

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

TO: JIF Trustees
JIF 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: September 16, 2026

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the next meeting to be held on **Wednesday, September 16, 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 at 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, September 16, 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. **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** (SPELL Alternate)
 - ☐ Joy Nixon, Galloway Township Public Schools
 - ☐ Linda Fiori, Avalon BOE/Stone Harbor BOE
 - ☐ Melina Skwarek, Margate City BOE
 - ☐ Chandra Coady, Mainland RHS/Somers Point BOE (SPELL Alternate)
 - 2026-2027 Alternate Trustees**
 - ☐ Thomas P. Grossi, Greater Egg Harbor RHSD (SPELL Trustee/Chair)
 - ☐ Christopher R. Veneziani, Hamilton Township School District (SPELL Trustee)
 - ☐ Jamie Shoemaker, Northfield BOE/Linwood BOE
 - 2026-2027 Fund Commissioners (New District Representatives Shown in Bold)**
 - ☐ Julie Velluzzi, Absecon City BOE
 - ☐ Jonathan Houdart, Brigantine Public School District
 - ☐ Lisa DiNovi, Dennis Township BOE
 - ☐ **Patricia Palmieri, 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
 - ☐ **Mark Leung, Mullica Twp BOE**
 - ☐ **Janet Neill, North Wildwood SD**
 - ☐ Beth Steinen, Ventnor City BOE
 - ☐ **Robert Green, Washington Twp SD-Greenbank/Weymouth Twp SD**
 - ☐ 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 Colaanni, Student Accident Program – Hardenbergh Insurance Group
- ☐ John W. Geitz, Safety Coordinator – Risk Assessment Services
- ☐ Rick Hillman, Safety 360 Program 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/Estell Manor/Galloway/GEHRHSD/Hamilton/Mainland/Somers Point/Weymouth Twp
- ☐ Robert DeVanna, Glenn Insurance – Absecon/Linwood/Longport
- ☐ Danielle Colaanni, Hardenbergh-EHT
- ☐ Derek Valenti, Hardenbergh – Folsom/Hammonton
- ☐ 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 McMahon, McMahon Agency - Upper Twp
- ☐ Orton Hicks, World Insurance Associates– Middle Twp
- ☐ Gene Siracusa, Insurance Agency Management– Brigantine/Margate/Ventnor
- ☐ Tim Irons/Alexandria Suro, TC Irons – Mullica Twp/Washington Twp-Greenbank

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 2026-17 to approve Payment Authorization Request(s) as presented in Closed Session.

VII. Approval of Minutes – MOTION REQUESTED

A. May 20, 2026..... Pages 6-14

VIII. Budget Hearing – MOTION REQUESTED – Adopt Amended Budget 2026-2027 Page 15

IX. Professional Reports

A. Treasurer - MOTION REQUESTED

1. June to August Approval Memos and Bill Lists..... Pages 16-21
2. September Bill List.....Page 22
3. Treasurer’s Reports (April thru July 2024)..... Pages 23-58

B. Solicitor.....Pages 59-65

C.	Claims Administrator	
1.	Adjuster Pending Reports – August 2026.....	Pages 66-67
2.	Emergency PAR Stewardship Report.....	Page 68
3.	Subrogation Recovery Reports – August 2026.....	Pages 69-71
4.	Lessons Learned from Losses-Safe Lifting	Page 72
D.	Managed Care Provider	
1.	Managed Care Reports 2025-2026 Year End.....	Pages 73-77
2.	Managed Care Reports – August 2026	Pages 78-83
E.	Student Accident Program	
1.	Status Report	No Report
F.	Executive Director/Underwriting & Finance Director Report	Pages 84-87
1.	EXECUTIVE DIRECTOR	
a.	Welcome New District Representatives.....	Summary
b.	2027-2028 Membership Renewals	Summary
c.	PRIMA Conference Reports.....	Pages 88-90
d.	Safety 360 Seminar – July 15, 2026.....	Pages 91-94
e.	Third Annual Claim Conclave-July 22, 2026	Page 95-106
f.	SPELL JIF Joint Retreat – September 23-25, 2026	Summary
g.	NJSBA/NJASBO/NJASA 2026 Fall Conference.....	Summary
h.	State of the JIF Dinner – December 2, 2026.....	Summary
i.	UA/UAS/DRONE Update.....	Summary
j.	STOPit	Page 107
k.	Workers’ Compensation Notices- Resolution 2026-18-MOTION REQUESTED	Page 108
l.	SPELLJIF.COM	Summary
m.	Key Dates	Summary
2.	UNDERWRITING AND FINANCE DIRECTOR	
a.	Final Installment 2026-2027 Premium Contribution Notices	Summary
b.	District/Fund Incurred Losses Report.....	Page 109
c.	2027-2028 Plan of Risk Management	Summary
d.	Gallagher Bassett Appraisal Services Questionnaire.....	Summary
e.	NJ DOL Compliance Cross-Match	Summary
f.	2025-2026 & 2026-2027 Administrative Matter Defense Reimbursement.....	Summary
g.	Certificates of Insurance Report-05/01/26–08/31/26	Pages 110-117
G.	Safety Coordinator/Right to Know Coordinator	
1.	June thru August Activities and September/October Agenda	Pages 118-119
2.	Safety Notice – Back to School.....	Pages 120-121
3.	Modine HVAC Unit Recall/Update	Pages 122-128
H.	Safety 360 Program Director	
1.	September Report.....	Pages 129-150
I.	Committee Meetings	
1.	Committee Appointments 2026-2027	Page 151
2.	Strategic Planning Committee – September 3, 2026	Pages 152-153
3.	Coverage Committee – September 30, 2026	Summary

- X. MOTION REQUESTED – Resolution 2026-19** to meet in Closed Session on November 18, 2026 at 12:30 pm in the Boardroom of the Alder Avenue Middle School, 25 Alder Avenue, Egg Harbor Township, New Jersey.
- XI.** Miscellaneous Business, Public Comment and RMC comments or questions.
- XII. MOTION REQUESTED** to Adjourn Meeting.