

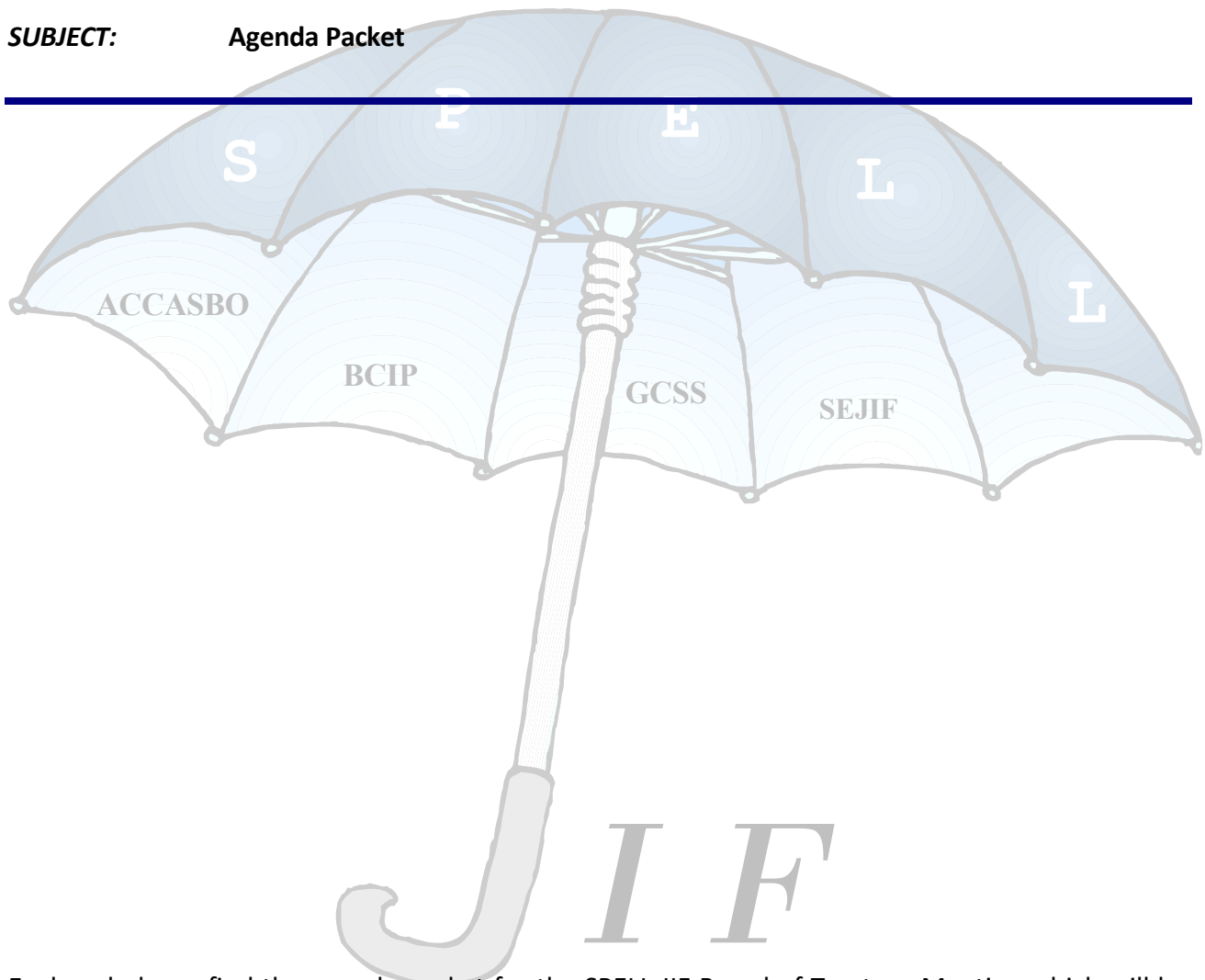
**SCHOOL POOL FOR EXCESS LIABILITY LIMITS
JOINT INSURANCE FUND**

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 27, 2021

SUBJECT: Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees Meeting which will be held electronically on **Thursday, May 27, 2021** at **10:00 a.m.**

Join Zoom Meeting: <https://zoom.us/j/97449076641?pwd=TTIBZDJEOWJSM1BtY2IHOXRTVW5BUT09>
Dial +1 929 205 6099 US
Meeting ID: 974 4907 6641
Passcode: 120771

