

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

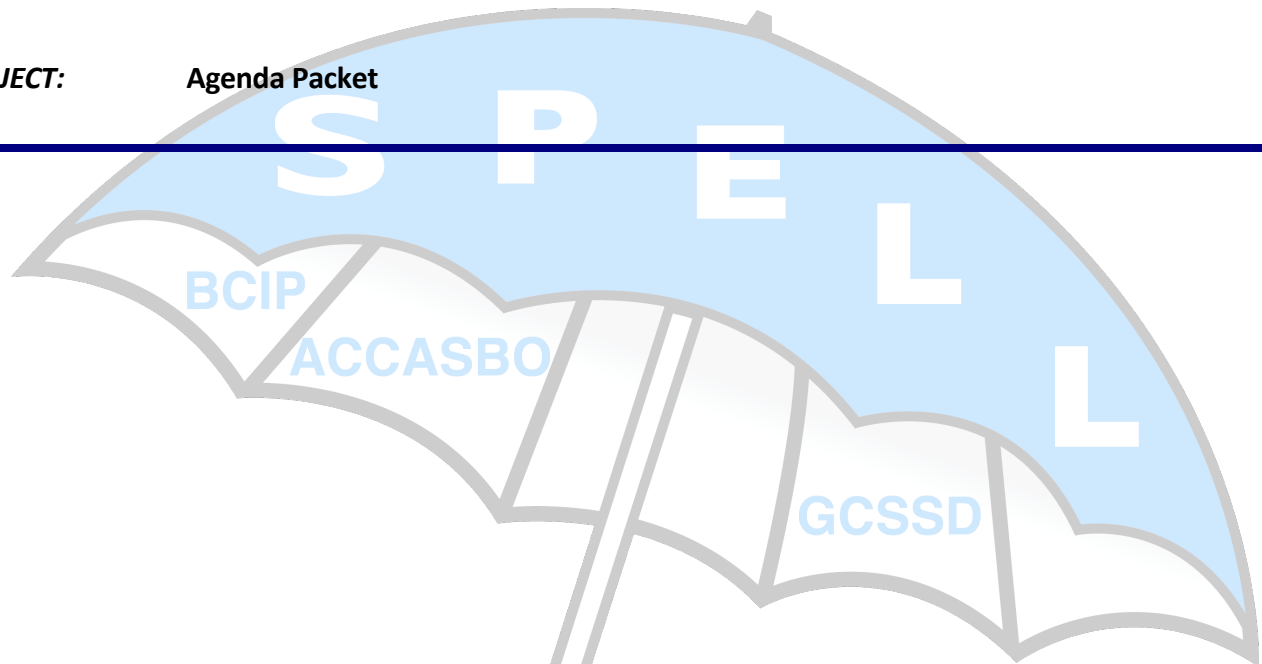
**TO:** Fund Trustees  
Fund Alternate Trustees  
Fund Professionals

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

**MEETING DATE:** May 30, 2024

**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 30, 2024** at **10:00 a.m.**

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

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

**Thursday, May 30, 2024 – 10:00 am**

**MEETING 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. **2023-24 Trustees**
    - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF
    - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD, **Vice Chair** – BCIP JIF
    - ☐ Christopher Veneziani, Hamilton Township SD, **Secretary** – ACCASBO JIF
    - ☐ Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Trustee – BCIP 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, Mainland Regional HS, 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, Collingswood PS/Oaklyn PSD, 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. Fund Professionals
    - ☐ Bradford Hoffman, Director of Program Administration – RPA, a subsidiary of Gallagher
    - ☐ Craig H. Wilkie, Sr. Program Administrator – RPA, a subsidiary of Gallagher
    - ☐ Scott C. Tennant, Sr. Program Strategist– RPA, a subsidiary of Gallagher
    - ☐ Kim Hill, Account Manager-RPA, a subsidiary of Gallagher
    - ☐ Pat Madden, Esquire, JIF Solicitor
    - ☐ Lorraine Verrill, CPA, JIF Treasurer – Verrill & Verrill, LLC
    - ☐ Rick Hillman, Virtual Safety Director – Ironwood Consulting
    - ☐ Annette Reap, Recording Secretary
- IV. Approval of Minutes – **ADOPTION**
  - A. April 26, 2024 Minutes .....Pages 5-8

- V. Budget Hearing
  - A. Motion to open to the public
  - B. Motion to close to the public
  - C. 2024-2025 Budget – **ADOPTION** .....Page 9
  
- VI. Professional Reports
  - A. Accountant/Treasurer – **MOTION REQUESTED**
    - 1. Bill List (May 2024) ..... Page 10
    - 2. Cash Reconciliation Reports (April 2024) ..... Page 11
    - 3. Letter from Fulton Bank..... Page 12
  - B. Solicitor - no report
  - C. Student Accident Program Report – no report
  - D. SPELL Virtual Safety Program
    - 1. Activity Report as of May 20, 2024 .....Pages 13-15
  - E. Executive Director/Underwriting & Finance Director Report..... Page 16
    - 1. UNDERWRITING & FINANCE DIRECTOR
      - a. 2024-25 Renewal Negotiations-**MOTION REQUESTED** ..... Handout
      - b. 2024-25 Coverage Document Adoption-**MOTION REQUESTED**..... Handout
      - c. 2024-25 Risk Management Plan ..... Summary
      - d. 2024-25 Certificate of Coverage ..... Summary
    - 2. EXECUTIVE DIRECTOR
      - a. 2024-2025 Membership Renewal .....Summary
      - b. Potential New Members Update.....Summary
  
- VII. Call to Order the Annual Reorganization Meeting
  
- VIII. Seating of 2024-2025 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. **2024-2025 Trustees**
    - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD – ACCASBO JIF
    - ☐ Richard J. Kaz, Jr., Northern Burlington County RSD – BCIP JIF
    - ☐ Christopher Veneziani, Folsom BOE, Trustee– ACCASBO JIF
    - ☐ Robert F. Wachter, Jr., Mt. Laurel Twp BOE – BCIP JIF
    - ☐ Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF
    - ☐ Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF
  - B. **2024-2025 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..... Handout  
 B. Vice Chairperson..... Handout  
 C. Secretary ..... Handout  
 D. Trustees..... Handout  
 E. Alternate Trustees ..... Handout

XII. 2024-2025 Reorganization Resolutions - **ADOPTION**

1. 2024-01 Appointing Professional Staff ..... Pages 17-21
2. 2024-02 Adopting Procedures in Compliance with the Open Public Meetings Act . Pages 22-23
3. 2024-03 Adopting Fiscal Policies and Procedures ..... Pages 24-25
4. 2024-04 Designation of Signatories – Operating Account ..... Page 26
5. 2024-05 Designating the Public Agency Compliance Officer ..... Page 27
6. 2024-06 Appointing Certifying and Approving Officer ..... Pages 28-29
7. 2024-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months ..... Page 30
8. 2024-08 Designation of Signatories – Disbursement Vouchers ..... Page 31
9. 2024-09 Approving the Risk Management Program ..... Page 32
10. 2024-10 Designating Public Records Custodian ..... Page 33
11. 2024-11 Authorizing Reinsurance and Group Insurance Purchases ..... Pages 34-35

XIII. **Miscellaneous Business and Public Comment**

The next meeting of the SPELL JIF is scheduled to be held on **Thursday, October 10, 2024** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.

- XIV. **MOTION REQUESTED** to Adjourn Meeting.