldvogel thanked a couple Board members for helping to provide guidance on use of the ADWRP. Kelli Hanson provided an update regarding their work with the KYND group and noted the JPA's efforts to take action on safety efforts to address cyber risk. It was noted that the BASIC PRISM Cyber quote has not yet been released.

F. GENERAL ADMINISTRATION AND FINANCIAL REPORTS

F.1.A. STANDING COMMITTEE AND TASK GROUP UPDATES – LIABILITY CLAIMS TASK FORCE

Olivia Nelson was not present on the call, Sandy Manzoni provided a quick review and noted that all the MOLC have been collected to start the comparison of language.

F.1.B. STANDING COMMITTEE AND TASK GROUP UPDATES – PROPERTY PROGRAM LOSS CONTROL AD HOC COMMITTEE

Sandy Manzoni mentioned that the group met and mentioned some grants available, including one from FEMA for specific locations. John Berquist will be presenting to the ad hoc group to determine if it should be presented to the larger group.

F.1.C. STANDING COMMITTEE AND TASK GROUP UPDATES – PROPERTY CLAIMS COMMITTEE

Josh Arnold noted the next meeting is set for next week as the group discusses the claims and the efforts to close claims handled by McLarens. He also expressed gratitude for the Engle Martin team.

F.1.D. CYBER WORKING GROUP

Phil Brown noted the group met recently and they are still working on the SPA Bot and noted there was an open discussion about AI for meeting minutes, and if SPA should have an AI Policy. Cyber coverage comparison using the FY 26/27 policies. Additionally, there was a discussion about quantifying risk as it relates to cyber (or the lack of controls related to cyber). Michelle Minnick provided an update as it relates to accessing the Archipelago system – members will receive a request for contacts that should be granted read-only access to the database.

F.1.E. STANDING COMMITTEE AND TASK GROUP UPDATES – COST ALLOCATION TASK FORCE

Phil Brown noted we have not met since the last meeting. Dan Madej mentioned that the methodology has been approved by the Board and there may be more discussions in the future.

F.1.F. SPA PRIMARY LIABILITY LAYER AD HOC COMMITTEE

Phil Brown noted there was nothing to report other than dates have been set with the actuary and more to come in July 2026.

F.2. STRATEGIC PLANNING OBJECTIVES

Marcus Beverly noted there were no changes to the Strategic Planning Objectives and mentioned the progress being made. Members expressed interest in ADWRP "what to expect when an incident occurs". The Board confirmed that boxed lunches were not needed for the Strategic Planning meeting in August.

F.3. ELECTION OF OFFICER POSITIONS

It was noted that the Board is seeking to nominate and elect the officer positions only at this time. After a discussion it was generally agreed to re-approve the current slate of officers.

Chairperson – Cindy Wilkerson
Vice Chair – Brooks Rice
Secretary – Kelli Hanson
Treasurer – Phil Brown

A motion was made to approve the current slate of officers be re-elected for a two-year term.

MOTION: Alan Caeton **SECOND: Noel Waldvogel** **MOTION CARRIED UNANIMOUSLY**

F.4. APPROVE CLAIMS PAYMENT(S) TO MEMBER(S)

Phil Brown provided a review of the claim payments for two claims to SIA and NBSIA. It was noted that the NBSIA claim is closed and the other is an advance on the claim.

A motion was made to approve.

MOTION: Kelli Hanson **SECOND: Christy Patterson** **MOTION CARRIED UNANIMOUSLY**

F.5. YEAR-END MEMBER ADVISORY

Phil Brown noted the requirement to provide a review of the current financials, and it was requested that any invoices should be sent to the Alliant team for processing as soon as possible. It was also asked to review their loss runs in anticipation of the renewal. Lastly, it was noted that once we have the final premiums from the broker team, we will update the final budget.

G. LIABILITY PROGRAM
G.1. EXCESS LIABILITY PROGRAM

Jim Wilkey provided the Board with an update on the Excess Liability Program and reviewed the options relative to more capacity and additional limit options to determine if the group would like increase limits. He discussed the options presented and noted a benefit is occurrence-based coverage all the way up through the tower. Brian Frost from AmWins helped to explain the efforts by increasing the attachment point of $7.5M, up from $5M in the prior year.

A motion was made to approve purchase of the $50M limit pending confirmation of the top layer.

MOTION: Alan Caeton **SECOND: Brooks Rice** **MOTION CARRIED UNANIMOUSLY**

H. PROPERTY PROGRAM
H.1. 2026 PROPERTY (AND APD, ADWCRP) RENEWAL – RENEWAL STATUS UPDATE

Dan Madej provided the Board with an update regarding the upcoming APIP Property renewal and noted that the MOC does not change but for the high-risk locations that are listed as well as any changes to the APIP policy wording. Additionally, it was noted that there have been additions to the property schedules which will likely change the final premium figures. Dan Howell also mentioned that we are quoting 2 options in APIP this year, as expiring and $750M limit for comparison. After a discussion about revisiting the allocation model at the August Strategic Planning meeting.

A motion was made to accept allocation shown for the $500M limit for FY 26/27APIP.

MOTION: Brooks Rice **SECOND: Kelli Hanson** **MOTION CARRIED UNANIMOUSLY**

There was a discussion related to the changes in coverage for the Alliant Deadly Weapons and Crisis Response Program (ADWCRP) and after a discussion members were asked if there was any interest in moving to the $1M limit.

