

**ACCASBO JIF**  
Atlantic & Cape May Counties Association of School Business Officials  
Joint Insurance Fund

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**TO:** Fund Trustees  
Fund Commissioners  
Fund Professionals  
Risk Management Consultants

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

**MEETING DATE:** May 20, 2026

**SUBJECT:** AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, May 20, 2026** at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, with Closed Session beginning at **12:30 pm**.

If you have any questions, please do not hesitate to contact our office at (856) 446-9139 or via email to [Annette\\_Reap@rpadmin.com](mailto:Annette_Reap@rpadmin.com).



**ATLANTIC AND CAPE MAY COUNTIES  
ASSOCIATION OF SCHOOL BUSINESS OFFICIALS  
JOINT INSURANCE FUND**

Alder Avenue Middle School  
Boardroom  
25 Alder Avenue  
Egg Harbor Township, NJ 08234

**Wednesday, May 20, 2026**

**AGENDA**

- I. Call to Order of the Closed Executive Session of the Board of Trustees by Fund Chairperson
- II. Motion Requested to Call to Order Open Session
- III. Statement of Compliance with Open Public Meetings Act
  - A. Notice of Meeting was given by sending sufficient notice herewith to the *Press of Atlantic City*, Atlantic and Cape May County editions;
  - B. Filing advance written notice of this meeting with each member; and
  - C. By mailing advance written notice to the clerk of each municipality located within the boundaries of all Fund members.
- IV. Roll Call
  - A. **2025-2026 Trustees**
    - Mark Mallett, Lower Cape May Regional School District, **Chair**
    - Rose Millar, Estell Manor City SD/Cape May Point, **Secretary**
    - Laurie Ryan, Upper Township BOE
    - Joy Nixon, Galloway Township Public Schools
    - Linda Fiori, Avalon BOE/Stone Harbor BOE
    - Melina Skwarek, Margate City BOE
  - 2025-2026 Alternate Trustees**
    - Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
    - Chandra Coady, Mainland Regional High School (SPELL Alternate)
    - Christopher R. Veneziani, Hamilton Township School District (SPELL Trustee)
  - 2025-2026 Fund Commissioners (New district representatives shown in bold)**
    - Julie Velluzzi, Absecon City BOE
    - Jonathan Houdart, Brigantine Public School District
    - Lisa DiNovi, Dennis Township BOE
    - Allyson Ziegler, Egg Harbor City School District
    - Dan Smith/Jennifer Germana, Egg Harbor Township School District
    - Sara Simpson, Folsom BOE
    - Teri Weeks, Interim, Hammonton BOE/Longport BOE**
    - Katie Siciliano, Lower Township Elementary SD
    - Patricia Swanson, Middle Township BOE**
    - Karen Gfroehrer, Interim, Mullica Twp BOE/Washington Twp SD-Greenbank**
    - Jamie Shoemaker, Northfield BOE/Linwood BOE**
    - Bob Delengowski, Interim, North Wildwood SD
    - Mark Leung, Somers Point BOE
    - Beth Steinen, Ventnor City BOE
    - Robert Green, Weymouth Twp School District
    - James Lushok, Wildwood Crest BOE

**B. Fund Professionals**

- Craig H. Wilkie, Deputy Executive Director – RPA, a division of Gallagher
- Scott C. Tennant, Deputy Executive Director – RPA, a division of Gallagher
- Bradford Hoffman, Executive Director – RPA, a division of Gallagher
- Kim Hill, Account Manager-RPA, a division of Gallagher
- Amelio Breglia, Associate Program Director-RPA, a division of Gallagher
- Patrick J. Madden, Esquire – Fund Solicitor
- Chris Roselli, Claim Administrator – Qual-Lynx
- Christine Gallagher, Client Services Manager – Qual-Lynx
- Danielle Colaianni, Public Entity Director – Hardenbergh Insurance Group
- John W. Geitz, Safety Coordinator – Risk Assessment Services
- Rick Hillman, Virtual Safety Director – Ironwood Consulting LLC
- Joe Bulick, Assistant Safety Coordinator – Risk Assessment Services
- Kelly Batz – Fund Treasurer
- Annette Reap – Recording Secretary

