

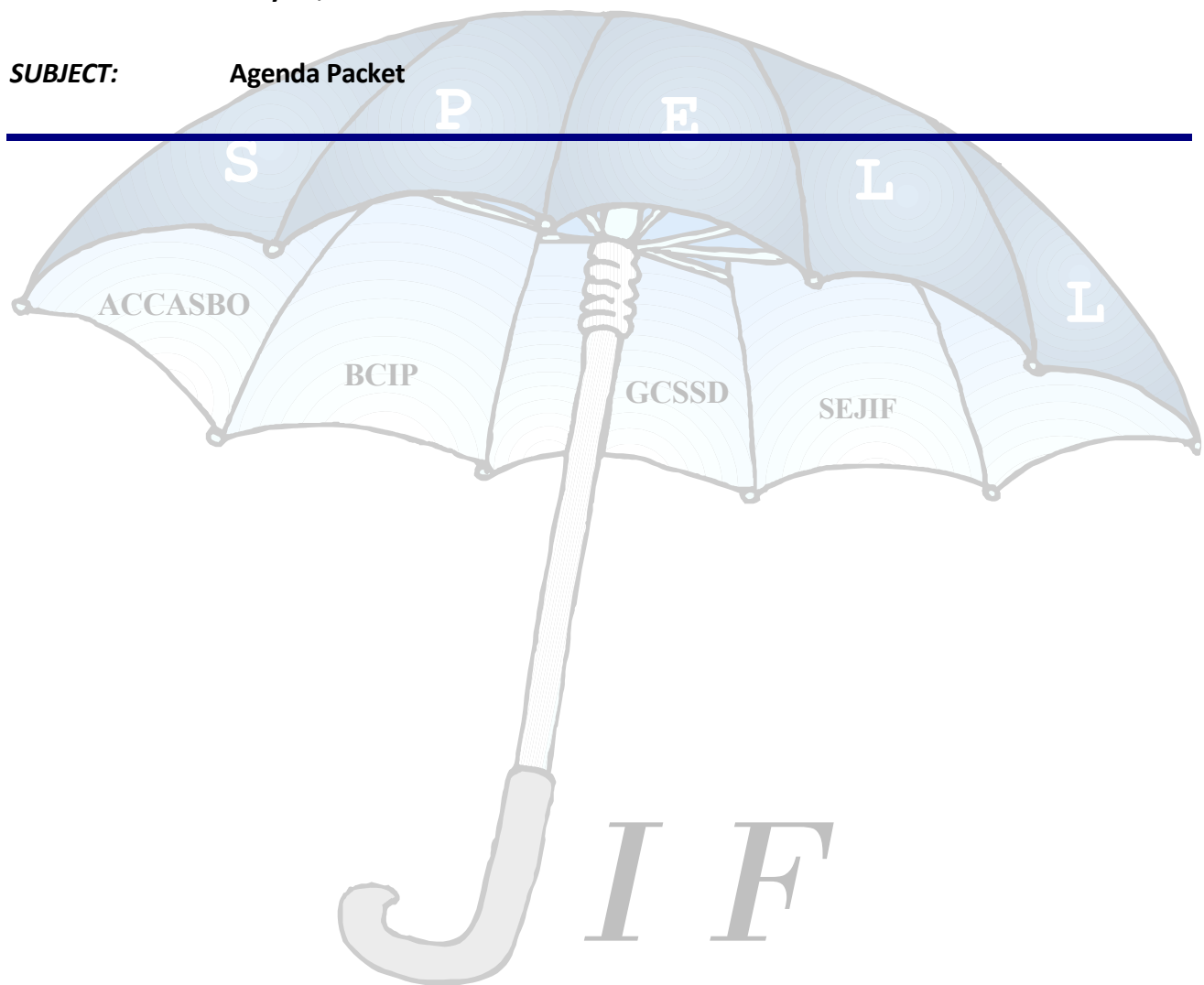
**SCHOOL POOL FOR EXCESS LIABILITY LIMITS
JOINT INSURANCE FUND**

TO: Fund Trustees
Fund Alternate Trustees
Fund Professionals

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

MEETING DATE: May 23, 2019

SUBJECT: Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held on **Thursday, May 23, 2019** at **10:00 a.m.** at the office of **Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, New Jersey 08053.**

