

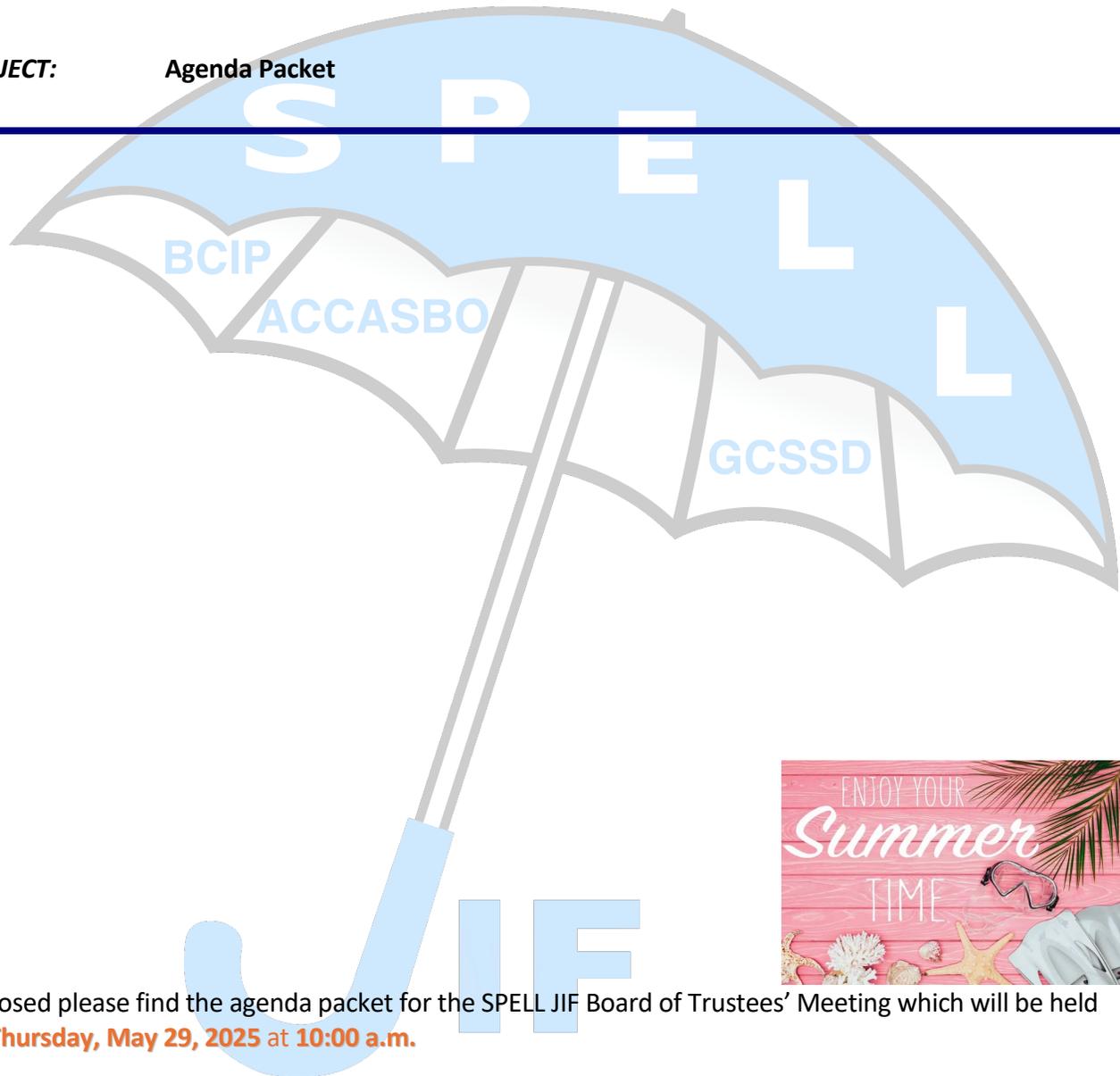
SCHOOL POOL FOR EXCESS LIABILITY LIMITS JOINT INSURANCE FUND

TO: Fund Trustees
Fund Alternate Trustees
Fund Professionals

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

MEETING DATE: May 29, 2025

SUBJECT: Agenda Packet



Enclosed please find the agenda packet for the SPELL JIF Board of Trustees' Meeting which will be held on **Thursday, May 29, 2025 at 10:00 a.m.**

If you have any questions, please do not hesitate to contact Annette Reap of our office at Annette_Reap@RPAdmin.com

**School Pool for Excess Liability Limits Joint Insurance Fund
SPELL JIF**

Thursday, May 29, 2025 – 10:00 am

MEETING AGENDA

- I. The Meeting is called to Order.

- II. Statement of Compliance with the Open Public Meetings Act
 - A. Notice of this meeting was given by sending sufficient notice herewith to the newspapers recognized by owner groups;
 - B. Filing advance written notice of this meeting with each owner group and their member districts; and
 - C. Posting notice on the public bulletin boards of all municipalities served by the member districts of each owner group.

