

ACCASBO JIF  
Atlantic & Cape May Counties Association of School Business Officials  
Joint Insurance Fund

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

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

***AGENDA PACKET***

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, November 15, 2023** at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, with Closed Session beginning at **12:00 noon**.

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email at [Annette\\_Reap@rpadmin.com](mailto:Annette_Reap@rpadmin.com).



# ATLANTIC AND CAPE MAY COUNTIES ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

## JOINT INSURANCE FUND

Alder Avenue Middle School  
Boardroom  
25 Alder Avenue  
Egg Harbor Township, NJ 08234

**Wednesday, November 15, 2023**

### AGENDA

- I. Call to Order of the Closed Executive Session of the Board of Trustees by Fund Chairperson
- II. Motion Requested to Call to Order Open Session
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of Meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions;
  - B. Filing advance written notice of this meeting with each member; and
  - C. By mailing advance written notice to the clerk of each municipality located within the boundaries of all Fund members.
- IV. Roll Call
  - A. **2023-24 Trustees**
    - ☐ Jonathan Houdart, Brigantine Public School District, **Chair**
    - ☐ Mark Mallett, Lower Cape May Regional School District, **Vice Chair**
    - ☐ Dr. Diane Fox, Middle Township BOE, **Secretary** (SPELL Alternate)
    - ☐ Chandra Anaya, Mainland Regional High School (SPELL Alternate)
    - ☐ Rose Millar, Estell Manor City SD/Cape May Point
    - ☐ Laurie Ryan, Upper Township BOE
    - ☐ Joy Nixon, Galloway Township Public Schools
  - 2023-24 Alternate Trustees**
    - ☐ Barbara S. Prettyman, Hammonton BOE
    - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
    - ☐ James Lushok, Wildwood Crest BOE
  - 2023-24 Fund Commissioners (New district representatives shown in bold)**
    - ☐ Alysson Milazzo, Egg Harbor City School District
    - ☐ Dan Smith/Jennifer Germana, Egg Harbor Township School District
    - ☐ Christopher R. Veneziani, Folsom BOE (SPELL Trustee/Secretary)
    - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
    - ☐ John Deserable, Interim, Hamilton Township School District
    - ☐ Patricia Swanson, Linwood BOE
    - ☐ Teri Weeks, Longport BOE
    - ☐ Tricia Ryan, Lower Township Elementary SD
    - ☐ Melina Skwarek, Margate City BOE
    - ☐ Karen Gfroehrer, Mullica Twp BOE/Washington Twp SD-Greenbank
    - ☐ **Jamie Shoemaker, Northfield BOE**
    - ☐ **Dawn Cottrell, North Wildwood SD**
    - ☐ Carisa Rose, Pitman BOE
    - ☐ Mary Conroy, Somers Point BOE
    - ☐ Andrew Lopez, Weymouth Twp School District

**B. Fund Professionals**

- ☐ Craig H. Wilkie, Deputy Executive Director – RPA/Gallagher
- ☐ Scott C. Tennant, Deputy Executive Director – RPA/Gallagher
- ☐ Bradford Hoffman, Executive Director – RPA/Gallagher
- ☐ Kim Hill, Account Manager-RPA/Gallagher
- ☐ Patrick J. Madden, Esquire – Fund Solicitor
- ☐ Chris Roselli, Claim Administrator – Qual-Lynx
- ☐ Karen Beatty, Client Services Manager – Qual-Lynx
- ☐ Danielle Colaanni, Public Entity Director – Hardenbergh Insurance Group
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services
- ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- ☐ James D. Weber, Assistant Safety Coordinator – Risk Assessment Services
- ☐ Kelly Batz – Fund Treasurer
- ☐ Annette Reap – Recording Secretary

