

# SPELL JIF Presents

## “Mold and Indoor Air Quality in Our Schools” 6<sup>th</sup> Annual Environmental Management Seminar



**JULY 18, 2018**

**8:00 a.m. Registration & Breakfast**

**Double Tree Suites by Hilton**

**515 Fellowship Road-North, Mount Laurel, NJ 08054**

**Intended for Buildings & Ground Supervisors, Business Administrators, other key facilities personnel and Nurses**

*By attending this seminar, your District will receive extra credit on your 2018-19 Safety Incentive Program*

SPEAKERS	TOPIC	TIME
	<b>Registration &amp; Breakfast</b>	<b>8:00 a.m. - 8:30 a.m.</b>
<b>Mr. Craig Wilkie</b> <i>Deputy Executive Director, SPELL, ACCASBO, BCIP &amp; GCSSD JIFs Area VP, Arthur J. Gallagher &amp; Co.</i>	<b>Welcome &amp; Introduction</b>	<b>8:30 a.m. – 8:45 a.m.</b>
<b>Mr. John Geitz</b> <i>Safety Director, SPELL JIF Risk Assessment Services, LLC</i>	<b>Managing and Investigating a Mold/IAQ Complaint</b>  a. Initial complaint received-What do I do now? b. Identifying key personnel to assist in process c. Investigating the complaint/gathering information d. Identifying possible causes e. Communicating process to stakeholders f. Bringing complaint to resolution g. Documentation h. When to report to claims i. Identifying remedial and proactive measures for future	<b>8:45 a.m. – 9:30 a.m.</b>
	<b>Break</b>	<b>9:30 a.m. – 9:45 a.m.</b>
<b>Joe Biluck, Jr., Interim Director of Facilities</b> <i>Lindenwold Board of Education Founder/CEO, GraMin Services, LLC</i> <b>Greg McCarty, Supervisor Bldgs &amp; Grounds</b> <i>Moorestown Township Public School District</i> <b>Rob Notley, Principal/Project Executive</b> <i>New Road Construction Management Co., Inc.</i>	<b>HVAC Systems and Critical Factors</b>  a. Types of HVAC Systems b. Practical Management c. Critical Components d. Proper Designs and Controls	<b>9:45 a.m. – 10:45 a.m.</b>
	<b>Break</b>	<b>10:45 a.m. – 11:00 a.m.</b>
<b>Joe Biluck, Interim Director of Facilities</b> <i>Lindenwold Board of Education Founder/CEO, GraMin Services, LLC</i> <b>Greg McCarty, Supervisor Bldgs &amp; Grounds</b> <i>Moorestown Township Public School District</i> <b>Bob Schoenfeldt, Operations Manager</b> <i>Washington Township Public Schools, Sewell, NJ</i> <b>Rob Notley, Principal/Project Executive</b> <i>New Road Construction Management Co., Inc.</i> <b>Rick Hillman, IT/Bldgs &amp; Grounds Manager</b> <i>Mercer County Vo-Tech/SSSD</i>	<b>Panel Discussion</b>	<b>11:00 a.m. – 11:45 a.m.</b>
<b>Scott C. Tennant</b> <i>Deputy Executive Director, SPELL, ACCASBO, BCIP &amp; GCSSD JIFs Area VP, Arthur J. Gallagher &amp; Co.</i>	<b>Filing a Claim / Q &amp; A / Final Remarks</b>	<b>11:45 a.m. - 12:15 pm</b>

**Join us for a buffet lunch after the program**

Presented by School Pool for Excess Liability Limits Joint Insurance Fund

ACCASBO JIF • BCIP JIF • GCSSD JIF • SEJIF

[www.spelljif.com](http://www.spelljif.com)

# **Environmental Management Seminar Speaker Bios**

## **Mr. John Geitz**

Risk Assessment Services, LLC

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P.O. Box 196  
Sewell, New Jersey 08080  
Phone: 856-218-8772  
Email: safetyfirst@comcast.net

***John Geitz has over 30 years' experience in the fire and safety fields. His diverse background includes working as a municipal Fire Official/Fire Inspector for West Deptford Township (NJ) and as an insurance company Loss Control Specialist with General Accident Insurance Company in Philadelphia.***

***Mr. Geitz has worked for two safety consulting firms performing field surveys, program development and training services for a diverse client base including public entity, commercial and industrial clients. For the last 22 years, Mr. Geitz has been self-employed as a full time safety consultant, specializing in public entity work, primarily in public school districts. He has performed thousands of safety inspections and training programs nationwide. Mr. Geitz holds numerous industry certifications in safety training.***

***Mr. Geitz holds an AAS degree in Occupational Safety & Protection/Fire Science from Camden County College and a BS in Management/Finance from Spring Garden College-PA. He has completed additional coursework in Fire Science at the University of Maryland-College Park.***

***Mr. Geitz has been a member of the Thorofare Fire Company since 1981. He received specialized training in areas relating to Indoor Air Quality, Emergency Management, Ergonomics, Accident Investigation and Fire Investigation.***