- III. Roll Call
 - A. **2024-2025 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD, **Chair** – ACCASBO JIF
 - Richard J. Kaz, Jr., Northern Burlington County RSD, **Vice Chair** – BCIP JIF
 - Christopher Veneziani, Hamilton Township SD, **Secretary** – ACCASBO JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Trustee – BCIP JIF
 - Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF
 - Scott Campbell, Greenwich Township, Alternate Trustee – GCSSD JIF

 - B. **2024-2025 Alternate Trustees**
 - Chandra Coady, Mainland Regional HS, Alternate Trustee – ACCASBO JIF
 - Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF
 - Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, Alternate Trustee – BCIP JIF
 - Heather Mayhew, Pennsville PSD, Alternate Trustee – GCSSD JIF
 - Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF

 - C. **2024-2025 Fund Professionals**
 - 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
 - Pat Madden, Esquire - JIF Solicitor
 - Lorraine Verrill, CPA, JIF Treasurer – Verrill & Verrill, LLC
 - Rick Hillman, Virtual Safety Director – Ironwood Consulting
 - Annette Reap, Recording Secretary

- IV. Approval of Minutes – **ADOPTION**
 - A. April 10, 2025 MinutesPages 5-9

- V. Budget Hearing
 - A. Motion to open to the public
 - B. Motion to close to the public
 - C. 2025-2026 Budget – **ADOPTION** Handout

- VI. Professional Reports
 - A. Accountant/Treasurer – **MOTION REQUESTED**
 - 1. Bill List (May 2025) Page 10
 - 2. Cash Reconciliation Reports (April 2025) Page 11
 - B. Solicitor - no report
 - C. Student Accident Program Report – no report
 - D. Executive Director/Underwriting & Finance Director Report..... Page 12
 - 1. UNDERWRITING & FINANCE DIRECTOR
 - a. 2025-2026 Renewal Negotiations-**MOTION REQUESTED** Handout
 - b. 2025-2026 Coverage Document Adoption-**MOTION REQUESTED** Handout
 - c. 2025-2026 Risk Management Plan Summary
 - d. 2025-2026 Certificate of Coverage Summary
 - 2. EXECUTIVE DIRECTOR
 - a. 2025-2026 Membership Renewal..... Summary
 - b. Marketing Update..... Summary
 - c. New Jersey Self-Insurers’ Conference Summary
 - d. Safety 360 Seminar Summary
 - e. Sensor Progrm..... Summary
 - f. 2025 SPELL Retreat Summary
 - E. SPELL Virtual Safety Program
 - 1. Activity Report as of May 27, 2025Pages 13-24

- VII. Call to Order the Annual Reorganization Meeting

- VIII. Seating of 2025-2026 Trustees and Alternate Trustees – **ADOPTION**
 - A. Motion appointing Delegates and Alternate Delegates elected by each Owner Group, and listed below, as Trustees and Alternate Trustees, respectively.

- IX. **Roll Call**
 - A. **2025-2026 Trustees**
 - Thomas P. Grossi, Greater Egg Harbor RHSD, – ACCASBO JIF
 - Christopher Veneziani, Hamilton Township SD – ACCASBO JIF
 - Robert F. Wachter, Jr., Mt. Laurel Twp BOE, Trustee – BCIP JIF
 - Beth Ann Coleman, Collingswood PS/Oaklyn PSD, Trustee – BCIP JIF
 - Joseph Collins, Elk Twp/Delsea Regional, Trustee – GCSSD JIF
 - Frank Maurer, Salem County SSSD/Salem County Vo-Tech School District – GCSSD JIF

B. 2025-2026 Alternate Trustees

- Chandra Coady, Mainland Regional HS, Alternate Trustee – ACCASBO JIF
- Dr. Diane Fox, Middle Township BOE, Alternate Trustee – ACCASBO JIF
- Kathleen Huder, Lindenwold BOE, Alternate Trustee – BCIP JIF
- Dennis Nettleton, Ewing Township Public Schools, Alternate Trustee – BCIP JIF
- John Ogunkamni, Pennsauken Public Schools, Alternate Trustee – GCSSD JIF
- Ron Latham, Deptford Township Public School District, Alternate Trustee – GCSSD JIF

X. Nominations

- A. Election of Officers (Chair, Vice Chair, Secretary) By Trustees

XI. Oaths of Office

- A. Chairperson..... Handout
- B. Vice Chairperson..... Handout
- C. Secretary Handout
- D. Trustees..... Handout
- E. Alternate Trustees Handout

XII. 2025-2026 Reorganization Resolutions - ADOPTION

- 1. 2025-01 Appointing Professional Staff Pages 25-28
- 2. 2025-02 Adopting Procedures in Compliance with the Open Public Meetings Act . Pages 29-30
- 3. 2025-03 Adopting Fiscal Policies and Procedures Pages 31-32
- 4. 2025-04 Designation of Signatories – Operating Account Page 33
- 5. 2025-05 Designating the Public Agency Compliance Officer Page 34
- 6. 2025-06 Appointing Certifying and Approving Officer Pages 35-36
- 7. 2025-07 Authorization to Pay Professional Contract Fees in Non-Meeting Months Page 37
- 8. 2025-08 Designation of Signatories – Disbursement Vouchers Page 38
- 9. 2025-09 Approving the Risk Management Program Page 39
- 10. 2025-10 Designating Public Records Custodian Page 40
- 11. 2025-11 Authorizing Reinsurance and Group Insurance Purchases Pages 41-42

XIII. Miscellaneous Business and Public Comment

The next meeting of the SPELL JIF is scheduled to be held on **Thursday, October 9, 2025** at 10:00 a.m. at the RPA/Gallagher offices, 6000 Sagamore Drive, Suite 6203, Marlton, NJ 08053.

XIV. MOTION REQUESTED to Adjourn Meeting.