

**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 9, 2025– 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 9, 2025 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

2025-2026 Trustees present:

Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF
Robert F. Wachter, Jr., Mt. Laurel Twp BOE, **Vice Chair** – BCIP JIF
Christopher Veneziani, Hamilton Township SD, **Secretary** – ACCASBO JIF
Joseph Collins, Elk Twp/Delsea Regional, **Trustee** – GCSSD JIF
Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF

2025-2026 Trustees absent:

Beth Ann Coleman, Alternate Trustee – BCIP JIF

2025-2026 Alternate Trustees present:

Chandra Coady, Mainland Regional, Alternate Trustee – ACCASBO JIF
Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF
John Ogunkamni, Pennsauken PS, Alternate Trustee – GCSSD JIF
Ron Latham, Deptford Township PSD, Alternate Trustee – GCSSD JIF

2025-2026 Alternate Trustees absent:

Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
Dennis Nettleton, Ewing Township PS – BCIP 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
Megan Matro, Marketing Specialist-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 Mr. Mauer, second by Mr. Veneziani, to approve the Minutes of the May 29, 2025 meeting of the SPELL JIF. All in favor. Motion carried.

V. PROFESSIONAL REPORTS

A. Accountant/Treasurer

Ms. Verrill reviewed the June through October, 2025 Bill Lists and Cash Reconciliation Reports for May through September, 2025, which were included in the agenda and provided as a handout.

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

Ms. Verrill left the meeting at 1:12 pm.

- ##### B. Attorney – Mr. Madden provided an update on the SAM policy review, noting that outside counsel is currently reviewing the policy, which will be rewritten. A meeting will be held to establish target dates and review the policy during SPELL's April meeting. Moving forward, an internal policy will be implemented to manage claims, effective July 1, 2026.

During the discussion, it was highlighted that the coverage will operate similarly to the E&O policy, incorporating a questionnaire to assess knowledge of any potential claims. Mr. Tennant emphasized the importance of documenting all incidents to safeguard districts against potential SAM claims, while Mr. Madden advised reporting all potential claims proactively.

Mr. Wilkie shared that the coverage committee is recommending the adoption of the policy as part of the renewal process at the local level. He also noted that the number of insurance companies willing to cover SAM claims is decreasing.

- ##### C. Student Accident Program Report - No Report
- ##### D. Executive Director/Underwriting & Finance Director Report

1. UNDERWRITING & FINANCE DIRECTOR

Excess & Reinsurance Partner Update – Mr. Hoffman distributed a detailed handout, which he thoroughly reviewed during the meeting. He announced that Munich RE replaced Markel, which decided to exit the market, effective July 1, 2025. He noted that insurance carriers are increasingly restricting coverage or withdrawing from the market entirely. Mr. Hoffman provided an overview of the 2025-2026 program structure, outlining each layer of coverage, and also presented the budget model for the same period.

The handout included additional materials, such as a newsletter from Amwins discussing the current State of the Market and details of a recent jury award in a SAM claim. Additionally, it contained a valuation of each local JIF as of June 30, 2025, prepared by the auditor.

Mr. Hoffman highlighted the auditor's focus on loss funding, emphasizing the importance of reviewing balances for the 2024-2025 period during the initial 12-month assessment. Draft audits will be reviewed at the next meeting and by the Finance Committees.

6/30/25 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 by a new program. His office is hoping to roll out the new program in early December, during this current renewal period.

2025-2026 Certificate of Coverage and Plan of Risk Management – The 2025-2026 Certificate of Coverage has been posted to the SPELL website.

Mr. Hoffman advised that a number of the SPELL districts have recently received OPRA requests, which have all been from the same individual. If anyone receives a request, they should contact his office, who has drafted a response.

2. EXECUTIVE DIRECTOR

2026-2027 Membership Renewal - Mr. Wilkie reported that there are 33 districts within the local owner group funds that are up for membership renewal on July 1, 2026. They are broken down as follows: ACCASBO - 6 districts, BCIP - 20 districts, GCSSD – 7 districts. He said that renewal documents will be sent out to all renewing districts this month. Mr. Wilkie stated that he does not foresee any issues with renewing districts; however, he noted that there are 17 new Business Administrators in member districts this year. To help balance the number of districts renewing each year, he plans to request that 5 or 6 districts in ACCASBO consider an early renewal.

