

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

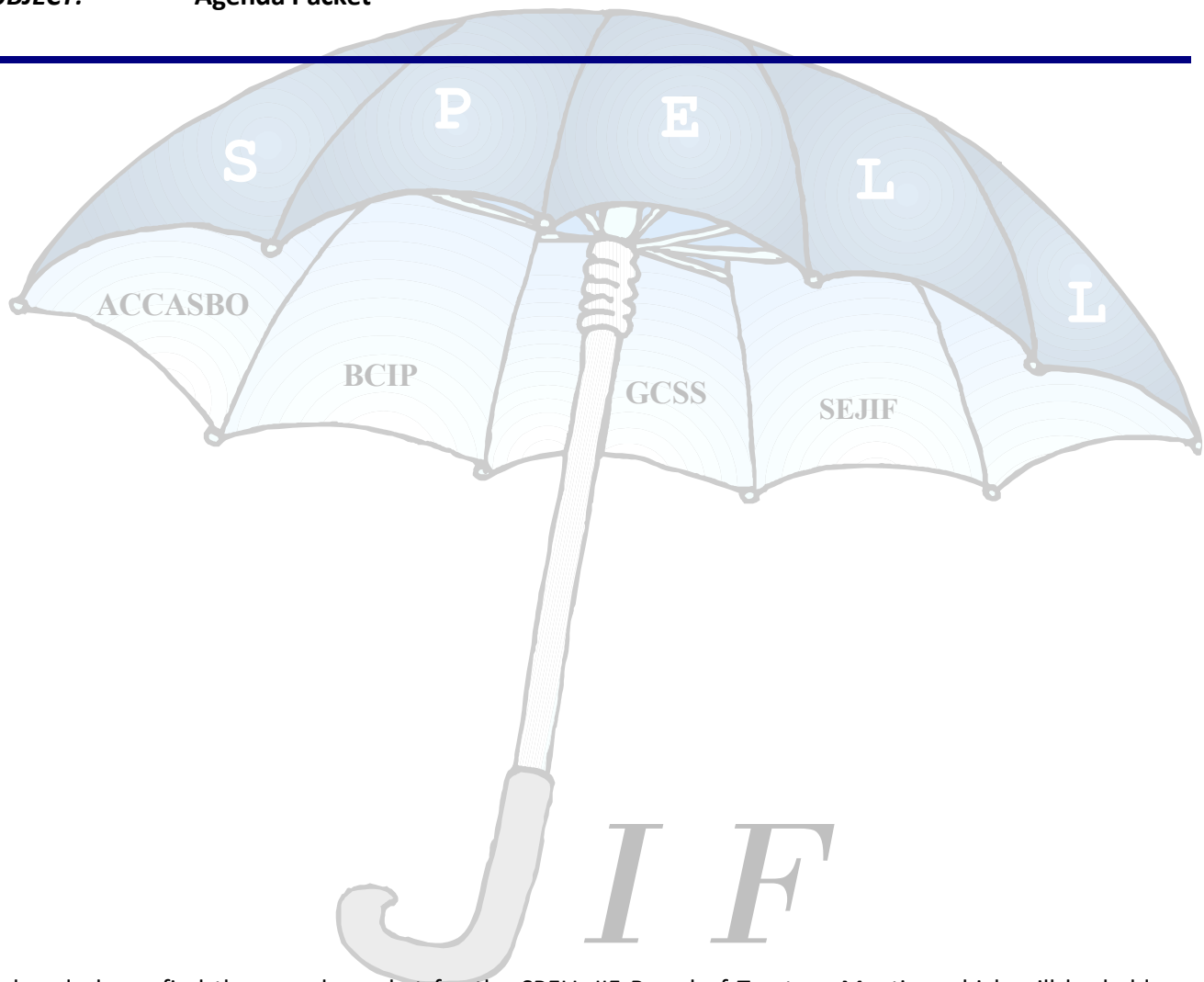
**TO:** Fund Trustees  
Fund Alternate Trustees  
Fund Professionals

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

**MEETING DATE:** May 25, 2023

**SUBJECT:** Agenda Packet

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Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held on **Thursday, May 25, 2023** at **10:00 a.m.** at the offices of RPA/Gallagher, 6000 Sagemore Drive, Suite 6203, Marlton, New Jersey 08053.

