

***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 10, 2024– 1:00 PM

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 10, 2024 at 1:04 p.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

2024-2025 Trustees present:

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
Joseph Collins, Elk Twp/Delsea Regional, **Trustee** – GCSSD JIF

2024-2025 Trustees absent:

Robert F. Wachter, Jr., Mt. Laurel Twp BOE, **Trustee** – BCIP JIF
Scott Campbell, Greenwich Township, **Trustee** – GCSSD JIF

2024-2025 Alternate Trustees present:

Chandra Coady, Mainland Regional, **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
Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF

2024-2025 Alternate Trustees absent:

Heather Mayhew, Pennsville PSD, **Alternate Trustee** – GCSSD JIF

Fund Professionals present:

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
Lorraine Verrill, CPA, Fund Treasurer – Verrill & Verrill, LLC
Rick Hillman, Virtual Safety Directory – Ironwood Consulting, LLC
Annette Reap, Recording Secretary

IV. APPROVAL OF MINUTES

Motion by Dr. Fox, second by Mr. Veneziani, to approve the Minutes of the May 30, 2024 meeting of the SPELL JIF. All in favor. Motion carried.

V. PROFESSIONAL REPORTS

A. Accountant/Treasurer

Ms. Verrill reviewed the June through October, 2024 Bill Lists and Cash Reconciliation Reports for May through September, 2024, which were included in the agenda. She reported that interest rates are starting to drop down.

Motion by Mr. Kaz, second by Ms. Coleman, to approve the Bill Lists and Treasurer's Reports. All in favor. Motion carried.

Ms. Verrill left the meeting at 1:08 pm.

B. Attorney – No Report

C. Student Accident Program Report - No Report

D. SPELL Virtual Safety Program – Mr. Hillman reviewed his report included in the agenda. He noted that the information security survey will be sent out on October 15, 2024. He advised that if a district completed the survey last year, they would just need to confirm that nothing has changed. Mr. Hillman also discussed the 2024-2025 tiers for the cyber liability insurance coverage. He will be reaching out to those districts who only need 1-2 items to move up their tier level.

Mr. Hillman discussed a recent cyber incident regarding payroll fraud and advised that the money was able to be recovered. He reported that he is compiling a Continuity of Business template that will be posted to the SPELL website when it is completed for all members to use.

Mr. Tennant reported that Mr. Hillman, along with Mr. Geitz and Mr. Biluck and himself, have formed a Safety 360 committee and more information will be forthcoming in the next month. Mr. Grossi asked if any participant in the cyber liability coverage is affecting the policy for all members. Mr. Tennant advised that this was not happening. It would directly affect the member by incurring a higher deductible and/or insurance co-pay.

E. Executive Director/Underwriting & Finance Director Report

1. UNDERWRITING & FINANCE DIRECTOR

Excess & Reinsurance Partner Update – Mr. Hoffman provided a handout which he reviewed in detail. He reviewed liability carrier discussions to replace Markel at 7/1/2025 and provided information on Hurricanes Helene and Milton's impact on the property market. He reviewed the 2024-2025 program structure at each layer of coverage. Mr. Hoffman also went over the budget model for 2024-2025.

6/30/24 Audit Process Update – Mr. Hoffman reported on discussions with the Treasurer regarding the timeline for the audit process. He provided a handout which was reviewed.

Exposure Renewal Information Update/Timeline – Mr. Hoffman advised that, Risk Partner, the current exposure data management system, will be replaced with a new program. His office is hoping to roll out the new program in early December, during this current renewal period.

2024-2025 Certificate of Coverage and Plan of Risk Management – These documents were provided as a handout. Mr. Tennant advised that his office thought it would be a good idea to review the SPELL JIF coverage program with the membership. This was provided as a professional development item at the September meetings.

2. EXECUTIVE DIRECTOR

2025-2026 Membership Renewal - Mr. Wilkie reported that there are 23 districts within the local owner group funds that are up for membership renewal on July 1, 2025. They are broken down as follows: ACCASBO - 9 districts, BCIP - 5 districts, GCSSD – 9 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.

NJSBA NJASBO/NJASA 2024 Fall Conference – Mr. Wilkie advised that the SPELL JIF will have an Exhibit Booth (#580) at the Fall Conference on October 21-24, 2024. The booth is located in the original space previous to last year – look for the SPELL Umbrella!

NJSIA Workers' Compensation Conference – MOTION REQUESTED - The conference was held this year from April 23-25, 2024. There were 27 district representatives across the three local JIFs who attended. Motion is requested to approve covering the expense of attendance for members at the spring 2025 conference.

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

Safety 360 Seminar – July 10, 2024 – MOTION REQUESTED - The first annual Safety 360 Seminar was held on Wednesday, July 10, 2024, at the Westin Hotel. This year the SPELL JIF embraced a concept called Safety 360° which ties member organizational risk management efforts together to identify, discuss, refine and create programs that address risk across physical and virtual dimensions. Motion is requested to move forward with the planning for July 2025.

Motion by Mr. Veneziani, second by Dr. Fox, to move forward with the planning of this seminar for 2025. All in favor. Motion carried.

SPELL JIF Joint Retreat – September 25-27, 2024 – MOTION REQUESTED - A successful retreat was held by the SPELL on September 25th (Wed) through September 27th (Fri), 2024 at The Grand Hotel in Cape May. The survey results are included with the agenda. Discussion and recommendation to hold this event again in September 2025. Possible dates are September 24-26, 2025.

Motion by Mr. Veneziani, second by Ms. Huder, to hold the SPELL Joint Retreat in September 2025. All in favor. Motion carried.

SPELL JIF Event Code of Conduct Policy – MOTION REQUESTED – Mr. Wilkie referred to an attached draft of an Event Code of Conduct policy for discussion and review. A motion is requested to formally adopt this policy at all JIF events.

Motion by Dr. Fox, second by Mr. Kaz, to adopt the Event Code of Conduct as SPELL JIF policy. All in favor. Motion carried.

STOPit Handle With Care (HWC) Module – Mr. Wilkie discussed the Handle with Care module that was introduced by STOPit. He included information on the program in the agenda packet and asked for a formal motion approving the addition of this module to the program.

Motion by Ms. Coady, second by Mr. Collins, to approve the Handle With Care module to the current STOPit program.

School Security Draft Survey Update – Mr. Tennant provided an update on the school security draft survey.

VI. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT

The next meeting of the SPELL JIF is scheduled to be held on **Thursday, February 13, 2025** 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 Ms. Coleman, second by Ms. Huder, to adjourn the October 10, 2024 meeting of the SPELL JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:06 pm.


