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**SCHOOL ALLIANCE INSURANCE FUND**

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**FUND COMMISSIONERS' REORGANIZATION MEETING MINUTES  
July 18, 2024**

**I. Call to Order - Chuck Hartsoe, Administrator**

The meeting was called to order at 11:05 a.m. by Chuck Hartsoe, Administrator.

**II. Open Public Meetings Statement - Chuck Hartsoe, Administrator**

The Open Public Meetings Act was read by Chuck Hartsoe, Administrator.

**III. Roll Call**

Pursuant to Attachment "A"

**IV. Introduction of Guests**

There were no introductions.

**V. Old Business**

There was no old business.

**VI. New Business**

**A. Nominating Committee Report - Chuck Hartsoe, Administrator**

**1. Election of Officers to Serve Full Fund and Board of Trustees**

- a. Chairperson
- b. Vice-Chairperson
- c. Secretary

The administrator stated that the nominating committee recommended the following fund commissioners to serve the Full Fund and Board of Trustees as officers and Trustees:

Staci Horne, Chairperson	Phillipsburg Board of Education
Michael Blake, Vice-Chairperson	Maple Shade Board of Education
Samantha Dembowski, Secretary	North Arlington Board of Education

There were no additional nominations.

***Motion*** to approve Resolution 24-01 thru 24-03 Authorizing the Election of Officers to Serve Full Fund and Board of Trustees.

**Moved:** Joseph Kelly

**Seconded:** Nancy DeRiso

**Vote:** Approved: Unanimous      Nay:

**2. Election of the Board of Trustees and Alternate Trustees**

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Trustees:

Nancy DeRiso	Byram Township Board of Education
Melissa Livengood	Cinnaminson Board of Education
Patrick Pisano	Freehold Borough Board of Education
Danielle Tarvin	Lenape Valley Regional Board of Education
Chris Heagele	Warren Township Board of Education
Nicole Petrone	Upper Freehold Regional Board of Education

There were no additional nominations.

**SCHOOL ALLIANCE INSURANCE FUND**

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**Motion** to approve Resolution 24-02 Authorizing the Election of the Board of Trustees.

**Moved:** Joseph Kelly  
**Seconded:** Nancy DeRiso  
**Vote:** Approved: Unanimous      Nay:

The administrator stated that the nominating committee recommended the following fund commissioners to serve as Alternate Trustees:

Sara Winchester	Ocean County College
Susan Joyce	Delaware Township Board of Education
Jean Flynn	Washington Township Board of Education

There were no additional nominations.

**Motion** to approve Resolution 24-03 Authorizing the Election of the Alternate Trustees.

**Moved:** Joseph Kelly  
**Seconded:** Nancy DeRiso  
**Vote:** Approved: Unanimous      Nay:

**VII. Public Comment**

The administrator stated that PEGAS is under contract to the Fund to provide administrative services. Additionally, one member of PEGAS is a risk management consultant to individual members of the Fund. PEGAS, from time to time, acts as a licensed reinsurance broker for policies issued to the Fund and may receive compensation to offset the expenses of procuring reinsurance. These relationships have been fully disclosed to the Fund Commissioners and to the State pursuant to the regulations of the New Jersey Department of Banking and Insurance as well as to the Department of Community Affairs.

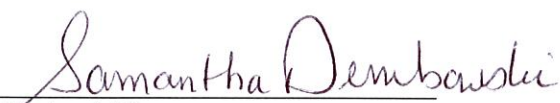
**VIII. Adjournment**

**Motion** to adjourn the meeting.

**Moved:** Joseph Kelly  
**Seconded:** Jean Flynn  
**Vote:** Approved: Unanimous      Nay:

The meeting adjourned at 11:09 a.m.

