

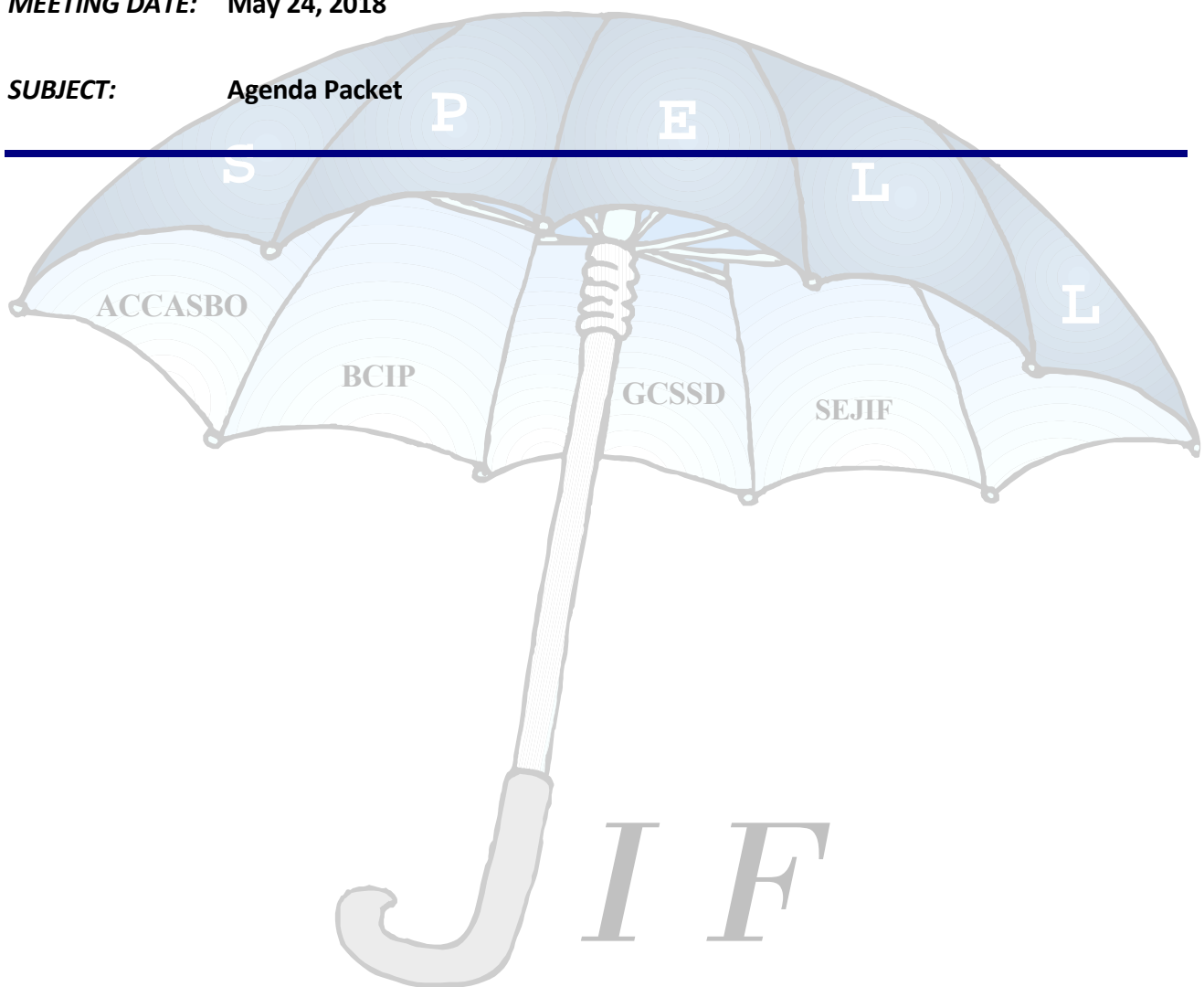
**SCHOOL POOL FOR EXCESS LIABILITY LIMITS
JOINT INSURANCE FUND**

TO: Fund Trustees
Fund Alternate Trustees
Fund Professionals

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

MEETING DATE: May 24, 2018

SUBJECT: Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held on **Thursday, May 24, 2018** at **9:30 a.m.** at the office of **Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagamore 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