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.

Mr. Wilkie advised that BCIP JIF is considering a possible subfund that will include the 6 districts located in Monmouth and Ocean Counties.

NJSBA NJASBO/NJASA 2025 Fall Conference – Mr. Wilkie advised that the SPELL JIF will have an Exhibit Booth (#580) at the Fall Conference on October 20-23, 2025. The booth is located in the original space previous to last year – look for the SPELL Umbrella!

Mr. Wilkie distributed a sample brochure for the SPELL that has been updated and will be available at the boot, as well as a flyer on the Safety 360 Program to advise members of the resources available to them. Mr. Hillman will also be attending the conference and be available at the SPELL booth to speak with any members.

NJSIA Workers' Compensation Conference – MOTION REQUESTED - The conference was held this year from May 14-16, 2025. There were 26 district representatives across the three local JIFs who attended. Survey results are included in the agenda packet.

Motion is requested to approve covering the expense of attendance for members at the spring 2026 conference.

Motion by Mr. Veneziani, seconded by Mr. Maurer, to approve covering the expense of attendance for SPELL members. All in favor. Motion carried.

Safety 360 Seminar – July 15, 2026 – MOTION REQUESTED - The Safety 360 Seminar was held on **Wednesday, July 16, 2025, at the Westin Hotel**. The program agenda entitled **Managing Risk in our Physical and Virtual Worlds** was well attended. Last 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 2026.

Motion by Ms. Coady, second by Mr. Wachter, to move forward with the planning of this seminar for 2026. All in favor. Motion carried.

SPELL JIF Joint Retreat – MOTION REQUESTED - A successful retreat was held by the SPELL JIF on **September 24th (Wed) through September 26th (Fri), 2025 at The Grand Hotel in Cape May.** The survey results are included in the agenda. Discussion and recommendation to hold this event again in September 2026. Tentative dates are September 23-25, 2026.

Motion by Ms. Coady, seconded by Mr. Ogunkamni, to hold the SPELL Joint Retreat in September 2026. All in favor. Motion carried.

SPELL HR Helpline Discussion – Mr. Wilkie provided an update on his recent communications with the vendor, who has requested an increase in service fees. He noted that the service is not being utilized by members and has attempted to engage the vendor in discussions. However, the vendor has been unresponsive, and Mr. Wilkie is considering terminating the contract. He assured SPELL that he will provide updates as the situation progresses.

SPELL JIF.Com Member Portal Changes – Mr. Wilkie reported that the newly redesigned SPELL JIF Member Portal officially went live on September 2, 2025. He asked for any feedback from the SPELL, no issues were reported.

Mr. Wilkie discussed the AGRIP Conference that is scheduled for March 1-4, 2026. He requested that an offer to attend the conference also be extended to the Chair, Vice Chair and Secretary of the local JIFs. The SPELL trustees agreed.

- E. SPELL Virtual Safety Program – Mr. Hillman reviewed his report included in the agenda. Mr. Hillman also discussed the 2025-2026 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 advised that there has been quite a bit of interest in the SPELL Sensor Program since the September meetings.

VI. MISCELLANEOUS BUSINESS AND PUBLIC COMMENT

The next meeting of the SPELL JIF is scheduled to be held on **Thursday, February 12, 2026** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagemore Drive, Suite 6203, Marlton, NJ 08053.

Mr. Wachter advised that he would be willing to speak to any renewing district to stress that membership in the SPELL is more than the amount of premium contribution. The support received is priceless. It is a true shared services partnership. Mr. Wilkie thanked him.

VII. MOTION REQUESTED to adjourn the meeting

Motion by Mr. Wachter, seconded by Ms. Coady, to adjourn the October 9, 2025 meeting of the SPELL JIF. All in favor. Motion carried by unanimous vote.

The meeting adjourned at 2:00 pm.