A motion was made to accept the Alliant Deadly Weapons and Crisis Response Program (ADWCRP) Option 2 with the $1M limit and allocate the $85k credit to offset.

MOTION: Brooks Rice **SECOND: Alan Caeton** **MOTION CARRIED UNANIMOUSLY**

There was a discussion related to the AIG APD coverage and noted that there are no changes anticipated to the coverage.

A motion was made to approve the rates presented for APD.

MOTION: Kelli Hanson **SECOND: Noel Waldvogel** **MOTION CARRIED UNANIMOUSLY**

I. INFORMATION ITEMS

I.1. STRATEGIC PLANNING OVERVIEW FOR AUGUST 25-26, 2026

It was noted that a draft of the August agenda was included for review and comment.

J. ADJOURNMENT

The meeting was adjourned at 11:56 A.M.

NEXT MEETING DATE: August 25-26 2026 in Tiburon, CA

Respectfully Submitted,

____
Kelli Hanson, Secretary

____
Date

Item No: G.2.

CONSENT CALENDAR

APPROVAL OF PROPERTY PROGRAM CLAIMS PAYMENTS

ACTION ITEM

ISSUE: Claim payments are due to SPA members.

RECOMMENDATION: Approve claim payments as presented for ratification.

FISCAL IMPACT: Payments totaling $3,468,127.00 reduced SPA's cash balance and outstanding liabilities.

BACKGROUND: The SPA Claims Payment Policy (approved February 13, 2023) and the SPA Property Program Claims Service Instructions (approved October 21, 2024) provide direction for reimbursing members for claim costs. This includes Board approval and the participation of a Loss Adjustment Service Firm and SPA Property Claims Representative (SPA PCR) and Managing Member financial services (both provided by SIA).

Claim payments have been made to SPA member(s) per reported costs incurred by the member. These requests were submitted by Members and reviewed by the SPA PCR. These were reviewed and payments issued according to the Claims Payment Policy (review of expenses reported, deductibles and retentions, reimbursements, excess participation, and related accounting and reconciliations).

Schedule of payments

Member / Vendor	Claim	Description	Amount	Date Paid	Notes
SIG	Eureka Union SD, 26-1838	SPA Retained layer	$276,837.58	6/26/2026	Fire damage
SIG	Tahoe USD, 24-3936	SPA Retained layer	$323,057.00	6/26/2026	Snowstorm
NBSIA	Dixon USD, 24-3939	SPA Retained layer	$569,149.70	6/26/2026	Fire damage

SPA CLAIM RECONCILIATION

Member: SIG
Claim: 26-1838
Occurrence Date: 01/21/2026
Claim Type: Fire
Claim Status: Open
Date Prepared: 6/19/26

Member Reconciliation

	Prior	Current
6/2/2026 Proof of Loss - Advance		$ 276,837.58
Amount due to Member		**$ 276,837.58**

Excess Carrier Reconciliation

	Prior	Current
Amount due from Excess Carrier		$ -

SWORN STATEMENT IN PROOF OF LOSS
(Advance)

1000559107	26-1838
Engle Martin File #	SPA FILE NO.
	GHC0092810
AMOUNT OF POLICY AT TIME OF LOSS	SIG/GH CLAIM NO.
07/01/2025	06/30/2026
DATE ISSUED	DATE EXPIRES

To the Schools Program Alliance (SPA) of Sacramento, California. At time of loss, by the above indicated policy of insurance you insured Schools Insurance Group (SIG), against loss by All Risk to the property described under Schedule "A," according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A property claim loss on or about 01/21/2026. The cause and origin of the said loss were: stove top in Home Economics room caught fire causing damage to multiple classrooms. Olympus Jr. HS, Eureka Union School District.
2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: public school.
3. Title and Interest: At the time of the loss the interest of your insured in the property described therein was owner. No other person or persons had any interest therein or incumbrance thereon, except: none.
4. Changes: Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: none.
5. Total Insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss as per the form.

6. The Actual Cash Value of said property at the time of the loss was ....$ ________
7. The Whole Loss and Damage was . . . .$ ________
8. Less Amount of Deductible. . . . .$ ________
9. The Amount Claimed under the above numbered policy is . . .$ 276,837.58

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were in the building damaged or destroyed, and belonging to, and in possession of the said insured at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered as part of this proof.

The furnishing of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of their rights.

FOR YOUR PROTECTION, CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM:
Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

____
SIGNATURE

6/2/26
DATE

Loss_form

SPA CLAIM RECONCILIATION

Member: SIG
Claim: SPA #24-3936; CAT 2323 Snowstorm
Occurrence Date: February 27, 2023
Claim Type: Property damage - Snow-magedden
Claim Status: Open
Date Prepared: 6/19/26

Member Reconciliation	**Prior**	**Current**
12/15/2023 Partial Proof of Loss	966,460.00	
Member deductible	(250,000.00)	
12/15/2023 Partial Proof of Loss	716,460.00	
1/18/24 Payment to SIG	(716,460.00)	
12/3/24 Partial Proof of Loss	1,210,483.00	
12/23/24 Payment to SIG	(1,210,483.00)	
6/17/2026 Proof of Loss - Advance		323,057.00
	Amount due to Member	**323,057.00**

Excess Carrier Reconciliation	
12/15/2023 Partial Proof of Loss	716,460.00
12/3/24 Partial Proof of Loss	1,210,483.00
6/17/2026 Proof of Loss - Advance	323,057.00
SPA Retention A	(250,000.00)
SPA Retention B	(2,000,000.00)
Amount due from Excess Carrier	0.00

SWORN STATEMENT IN PROOF OF LOSS
(Advance)

002.059354.MI.S
Adjusting Firm File #

24-3936
SPA FILE NO.

