

**GCSSD JIF**  
**Gloucester, Cumberland, Salem School Districts Joint Insurance Fund**

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**TO:** Fund Trustees  
Fund Delegates  
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 Board of Trustees' Meeting to be held on **Thursday, November 16, 2023** in the Media Center of the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, with Closed Session beginning at **1:00 p.m.**

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).



# Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

Delsea Regional Middle School  
Media Center  
242 Fries Mill Road  
Franklinville, NJ 08322

Thursday, November 16, 2023 – 1:00 pm

## AGENDA

- I. Motion Requested to Call to Order the Closed Session the Board of Trustees by the Fund Chairperson
- II. Call to Order the Open Session
- III. Statement of Compliance with the Open Public Meetings Act
  - A. Notice of this meeting was given by sending sufficient notice herewith to the *South Jersey Times, the Bridgeton Evening News, and Today's Sunbeam*;
  - B. Filing advance written notice of this meeting with each member district; and
  - C. Posting notice on the public bulletin boards of all municipalities served by the members of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund.
- IV. Roll Call
  - A. **2023-2024 Trustees**
    - ☐ Joseph Collins, Elk Township SD/Delsea Regional SD, **Chair** (SPELL Trustee)
    - ☐ Greg Wilson, East Greenwich Township School District, **Vice Chair**
    - ☐ Pam Zook, Oldmans Township BOE, **Secretary**
    - ☐ John Ogunkanmi, Pennsauken Public Schools
    - ☐ Lisa Schulz, Monroe Township Public Schools
    - ☐ Scott Campbell, Greenwich Township School District (SPELL Trustee)
    - ☐ Heather Mayhew, Pennsville Public School District (SPELL Alternate)
  - B. **2023-2024 Alternate Trustees**
    - ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD (SPELL Alternate)
    - ☐ Christopher DeStratis, Penns Grove-Carneys Point Regional BOE
  - C. **2023-2024 Delegates (New district representatives listed in bold)**
    - ☐ Ron Latham, Deptford Township Public School District
    - ☐ Dr. Sean McCarron, Fairfield Township School District
    - ☐ Janice Grassia, Gateway Regional SD/Woodbury Heights BOE
    - ☐ Kim Fleetwood, Greenwich-Cumberland/Stow Creek
    - ☐ Lauren Granate, National Park Boro SD/Westville PSD
    - ☐ Christian Albadine, South Harrison Township School District
    - ☐ **Michael Twardowski, Upper Deerfield Township School District**
    - ☐ Denise DiGiandomenico, Wenonah BOE
    - ☐ Shannon DuBois-Brody, Woodstown-Pilesgrove Regional School District
  - D. **2023-2024 Alternate Delegates**
    - ☐ Vacancy, Deptford Township Public School District
    - ☐ Vacancy, East Greenwich Township School District
    - ☐ Joseph Nichols, Elk Township School District
    - ☐ Dr. Sean McCarron, Fairfield Township School District

- ☐ Lauren Granate, Gateway Regional SD/Woodbury Heights BOE
- ☐ Vacancy, Monroe Township Public Schools
- ☐ Janice Grassia, National Park Boro SD/Westville PSD
- ☐ Hilary Salyards, Oldmans Township BOE
- ☐ Dr. Zenaida Cobian, Penns Grove-Carney's Point Regional BOE
- ☐ Vacancy, Pennsauken Public Schools
- ☐ Mike Brodzik, Pennsville Public School District
- ☐ Jennifer Bates, Salem County Vocational Technical School District/SSSD
- ☐ Corinne Mesmer, South Harrison Township School District
- ☐ Dr. Peter Koza, Upper Deerfield Township School District
- ☐ Edgar S. Keepers, Wenonah BOE
- ☐ Vacancy, Woodstown-Pilesgrove RSD

