

GCSSD JIF
Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

TO: Fund Trustees
Fund Delegates
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 21, 2026

SUBJECT: AGENDA PACKET

Enclosed please find the agenda packet for the Board of Trustees' Meeting to be held on **Thursday, May 21, 2026** at Holiday Inn Philadelphia South-Swedesboro, 1 Pureland Drive, Swedesboro, NJ, with Closed Session beginning at **12:00 noon**.

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.



Gloucester, Cumberland, Salem School Districts Joint Insurance Fund

Holiday Inn Philadelphia South-Swedesboro
1 Pureland Drive
Swedesboro, New Jersey

Thursday, May 21, 2026 – 12:00 noon

AGENDA

- I. Motion Requested to Call to Order the Closed Session the Board of Trustees by the Fund Chairperson
- II. Call to Order the Open Session
- III. Statement of Compliance with the Open Public Meetings Act
 - A. Notice of this meeting was given by sending sufficient notice herewith to the *South Jersey Times*, the *Bridgeton Evening News*, and *Today's Sunbeam*;
 - B. Filing advance written notice of this meeting with each member district; and
 - C. Posting notice on the public bulletin boards of all municipalities served by the members of the Gloucester, Cumberland, Salem School Districts Joint Insurance Fund.
- VI. Roll Call
 - A. **2025-2026 Trustees**
 - ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD, **Chair** (SPELL Trustee)
 - ☐ Shannon DuBois-Brody, Alloway/Woodstown-Pilesgrove RSD, **Vice Chair**
 - ☐ Greg Wilson, East Greenwich Township School District, **Secretary**
 - ☐ John Ogunkanmi, Pennsauken Public Schools (SPELL Alternate)
 - ☐ Scott Campbell, Greenwich Township SD/Woodbury Heights BOE
 - ☐ Joseph Collins, Elk Township SD/Delsea Regional SD, (SPELL Trustee)
 - B. **2025-2026 Alternate Trustees**
 - ☐ Christopher DeStratis, Pitman BOE
 - ☐ Heather Mayhew, Pennsville Public School District
 - C. **2025-2026 Delegates (New district representatives listed in bold)**
 - ☐ Carisa Rose, Deptford Township Public School District
 - ☐ Dr. Sean McCarron, Fairfield Township School District
 - ☐ Janice Grassia, Gateway Regional SD/National Park Boro SD/Westville PSD
 - ☐ Lauren Granate, Gateway Regional SD/National Park Boro SD/Westville PSD
 - ☐ Kim Fleetwood, Greenwich Stow Creek Regional
 - ☐ JoAnn Matienko, Monroe Township Public Schools
 - ☐ Kayde Kisielewski, Oldmans Township BOE
 - ☐ Christina Hunt, Penns Grove-Carneys Point Regional BOE
 - ☐ Ron Latham, Pine Hill Public Schools (SPELL Alternate)
 - ☐ Darren Harris, Pittsgrove Township SD
 - ☐ Christian Albadine, South Harrison Township School District
 - ☐ Dr. Frank Badessa, Upper Deerfield Township School District
 - ☐ Kristine Height, Wenonah BOE

D. 2025-2026 Alternate Delegates

- ☐ Joseph Nichols, Elk Township School District
- ☐ Renee Ring, Fairfield Township School District
- ☐ Dr. Cherie Bratty, Greenwich Stow Creek Regional
- ☐ Dr. Zenaida Cobian, Penns Grove-Carney's Point Regional BOE
- ☐ Mike Brodzik, Pennsville Public School District
- ☐ Jennifer Bates, Salem County Vocational Technical School District/SSSD
- ☐ Corinne Mesmer, South Harrison Township School District
- ☐ Michael Twardowski, Upper Deerfield Township School District
- ☐ Edgar S. Keepers, Wenonah BOE

E. Fund Professionals

- ☐ Craig H. Wilkie, Area Vice President – RPA/Gallagher
- ☐ Scott C. Tennant, Area Vice President – RPA/Gallagher
- ☐ Brad Hoffman, Area Executive Vice President – RPA/Gallagher
- ☐ Kim Hill, Account Manager, RPA/Gallagher
- ☐ Amelio Breglia, Associate Program Director, RPA/Gallagher
- ☐ Lorraine Verrill, CPA, Verrill & Verrill, LLC - Fund Treasurer
- ☐ Patrick Madden, Esquire – Fund Solicitor
- ☐ Chris Roselli, Qual-Lynx - Claims Administrator
- ☐ Christine Gallagher, Qual-Lynx - Client Services Manager
- ☐ Danielle Colaanni, Hardenbergh Insurance - Student Accident Program
- ☐ John W. Geitz, Risk Assessment Services – Safety Coordinator
- ☐ Rick Hillman, Ironwood Consulting LLC - Virtual Safety Director
- ☐ Joe Biluck, Gramin Services - Assistant Safety Coordinator
- ☐ Annette Reap, Recording Secretary

F. Risk Management Consultants

- ☐ Hardenbergh Insurance Group – Greenwich Twp/Monroe Twp
- ☐ Conner Strong & Buckelew – Delsea/Pennsauken
- ☐ The Barclay Group - South Harrison Township