GHC0052756
SIG/GH CLAIM NO.

AMOUNT OF POLICY AT TIME OF LOSS

07/01/2022
DATE ISSUED

06/30/2023
DATE EXPIRES

To the Schools Program Alliance (SPA) of Sacramento, California. At time of loss, by the above indicated policy of insurance you insured Schools Insurance Group (SIG), against loss by All Risk to the property described under Schedule "A," according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A property claim loss on or about 02/27/2023. The cause and origin of the said loss were: Multiple Sites. Cat Loss 2323 Snowstorm.
2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: public school.
3. Title and Interest: At the time of the loss the interest of your insured in the property described therein was owner. No other person or persons had any interest therein or incumbrance thereon, except: none.
4. Changes: Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: none.
5. Total Insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss as per the form.

6. The Actual Cash Value of said property at the time of the loss was ....$
7. The Whole Loss and Damage was . . . .$
8. Less Amount of Deductible. . . . .$
9. The Amount Claimed under the above numbered policy is . . .$ 323,057.00

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were in the building damaged or destroyed, and belonging to, and in possession of the said insured at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered as part of this proof.

The furnishing of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of their rights.

FOR YOUR PROTECTION, CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM: Any person who knowingly presents false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

SIGNATURE

6/17/26
DATE

Loss_form

SPA CLAIM RECONCILIATION

Member: NBSIA - Dixon Unified
Claim: 24-3939
Occurrence Date: 01/05/2024
Claim Type: Electrical Fire
Claim Status: Open
Date Prepared: 6/19/26

Member Reconciliation

	Prior	Current
Estimated Loss		$ 819,149.70
Member Deductible		$ (250,000.00)
6/17/26 Proof of Loss - Advance - Retention A		250,000.00
6/17/26 Proof of Loss - Advance - Retention B		319,149.70

Amount due to Member	**$ 569,149.70**

Excess Carrier Reconciliation

	Prior	Current
No excess carrier activity		0.00

Amount due from Excess Carrier	0.00

SWORN STATEMENT IN PROOF OF LOSS
(Advance)

002.060947.MI.S
Adjusting Firm File #

AMOUNT OF POLICY AT TIME OF LOSS

07/01/2023
DATE ISSUED

24-3939
SPA FILE NO.
24-007429-1
Member CLAIM NO.
06/30/2024
DATE EXPIRES

To the Schools Program Alliance (SPA) of Sacramento, California. At time of loss, by the above indicated policy of insurance your insured North Bay Schools Insurance Authority (NBSIA), against loss by All Risk to the property described under Schedule "A," according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A property claim loss on or about 01/05/2024. The cause and origin of the said loss were: Multiple Sites. Electrical Panel fire at Anderson Elementary for the Dixon Unified School District.
2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: public school.
3. Title and Interest: At the time of the loss the interest of your insured in the property described therein was owner. No other person or persons had any interest therein or incumbrance thereon, except: none.
4. Changes: Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: none.
5. Total Insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss as per the form.

6. The Actual Cash Value of said property at the time of the loss was ....$
7. The Whole Loss and Damage was . . . .$
8. Less Amount of Deductible. . . . .$ 250,000.00
9. The Amount Claimed under the above numbered policy is .. .$ 569,149.70

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were in the building damaged or destroyed, and belonging to, and in possession of the said insured at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered as part of this proof.

The furnishing of this blank or the preparation of proofs by a representative of the above insurance company is not a waiver of any of their rights.

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SIGNATURE

6/17/26
DATE

Loss_form

SPA CLAIM RECONCILIATION

Member: NBSIA - St Helena ES
Claim: 25-5648
Occurrence Date: 11/21/2024
Claim Type: Water/rain damage
Claim Status: Open
Date Prepared: 6/19/26

Member Reconciliation

	Prior	Current	
Estimated Loss		$	402,595.72
Member Deductible		$	(250,000.00)
6/17/26 Proof of Loss - Advance - Retention A			152,595.72

Amount due to Member	**$**	**152,595.72**

Excess Carrier Reconciliation

	Prior	Current
No activity		0.00

Amount due from Excess Carrier	0.00

SWORN STATEMENT IN PROOF OF LOSS
(Advance)

002.062741.MI.S	25-5648
Adjusting Firm File #	SPA FILE NO.
	24-008314-1
AMOUNT OF POLICY AT TIME OF LOSS	Member CLAIM NO.
07/01/2024	06/30/2025
DATE ISSUED	DATE EXPIRES

To the Schools Program Alliance (SPA) of Sacramento, California. At time of loss, by the above indicated policy of insurance you insure North Bay Schools Insurance Authority (NBSIA), against loss by All Risk to the property described under Schedule "A," according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A property claim loss on or about 11/21/2024. The cause and origin of the said loss were: Multiple Sites. Rain/windstorm (CAT LOSS 2482) damage to multiple classrooms St Helena Elementary at St Helena Unified School District.
2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: public school.
3. Title and Interest: At the time of the loss the interest of your insured in the property described therein was owner. No other person or persons had any interest therein or incumbrance thereon, except: none.
4. Changes: Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: none.
5. Total Insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss as per the form.