If you have any questions, please do not hesitate to contact Annette Reap of our office at [Annette\\_Reap@RPAdmin.com](mailto:Annette_Reap@RPAdmin.com)

# ***School Pool for Excess Liability Limits Joint Insurance Fund SPELL JIF***

**Thursday, May 25, 2023 – 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. **2022-23 Trustees**
    - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair**– ACCASBO JIF
    - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD, **Vice Chair** – BCIP JIF
    - ☐ Robert F. Wachter, Jr., Mt. Laurel Twp BOE, **Secretary** – BCIP JIF
    - ☐ Christopher Veneziani, Folsom BOE, Trustee– ACCASBO JIF
    - ☐ Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF
    - ☐ Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF
  - B. **2022-23 Alternate Trustees**
    - ☐ Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
    - ☐ Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF
    - ☐ Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
    - ☐ Beth Ann Coleman, Alternate Trustee – BCIP JIF
    - ☐ Heather Mayhew, Pennsville PSD, Alternate Trustee – GCSSD JIF
    - ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF
  - C. **District Personnel**
    - ☐ Lameka Augustin., Passaic County Manchester Regional BOE– Suburban Metro JIF
    - ☐ David DiPisa, Nutley BOE – Suburban Metro JIF
  - D. **Fund Professionals**
    - ☐ Bradford Hoffman, Director of Program Administration – RPA, a division of Gallagher
    - ☐ Craig H. Wilkie, Sr. Program Administrator – RPA, a division of Gallagher
    - ☐ Scott C. Tennant, Sr. Program Strategist– RPA, a division of Gallagher
    - ☐ Pat Madden, Esquire, Fund Solicitor
    - ☐ Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
    - ☐ Annette Reap, Recording Secretary
- IV. Approval of Minutes – **ADOPTION**
  - A. April 28, 2023..... Pages 5-8

- V. Budget Hearing
- A. Motion to open to the public
  - B. Motion to close to the public
  - C. 2023-2024 Budget – **ADOPTION** .....Page 9
- VI. Professional Reports
- A. Accountant/Treasurer – **MOTION REQUESTED**
    - 1. Bill List (May 2023) ..... Page 10
    - 2. Cash Reconciliation Reports (April 2023) ..... Page 11
  - B. Solicitor ..... No report
  - C. Student Accident Program Report ..... No report
  - D. Executive Director/Underwriting & Finance Director Report..... Page 12
    - 1. UNDERWRITING & FINANCE DIRECTOR
      - a. 2023-24 Renewal Negotiations-**MOTION REQUESTED** ..... Handout
      - b. 2023-24 Coverage Document Adoption-**MOTION REQUESTED** ..... Handout
      - c. 2023-24 Risk Management Plan ..... Summary
      - d. 2023-24 Certificate of Coverage ..... Summary
    - 2. EXECUTIVE DIRECTOR
      - a. 2022-2023 Membership Renewal .....Summary
      - b. Potential New Members Update.....Summary
      - c. NJASBO Business Associate Honorable Mention ..... Page 13
- VII. Call to Order the Annual Reorganization Meeting
- VIII. Seating of 2023-2024 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. **2023-24 Trustees**
    - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD – ACCASBO JIF
    - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD – BCIP JIF
    - ☐ Robert F. Wachter, Jr., Mt. Laurel Twp BOE – BCIP JIF
    - ☐ Christopher Veneziani, Folsom BOE, Trustee– ACCASBO JIF
    - ☐ Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF
    - ☐ Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF
  - B. **2023-24 Alternate Trustees**
    - ☐ Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
    - ☐ Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF
    - ☐ Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
    - ☐ Beth Ann Coleman, Alternate Trustee – BCIP JIF
    - ☐ Heather Mayhew, Pennsville PSD, Alternate Trustee – GCSSD JIF
    - ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF

- X. Nominations
  - A. Election of Officers (Chair, Vice Chair, Secretary) ..... By Trustees
  
- XI. Oaths of Office
  - A. Chairperson..... will be provided via email
  - B. Vice Chairperson..... will be provided via email
  - C. Secretary ..... will be provided via email
  - D. Trustees..... will be provided via email
  - E. Alternate Trustees ..... will be provided via email
  
- XII. 2023-2024 Reorganization Resolutions - **ADOPTION**
  - 2023-01 Appointing Professional Staff..... Pages 14-17
  - 2023-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 18-19
  - 2023-03 Adopting Fiscal Policies and Procedures..... Pages 20-21
  - 2023-04 Designation of Signatories – Operating Account..... Page 22
  - 2023-05 Designating the Public Agency Compliance Officer..... Page 23
  - 2023-06 Appointing Certifying and Approving Officer ..... Pages 24-25
  - 2023-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 26
  - 2023-08 Designation of Signatories – Disbursement Vouchers ..... Page 27
  - 2023-09 Approving the Risk Management Program ..... Page 28
  - 2023-10 Designating Public Records Custodian..... Page 29
  - 2023-11 Authorizing Reinsurance and Group Insurance Purchases ..... Pages 30-31
  
- XIII. **Miscellaneous Business and Public Comment**

The next meeting of the SPELL JIF is scheduled to be held on **Friday, October 13, 2023** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.
  
- XIV. **MOTION REQUESTED** to Adjourn Meeting.