

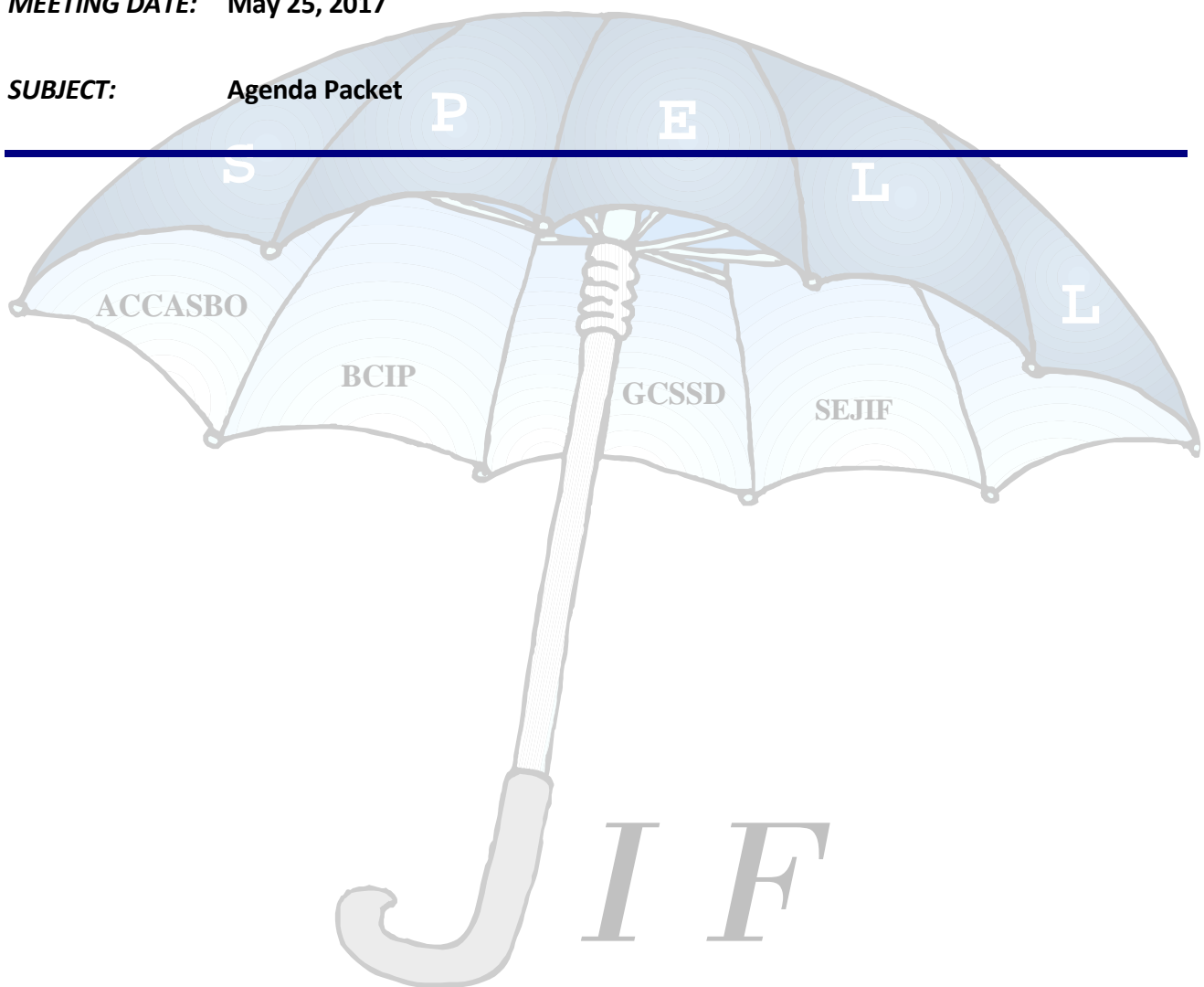
**SCHOOL POOL FOR EXCESS LIABILITY LIMITS
JOINT INSURANCE FUND**

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 25, 2017

SUBJECT: Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held on **Thursday, May 25, 2017** 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 25, 2017 – 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. **2016-17 Trustees**
 - Thomas J. Fanuka, Lumberton Twp BOE – SPELL Chair – BCIP JIF
 - Joseph Smurlo, Egg Harbor City School District, SPELL Vice Chair – ACCASBO JIF
 - Margaret F. Meehan, Washington Twp BOE, SPELL Secretary – 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. **2016-17 Alternate Trustees**
 - Suzanne Keller, Somers Point 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 – AJGRMS, Inc.
 - Scott C. Tennant, Area Vice President – AJGRMS, Inc.
 - Bradford Hoffman, Area Vice President – AJGRMS, Inc.
 - Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
 - 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 7, 2017 Minutes Pages 5-8

- V. Budget Hearing
 - A. Motion to open to the public
 - B. Motion to close to the public
 - C. 2017-2018 Budget – **ADOPTION** Handout

- VI. Professional Reports
 - A. Accountant/Treasurer – **MOTION REQUESTED**
 - 1. Bill List (May 2017) Page 9
 - 2. Cash Reconciliation Reports (March/April 2017) Pages 10-11
 - B. Attorney No Report
 - C. Executive Director/Underwriting & Finance Director Report Pages 12
 - 1. EXECUTIVE DIRECTOR
 - a. 2017-2018 Membership Renewal Summary
 - b. Potential New Members Summary
 - c. NJSIA Workers’ Compensation Conference Attendee Survey Pages 13-22
 - d. Conference Update Summary
 - 2. UNDERWRITING & FINANCE DIRECTOR
 - a. 2017-2018 Renewal Negotiations/Proposal Presentation-**MOTION REQUESTED** Summary
 - b. 2017-2018 Coverage Document Adoption-**MOTION REQUESTED** Summary
 - c. 2017-2018 Risk Management Plan-**MOTION REQUESTED** Summary
 - d. 2017-2018 Certificate of Coverage Summary

- VII. Call to Order the Annual Reorganization Meeting

- VIII. Seating of 2017-18 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. **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 Yeaman, 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. 2017-18 Reorganization Resolutions - ADOPTION

- 2017-01 Appointing Professional Staff..... Pages 23-26
- 2017-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 27-28
- 2017-03 Adopting Fiscal Policies and Procedures..... Pages 29-31
- 2017-04 Designation of Signatories – Operating Account..... Page 32
- 2017-05 Designating the Public Agency Compliance Officer..... Page 33
- 2017-06 Appointing Certifying and Approving Officer Pages 34-35
- 2017-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 36
- 2017-08 Designation of Signatories – Disbursement Vouchers Page 37
- 2017-09 Approving the Risk Management Program Page 38
- 2017-10 Designating Public Records Custodian..... Page 39
- 2017-11 Authorizing Reinsurance and Group Insurance Purchases Page 40

XIII. Miscellaneous Business and Public Comment

The next meeting of the SPELL JIF is scheduled to be held on **Friday, October 13, 2017** at 9:30 a.m. at Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

XIV. MOTION REQUESTED to Adjourn Meeting.