6.	The Actual Cash Value of said property at the time of the loss was	$
7.	The Whole Loss and Damage was	$
8.	Less Amount of Deductible	$ 250,000.00
9.	The Amount Claimed under the above numbered policy is	$ 152,595.72

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were in the building damaged or destroyed, and belonging to, and in possession of the said insured at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered as part of this proof.

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SIGNATURE

6/17/26
DATE

Loss_form

SPA CLAIM RECONCILIATION

Member: NBSIA - Robotics Lab Davis SRHS
Claim: 26-3739
Occurrence Date: 04/20/2026
Claim Type: Fire
Claim Status: Open
Date Prepared: 6/19/26

Member Reconciliation

	Prior	Current
6/17/26 Proof of Loss - Advance - Retention A		250,000.00

Amount due to Member	**$ 250,000.00**

Excess Carrier Reconciliation

	Prior	Current

Amount due from Excess Carrier	$ -

SWORN STATEMENT IN PROOF OF LOSS
(Advance)

1000567181
Adjusting Firm File #

26-3739
SPA FILE NO.

AMOUNT OF POLICY AT TIME OF LOSS

26-009721-1
Member CLAIM NO.

07/01/2025
DATE ISSUED

06/30/2026
DATE EXPIRES

To the Schools Program Alliance (SPA) of Sacramento, California. At time of loss, by the above indicated policy of insurance you insure North Bay Schools Insurance Authority (NBSIA), against loss by All Risk to the property described under Schedule "A," according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A property claim loss on or about 04/20/2026. The cause and origin of the said loss were: Multiple Sites. Robotics Lab fire at Davis Sr High School with the Davis Joint Unified School District.
2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: public school.
3. Title and Interest: At the time of the loss the interest of your insured in the property described therein was owner. No other person or persons had any interest therein or incumbrance thereon, except: none.
4. Changes: Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: none.
5. Total Insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss as per the form.

6. The Actual Cash Value of said property at the time of the loss was .... $
7. The Whole Loss and Damage was . . . . $
8. Less Amount of Deductible. . . . . $ 250,000.00
9. The Amount Claimed under the above numbered policy is . . . $ 250,000.00

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were in the building damaged or destroyed, and belonging to, and in possession of the said insured at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered as part of this proof.

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SIGNATURE

6/17/26
DATE

Loss_form

SPA CLAIM RECONCILIATION

Member: SIA
Claim: 24-3931; Elk Grove USD - Sheldon HS Fire
Occurrence Date: December 13, 2021
Claim Type: Non-wildfire
Claim Status: Open
Date Prepared: 6/22/26
Reserve: $5,500,000

Member Reconciliation

	Prior	Current
3/18/2022 Partial Proof of Loss	200,000.00	
6/30/2023 Partial Proof of Loss	871,365.08	
6/25/26 Final Proof of Loss		4,596,487.00
Less: SIA Layer		(250,000.00)
Retention A		(250,000.00)
Retention B		(2,000,000.00)
SPA market advance already forwarded to SIA		(200,000.00)
6/28/22 Wire from SPA to Ops (Board Approved)	(2,450,000.00)	
	Amount due to/(from) Member	**$ 1,896,487.00**

Excess Carrier Reconciliation

	Prior	Current
3/18/2022 Partial Proof of Loss	200,000.00	
6/30/2023 Partial Proof of Loss	871,365.08	
6/25/2026 Final Proof of Loss		4,596,487.00
Less: SIA Layer		(250,000.00)
Retention A		(250,000.00)
Retention B		(2,000,000.00)
4/12/2022 Starr Specialty - excess carrier advance	(20,000.00)	
4/25/2022 National Union Fire Ins.-excess carrier advance	(100,000.00)	
5/12/2022 McLarens - excess carrier advance	(80,000.00)	
8/24/2023 McLarens, LLC, Sheldon HS Fire, excess reimb	(340,968.64)	
8/24/2023 Starr Specialty Lines Insurance Agency, excess reimb	(87,136.51)	
8/24/2023 National Union Fire Insurance CO., AIG, excess reim	(435,682.54)	
Less: carrier recovered rec'd through 2023		(1,063,787.69)
6/18/26 National Union Fire Insurance Co. of Pittsburgh, excess reimb		(512,560.96)
6/19/2026 Starrr Specialty Lines Insurance Agency, excess reimb		(102,512.19)
	Amount due from/(to) Excess Carrier	**$ 417,626.16**

SWORN STATEMENT IN PROOF OF LOSS
(Final)

002.056912.MI.S
Adjusting Firm File #

24-3931
SPA FILE NO.

21-6964
Member CLAIM NO.

AMOUNT OF POLICY AT TIME OF LOSS

07/01/2021
DATE ISSUED

06/30/2022
DATE EXPIRES

To the Schools Program Alliance (SPA) of Sacramento, California. At time of loss, by the above indicated policy of insurance you insure Schools Insurance Authority , against loss by All Risk to the property described under Schedule "A," according to the terms and conditions of the said policy and all forms, endorsements, transfers and assignments attached thereto.