**E. Fund Professionals**

- ☐ Craig H. Wilkie, RPA/Gallagher – JIF Administrator
- ☐ Scott C. Tennant, RPA/Gallagher – JIF Administrator
- ☐ Brad Hoffman, RPA/Gallagher – JIF Administrator
- ☐ Kim Hill, Account Manager - RPA/Gallagher – JIF Administrator
- ☐ Lorraine Verrill, CPA, Verrill & Verrill, LLC – JIF Treasurer
- ☐ Patrick Madden, Esquire – JIF Solicitor
- ☐ Chris Roselli, Qual-Lynx - Claims Administrator
- ☐ Karen Beatty, Qual-Lynx – Managed Care
- ☐ Danielle Colaianni, Hardenbergh Insurance - Student Accident Program
- ☐ John W. Geitz, Risk Assessment Services – Safety Coordinator
- ☐ Rick Hillman, Ironwood Consulting LLC - Virtual Safety Director
- ☐ James D. Weber, Risk Assessment Services – Assistant Safety Coordinator
- ☐ Annette Reap, Recording Secretary

**F. Risk Management Consultants**

- ☐ Hardenbergh Insurance Group – Greenwich Twp/Monroe Twp
- ☐ Conner Strong & Buckelew – Delsea/Pennsauken
- ☐ The Barclay Group - South Harrison Township

**V. MOTION REQUESTED – To open the voting to all Delegates present.**

A request may be made by the Trustees of the GCSSD JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates 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 – ADOPTION**

September 21, 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 (September 2023)..... Pages 17-21

### B. Solicitor ..... Pages 22-25

### C. Claims Administrator

1. Adjuster Pending Report – October 2023 ..... Pages 26-27
2. Subrogation Report – October 2023 ..... Page 28
3. Lessons Learned from Losses- ..... Page 29

### D. Managed Care Provider

1. Managed Care Summary – October 2023 ..... Page 30
2. Average Days to Report - October 2023 ..... Pages 31-32
3. Transitional Duty Days – October 2023..... Page 33

### E. Student Accident Program

1. Status Report ..... No Report

### F. Executive Director/Underwriting & Finance Director Report ..... Pages 34-36

#### 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 37
- e. JIF Travel Policy-Proposed Revision-MOTION REQUESTED ..... Pages 38-39
- f. NJSBA/NJASBO/NJASA 2023 Fall Conference ..... Summary
- g. State of the JIF Dinner – November 30, 2023 ..... Page 40
- h. Mold/Environmental Management Workshop 2024 ..... Summary
- i. Managing Virtual Safety & Security Symposium 2024 ..... Summary
- j. SPELL JIF Joint Retreat 2023 Survey Results ..... Pages 41-63
- k. Items Updated on SPELLJIF.COM ..... Summary
- l. Key Dates..... Summary

#### 2. UNDERWRITING AND FINANCE DIRECTOR

- a. Final Installment 2023-2024 Premium Contribution Notices ..... Summary
- b. District/Fund Incurred Losses Report ..... Page 64
- c. 2024-2025 Exposure Renewal and Budget Process..... Summary
- d. Safety Incentive Program Winners – Reimbursement Procedure..... Summary
- e. Financial Award Winners..... Summary
- f. SPELL JIF Approved Meeting Minutes..... Pages 65-68
- g. Certificates of Insurance Report-09/01/23–10/31/23 ..... Pages 69-76

### G. Safety Coordinator/Right to Know Coordinator

1. September/October Activities and November Agenda ..... Pages 77-78
2. Safety Incentive Program Criteria ..... Pages 79-82
3. SIP Status Report – November 2023..... Pages 83-86

- H. Virtual Safety Director
  - 1. October 31, 2023 Report.....Pages 87-89
- I. Committee Meetings
  - 1. Claims Management Committee – November 1, 2023..... Verbal
- IX. **MOTION REQUESTED – Resolution 2023-19** to meet in Closed Session on January 25, 2024 at 1:00 pm in the Media Center of the Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.
- X. Miscellaneous Business, Public Comment and RMC comments or questions.
- XI. **MOTION REQUESTED** to Adjourn Meeting.