

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

**RPA, a Division of Gallagher  
6000 Sagemore Drive, Suite 6203  
Marlton, New Jersey 08053**

**Thursday, October 12, 2023– 10:00 AM**

**OPEN SESSION MINUTES**

**I. MEETING CALLED TO ORDER**

The meeting of the School Pool for Excess Liability Limits Joint Insurance Fund (SPELL) was held on Thursday, October 12, 2023 at 10:11 a.m., with Thomas Grossi, Greater Egg Harbor RHSD, Chairperson, presiding.

**II. STATEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETING ACT**

Notice of this meeting was given by sending sufficient notice herewith to newspapers recognized by owner groups; filing advance written notice of this meeting with each member and their members districts; and by posting notice on the public bulletin boards of all municipalities served by the member districts of each owner group.

**III. Roll Call**

**2023-24 Trustees present**

Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF  
Christopher Veneziani, Folsom BOE, **Secretary** – ACCASBO JIF  
Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Trustee – BCIP JIF  
Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF (arrived 10:39 am)

**2023-24 Trustees absent**

Richard J. Kaz, Jr., Northern Burlington County RSD, **Vice Chair** – BCIP JIF  
Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF

**2023-24 Alternate Trustees present**

Chandra Anaya, Egg Harbor Twp SD, Alternate Trustee – ACCASBO JIF  
Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF

**2023-24 Alternate Trustees absent**

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

**Fund Professionals present**

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  
Lorraine Verrill, CPA, Fund Treasurer  
Annette Reap, Recording Secretary

#### IV. APPROVAL OF MINUTES

*Motion* by Mr. Veneziani, second by Mr. Wachter, to approve the Minutes of the May 25, 2023 meeting of the SPELL JIF. All voted in favor, with the exception of Dr. Fox, who abstained. Motion carried by majority vote.

#### V. PROFESSIONAL REPORTS

##### A. Accountant/Treasurer

Ms. Verrill reviewed the June through October, 2023 Bill Lists and Cash Reconciliation Reports for May through September, 2023, which were included in the agenda. She reported that interest rates are going up. Mr. Grossi asked if the interest rate affected the budget. Mr. Hoffman advised that it does not have an effect on the budget.

*Motion* by Mr. Veneziani, second by Mr. Wachter to approve the Bill Lists and Treasurer's Reports. All in favor. Motion carried.

Ms. Verrill left the meeting at 10:30 am.

##### B. Attorney – No Report

##### C. Student Accident Program Report - No Report

##### D. Executive Director/Underwriting & Finance Director Report

##### 1. UNDERWRITING & FINANCE DIRECTOR

*Budget/Reinsurance & Group Insurance Renewal Outcome Review* – Mr. Hoffman reviewed a handout that was distributed. He reviewed the 2023-2024 program structure at each layer of coverage. Mr. Hoffman also went over the budget model for 2023-2024. Mr. Hoffman advised that he is going to use the Gallagher property team to evaluate the property program since the market is so difficult at this time. Discussion followed on the history of the property market over the last three years.

*Property Program Renewal Outcome & Outlook* – Mr. Hoffman reviewed a handout that was distributed on the property program renewal. He explained that this is where the largest increase was incurring because the property program is driven nationwide as well as by the worldwide market. He discussed the Billion Dollar weather and climate disasters that occurred in the United States in 2023, as well as the natural disasters that caused overall losses of US dollars worldwide.

*Aggregate Corridor Deductible Update* – Mr. Hoffman provided a handout, which he reviewed, on the Aggregate Corridor Deductible Update. He reported that Fund Year 2016-2017 was added to the report. Mr. Hoffman discussed approved assessments across prior years will be moved forward to fund Fund Year 2023-2024. He advised that he will have a draft audit by December 1, 2023.

*Audit Process June 30, 2023 & Aggregate Reconciliation Review* – Mr. Hoffman reported that the audit process will begin next month. He reviewed summary of losses and reserves for each of the local Joint Insurance Funds. Mr. Hoffman advised that any year at 100% is a positive year. He is currently not concerned, as this is an early look. Mr. Hoffman also went over the Statement of Fund Years account operating results analysis for the period of July 1, 2001 through June 30, 2022.

2. EXECUTIVE DIRECTOR

*2024-2025 Membership Renewal* - Mr. Wilkie reported that there are 40 districts within the local owner group funds that are up for membership renewal on July 1, 2024. They are broken down as follows: ACCASBO - 13 districts, BCIP - 20 districts, GCSSD – 7 districts. He said that renewal documents will be sent out to all renewing districts this month. Mr. Wilkie advised that he doesn't anticipate issues with any renewing districts.

*Marketing Update* - Mr. Wilkie provided an update on a few prospects for this year. He asked the Trustees to contact him with any questions or other districts that they would like him to reach out to. He advised that possible prospects were reviewed with the Strategic Planning Committees of the three local owner groups.