1. Time and Origin: A property claim loss on or about 12/13/2021. The cause and origin of the said loss were: Spontaneous combustion fire at Industrial Arts Building. Sheldon High School Elk Grove USD.
2. Occupancy: The building described, or containing the property described, was occupied at the time of the loss as follows, and for no other purpose whatever: public school.
3. Title and Interest: At the time of the loss the interest of your insured in the property described therein was owner. No other person or persons had any interest therein or incumbrance thereon, except: none.
4. Changes: Since the said policy was issued there has been no assignment thereof, or change of interest, use, occupancy, possession, location or exposure of the property described, except: none.
5. Total Insurance: The total amount of insurance upon the property described by this policy was, at the time of the loss as per the form.

6. The Actual Cash Value of said property at the time of the loss was .... $
7. The Whole Loss and Damage was $4,596,487.00
8. Less Amount of Deductible. .... $ 250,000.00
9. The Amount Claimed under the above numbered policy is $1,896,487.00

(Advances: $2,000,000 / $200,000.00 / $250,000)

The said loss did not originate by any act, design or procurement on the part of your insured, or this affiant; nothing has been done by or with the privity or consent of your insured or this affiant, to violate the conditions of the policy, or render it void; no articles are mentioned herein or in annexed schedules but such as were in the building damaged or destroyed, and belonging to, and in possession of the said insured at the time of said loss; no property saved has in any manner been concealed, and no attempt to deceive the said company, as to the extent of said loss, has in any manner been made. Any other information that may be required will be furnished and considered as part of this proof.

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SIGNATURE

6/25/2026
DATE

Loss_form

Item No: H.1.a.

REGULAR MEETING ITEMS
GENERAL ADMINISTRATION

SPA PROPERTY MEMORANDUM OF COVERAGE (MOC)

ACTION ITEM

ISSUE: Each year, SPA updates the MOC for the new renewal year.

RECOMMENDATION: The SPA Board to discuss any questions from the August 13th transmittal of the 2026/27 SPA MOC. If not issues, it is recommended the SPA Board vote to ratify the updated MOC.

FISCAL IMPACT: The MOC contains various coverage terms (including limits and sublimits) that will determine coverage outcomes of losses during the coverage period.

BACKGROUND: Historically, SPA's MOC was originally drafted based on the SIA MOC. The SIA MOC, at that time, had been modeled from an earlier PEPIP coverage form. Throughout the years, since inception of the SPA Property program, the MOC was updated each year based on (1) underwriting actions from SPA and/or (2) marketplace actions being adopted, if applicable. SPA Members would adopt the SPA MOC being using an "underlier" MOC approach.

At 7/1/25, with SPA moving the reinsurance program to APIP, the MOC approach changed. From that point, SPA adopted the APIP policy form. This was done via the approach of (1) SPA creating an "underlier" MOC and (2) attaching the APIP policy form to the "underlier" MOC. Together, 1 & 2 make the complete SPA Program MOC. Also to note, the "underlier" contains terms specific to the SPA program (i.e., Vacant properties endorsement and high hazard location endorsement).

ATTACHMENTS: The MOC will be provided via email a week before this meeting and will be shared on screen at the meeting for review/discussion.

Item No: H.1.b.

GENERAL ADMINISTRATION

CONFLICT OF INTEREST CODE

ACTION ITEM

ISSUE: The Board of Directors must review and revise or re-adopt SPA's Conflict of Interest Code every even year. No changes are needed or recommended this year.

RECOMMENDATION: Approve the Conflict of Interest Code as presented, with no changes.

FISCAL IMPACT: No fiscal impact expected from this item.

BACKGROUND: The Conflict of Interest Code was last amended in August 2024 to comply with the updated Fair Political Practices Commission (FPPC) filing requirements. Prior to 2012, Alliant Insurance Services, as the JPA administrator, kept the original Form 700s and filed copies with the FPPC. The FPPC has changed that requirement and now the original Form 700s are filed with the FPPC.

The Political Reform Act, Government Code Sections 81000, et. Seq. requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Conflict of Interest Code for the public agency must be reviewed by the governing Board every even numbered year. Any changes, or a statement that it has been reviewed and no changes required, must be filed with FPPC prior to October 1st.

ATTACHMENT(S):

1. SPA Conflict of Interest Code
2. SPA - 2026 Multi County Biennial Notice Final (unsigned)

CONFLICT OF INTEREST CODE

FOR THE

SCHOOLS PROGRAM ALLIANCE

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the Schools Program Alliance (Authority).

Individuals holding designated positions shall file their statements of economic interests electronically with the Fair Political Practices Commission. All statements will be retained by the Fair Political Practices Commission.

CONFLICT OF INTEREST CODE
FOR THE
SCHOOLS PROGRAM ALLIANCE

Appendix A-Designated Positions

Designated Position	Assigned Disclosure Category
Members and Alternates of the Board of Directors	1, 2, 3
Program Administrator	1, 2, 3
Auditor	1, 2, 3
Board Counsel	1, 2, 3
Consultants/New Positions	*

Note: The positions of Program Administrator, Claims Administrator, Board Counsel, and Auditor are filled by outside consultants, but act in a staff capacity.

*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The Chairperson/Secretary may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chairperson/Secretary's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (Gov. Code Sec. 81008)

The following positions are not covered by the code because the positions manage public investments. Individuals holding such positions must file under Government Code Section 87200 and are listed for informational purposes only.

- Treasurer
- Consultants who manage public investments

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Section 87200.