**Arthur J. Gallagher Risk Management Services, Inc.
6000 Sagemore Drive, Suite 6203
Marlton, New Jersey 08053**

Thursday, May 23, 2019 – 10:00 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. **2018-19 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF
 - Cherie Bratty, Upper Deerfield Twp School District, **Vice Chair** – GCSSD JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, **Secretary** – BCIP JIF
 - Joseph Smurlo, Egg Harbor City School District – ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF
 - Margaret F. Meehan, Washington Twp BOE – GCSSD JIF
 - B. **2018-19 Alternate Trustees**
 - Christopher Veneziani, Folsom BOE, Alternate Trustee– ACCASBO JIF
 - Kim Robinson, Mainland Regional High School, Alternate Trustee – ACCASBO JIF
 - Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
 - Diana Schiraldi, Eastern Camden County RSD, Alternate Trustee – BCIP JIF
 - Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF
 - Christopher Rodia, Westville/Woodbury Heights, 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 – Gallagher
 - Scott C. Tennant, Area Vice President – Gallagher
 - Bradford Hoffman, Area Executive Vice President – Gallagher
 - Jennifer Fox, Sr. Account Manager – Gallagher
 - Louis J. Greco, Esquire, Fund Solicitor
 - Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
 - Annette Reap, Recording Secretary

IV.	Approval of Minutes – ADOPTION	
	A. April 12, 2019 Minutes	Pages 5-9
V.	Budget Hearing	
	A. Motion to open to the public	
	B. Motion to close to the public	
	C. 2019-2020 Budget – ADOPTION	Page 10
VI.	Professional Reports	
	A. Accountant/Treasurer – MOTION REQUESTED	
	1. Bill List (May 2019)	Page 11
	2. Cash Reconciliation Reports (April 2019)	Page 12
	B. Attorney	No Report
	C. Executive Director/Underwriting & Finance Director Report.....	Pages 13-14
	1. EXECUTIVE DIRECTOR	
	a. 2019-2020 Membership Renewal	Summary
	b. Potential New Members	Summary
	c. NJSIA Workers’ Compensation Conference	Summary
	d. 2019 Conference Dates.....	Summary
	2. UNDERWRITING & FINANCE DIRECTOR	
	a. 2019-2020 Renewal Negotiations/ Proposal Presentation- MOTION REQUESTED	Handout
	b. 2019-2020 Coverage Document Adoption- MOTION REQUESTED	Summary
	c. 2019-2020 Risk Management Plan.....	Summary
	d. 2019-2020 Certificate of Coverage	Summary
VII.	Call to Order the Annual Reorganization Meeting	
VIII.	Seating of 2019-20 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. 2019-20 Trustees	
	<input type="checkbox"/> Thomas P. Grossi, Greater Egg Harbor RHSD, Trustee – ACCASBO JIF	
	<input type="checkbox"/> Joseph Smurlo, Egg Harbor City School District – ACCASBO JIF	
	<input type="checkbox"/> Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF	
	<input type="checkbox"/> Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Trustee – BCIP JIF	
	<input type="checkbox"/> Cherie Bratty, Upper Deerfield Twp School District – Trustee – GCSSD JIF	
	<input type="checkbox"/> Joseph Collins, Elk Twp School District - Trustee – GCSSD JIF	
	B. 2019-20 Alternate Trustees	
	<input type="checkbox"/> Christopher Veneziani, Folsom BOE, Alternate Trustee– ACCASBO JIF	
	<input type="checkbox"/> Kim Robinson, Mainland Regional High School, Alternate Trustee – ACCASBO JIF	

- Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
- Diana Schiraldi, Eastern Camden County RSD, Alternate Trustee – BCIP JIF
- Chris Rodia, Westville/Woodbury Heights, Alternate Trustee – GCSSD JIF
- Rose Wang Chin, Woodstown-Pilesgrove RSD, Alternate Trustee – GCSSD JIF

C. District Personnel

- John Serapiglia, Jr., Passaic County Manchester Regional BOE– SE JIF
- Karen Yeamans, 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. 2019-2020 Reorganization Resolutions - **ADOPTION**

- 2019-01 Appointing Professional Staff..... Pages 15-18
- 2019-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 19-20
- 2019-03 Adopting Fiscal Policies and Procedures..... Pages 21-23
- 2019-04 Designation of Signatories – Operating Account..... Page 24
- 2019-05 Designating the Public Agency Compliance Officer..... Page 25
- 2019-06 Appointing Certifying and Approving Officer Pages 26-27
- 2019-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 28
- 2019-08 Designation of Signatories – Disbursement Vouchers Page 29
- 2019-09 Approving the Risk Management Program Page 30
- 2019-10 Designating Public Records Custodian..... Page 31
- 2019-11 Authorizing Reinsurance and Group Insurance Purchases Page 32

XIII. MOTION REQUESTED to go into Closed Session

XIV. MOTION REQUESTED to come out of Closed Session

XV. Miscellaneous Business and Public Comment

The next meeting of the SPELL JIF is scheduled to be held on **Friday, October 4, 2019** at 10:00 a.m. at the Gallagher offices, 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.

XVI. MOTION REQUESTED to Adjourn Meeting.