Respectfully submitted,

  
\_\_\_\_\_  
Authorized Signature

10-23-2024  
Date

## **Attachment “A” to the Fund Commissioners’ July 18, 2024 Reorganization Meeting Minutes**

Representatives from the following members were present:

Beach Haven Board of Education	Phillipsburg Board of Education
Berlin Borough Board of Education	Point Pleasant Board of Education
Byram Township School District	Rockaway Borough Board of Education
Cinnaminson Township Board of Education	Roosevelt Board of Education
Delaware Township Board of Education	Roxbury Township Board of Education
Emerson Board of Education	Rutherford Board of Education
Green Brook Township Board of Education	Sandyston-Walpack Board of Education
Hardyston Township School District	Southern Regional Board of Education
Hope Township Board of Education	Stafford Township Elementary School District
Jefferson Township Board of Education	Stanhope Board of Education
Lafayette Township Board of Education	Sussex County Technical School District
Leonia Board of Education	Vernon Township School District
Little Egg Harbor Township School District	Vineland Public Charter School
Long Beach Island School District	Wallington Board of Education
Lopatcong Board of Education	Wallkill Valley Regional School District
Maple Shade Board of Education	Warren Township Board of Education
Milford Borough Board of Education	Washington Township Board of Education
Millville Public Charter School	Watchung Hills Regional Board of Education
Morris School District	Wood-Ridge Board of Education
North Arlington Board of Education	

The following fund professionals were also present:

Chuck Hartsoe	PEGAS	Stowell Fulton	Atlantic Associates
Barbara Murphy	PEGAS/Risk and Loss Managers	Lena Fulton	
Craig Klein		David Balken	Balken Risk Management
M. Paige Berry	Saul Ewing, LLP	Tim Latimer	The Barclay Group
Robert Granata	Highland Claim Services Inc.	Bruce Walsh	CBIZ Insurance Services
Lisa Pflug		Chris Homan	EPIC
Linda Wehner		Jennifer Olson	Hardenbergh Insurance Group
Brian Maitland	JA Montgomery	Justin Gallo	Polaris Galaxy Group
Michael Thompson		Robert Cottone	Rue Insurance
Lisa Gallo	Qual-Lynx	Spiro J. Molfetas	Scirocco Financial Group
Nicole Longacre		Giovanni Mancini	Treadstone Risk Management
Michael Chymiy	AJG/Newton	Jim Malkewicz	The Van Dyk Group
Donna Huron		Michael McGrath	
Barbara Fitzpatrick	AJG/Princeton	Martha Thalheimer	Whitney H. Roddy, Inc.
Amanda DeNapoli		Ivy Davis	Willis Towers Watson
Eva Jakowluk			

**SCHOOL ALLIANCE INSURANCE FUND**

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**BOARD OF TRUSTEES' REORGANIZATION MEETING MINUTES  
July 18, 2024**

**I. Call to Order - Staci Horne, Chairperson**

The meeting was called to order at 11:10 a.m. by Staci Horne, Chairperson.

**II. Open Public Meetings Statement - Staci Horne, Chairperson**

The Open Public Meeting Act was read by Staci Horne, Chairperson.

**III. Roll Call**

<u>Board of Trustees</u>		<u>Attendance</u>
Nancy DeRiso	Byram Township Board of Education	Present
Melissa Livengood	Cinnaminson Board of Education	Present
Patrick Pisano	Freehold Borough Board of Education	Absent
Danielle Tarvin	Lenape Valley Regional School District	Absent
Michael Blake	Maple Shade Board of Education	Present
Samantha Dembowski	North Arlington Board of Education	Present
Staci Horne	Phillipsburg Board of Education	Present
Nicole Petrone	Upper Freehold Regional School District	Absent
Chris Heagele	Warren Township Board of Education	Present

Alternate Board of Trustees

Susan Joyce	Delaware Township Board of Education	Present
Sara Winchester	Ocean County College	Absent
Jean Flynn	Washington Township Board of Education	Present

Others present:

Pursuant to attachment "A"

**IV. Introduction of Guests**

There were no introductions.