CONFLICT OF INTEREST CODE
FOR THE
SCHOOLS PROGRAM ALLIANCE

Appendix B-Disclosure Categories

Designated positions must disclosure pursuant to the categories below.

1. Investments and business positions in business entities, and income (including receipt of loans, gifts, and travel payments), from sources of the type that contract with the Authority to supply goods, services, materials, or supplies.

2. Investments and business positions in business entities, and income (including receipt of loans, gifts, and travel payments), from sources that are engaged in the performance of work or services of the type utilized by the Authority, including insurance companies, carriers, holding companies, underwriters, brokers, solicitors, agents, adjusters, claims managers, and actuaries.

3. Investments and business positions in business entities, and income (including receipt of loans, gifts, and travel payments), from sources that have filed a claim or have a claim pending that are reviewed and administered by the Authority.

This is the last page of the conflict of interest code for the **Schools Program Alliance**.

CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the **Schools Program Alliance** was approved on 9/15/ 2021. This code will become effective on 10/15/ 2021.

John M. Feser, Jr.
Senior Commission Counsel
Fair Political Practices Commission

2026 Multi-County Agency Biennial Notice

Name of Agency: SCHOOLS PROGRAM ALLIANCE

Mailing Address: 2180 HARVARD STREET STE 380

Contact Person: MICHELLE MINNICK Phone No. 916-643-2715

Email: Michelle.Minnick@alliant.com Alternate Email: ____

Counties within Jurisdiction, or for Charter Schools, Counties in which the School is Chartered:
(if more space is needed, include an attachment):

Multi-County

No. of Employees* 12 No. of Form 700 Filers* 12

**Including board and committee members*

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

Please identify which statement accurately describes your agency's status.

- [x] This agency has reviewed its conflict of interest code. The current code designates all positions which make or participate in making governmental decisions. The designated positions are assigned accurate disclosure categories that relate to the job duties of the respective positions. The code incorporates FPPC regulation 18730 so that all relevant Government Code Sections are referenced.

- [ ] This agency has reviewed its conflict of interest code and has determined that an amendment is necessary. An amendment may include the following:
  - [ ] New positions which involve the making or participating in the making of decisions which may foreseeably have a material impact on a financial interest
  - [ ] Current designated positions need renaming or deletion
  - [ ] Statutorily required provisions of the code need to be addressed
  - [ ] Disclosure categories need revision

Verification (to be completed if no amendment is required)

This multi-county agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer *Date*

All multi-county agencies must complete and return this notice, including those agencies whose codes are currently under review. Please return this notice no later than **October 1, 2026** to the FPPC at biennialnotice@fppc.ca.gov or 1102 Q Street, Suite 3050, Sacramento, CA 95811.

Item No: H.2.

GENERAL ADMINISTRATION

DISCUSSION OF POLICIES AND PROCEDURES, ROLES AND RESPONSIBILITIES AND STANDING COMMITTEES/TASK GROUPS

ACTION ITEM

a) Liability Claims Task Force
b) Property Program Loss Control - Ad Hoc Committee
c) Property Claims Committee
d) Cyber Working Group
e) Cost Allocation Working Group
f) SPA Primary Liability Layer Ad Hoc Committee
g) Program Staffing

ISSUE: What additional needs does SPA have for policies, procedures, administration, or direction regarding key operational or strategic issues?

RECOMMENDATION: Review the work of the task groups and determine if there are changes needed going forward.

FISCAL IMPACT: Unknown

BACKGROUND: Last year the committee discussed the need for task groups and created the Loss Control Task Group, Liability Aggregate Task Group, and the Claims Task Force.

ATTACHMENTS: None.