Thursday, May 24, 2018 – 9:30 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. **2017-18 Trustees**
 - Thomas J. Fanuka, Lumberton Twp BOE – BCIP JIF
 - Joseph Smurlo, Egg Harbor City School District – ACCASBO JIF
 - Margaret F. Meehan, Washington Twp BOE – GCSSD JIF
 - Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF
 - Cherie Bratty, Upper Deerfield Twp School District – Trustee – GCSSD JIF

 - B. **2017-18 Alternate Trustees**
 - Christopher Veneziani, Folsom BOE, Alternate Trustee– ACCASBO JIF
 - Kim Jensen, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
 - Barbara A. Godfrey, Southampton Twp BOE, Alternate Trustee – BCIP JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Alternate Trustee – BCIP JIF
 - Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF
 - Brian Ferguson, Penns Grove-Carneys Point Regional BOE, 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, Area Vice President – Gallagher
 - Scott C. Tennant, Area Vice President – Gallagher
 - Bradford Hoffman, Area Vice President – Gallagher
 - Jennifer Fox, Sr. Account Manager – Gallagher
 - Louis J. Greco, Esquire, Fund Solicitor
 - Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
 - Sharon Wilson, Recording Secretary

- IV. Approval of Minutes – **ADOPTION**
 - A. April 13, 2018 Minutes Pages 5-8

- V. Budget Hearing
 - A. Motion to open to the public
 - B. Motion to close to the public
 - C. 2018-2019 Budget – **ADOPTION** Handout

- VI. Professional Reports
 - A. Accountant/Treasurer – **MOTION REQUESTED**
 - 1. Bill List (May 2018) Page 9
 - 2. Cash Reconciliation Reports (April 2018) Page 10
 - B. Attorney No Report
 - C. Executive Director/Underwriting & Finance Director Report..... Pages 11-12
 - 1. EXECUTIVE DIRECTOR
 - a. 2018-2019 Membership Renewal Summary
 - b. Potential New Members Summary
 - c. SPELL JIF Website Enhancements Update Summary
 - d. NJSIA Workers’ Compensation Conference Attendee Survey Handout
 - e. Schools Security Symposium Pages 13-20
 - f. HVAC Proposal Pages 21-24
 - g. IT Advisory Committee Pages 25-27 and Addendum A
 - h. STOPit Users Group Summary
 - i. 2018 Conference Dates..... Summary
 - 2. UNDERWRITING & FINANCE DIRECTOR
 - a. 2018-2019 Renewal Negotiations/
Proposal Presentation-**MOTION REQUESTED** Handout
 - b. 2018-2019 Coverage Document Adoption-**MOTION REQUESTED**..... Summary
 - c. 2018-2019 Risk Management Plan..... Summary
 - d. 2018-2019 Certificate of Coverage..... Summary

- VII. Call to Order the Annual Reorganization Meeting

- VIII. Seating of 2018-19 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. **2018-19 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
 - Margaret F. Meehan, Washington Twp BOE – GCSSD JIF

B. 2018-19 Alternate Trustees

- Christopher Veneziani, Folsom BOE, Alternate Trustee– ACCASBO JIF
- Kim Jensen, 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
- Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF
- Brian Ferguson, Penns Grove-Carneys Point Regional BOE, Alternate Trustee – GCSSD JIF

C. District Personnel

- John Serapiglia, Jr., Passaic County Manchester Regional BOE– SE JIF
- Karen Yeamans, Nutley BOE– SE JIF

X. Nominations

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

XI. Oaths of Office

- A. Chairperson..... Handout
- B. Vice Chairperson..... Handout
- C. Secretary Handout
- D. Trustees..... Handout
- E. Alternate Trustees Handout

XII. 2018-19 Reorganization Resolutions - ADOPTION

- 2018-01 Appointing Professional Staff..... Pages 28-31
- 2018-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 32-33
- 2018-03 Adopting Fiscal Policies and Procedures..... Pages 34-36
- 2018-04 Designation of Signatories – Operating Account..... Page 37
- 2018-05 Designating the Public Agency Compliance Officer..... Page 38
- 2018-06 Appointing Certifying and Approving Officer Pages 39-40
- 2018-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 41
- 2018-08 Designation of Signatories – Disbursement Vouchers Page 42
- 2018-09 Approving the Risk Management Program Page 43
- 2018-10 Designating Public Records Custodian..... Page 44
- 2018-11 Authorizing Reinsurance and Group Insurance Purchases Page 45

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 12, 2018** at 9:30 a.m. at the Gallagher offices, 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

XVI. MOTION REQUESTED to Adjourn Meeting.