

***School Pool for Excess Liability Limits Joint Insurance Fund  
SPELLJIF***

**Arthur J. Gallagher Risk Management Services, Inc.  
6000 Sagemore Drive, Suite 6203  
Marlton, New Jersey 08053**

**OPEN SESSION MINUTES  
Friday, October 12, 2018**

**I. MEETING CALLED TO ORDER**

The meeting of the School Pool for Excess Liability Limits Joint Insurance Fund (SPELL) was held at the Arthur J. Gallagher Risk Management Services Offices on Friday, October 12, 2018 at 10:00 a.m., with Tom 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**

**2018-2019 Trustees present**

Thomas P. Grossi, Greater Egg Harbor RHSD, Chair – ACCASBO JIF  
Cherie Bratty, Upper Deerfield Township School District, Vice Chair – GCSSD JIF  
Robert Wachter, Jr., Mt. Laurel Twp. BOE, Secretary – BCIP JIF  
Joseph Smurlo, Egg Harbor City School District – ACCASBO JIF  
Richard J. Kaz, Jr., Northern Burlington County RSD – BCIP JIF  
Margaret F. Meehan, Washington Twp. BOE – GCSSD JIF

**2018-2019 Trustees absent**

No One

**2018-2019 Alternate Trustees present**

Christopher Veneziani, Folsom BOE, Alternate Trustee – ACCASBO JIF  
Diana Schiraldi, Eastern Camden County RSD, Alternate Trustee – BCIP JIF

**2018-2019 Alternate Trustees absent**

Kim Robinson, Mainland Regional High School, Alternate Trustee – ACCASBO JIF  
Michael Colling, Medford Lakes SD, Alternate Trustee – BCIP JIF  
Joseph Collins, Elk Township School District, Alternate Trustee – GCSSD JIF  
Brian Ferguson, Penns Grove-Carneys Point Regional BOE, Alternate Trustee – GCSSD JIF

**District Personnel present**

No one

ACCASBO – 7 districts (2 have renewed); BCIP – 7 districts (2 have renewed); GCSSD – 8 districts. Renewal documents were sent out to all renewing districts in August, and as noted, some have already renewed.

c. *SPELL JIF Website Enhancements*: Mr. Tennant reviewed the following and on-going revisions to the website:

- Informatics.
- Certificates held by district for vendors.
- Collaboration Networks/Forums.

d. *Environmental Management Seminar – Held on July 18, 2018 – MOTION REQUESTED*: The 6<sup>th</sup> Annual Environmental Management Seminar, “Mold and IAQ in our Schools,” was held on July 18, 2018 at the DoubleTree in Mount Laurel. There were 118 attendees from 53 School Districts (11 ACCASBO, 27 BCIP, 7 GCSSD, and 8 Non-member Districts). The response was positive from attendees regarding the presentations, and the results of the attendee survey and a copy of the agenda are included in the agenda. CEU credits were again available for first time attendees. A recommendation to approve holding the program again in Fund Year 2019-20 is requested, and discussion ensued.

*Motion* by Mr. Smurlo, second by Mr. Wachter to approve the Annual Environmental Management Seminar to be held in Fund Year 2019-20. All in favor. Motion carried by unanimous vote.

e. *Boiler Operator Refresher Training Held on August 15, 2018*: Traveler’s Insurance, the JIF’s boiler and machinery carrier, held 2 refresher training sessions for Black Seal Boiler Operators on Wednesday, August 15<sup>th</sup> at Collingswood High School in Collingswood. The training was designed for newly licensed boiler operators, those with limited boiler knowledge, or those who have not had regular exposure to boiler operations since becoming licensed and would like to refresh their skills. Approximately 24 member districts took the opportunity to participate in this training, about 200 people total.

f. *SPELL Joint Retreat – September 26-28, 2018 – MOTION REQUESTED*: Mr. Wilkie discussed the attached survey and agenda for the SPELL Retreat, which was held September 26-28, 2018 at Congress Hall in Cape May. Discussion ensued, and a recommendation was made to hold a joint retreat again in September, 2019, as requested.

*Motion* by Ms. Bratty, second by Mr. Veneziani to approve the SPELL Retreat to be held in Fund Year 2019-20. All in favor. Motion carried by unanimous vote.

Information on Andras Tilcsik was provided as a handout, and reviewed by Mr. Tennant. Professional Tilcsik was a keynote speaker at the Fall AGRIP Conference in Portland. Mr. Tennant recommends hiring Mr. Tilcsik to speak at the 2019-20 Retreat, which would include paying his expenses. Members agreed to finalize negotiations with Mr. Tilcsik.

g. *Mold Preparedness Consultant (HVAC)*: Mr. Wilkie and Mr. Tennant initiated discussion and provided a status report. Members agreed to advance with the process of hiring a Mold Preparedness Consultant.

h. *SPELL JIF Technology Committee*: Mr. Tennant provided Committee meeting minutes from October 5, 2018, and reviewed them in detail. Members supported a ½ day seminar on cyber security.

- i. *STOPiT Users Group*: Mr. Tennant informed the members that the STOPiT Users Group held their inaugural meeting on Thursday, October 11, 2018 at Oakcrest High School, and he provided a verbal report. He reported that this users group wants to meet annually.
- j. *AGRIP*: Membership dues for AGRIP in the amount of \$1,190.00 were recently paid for the SPELL JIF. The Fall Conference was held September 30 to October 3<sup>rd</sup> in Portland Oregon. Ms. Bratty and Mr. Colling attended, and a copy of Ms. Bratty's report is included in the agenda. Mr. Collings' report was distributed at the meeting.
- k. *NJSBA/NJASBO/NJASA 2018 Fall Conference*: The SPELL JIF will have an Exhibit Booth at the Fall Conference on October 23-24, 2018 in Atlantic City. The Booth Location is #478. The draft of the brochure to be distributed at the conference was reviewed by the members, and all approved.
- l. *Boundary Respect Education Committee*: Mr. Tennant asked for approval for a forum for this committee, and members agreed.

2. Underwriting and Finance Director

Mr. Hoffman distributed a packet and reviewed it, including the following information:

- a. *Exposure Renewal Information Update/Timeline*: Mr. Hoffman reported that renewal packets will be going out this month. He asked members to return the packets as soon as possible so that budget figures can be generated for members' budget preparation.
- b. *Excess/Reinsurance Partner Update*: All groups are doing exceptionally well.
- c. *Financial Performance Update*:
  - I. Owner Group Performance Overview
  - II. 6/30/18 Audit Process Update – Audit process is underway. Finance Committees will be updated in December

**VII. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT**

The next meeting of the SPELLJIF is scheduled to be held on Friday, February 1, 2019 at 10:00 a.m. at the Arthur J. Gallagher Risk Management Services, Inc., 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

**IX. MOTION REQUESTED** to adjourn the meeting

*Motion* by Mr. Kaz, second by Ms. Bratty to adjourn the October 12, 2018 meeting of the SPELLJIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 11:44 a.m.



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