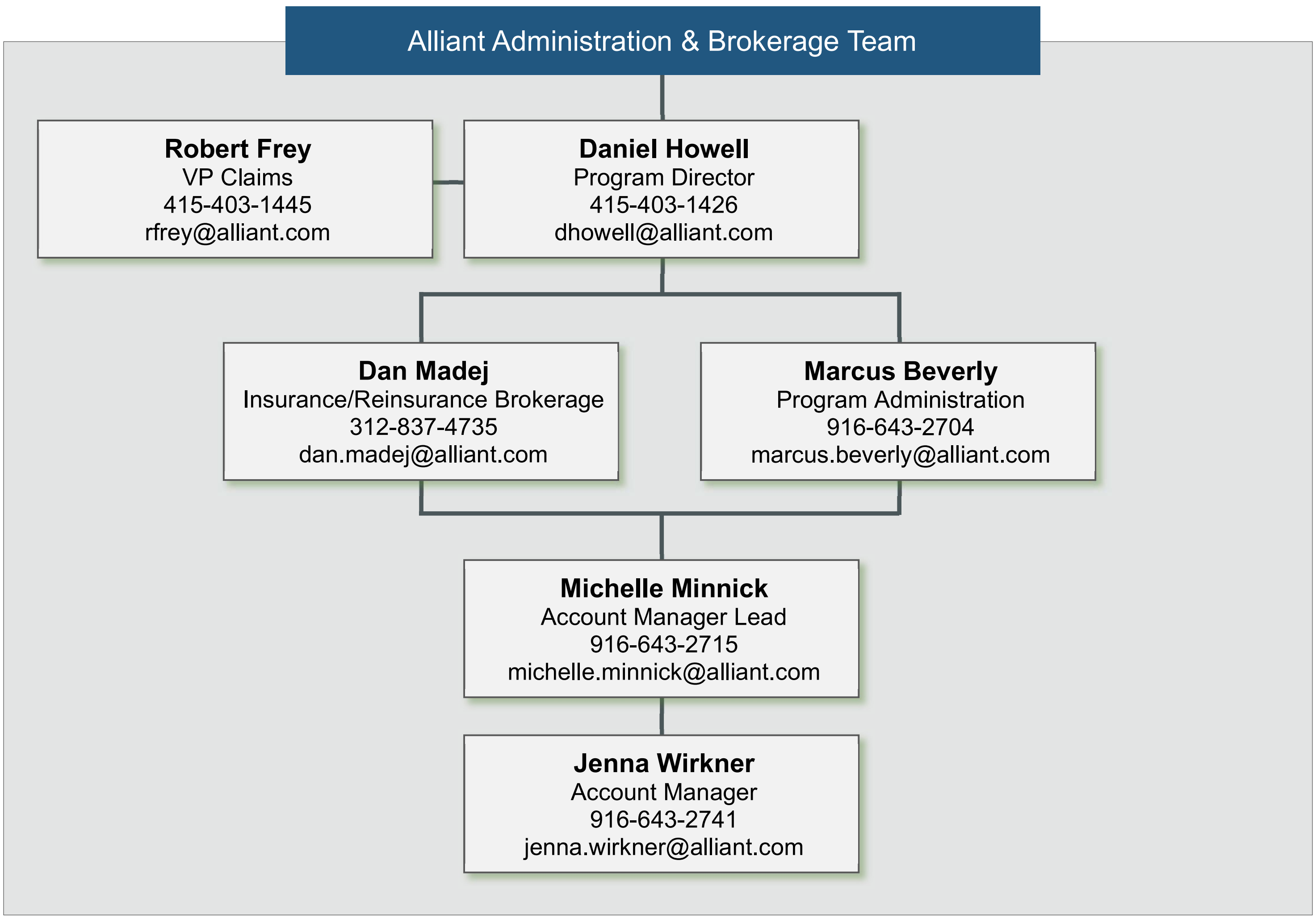
Item No: I.1.

SPA COMMITTEE AND STAFFING

SPA PROGRAM STAFF

INFORMATION ITEM

ISSUE: SPA members are provided the organization chart below and a listing of the key contacts for assistance in specific areas for information and future reference.



SPA Key Contacts:

- Program Administration – Agendas, compliance, documents: Marcus Beverly, Michelle Minnick, Dan Howell
- Insurance/Reinsurance – Rating allocations, technical Coverage discussions: Dan Madej, Dan Howell

- Certificates, Invoices, Coverage Documents – Michelle Minnick, Jenna Wirkner
- Claims – Discussion after following reporting process: Bob Frey, Dan Howell

SIA Administration Team

Amy Russell
Finance Manager
arussell@sia-jpa.org

Phil Brown
Chief Financial Officer
PBrown@sia-jpa.org

Campus Wildfire Preparedness & Shutdown Checklist

Purpose

This checklist is designed for schools, universities, training centers, corporate campuses, retreat facilities, or multi-building properties preparing for elevated wildfire risk, evacuation, temporary closure, or shutdown.

Adapt timing and responsibilities based on:

- Campus size
- Occupancy levels
- Defensible space conditions
- Local emergency management guidance
- Utility infrastructure
- Air quality severity
- Evacuation warning/order status

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1. Incident Activation & Decision Making

Establish Incident Command

- ☐ Activate Emergency Operations Team (EOT) / Incident Command System (ICS)
- ☐ Assign:
  - ☐ Incident Commander
  - ☐ Operations Lead
  - ☐ Facilities Lead
  - ☐ Communications Lead
  - ☐ Student/Resident Services Lead
  - ☐ Security Lead
  - ☐ IT/Continuity Lead
- ☐ Establish emergency communication cadence
- ☐ Open incident log/documentation process

- [ ] Monitor:
  - [ ] Fire perimeter maps
  - [ ] Weather/red flag warnings
  - [ ] Air Quality Index (AQI)
  - [ ] Utility shutoff notices
  - [ ] Evacuation alerts

Decision Thresholds

Define trigger points for:

- [ ] Shelter-in-place
- [ ] Activity cancellation
- [ ] Partial campus closure
- [ ] Full evacuation
- [ ] Power-down procedures
- [ ] Remote operations transition

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2. Communications

Internal Communications

- [ ] Send initial awareness notification
- [ ] Provide:
  - [ ] Current fire status
  - [ ] Expected impacts
  - [ ] Air quality guidance
  - [ ] Campus operational status
  - [ ] Evacuation readiness instructions
- [ ] Confirm emergency notification systems are operational:
  - [ ] SMS
  - [ ] Email
  - [ ] PA systems
  - [ ] App notifications
  - [ ] Website banners
- [ ] Establish update intervals

External Communications

- [ ] Coordinate with:
  - [ ] Fire department
  - [ ] Emergency management
  - [ ] Utility providers

  - ☐ Transportation vendors
  - ☐ Local hospitals/partners
- ☐ Prepare media holding statement
- ☐ Update public website/social media

Accountability

- ☐ Verify current rosters/contact lists
- ☐ Identify vulnerable populations:
  - ☐ Disabled individuals
  - ☐ Medical dependencies
  - ☐ International students/residents
  - ☐ Individuals without transportation