V. MOTION REQUESTED – To open the voting to all Delegates present.

A request may be made by the Trustees of the GCSSD JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates 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 – ADOPTION

A. March 26, 2026Pages 7-13

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 14

IX.	Election of Trustees, Alternates, SPELL Delegates	
A.	Nominating Committee Recommendations.....	Page 15
	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 15.	
X.	Election of Officers - MOTION REQUESTED – to Elect:	
	Chair – Frank Maurer, Salem County SSSD/Vo-Tech	
	Vice Chair – Shannon DuBois-Brody, Woodstown-Piles Grove/Alloway Twp	
	Secretary – Greg Wilson, East Greenwich Township	
XI.	Professional Reports	
A.	Treasurer - MOTION REQUESTED	
1.	April Approval Memo and Bill List.....	Pages 16-17
2.	May Bill List.....	Page 18
3.	Treasurer’s Reports (March-April 2026).....	Pages 19-28
B.	Solicitor.....	Pages 29-31
C.	Claims Administrator	
1.	Adjuster Pending Reports – April 2026	Pages 32-33
2.	Subrogation Recovery Reports – April 2026	Pages 34-35
3.	Lessons Learned from Losses- Preventing Mold	Page 36
D.	Managed Care Provider	
1.	Managed Care Summary Reports – April 2026.....	Pages 37-38
2.	Average Days to Report - April 2026.....	Pages 39-40
3.	Transitional Duty Days - April 2026	Page 41
4.	Managed Care Quick Notes	Page 42
E.	Student Accident Program	
1.	Status Report	No Report
F.	Executive Director/Underwriting & Finance Director Report	Pages 43-45
1.	EXECUTIVE DIRECTOR	
a.	2026-2027 Membership Renewals- MOTION REQUESTED	Summary
b.	Marketing Update	Summary
d.	AGRIP Spring Conference Reports.....	Pages 46-52
e.	AGRIP Article	Page 53
f.	NJSIA Workers’ Compensation Conference	Summary
g.	Safety 360 Seminar – SAVE THE DATE!	Pages 54-55
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 56
 - 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 57-60
 - 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 61-62
- G. Safety Coordinator/Right to Know Coordinator
 1. March/April Activities and May/June Agenda Pages 63
 2. SIP Program Status-May 2026 Pages 64-67
 3. Safety Notice-End of School Fun Day Safety Pages 68-70
- H. SPELL Safety 360 Program Director
 1. Safety 360 Program Report..... Page 71
 2. Cyber Tier Report Pages 72-75
 3. Threat Landscape Advisory Pages 76-81
- I. Committee Meetings
 1. Finance Committee – May 7, 2026 Verbal Report

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

XII. Roll Call

2026-2027 Trustees

- ☐ Frank Maurer, Salem County SSSD/Salem County Vo-Tech SD, **Chair** (SPELL Trustee)
- ☐ Shannon DuBois-Brody, Alloway/Woodstown-Piles Grove RSD, **Vice Chair**
- ☐ Greg Wilson, East Greenwich Township School District, **Secretary**
- ☐ John Ogunkanmi, Pennsauken Public Schools (SPELL Alternate)
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- ☐ Corinne Mesmer, South Harrison Township School District
- ☐ Michael Twardowski, Upper Deerfield Township School District
- ☐ Edgar S. Keepers, Wenonah BOE

XIII. 2026-2027 Oaths of Office

- A. Chair Handout
- B. Vice Chair Handout
- C. Secretary Handout
- D. Trustees (4) Handout
- E. Alternate Trustees (2) Handout

XIV. 2026-2027 Reorganization Resolutions – ADOPTION

A. Reorganization Resolutions

- 1. 2026-01 Appointing Professional Staff Pages 82-84
- 2. 2026-02 Adopting Procedures in Compliance with Open Public Meetings Act ... Pages 85-86
- 3. 2026-03 Adopting Fiscal Policies and Procedures Pages 87-89
- 4. 2026-04 Designation of Signatories-Operating Account Page 90
- 5. 2026-05 Designation of Signatories-Claim Imprest Account Page 91
- 6. 2026-06 Designating the Public Agency Compliance Officer Page 92
- 7. 2026-07 Appointing Defense Attorneys Pages 93-94
- 8. 2026-08 Appointing Panel Physicians Pages 95-96
- 9. 2026-09 Appointing Certified Industrial Hygienist Page 97
- 10. 2026-10 Appointing Certifying and Approving Officer Pages 98-99
- 11. 2026-11 Authorization to Pay Professional Contract Fees in Non-Meeting Months Page 100
- 12. 2026-12 Designation of Signatories-Disbursement Vouchers Page 101
- 13. 2026-13 Approving the Risk Management Program Page 102
- 14. 2026-14 Affirming Fund Policies Pages 103-105
- 15. 2026-15 Designating Public Records Custodian Page 106

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 17, 2026 at 1:00 pm at Delsea Regional Middle School, 242 Fries Mill Road, Franklinville, New Jersey.

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

XVIII. MOTION REQUESTED to Adjourn Meeting.