School Pool for Excess Liability Limits Joint Insurance Fund SPELL JIF

Teleconference Meeting via Zoom

Thursday, May 27, 2021 – 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. **2020-21 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF
 - Dr. Cherie Bratty, Upper Deerfield Twp School District, **Vice Chair** – GCSSD JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, **Secretary** – BCIP JIF
 - Christopher Veneziani, Folsom BOE, Trustee– ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF
 - Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF
 - B. **2020-21 Alternate Trustees**
 - Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
 - Dr. Diane Fox, Middle Township BOE – ACCASBO JIF
 - Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
 - Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
 - Chris Rodia, Westville/Woodbury Heights, Alternate Trustee – GCSSD JIF
 - Rose Wang Chin, Woodstown-Pilesgrave RSD, Alternate Trustee – GCSSD JIF
 - C. **District Personnel**
 - John Serapiglia, Jr., Passaic County Manchester Regional BOE– SE JIF
 - Edward Appleton, Interim, Nutley BOE– SE 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
 - Jennifer Fox, Sr. Account Manager – RPA, a division of 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 23, 2021 MinutesPages 5-10

- V. Budget Hearing
 - A. Motion to open to the public
 - B. Motion to close to the public
 - C. 2021-2022 Budget – **ADOPTION** Handout

- VI. Professional Reports
 - A. Accountant/Treasurer – **MOTION REQUESTED**
 - 1. Bill Lists (May 2021)Page 11
 - 2. Cash Reconciliation Reports (April 2021) Page 12

 - B. SolicitorNo Report

 - C. Student Accident Program ReportNo Report

 - D. Executive Director/Underwriting & Finance Director Report..... Page 13
 - 1. UNDERWRITING & FINANCE DIRECTOR
 - a. 2021-22 Renewal Negotiations-**MOTION REQUESTED** Handout
 - b. 2021-22 Coverage Document Adoption-**MOTION REQUESTED** Handout
 - c. 2021-22 Risk Management Plan Summary
 - d. 2021-22 Certificate of Coverage Summary

 - 2. EXECUTIVE DIRECTOR
 - a. 2021-2022 Membership RenewalSummary
 - b. Potential New Members Update.....Summary
 - c. SPELL JIF Annual Retreat Update.....Summary
 - d. Public School Works Update.....Pages 14-19

- VII. Call to Order the Annual Reorganization Meeting

- VIII. Seating of 2021-22 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. **2021-22 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD– ACCASBO JIF
 - Dr. Cherie Bratty, Upper Deerfield Twp School District– GCSSD JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE – BCIP JIF
 - Christopher Veneziani, Folsom BOE, Trustee– ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD, Trustee – BCIP JIF
 - Joseph Collins, Elk Twp School District, Alternate Trustee – GCSSD JIF

B. 2021-22 Alternate Trustees

- Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF
- Dr. Diane Fox, Middle Township BOE – ACCASBO JIF
- Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF
- Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
- Chris Rodia, Westville/Woodbury Heights, Alternate Trustee – GCSSD JIF
- Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF

C. District Personnel

- John Serapiglia, Jr., Passaic County Manchester Regional BOE– SE JIF
- Edward Appleton, Interim, Nutley BOE– SE 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. 2021-2022 Reorganization Resolutions - ADOPTION

- 2021-01 Appointing Professional Staff..... Pages 20-24
- 2021-02 Adopting Procedures in Compliance with the Open Public Meetings Act..... Pages 25-26
- 2021-03 Adopting Fiscal Policies and Procedures..... Pages 27-29
- 2021-04 Designation of Signatories – Operating Account..... Page 30
- 2021-05 Designating the Public Agency Compliance Officer..... Page 31
- 2021-06 Appointing Certifying and Approving Officer Pages 32-33
- 2021-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months..... Page 34
- 2021-08 Designation of Signatories – Disbursement Vouchers Page 35
- 2021-09 Approving the Risk Management Program Page 36
- 2021-10 Designating Public Records Custodian..... Page 37
- 2021-11 Authorizing Reinsurance and Group Insurance Purchases Page 38

XIII. Miscellaneous Business and Public Comment

The next meeting of the SPELL JIF is scheduled to be held on **Friday, October 1, 2021** at 10:00 a.m. either virtually via Zoom or at the Gallagher offices, 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

XIV. MOTION REQUESTED to Adjourn Meeting.