



New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
www.njsig.org

**Board of Trustees Meeting Minutes of September 18, 2024
(Ratified at the Board of Trustees Meeting on October 16, 2024)**

New Jersey Schools Insurance Group’s Board of Trustees Meeting of September 18, 2024 took place at NJSIG’s office, located at 6000 Midlantic Drive, Suite 300 North, Mount Laurel, New Jersey 08054, and by video teleconference.

ATTENDEES

Participants: David Rapuano, Esq.; Phil Williams; Joanne Kirby; Jodi Galpert; Al Kirk; Jay Lynch; Latonya Brennan.

NJSIG Staff: Jill Deitch, Esq.; Beth Ferlicchi, Esq.; Benjamin Zieman, Esq.; Michele Carosi; Sherwin Archibald; Lauren Schilling; Claire King; Jeff Cook; Karen Olsen; Denise Hall; Shevon Bennett; Anthony Fernandez; Joanna Radomicki; Leslie McMahon; Joe Semptimpelther; Jillian Smith.

ITEM #1 CALL TO ORDER

In accordance with the Sunshine Law and N.J.S.A. 10:4-10, due notice of all pending meetings was given to the *Newark Star Ledger*, www.NJ.com, and *Trenton Times* on June 14, 2024. Notice of this meeting was also filed with the New Jersey Secretary of State. Electronic notice of this meeting was also posted to NJSIG’s website at www.njsig.org. The meeting was called to order at approximately 1:00 p.m.

ITEM #2 ROLL CALL

Stephanie Brown, Ed.D.	–	Present
Nicholas Bice	–	Present
Richard Casey	–	Present
Christopher Carrubba	–	Present

Damaris Gurowsky	–	Present
Irene LeFebvre	–	Present
Jamie Moscony	–	Present
Chris Russo, Ed.D.	–	Absent
Alix Silva	–	Absent

**ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION
MINUTES OF July 23, 2024**

Action Taken: Moved (LeFebvre) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Gurowsky, LeFebvre, Moscony) to accept the July 23, 2024 Board of Trustees meeting minutes. No opposition; Carrubba abstained.

ITEM #4 PUBLIC PARTICIPATION

Public participation was invited. There was no public participation.

ITEM #5 SUB-FUND LIAISONS – REPORTS/COMMENTS

Kirk reported on the ERIC South and BACCIEC sub-funds; sent out save-the-dates for all trainings for the upcoming school year. First meeting is on October 9, will discuss the effects of cannabis for educators; second meeting is in November, which will be with all other sub-fund members and will focus on HIB and boundary policies with Strauss Esmay; third meeting will be in February, focusing on 21 irrefutable laws of leadership; and fourth meeting will be in May, which will involve training on protecting children from child abuse.

Lynch reported on the MOCSSIF sub-fund; coordinating sub-fund meetings with ERIC North; focusing next set of meetings on athletic participation since it's an area that has not received much attention in the past; working with David Nash on a number of topics as well, including three recent podcasts.

ITEM #6 REPORTS

A. Executive Director Report

Jill Deitch, Esq., Executive Director, deferred discussing her report since it focused on discussion items to be addressed later in the meeting.

B. Accounting / Finance Report

Michele Carosi, Chief Financial Officer, provided an overview of the Accounting Department report and an update on the status of the department.

C. Underwriting Report

Claire King, Underwriting Manager, provided an overview of the Underwriting Department report and an update on the status of the department.

D. Claims Report

Sherwin Archibald, Claims Manager, provided an overview of the Claims Department report and an update on the status of the department.

E. Information Technology Report

Jeff Cook, Information Technology Manager, provided an overview of the Information Technology Department report and an update on the status of the department.

F. Member Services and Loss Control Report

Lauren Schilling, Member Services and Loss Control Manager, provided an overview of the Member Services and Loss Control Department report and an update on the status of the department.

ITEM #7 DISCUSSION ITEMS

A. NJSIG Remote Work Pilot Program – update

Presented by Deitch. Noted that NJSIG is in its third year of the pilot program. Highlighted recent changes to the program (namely, that for employees required to be in the office two days per week, their second day must be either a Wednesday or Thursday) and the rationale for same (increasing time together, collaboration opportunities, etc.).

B. 2024/2025 Renewal – overview

Presented by Deitch and King. Deitch noted that strategy meetings are planned for October and November, and that the December meetings in London are scheduled as well. King noted that the 2024/2025 renewal season was successful, as we experienced a 100% member retention rate. Also welcomed four new members.

C. Member Surplus Return – update

Presented by Carosi. Reported that NJSIG went live with the automated process of applying a surplus credit to members' invoices, enabling them to choose whether to apply that credit to their renewal payment. Indicated that all invoicing has been completed for all renewed and new members. Also indicated that there were 21 members that were eligible for surplus credit but are no longer members, so they will receive an individual surplus credit check.

D. NJSBA Workshop (Oct. 21-24, 2024)

Presented by Schilling. Provided details about the upcoming NJSBA Workshop, including date, booth number, and presentations that NJSIG will be hosting.

ITEM #8 ACTION ITEMS

A. Checking accounts & new claims ratification (NJSIG No. 0924-01)

Presented by Carosi

Action Taken: Moved (Gurowsky) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to approve the resolution as presented. No opposition or abstentions.

B. Contracting:

i. VMware Virtual Network ESX Server Hardware (NJSIG No. 0924-02)

Presented by Cook.

Action Taken: Moved (Carrubba) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to approve the resolution as presented. No opposition or abstentions.

ii. Underwriting Policy Admin. Software & Services (NJSIG No. 0924-03)

Presented by Cook.

Action Taken: Moved (LeFebvre) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to approve the resolution as presented. No opposition or abstentions.

iii. Outside Counsel – GL, complex GL, SBLL/E&O (NJSIG No. 0924-04)

Presented by Archibald.

Action Taken: Moved (Carrubba) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to approve the resolution as presented. No opposition or abstentions.

iv. Outside Counsel – SBLL/E&O (NJSIG No. 0924-05)

Presented by Archibald.

Action Taken: Moved (Bice) \ Second (LeFebvre) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to approve the resolution as presented. No opposition or abstentions.

ITEM #9 NEW BUSINESS

None.

ITEM #10 CLOSED (EXECUTIVE) SESSION

Action Taken: Moved (LeFebvre) \ Second (Casey) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to enter into closed (executive) session at approximately 1:37 pm. No opposition or abstentions.

WHEREAS, the Open Public Meetings Act (“OPMA”), N.J.S.A. 10:4-6 *et. seq.*, authorizes public entities to meet in executive session under certain circumstances; and

WHEREAS, the OPMA requires that the Group adopt a resolution at a public meeting to go into private session; now, therefore,

BE IT RESOLVED by the Board of Trustees of the New Jersey Schools Insurance Group that it is necessary to meet in executive session to discuss certain items involving:

- A. Litigation; and/or
- B. Matters involving attorney client privilege; and/or
- C. Matters involving pending contract negotiation; and/or
- D. Matters involving terms and conditions of employment of current public employee.

BE IT FURTHER RESOLVED that any discussion held by the Board of Trustees which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Trustees will not return to open session to conduct business at the conclusion of the executive/closed session.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

her shoes were too large, and that her shoes may not have been tied). Trial

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

ITEM #11 ADJOURN MEETING

Action Taken: Moved (Moscony) \ Second (Gurowsky) \ Carried (Affirmative Votes = Brown, Bice, Casey, Carrubba, Gurowsky, LeFebvre, Moscony) to adjourn the meeting at approximately 2:22 p.m.