

## **ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends that the Board of Trustees approves the expenditure of additional funds for the purchase of insurance from Roach Howard Smith & Barton for the District.

## **BACKGROUND**

The District purchases insurance to meet legal requirements and to ensure protection and preservation of the District's human, physical, and financial assets. The District purchases the following insurance coverage types through this contract: property, crime, general liability, law enforcement, educator's legal, and auto.

In October 2024, the Board of Trustees approved the Proposed Property Insurance contract that was reviewed and recommended by the Finance and Audit Committee. This action authorized the purchase of property, crime, general, law enforcement, auto, educator's legal, and cyber insurance coverage for the District for the policy period of November 1, 2024 through October 31, 2025.

The approved total included a \$10,000 contingency to cover any additional automobile insurance premiums that may be identified during the post-policy audit.

## **IMPACT OF THIS ACTION**

An audit of all District-owned automobiles was performed at the end of the policy period in December 2025, resulting in an additional net premium due of approximately \$60,000. The additional funds will enable the District to fully reconcile insurance coverage based on the actual vehicle inventory and usage during the policy period.

## **BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

- Board Approved Authorization in FY25: \$1,724,962
- Additional Authorization Request: \$50,000
- Funding Source: Budgeted in the Districtwide FY26 operating budget
- Current Contract Spend: \$1,714,962

## **MONITORING AND REPORTING TIMELINE**

The contract term is November 1, 2024 through October 31, 2025.

## **RESOURCE PERSONNEL**

Melissa Irby, Chief Financial Officer  
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