**C. Risk Management Consultants**

- ☐ Bob Gemmell, Brown & Brown – Avalon/Stone Harbor
- ☐ Adam Miller, C.J. Adams Company – Northfield
- ☐ Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/ GEHRHSD/Hamilton Twp/Mainland/Somers Point/Weymouth Twp
- ☐ Mike Thomas/Robert DeVanna, Glenn Insurance – Linwood/Longport
- ☐ Derek Valenti, Hardenbergh – Folsom
- ☐ Jim Ridgway/Casey Byrne, J. Byrne Agency – Lower Cape May/Lower Twp/Wildwood Crest
- ☐ Steve Eckman, Len Eckman – Pitman
- ☐ P.J. Pullia, MLR Risk Management - Hammonton
- ☐ Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – North Wildwood
- ☐ Bill McMahon, McMahon Agency - Upper Twp
- ☐ Harry Mossbrook, Sr., Mossbrook & Hicks Insurance Agency – Middle Twp
- ☐ Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate
- ☐ Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp

**V. MOTION REQUESTED** - To open the voting to all Fund Commissioners present.

A request may be made by the Trustees of the ACCASBO JIF that the business of the Fund at this meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Commissioners and Trustees present and voting.

**VI. MOTION REQUESTED-Resolution 2023-18** to approve Payment Authorization Request(s) as presented in Closed Session.

**VII. Approval of Minutes – MOTION REQUESTED**

A. September 20, 2023 ..... Pages 6-13

**VIII. Professional Reports**

**A. Treasurer - MOTION REQUESTED**

1. October Approval Memo and Bill List .....Pages 14-15
2. November Bill List .....Page 16
3. Treasurer’s Reports (August-September 2023).....Pages 17-34

B. Solicitor ..... Pages 35-38

C.	Claims Administrator	
1.	Adjuster Pending Reports – October 2023 .....	Pages 39-40
2.	Subrogation Reports – October 2023 .....	Pages 41-43
3.	Lessons Learned from Losses-Ladder Safety.....	Page 44
D.	Managed Care Provider	
1.	Managed Care Summary – October 2023 .....	Page 45
2.	Average Days to Report - October 2023 .....	Pages 46-47
3.	Transitional Duty Days – October 2023.....	Page 48
E.	Student Accident Program	
1.	Status Report .....	No Report
F.	Executive Director/Underwriting & Finance Director Report .....	Pages 49-51
1.	EXECUTIVE DIRECTOR	
a.	Welcome New District Representatives .....	Summary
b.	2024-25 Membership Renewals .....	Summary
c.	Development of a SPELL Model Acceptable Use Weapons Policy .....	Summary
d.	Sexual Abuse and Molestation (SAM) Endorsement Discussion .....	Page 52
e.	JIF Travel Policy-Proposed Revision-MOTION REQUESTED .....	Pages 53-54
f.	NJSBA/NJASBO/NJASA 2023 Fall Conference .....	Summary
g.	State of the JIF Dinner – November 28, 2023.....	Page 55
h.	Mold/Environmental Management Workshop 2024 .....	Summary
i.	Managing Virtual Safety & Security Symposium 2024 .....	Summary
j.	SPELL JIF Joint Retreat 2023 Survey Results .....	Pages 56-78
k.	Items Updated on SPELLJIF.COM .....	Summary
l.	Key Dates.....	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	District/Fund Incurred Losses Report .....	Page 79
b.	2024-2025 Exposure Renewal and Budget Process.....	Summary
c.	Safety Incentive Program Winners – Reimbursement Procedure.....	Summary
d.	Financial Award Winners.....	Summary
e.	SPELL JIF Approved Meeting Minutes.....	Pages 80-83
f.	Certificates of Insurance Report-09/01/23–10/31/23 .....	Pages 84-92
G.	Safety Coordinator/Right to Know Coordinator	
1.	September/October Activities and November Agenda .....	Page 93
2.	Safety Incentive Program Criteria .....	Pages 94-97
3.	SIP Status Report – November 2023.....	Pages 98-101
H.	Virtual Safety Director	
1.	October 31, 2023 Report.....	Pages 102-104
I.	Committee Meetings	
1.	Claims Management Committee – November 1, 2023.....	Verbal

- IX. MOTION REQUESTED – Resolution 2023-19** to meet in Closed Session on January 17, 2024 at 12:00 pm in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.
- X.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XI. MOTION REQUESTED** to Adjourn Meeting.