**C. Risk Management Consultants**

- Sameer Sarfraz, Alamo Insurance Group-Avalon/Stone Harbor
- Adam Miller, C.J. Adams Company – Northfield
- Dennis M. Brown/Pam Whitaker, Glenn Insurance – EHC/EHT/Estell Manor/Galloway/GEHRHSD/  
Mainland/Somers Point/Weymouth Twp
- Robert DeVanna, Glenn Insurance – Absecon/Linwood/Longport
- Danielle Colaianni, Hardenbergh-Hamilton Twp
- Derek Valenti, Hardenbergh – Folsom
- Jim Ridgway/Casey Byrne, J. Byrne Agency – Dennis Twp/Lower Cape May/Lower Twp/Wildwood Crest
- Jennifer Modica/Mike McLaughlin, Marsh & McLennan Agency – Cape May Point/North Wildwood
- Bill McMahan, McMahan Agency - Upper Twp
- P.J. Pullia, MLR Risk Management - Hammonton
- Orton Hicks, World Insurance Associates LLC – Middle Twp
- Gene Siracusa, Siracusa-Kauffman Agency – Brigantine/Margate/Ventnor
- Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp

**V. MOTION REQUESTED** - To open the voting to all Fund Commissioners present.  
A request may be made by the Trustees of the ACCASBO JIF that the business of the Fund at this meeting be conducted directly by the Fund Commissioners present with all matters to be decided upon by a combined majority vote of all Commissioners and Trustees present and voting.

**VI. MOTION REQUESTED-Resolution 2025-26** to approve Payment Authorization Request(s) as presented in Closed Session.

**VII. Approval of Minutes – MOTION REQUESTED**

A. March 18, 2026 ..... Pages 7-14

**VIII. Budget Hearing – MOTION REQUESTED**

A. Motion to open to the public

B. Motion to close to the public

C. 2026-2027 Budget – **ADOPTION** .....Page 15

- IX. Election of Trustees, Alternates, SPELL Delegates**
  - A. Nominating Committee Recommendations..... Page 16
    - MOTION REQUESTED** – to Accept Other Nominations
    - MOTION REQUESTED** – to Close Nominations
    - MOTION REQUESTED** – to elect the Nominees as recommended by the Nominating Committee and listed in the Nominating Committee Report on Page 16.
- X. Election of Officers - **MOTION REQUESTED** – to Elect:**
  - Chair** – Mark Mallett, Lower Cape May Regional SD
  - Vice Chair** – Rose Millar, Estell Manor SD/Cape May Point BOE
  - Secretary** – Laurie Ryan, Upper Township BOE
- XI. Professional Reports**
  - A. Treasurer - **MOTION REQUESTED**
    - 1. April Approval Memo and Bill List..... Pages 17-18
    - 2. May Bill List..... Page 19
    - 3. Treasurer’s Reports (February-March 2026)..... Pages 20-37
  - B. Solicitor.....Pages 38-40
  - C. Claims Administrator
    - 1. Adjuster Pendencies Report – April 2026 .....Pages 41-42
    - 2. Subrogation Recovery Reports – April 2026 ..... Pages 43-45
    - 3. Emergency PAR Stewardship Report..... Page 46
    - 4. Lessons Learned from Losses- Preventing Mold ..... Page 47
  - D. Managed Care Provider
    - 1. Managed Care Summary Reports – April 2026..... Pages 48-49
    - 2. Average Days to Report - April 2026..... Pages 50-51
    - 3. Transitional Duty Days – April 2026..... Page 52
    - 4. Managed Care Quick Notes ..... Page 53
  - E. Student Accident Program
    - 1. Status Report..... No Report
  - F. Executive Director/Underwriting & Finance Director Report ..... Pages 54-56
    - 1. EXECUTIVE DIRECTOR
      - a. 2026-2027 Membership Renewals-**MOTION REQUESTED** ..... Summary
      - b. Marketing Update ..... Summary
      - c. ACCASBO JIF Optional Wellness Proposal ..... Pages 57-58
      - d. AGRIP Spring Conference Reports..... Pages 59-65
      - e. AGRIP Article ..... Page 66
      - f. NJSIA Workers’ Compensation Conference ..... Summary
      - g. Safety 360 Seminar – SAVE THE DATE! ..... Pages 67-68
      - h. Boiler Operator Refresher Training-SAVE THE DATE! ..... Summary
      - i. SPELL JIF Joint Retreat-September 23-25, 2026..... Summary
      - j. State of the JIF Dinner-December 1, 2026 ..... Summary
      - k. SPELLJIF.COM ..... Summary
      - l. Key Dates..... Summary