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3. Air Quality & Health Protection

Indoor Air Protection

- ☐ Inspect HVAC systems
- ☐ Replace/upgrade filters (MERV-13 or higher if possible)
- ☐ Close outdoor air intakes if conditions require
- ☐ Seal doors/windows where practical
- ☐ Identify clean-air refuge spaces

PPE & Health Supplies

- ☐ Inventory N95/KN95 masks
- ☐ Stage first aid supplies
- ☐ Confirm inhaler/medical support availability
- ☐ Prepare smoke exposure guidance

Operational Adjustments

- ☐ Cancel outdoor activities/events
- ☐ Restrict strenuous activity
- ☐ Move operations indoors where possible
- ☐ Transition vulnerable personnel to remote work

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4. Facilities & Grounds Preparation

Defensible Space

- ☐ Remove combustible debris:

- ☐ Leaves
- ☐ Pine needles
- ☐ Trash
- ☐ Outdoor storage

- ☐ Mow dry grass
- ☐ Trim vegetation near buildings
- ☐ Clear roof gutters/drains
- ☐ Remove combustible materials within defensible space zones

Exterior Building Protection

- ☐ Close all windows and exterior doors
- ☐ Shut fire doors
- ☐ Remove flammable patio furniture/decor
- ☐ Move propane tanks away from structures
- ☐ Wet down priority landscaping if water supply allows
- ☐ Cover vents if ember intrusion risk is high

Utilities & Mechanical Systems

- ☐ Test backup generators
- ☐ Top off fuel supplies
- ☐ Protect critical infrastructure rooms
- ☐ Verify fire pumps/sprinkler systems operational
- ☐ Charge radios and emergency batteries

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5. Technology & Critical Systems

IT Continuity

- ☐ Back up critical systems/data
- ☐ Confirm remote access capability
- ☐ Protect server rooms from smoke intrusion
- ☐ Verify redundant communications
- ☐ Ensure cloud backups are current

Security Systems

- ☐ Confirm cameras operational
- ☐ Verify access control systems
- ☐ Test emergency alerts
- ☐ Ensure intrusion alarms remain active during closure

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6. Transportation & Evacuation

Evacuation Readiness

- ☐ Confirm evacuation routes
- ☐ Identify alternate routes
- ☐ Stage transportation resources
- ☐ Coordinate buses/shuttles
- ☐ Prepare traffic control plans

Special Populations

- ☐ Arrange assistance for mobility-impaired occupants
- ☐ Identify assembly/reunification sites
- ☐ Confirm pet/service animal procedures if applicable

Parking & Vehicle Management

- ☐ Fuel campus vehicles
- ☐ Move vehicles away from vegetation
- ☐ Restrict parking in emergency access lanes

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7. Residential / Student Housing (If Applicable)

- ☐ Notify residents of evacuation readiness status
- ☐ Provide go-bag checklist
- ☐ Confirm resident accountability procedures
- ☐ Secure common areas
- ☐ Shut down nonessential appliances
- ☐ Coordinate resident transportation assistance
- ☐ Identify temporary housing locations

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8. Campus Shutdown Procedures

Before Leaving Campus

- ☐ Confirm evacuation order status
- ☐ Sweep buildings for remaining occupants
- ☐ Secure hazardous materials
- ☐ Shut down nonessential utilities
- ☐ Unplug noncritical electronics
- ☐ Secure sensitive records

- ☐ Lock exterior doors
- ☐ Post closure notices if needed

High-Risk Areas

- ☐ Labs secured
- ☐ Chemicals stored properly
- ☐ Kitchens shut down
- ☐ Fuel storage inspected
- ☐ Maintenance shops secured

Final Incident Actions

- ☐ Document final occupancy count
- ☐ Provide final all-campus notification
- ☐ Transfer contact information to emergency responders
- ☐ Establish remote command/continuity location

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9. Business Continuity

- ☐ Activate remote work/learning plans
- ☐ Prioritize essential operations
- ☐ Establish leadership communication schedule
- ☐ Confirm payroll/finance continuity
- ☐ Maintain vendor coordination
- ☐ Preserve critical records and contracts

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10. Reentry & Recovery Planning

Before Reopening

- ☐ Obtain clearance from authorities
- ☐ Assess:
  - ☐ Structural damage
  - ☐ Smoke contamination
  - ☐ Air quality
  - ☐ Utility integrity
  - ☐ Water quality
- ☐ Inspect roofs/HVAC systems
- ☐ Remove ash/debris safely
- ☐ Test fire alarms/suppression systems

Occupant Return

- ☐ Communicate reopening timeline
- ☐ Provide health/safety guidance
- ☐ Reestablish transportation and food services
- ☐ Offer mental health support resources

After-Action Review

- ☐ Conduct lessons learned session
- ☐ Update wildfire response plan
- ☐ Document improvement actions
- ☐ Replenish emergency supplies

Recommended Pre-Season Preparedness (Before Fire Season)

- ☐ Conduct wildfire tabletop exercise
- ☐ Train staff on evacuation procedures
- ☐ Review mutual aid agreements
- ☐ Inspect vegetation management zones
- ☐ Validate emergency contact databases
- ☐ Audit backup power capabilities
- ☐ Review insurance documentation/photos
- ☐ Prepare pre-scripted communications templates
- ☐ Coordinate with local fire authorities on access plans