*NJSIA Workers' Compensation Conference – MOTION REQUESTED* - The conference was held in-person this year from May 3-5, 2023. 22 members from the SPELL JIF attended. Motion is requested to approve covering the expense of attendance for members at the spring 2024 conference.

Motion by Mr. Veneziani, second by Ms. Anaya, to approve covering the expense of attendance for SPELL members. All in favor. Motion carried.

*Environmental Management Seminar-MOTION REQUESTED* - The 11<sup>th</sup> Annual Environmental Management Seminar was held on **Wednesday, July 12, 2023 at the Westin Hotel**. This training was attended by approximately 200 attendees. The New Jersey School Buildings and Grounds Association approved 3 CEUs for the program and certificates have been distributed. Motion is requested to move forward with the planning for July 2024.

Motion by Ms. Anaya, second by Dr. Fox, to move forward with the planning of this seminar for 2023. All in favor. Motion carried.

*Managing Virtual Safety Symposium Held on July 19, 2023 - MOTION REQUESTED* - This one day seminar was held on **Wednesday, July 19, 2023 at the Westin Hotel in Mount Laurel**. We believe this symposium provided valuable insight into IT investments for goods and services. The agenda is intended to involve members by having their peers teach; challenge members to set goals based upon best practices; and help members understand that insurance is not a solution and will push more of the financial outcomes back at them if they don't invest in virtual safety. Motion is requested to move forward with the planning for July 2024.

Motion by Mr. Veneziani, second by Mr. Wachter, to approve holding the Managing Virtual Safety Symposium in July 2024. All in favor. Motion carried.

*SPELL Joint Retreat-MOTION REQUESTED* - Mr. Wilkie reported that a successful retreat was held by the SPELL JIF on September 27-29, 2023 at The Grand in Cape May. The survey results are included with the agenda. Discussion and recommendation to hold this event again in September 2024. Possible dates are September 25-27, 2024.

Motion by Mr. Veneziani, second by Ms. Anaya, to hold the SPELL Joint Retreat in September 27-29, 2023. All in favor. Motion carried.

*NJSBA/NJASBO/NJASA 2023 Fall Conference* - Mr. Wilkie advised that the SPELL JIF will have an Exhibit Booth (#787) at the Fall Conference on October 23-26, 2023. *He noted that this is a new location for the booth on the floor.*

*Possible Development of a SPELL Model Acceptable Use of Weapons Policy-MOTION REQUESTED* - Mr. Tennant reminded the members that Kevin Craig, Senior Consultant with Porzio Consulting, attended and presented at the 2023 SPELL Retreat and participated in an engaging discussion about school security personnel. He qualified all persons who carry weapons as either SRO's or Class III retired police officers who are subject to direct command from local police department or as private persons either contracted as independent security from private company or hired as employees of the district. He further qualified the acceptable use of a weapon by a person permitted to carry a weapon in district within these basic classifications noting that SRO and Class III are governed by the local police regulations that are supported in New Jersey law. He noted that private and employed persons are not governed by NJ State Law and subject only to their employer's policy or personal decision making process as it relates to the acceptable use of a firearm. Mr. Tennant advised that no member school district has an acceptable use of a firearm policy. He would like the SPELL to contract with Porzio Consulting and Kevin Craig to produce a Model Policy for member consideration who have private or employed security personnel they have provided permission to carry a firearm while on duty. Dr. Fox suggested that the policy should cover different scenarios, as it is the perception that a SRO will engage in an active shooter situation. Pat Madden, the JIF Solicitor, would also be involved in the creation of the model use policy. Mr. Tennant will reach out to both Mr. Craig and Mr. Madden to begin the process.

Motion by Ms. Anaya, second by Mr. Collins, approving the SPELL to contract with Porzio Consulting to produce a Model Acceptable Use of Weapons Policy for use by the SPELL membership.

*Sexual Abuse and Molestation (SAM) Coverage Discussion* - Mr. Tennant referred to the attached Sexual Abuse and Molestation (SAM) Endorsement that appears as a part of the General Liability and Educator's Legal Liability policies. He noted that these are new and provide appropriate definition of the coverage that mirrors New Jersey reporting law. Mr. Tennant stressed that the Exclusions are most important and reiterated that Item (d) has the most important implications in its definition that the coverage includes defense and indemnity for all but the accused perpetrator and those who knew and did nothing. This is consistent with New Jersey law on mandatory reporters. Mr. Tennant advised that this Endorsement will be discussed at the November meetings of the three local JIFs.

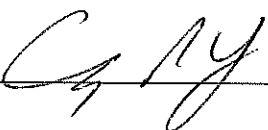
#### **VI. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT**

The next meeting of the SPELL JIF is scheduled to be held on **Friday, February 9, 2024** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

#### **VII. MOTION REQUESTED to adjourn the meeting**

*Motion* by Dr. Fox, second by Mr. Collins, to adjourn the October 12, 2023 meeting of the SPELL JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 11:15 a.m.



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