- 2. UNDERWRITING AND FINANCE DIRECTOR
  - a. District/Fund Incurred Losses Report ..... Page 69
  - b. 2026-2027 Exposure Renewal and Budget Process ..... Summary
  - c. RMC Resolutions and Agreements..... Summary
  - d. Safety Incentive Program Winner-Reimbursement Procedure ..... Summary
  - e. SELL JIF Approved Meeting Minutes..... Pages 70-73
  - f. 2026-2027 Contribution Notices..... Summary
  - g. 2025-2026 Administrative Matter Defense Reimbursement..... Summary
  - h. Certificates of Insurance-2026-2027 Renewals..... Summary
  - i. Auto ID Cards 2026-2027 ..... Summary
  - j. Certificates of Insurance Report-03/01/26–04/30/26 ..... Pages 74-76
- G. Safety Coordinator/Right to Know Coordinator
  - 1. March/April Activities and May/June Agenda..... Pages 77-78
  - 2. SIP Program Status-May 2026..... Pages 79-82
  - 3. Safety Notice-End of School Fun Day Safety ..... Pages 83-85
- H. SPELL Safety 360 Program Director
  - 1. Safety 360 Program Report..... Page 86
  - 2. Cyber Tier Report ..... Pages 87-90
  - 3. Threat Landscape Advisory..... Pages 91-96
- I. Committee Meetings
  - 1. Finance Committee – May 8, 2026 ..... Verbal Report

**MOTION REQUESTED** – To Adjourn the Regular Meeting and Call to Order the Annual Reorganization Meeting

**XII. Roll Call**

**2026-2027 Trustees**

- Mark Mallett, Lower Cape May Regional School District, **Chair**
- Rose Millar, Estell Manor City SD/Cape May Point, **Vice Chair**
- Laurie Ryan, Upper Township BOE, **Secretary**
- Joy Nixon, Galloway Township Public Schools
- Linda Fiori, Avalon BOE/Stone Harbor BOE
- Melina Skwarek, Margate City BOE
- Chandra Coady, Mainland Regional High School (SPELL Alternate)

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- Jamie Shoemaker, Northfield BOE/Linwood BOE

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- Katie Siciliano, Lower Township Elementary SD

- Patricia Swanson, Middle Township BOE
- Karen Gfroehrer, Interim, Mullica Twp BOE/Washington Twp SD-Greenbank
- Bob Delengowski, Interim, North Wildwood SD
- Mark Leung, Somers Point BOE
- Beth Steinen, Ventnor City BOE
- Robert Green, Weymouth Twp School District
- James Lushok, Wildwood Crest BOE

**XIII. 2026-2027 Oaths of Office**

- A. Chair ..... Handout
- B. Vice Chair ..... Handout
- C. Secretary ..... Handout
- D. Trustees (6) ..... Handout
- E. Alternate Trustees (3) ..... Handout

**XIV. 2026-2027 Reorganization Resolutions – ADOPTION**

A. Reorganization Resolutions

- 1. 2026-01 Appointing Professional Staff ..... Pages 97-99
- 2. 2026-02 Adopting Procedures in Compliance with Open Public Meetings Act Pages 100-101
- 3. 2026-03 Adopting Fiscal Policies and Procedures ..... Pages 102-103
- 4. 2026-04 Designation of Signatories-Operating Account .....Page 104
- 5. 2026-05 Designation of Signatories-Claim Imprest Account .....Page 105
- 6. 2026-06 Designating the Public Agency Compliance Officer.....Page 106
- 7. 2026-07 Appointing Defense Attorneys ..... Pages 107-108
- 8. 2026-08 Appointing Panel Physicians..... Pages 109-110
- 9. 2026-09 Appointing Certified Industrial Hygienist .....Page 111
- 10. 2026-10 Appointing Certifying and Approving Officer ..... Pages 112-113
- 11. 2026-11 Authorization to Pay Professional Contract Fees in Non-Meeting Months Page 114
- 12. 2026-12 Designation of Signatories-Disbursement Vouchers.....Page 115
- 13. 2026-13 Approving the Risk Management Program .....Page 116
- 14. 2026-14 Affirming Fund Policies..... Pages 117-119
- 15. 2026-15 Designating Public Records Custodian .....Page 120

B. Committee Appointments (Discretion of the Fund Chair) .....Discussion

**XV. Motion to Adjourn the Reorganization Meeting**

**XVI. MOTION REQUESTED – Resolution 2026-16** to meet in Closed Session on September 16, 2026 at 12:30 pm at the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.

**XVII. Miscellaneous Business, Public Comment and RMC comments or questions.**

**XVIII. MOTION REQUESTED** to Adjourn Meeting