

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

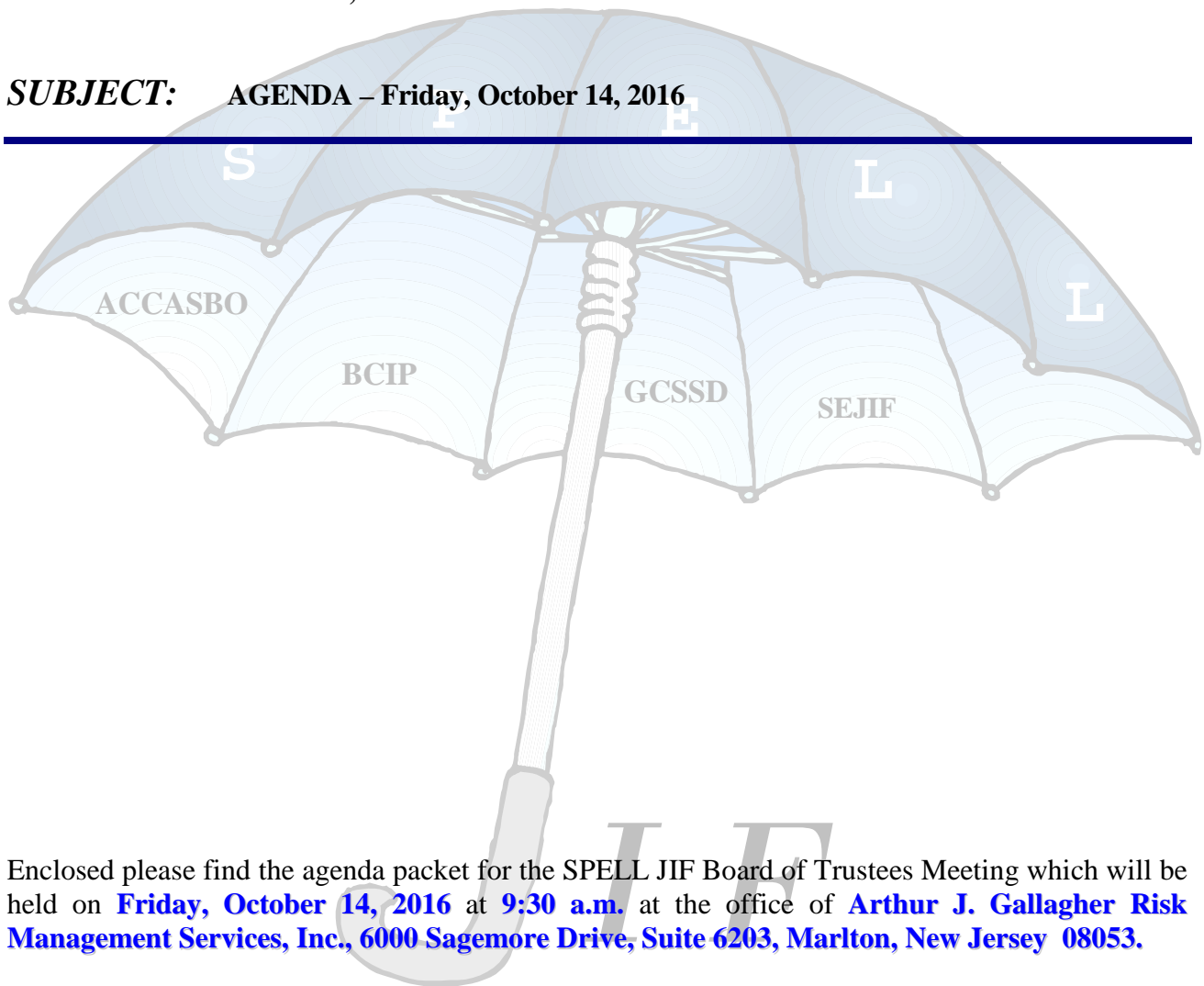
**TO:** Fund Trustees  
Fund Alternate Trustees  
Fund Professionals  
Risk Management Consultants

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

**DATE:** October 7, 2016

**SUBJECT:** AGENDA – Friday, October 14, 2016

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Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held on **Friday, October 14, 2016** 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.**

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.

***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, October 14, 2016 – 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 Reg. School District, Trustee – BCIP JIF
    - Cherie Bratty, Upper Deerfield Township 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 Township 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, Esq., Fund Solicitor
    - Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
    - Sharon Wilson, Recording Secretary

- IV. Approval of Minutes – **ADOPTION**
  - A. May 20, 2016 Minutes..... Pages 4-7
- V. **MOTION REQUESTED** - Adopt Amended Budget.....Page 8
- VI. Professional Reports
  - A. Accountant/Treasurer – **MOTION REQUESTED**
    - 1. Bill Lists (June - October 2016) ..... Pages 9-13
    - 2. Cash Reconciliation Reports (May-August 2016)..... Pages 14-17
  - B. Attorney
  - C. Executive Director/Underwriting & Finance Director Report.....Page 18-19
    - 1. EXECUTIVE DIRECTOR
      - a. 2017-2018 Membership Renewal..... Summary
      - b. New Jersey Self-Insurers’ Worker’s Compensation Conference-  
**MOTION REQUESTED** ..... Pages 20-28
      - c. Environmental Management Seminar – Held on July 20, 2016 –  
**MOTION REQUESTED**..... Pages 29-36
      - d. Boiler Operator Refresher Training Held on August 11, 2016..... Summary
      - e. SPELL Joint Retreat – September 28-30, 2016 – **MOTION REQUESTED** .....  
..... Pages 37-39
      - f. AGRIP..... Summary
      - g. NJSBA/NJASBO/NJASA Fall Conference..... Summary
      - h. State of the JIF Dinner Program..... Summary
      - i. Marketing Update..... Summary
      - j. Cyber Audit Competition..... Pages 40-44
      - k. Vacant Building Inventory ..... Page 45
      - l. DMI vs. Public Relations Services ..... Summary
      - m. On-Line Certificates of Insurance Update ..... Summary
      - n. Coverage Attorney ..... Summary
    - 2. UNDERWRITING & FINANCE DIRECTOR
      - a. Renewal Information Update/Timeline ..... Summary
      - b. Excess & Reinsurance Partner Update ..... Summary
      - c. Financial Performance Update..... Summary
      - d. NJ Department of Banking & Insurance Compliance Examination ..... Summary
- VII. **MOTION REQUESTED** to go into Closed Session
- VIII. **MOTION REQUESTED** to come out of Closed Session
- IX. **MOTION REQUESTED** – **Resolution 2016-13** to approve Payment Authorization Request(s)/Items as presented in Closed Session.
- X. **Miscellaneous Business and Public Comment**  
The next meeting of the SPELL JIF is scheduled to be held on **Friday, February 3, 2017** at 9:30 a.m. at Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.
- XI. **MOTION REQUESTED** to Adjourn Meeting.