

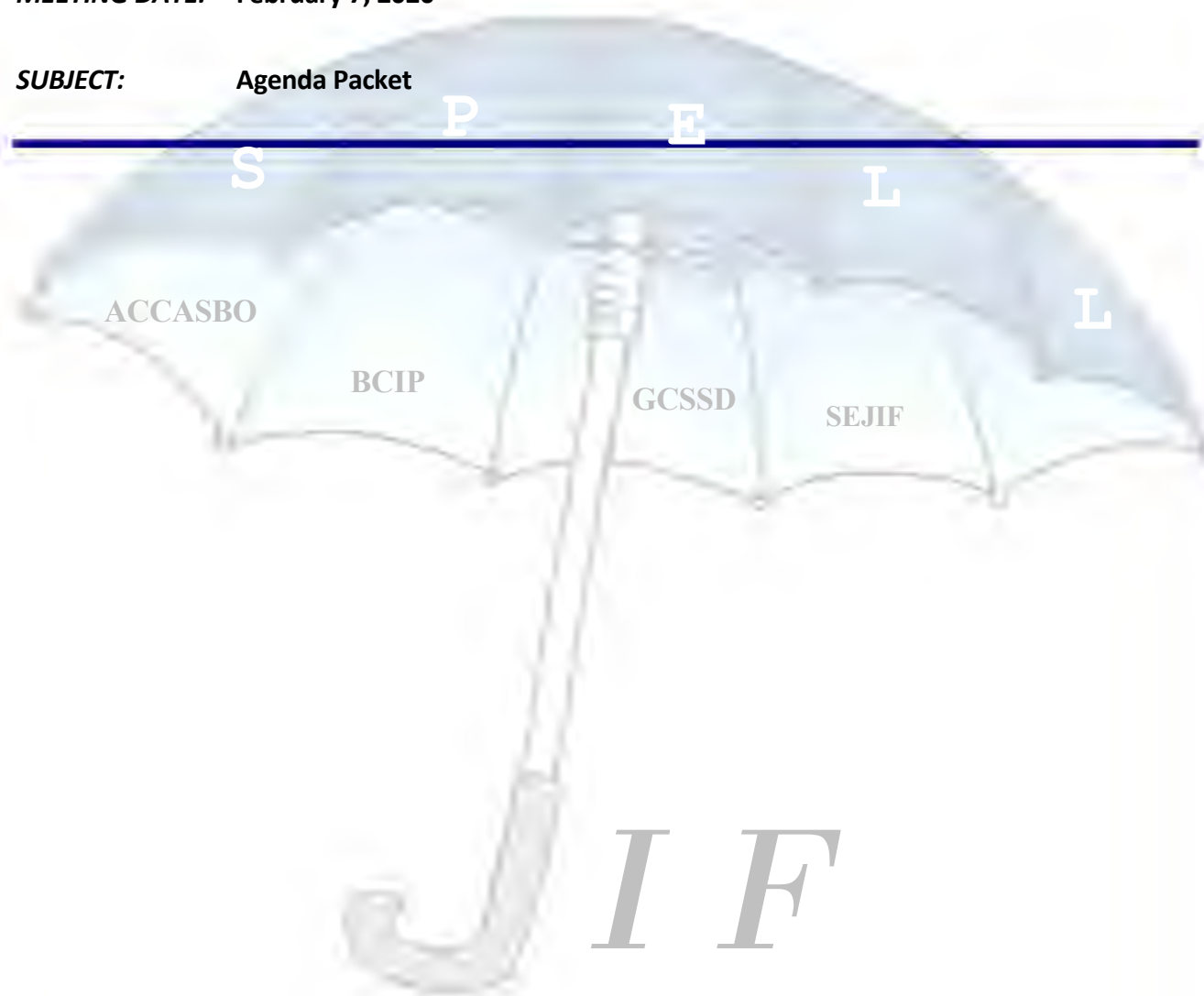
**SCHOOL POOL FOR EXCESS LIABILITY LIMITS  
JOINT INSURANCE FUND**

**TO:** Fund Trustees  
Fund Alternate Trustees  
Fund Professionals

**FROM:** Brad Hoffman, Executive Director  
Craig H. Wilkie, Deputy Executive Director  
Scott C. Tennant, Deputy Executive Director

