

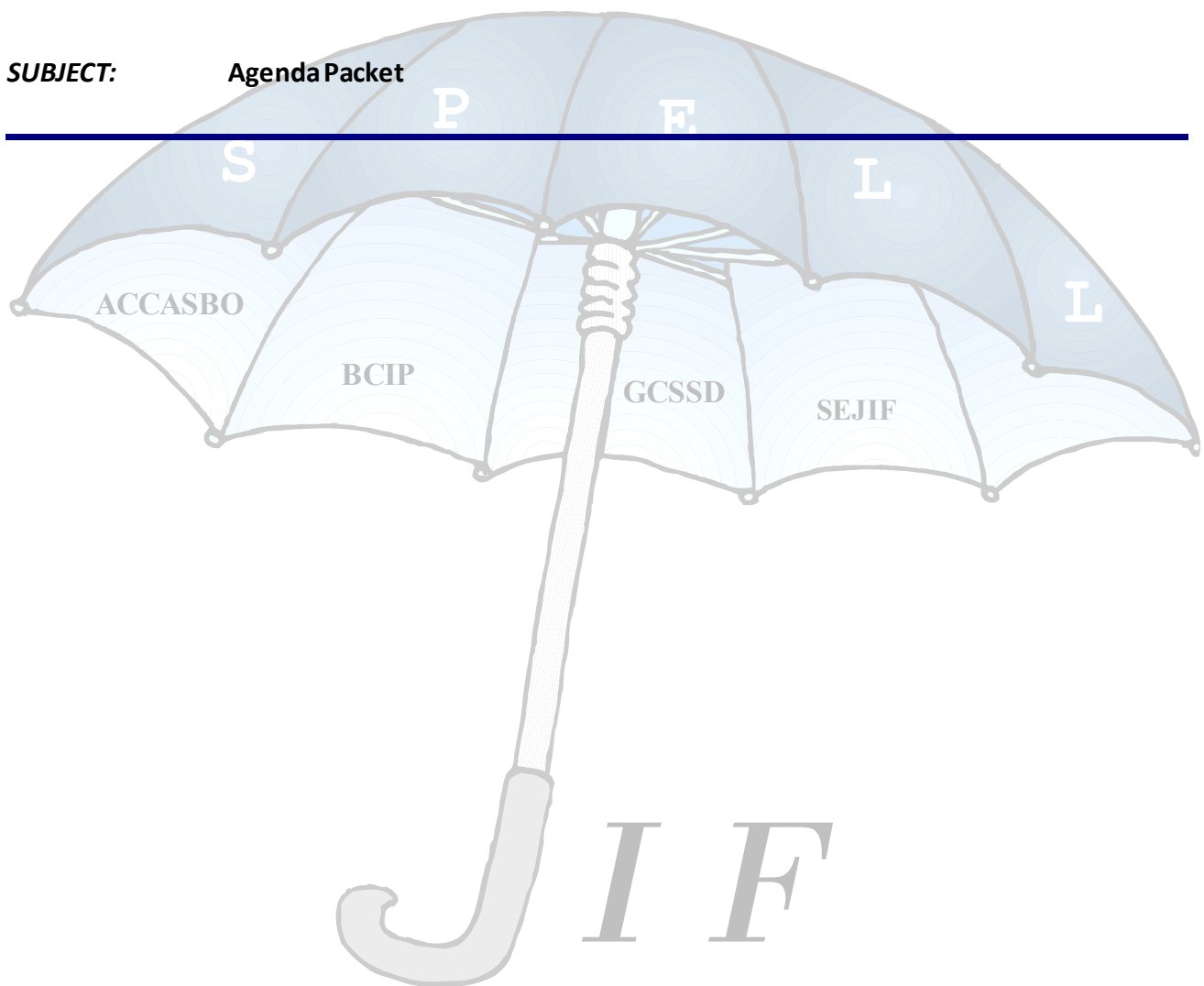
SCHOOL POOL FOR EXCESS LIABILITY LIMITS JOINT INSURANCE FUND

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: June 26, 2020

SUBJECT: Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held electronically on **Friday, June 26, 2020** at **10:00 a.m.**

School Pool for Excess Liability Limits Joint Insurance Fund

SPELL JIF

Teleconferencing Meeting via WebEx

Call 1 630 285 5999

Access Code:

Friday, June 26, 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. **2019-20 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
 - Christopher 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
 - Edward Appleton, Nutley BOE – SE JIF
 - D. **Fund Professionals**
 - Bradford Hoffman, Director of Program Administration – RPA, a division of Gallagher
 - Craig H. Wilkie, Sr. Program Administrator – RPA, a division of Gallagher
 - Scott C. Tennant, Sr. Program Strategist – 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. May 28, 2020 Minutes Pages 5-10

- V. Budget Hearing
 - A. Motion to open to the public
 - B. Motion to close to the public
 - C. 2020-2021 Budget – **ADOPTION** Handout

- VI. Professional Reports
 - A. Accountant/Treasurer – **MOTION REQUESTED**
 - 1. Bill List (June 2020) Page 11
 - 2. Cash Reconciliation Reports (May 2020) Page 12
 - B. Attorney No Report
 - C. Executive Director/Underwriting & Finance Director Report Page 13
 - 1. UNDERWRITING & FINANCE DIRECTOR
 - a. 2020-2021 Renewal Negotiations/
Proposal Presentation-**MOTION REQUESTED** Handout
 - b. 2020-2021 Coverage Document Adoption-**MOTION REQUESTED** Summary
 - c. 2020-2021 Risk Management Plan Summary
 - d. 2020-2021 Certificate of Coverage Summary
 - 2. EXECUTIVE DIRECTOR
 - a. 2020-2021 Membership Renewal Summary
 - b. Potential New Members Summary
 - c. SPELL JIF Annual Retreat Summary

- VII. Call to Order the Annual Reorganization Meeting

- VIII. Seating of 2020-21 Trustees and Alternate Trustees – **ADOPTION**
 - A. Motion appointing Delegates and Alternate Delegates elected by each Owner Group, and listed below, as Trustees and Alternate Trustees, respectively.

- IX. **Roll Call**
 - A. **2020-21 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF
 - Joseph Smurlo, Egg Harbor City School District – ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Trustee – BCIP JIF
 - Cherie Bratty, Upper Deerfield Twp School District – Trustee – GCSSD JIF
 - Joseph Collins, Elk Twp School District - Trustee – GCSSD JIF

 - B. **2020-21 Alternate Trustees**
 - Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBO JIF
 - Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
 - Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
 - Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF

- Chris Rodia, Westville/Woodbury Heights, Alternate Trustee – GCSSD JIF
- Rose Wang Chin, Woodstown-Pilesgrove RSD, Alternate Trustee – GCSSD JIF

C. **District Personnel**

- John Serapiglia, Jr., Passaic County Manchester Regional BOE– SE JIF
- Edward Appleton, Nutley BOE– SE JIF

X. Nominations

- A. Election of Officers (Chair, Vice Chair, Secretary).....By Trustees

XI. Oaths of Office

- A. Chairperson will be provided via email
- B. Vice Chairperson..... will be provided via email
- C. Secretary..... will be provided via email
- D. Trustees will be provided via email
- E. Alternate Trustees..... will be provided via email

XII. 2020-2021 Reorganization Resolutions - **ADOPTION**

- 2020-01 Appointing Professional Staff..... Pages 14-18
- 2020-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 19-20
- 2020-03 Adopting Fiscal Policies and Procedures..... Pages 21-23
- 2020-04 Designation of Signatories – Operating Account..... Page 24
- 2020-05 Designating the Public Agency Compliance Officer..... Page 25
- 2020-06 Appointing Certifying and Approving Officer..... Pages 26-27
- 2020-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 28
- 2020-08 Designation of Signatories – Disbursement Vouchers..... Page 29
- 2020-09 Approving the Risk Management Program..... Page 30
- 2020-10 Designating Public Records Custodian..... Pages 31-32
- 2020-11 Authorizing Reinsurance and Group Insurance Purchases Page 33

XIII. **MOTION REQUESTED** to go into Closed Session

XIV. **MOTION REQUESTED** to come out of Closed Session

XV. **Miscellaneous Business and Public Comment**

The next meeting of the SPELL JIF is scheduled to be held on **Friday, October 2, 2020** at 10:00 a.m. at the Gallagher offices, 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

XVI. **MOTION REQUESTED** to Adjourn Meeting.