***His professional affiliations include the American Society of Safety Engineers, National Safety Council, National Fire Protection Association and International Association of Arson Investigators.***

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# Environmental Management Seminar

## Speaker Bios

### Mr. Joe Biluck, Jr.

GrāMin Consulting Services LLC and Interim Director of Facilities, Lindenwold BOE

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856-255-5811

jbiluck@graminservices.com

*Recently retired as the Director of Operations and Technology for the Medford Township Public School District in New Jersey, Joe has thirty-seven years of experience in the field of fleet maintenance, educational support services and operations. For seventeen years (1999 – 2016) Joe was directly responsible for the health and welfare of over 3,000 students, 350 staff, 500,000 square feet of district facilities, 220 acres of grounds, 55 school buses and an advanced tele-communications network. Joe also became involved in areas such as crisis management / response planning, renewable energy, sustainability, capital project development / administration, public policy and outreach programs. Joe has been, and continues to be, involved in a number of innovative, first-of-their-kind programs that focus on energy related services and sustainability. Joe also developed and implemented New Jersey's first public sector, member managed energy services and procurement program. The program is called the "New Jersey Energy Cooperative". In the area of capital planning and improvement, Joe has developed and managed numerous projects totaling over 90 million dollars. A critical component to capital planning is identifying alternative funding opportunities. Joe has successfully secured over 21 million dollars in grants and reimbursements to support his innovative projects. Two subjects particularly important to Joe are education and public policy. He was privileged with the opportunity to deliver presentations at such venues as the National Press Club, the Kennedy Space Center, and the USDA headquarters in Washington D.C. Joe has humbly accepted many levels of recognition. He was named the 2002 "Alternative Energy Pioneer" by the National Clean Cities program and received the 2005 National Biodiesel Board's "Eye on Biodiesel" award in the "Inspiration" category. Joe is the recipient of the of the 2007 New Jersey Governor's Environmental Excellence award in the "Environmental Leadership" category. For their work in environmental protection, Medford Schools, through Joe's efforts, received the U.S. EPA's 2016 Environmental Champion award.*

### Mr. Greg McCarty, Supervisor Buildings and Grounds

Moorestown Public School District/Cherry Hill Public School District

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gmccarty@mtps.com

856-778-6600

*Greg has served as Moorestown's Supervisor Buildings and Grounds for 14 years, responsible for the maintenance and cleaning of all the buildings, as well as grounds, sports fields, and snow removal within the school district. He is starting a new position at Cherry Hill in the fall of 2018.*

### Mr. Robert Notley, Principal/Project Executive

NEW ROAD Construction Management Co. Inc.

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1876 Greentree Road, Cherry Hill, NJ 08003

856-424-8888

rnotley@newroadconstruction.com

*Robert Notley is a Principal/Project Executive with NEW ROAD and has been a Construction Manager for New Jersey K-12 school construction projects since 2004. He is a degreed mechanical engineer (University of Waterloo (Canada)), a LEED Accredited Professional, and has an M.B.A. from Rutgers Camden. Rob's prior experience included Engineering Management for an institutional architect/engineer serving the New Jersey and Eastern Pennsylvania market, and as a project manager in the Philadelphia School District. NEW ROAD Construction Management Co., Inc. (NEW ROAD) is an award-winning SBE firm that has specialized in managing NJ K-12 capital projects for 39 years and has earned an exceptional reputation for integrity, professionalism, capability, depth of resources and for delivering successful projects.*

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# Environmental Management Seminar Speaker Bios

## Mr. Robert Schoenfeldt, C.E.F.M.

Facilities Manager, Washington Township School District

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206 East Holly Avenue  
Sewell, NJ 08080  
856-589-9120  
bschoenfeldt@wtps.org

***Bob Schoenfeldt is an employee of the Washington Township Board of Education. He currently serves the role of Operations Manager and has worked in the Operations Department since 1999.***

## Mr. Frederick Hillman

Manager of Information Technology/Buildings & Grounds  
Mercer County Special Services School District & Mercer County Technical Schools

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1020 Old Trenton Road  
Hamilton, New Jersey 08690  
609-631-2100  
rick@mcsssd.net

***Rick is Manager of Information Technology/Buildings & Grounds for Mercer County Special Services School District & Mercer County Technical Schools. Previously, he was Manager of Information Technology/Buildings & Grounds from 2007-2017 and Manager of Information Technology from 1998-2007 for Mercer County Special Services School District. He also served as Manager of Administrative Computing, ETTC Technical Director, and Comptroller/Assistant Board Secretary for Princeton Regional Schools from 1994-1998. Prior to working in the school district, Rick was Manager of Computer Services, Senior Auditor for Case, Barlow & Co, CPA from 1982-1994 and Auditor for the NJ Department of Education and NJ Attorney General's Office from 1980-1982. He has previously presented on a variety of technology subjects, at ISTE Conference, COSN Conference and NJ School Boards. He was a feature writer for Multimedia School Magazine (1998-2001). Mr. Hillman holds a bachelor's degree in Accounting from Rider University and Certified Educational Facility Manager Certificate (CEFM) from Rutgers University.***

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