**MEETING DATE:** February 7, 2020

**SUBJECT:** Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held on **Friday, February 7, 2020** at **10:00 a.m.** at the office of **Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, New Jersey 08053.**

# ***School Pool for Excess Liability Limits Joint Insurance Fund***

## ***SPELL JIF***

**Arthur J. Gallagher Risk Management Services, Inc.  
6000 Sagemore Drive, Suite 6203  
Marlton, New Jersey 08053**

**Friday, February 7, 2020 – 10:00 AM**

### **AGENDA**

- I. The Meeting is called to Order.
- II. Statement of Compliance with the Open Public Meetings Act
  - A. Notice of this meeting was given by sending sufficient notice herewith to the newspapers recognized by owner groups;
  - B. Filing advance written notice of this meeting with each owner group and their member districts; and
  - C. Posting notice on the public bulletin boards of all municipalities served by the member districts of each owner group.
- III. Roll Call
  - A. **2019-20 Trustees**
    - Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF
    - Cherie Bratty, Upper Deerfield Twp School District, **Vice Chair** – GCSSD JIF
    - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, **Secretary** – BCIP JIF
    - Joseph Smurlo, Egg Harbor City School District – ACCASBO JIF
    - Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF
    - Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF
  - B. **2018-19 Alternate Trustees**
    - Christopher Veneziani, Folsom BOE, Alternate Trustee– ACCASBO JIF
    - Kim Robinson, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
    - Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
    - Diana Schiraldi, Eastern Camden County RSD, Alternate Trustee – BCIP JIF
    - Chris Rodia, Westville/Woodbury Heights, Alternate Trustee – GCSSD JIF
    - Rose Wang Chin, Woodstown-Pilesgrove, Alternate Trustee – GCSSD JIF
  - C. **District Personnel**
    - John Serapiglia, Jr., Passaic County Manchester Regional BOE– SE JIF
    - Karen Yeamans, Nutley BOE– SE JIF
  - D. **Fund Professionals**
    - Craig H. Wilkie, Sr. Program Administrator – RPA, a division of Gallagher
    - Scott C. Tennant, Sr. Program Strategist– RPA, a division of Gallagher
    - Bradford Hoffman, Director of Program Administration – RPA, a division of Gallagher
    - Jennifer Fox, Sr. Account Manager – RPA, a division of Gallagher
    - Louis J. Greco, Esquire, Fund Solicitor
    - Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
    - Annette Reap, Recording Secretary

- IV. Approval of Minutes – **ADOPTION**
    - A. October 4, 2019 Minutes ..... Pages 4-9
  
  - V. Professional Reports
    - A. Accountant/Treasurer – **MOTION REQUESTED**
      - 1. Bill Lists (October 2019 to January 2020) ..... Pages 10-13
      - 2. Cash Reconciliation Reports (September to December 2019) ..... Pages 14-17
    - B. Attorney ..... No Report
    - C. Student Accident Program Report ..... Verbal
    - D. Underwriting & Finance Director/Executive Director Report..... Pages 18-19
  
  - 2. UNDERWRITING & FINANCE DIRECTOR
    - a. Financial Performance Update ..... Summary
    - b. Financial Audit Summary Review-June 30, 2019 ..... Summary
    - c. Renewal Update/Timeline..... Summary
    - d. Excess & Reinsurance Partner Update ..... Summary
    - e. Initial Budget Outlook 2020-2021-**MOTION REQUESTED**..... Handout
  
  - 3. EXECUTIVE DIRECTOR
    - a. 2020-2021 Membership Renewal ..... Summary
    - b. 2019 Fall AGRIP Conference ..... Pages 20-21
    - c. SAM Claim Management Protocols-**MOTION REQUESTED**..... Pages 22-26
    - d. Third Party Management/Certificate of Insurance Policy & Procedure –  
**MOTION REQUESTED** ..... Addendum
    - e. Update on EHRIP ..... Summary
    - f. SPELL Cyber/IT Advisory Committee Update ..... Page 27
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- VI. **MOTION REQUESTED – Resolution 2019-12** to go into Closed Session
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- VII. **MOTION REQUESTED** to come out of Closed Session
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- VIII. **Miscellaneous Business and Public Comment**

The next meeting of the SPELL JIF is scheduled to be held on **Friday, April 3, 2020** at 10:00 a.m. at the offices of Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.
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- IX. **MOTION REQUESTED** to Adjourn Meeting