**V. Board of Trustee Business**

**A. Approval of the May 29, 2024 Board of Trustees Open Meeting Minutes**

**Motion** to approve the May 29, 2024 Board of Trustees Open Meeting Minutes.

**Moved:** Michael Blake

**Seconded:** Nancy DeRiso

**Vote:** Approved: Unanimous                      Nay:

**B. Approval of the May 29, 2024 Board of Trustees Closed Meeting Minutes**

**Motion** to approve the May 29, 2024 Board of Trustees Closed Meeting Minutes.

**Moved:** Michael Blake

**Seconded:** Jean Flynn

**Vote:** Approved: Unanimous                      Nay:

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**SCHOOL ALLIANCE INSURANCE FUND**

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**C. Reports**

**1. Chairperson**

- a. Appointment of Finance Sub-Committee  
The following were appointed to the Finance Sub - Committee:  
Samantha Dembowski, Chairperson  
Nancy DeRiso
- b. Appointment of Claims Sub-Committee  
The following were appointed to the Claims Sub - Committee:  
Michael Blake, Chairperson  
Staci Horne  
Nicole Petrone  
Jean Flynn, Alternate
- c. Appointment of SEL Fund Commissioners  
The following were appointed as SEL Fund Commissioners.  
Staci Horne  
Michael Blake  
Samantha Dembowski, Alternate

**2. Secretary**

There was no report.

**3. Attorney's Report - Saul Ewing, LLP - M. Paige Berry**

- a. Resolutions 24-04 through 24-14  
The fund attorney presented the following resolutions.
  - (1) Appointment of Service Providers  
Resolution 24-04 Appointing Service Providers for the 2024/2025 fund year.
    - (a) Actuary - The Actuarial Advantage
    - (b) Attorney - Saul Ewing, LLP
    - (c) Auditor - Withum, Smith + Brown
    - (d) Claims Servicing - Highland Claim Services, Inc.
    - (e) Custodian of Funds - Kenneth MacMillan
    - (f) Investment Manager - PFM Asset Management, LLC.
    - (g) Managed Care - Qual-Lynx
  - (2) Resolution 24-05 Authorizing the Execution of Contracts with Service Providers for the 2024/2025 fund year.
    - (a) Actuary - The Actuarial Advantage
    - (b) Attorney - Saul Ewing, LLP
    - (c) Auditor - Withum, Smith + Brown
    - (d) Claims Servicing - Highland Claim Services, Inc.
    - (e) Custodian of Funds - Kenneth MacMillan
    - (f) Investment Manager - PFM Asset Management, LLC.
    - (g) Managed Care - Qual-Lynx
  - (3) Resolution 24-06 Appointment of Risk Management Consultants
  - (4) Resolution 24-07 Designation the Administrator as Agent to Receive Service of Process on Behalf of the Fund and Designation of the Official Place Where the Records and Books of the Fund Shall be Maintained
  - (5) Resolution 24-08 Designating the Appointment of the Fund's Public Agency Compliance Officer.

**SCHOOL ALLIANCE INSURANCE FUND**

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- (6) Resolution 24-09 Adopting the Cash Management Plan for the 2024/2025 fund year.
- (7) Resolution 24-10 Designating the Official Depositories of the Fund.
- (8) Resolution 24-11 Designating the Individuals as the Fund's Signatories for the 2024/2025 fund year.
- (9) Resolution 24-12 Setting an interest rate on delinquent assessments for the 2024/2025 fund year.
- (10) Resolution 24-13 Adopting the Meeting Place, Schedule, and Official Newspapers for the 2024/2025 fund year.
- (11) Resolution 24-14 Appointing the Claims Committee and Highland Claim Services, Inc., as Certifying and Approving Officers.

**Motion** to approve Resolutions 24-04 through 24-14.

**Moved:** Michael Blake

**Seconded:** Nancy DeRiso

**Vote:** Approved: Unanimous      Nay

b. **Monthly Report**

The report was included in the agenda packet.

4. **Treasurer's Report - Barbara Murphy**

Barbara Murphy presented the Bill List and Treasurer's Report.

Approval of the Bill List and Treasurer's Report for all fund years.

**Motion** to approve the Bill List and Treasurer's Report for all fund years totaling \$16,553,995.10.

**Moved:** Michael Blake

**Seconded:** Samantha Demboswki

**Vote:** Approved: Unanimous      Nay

5. **Administrator - Public Entity Group Administrative Services - Chuck Hartsoe**

a. **Summary of Topics**

Per the memorandum included in the agenda packet.

6. **Loss Control Specialist - J. A. Montgomery Services**

There was no report.

7. **Managed Care Organization - Qual-Lynx**

Lisa Gallo presented the medical savings report included in the agenda packet.

8. **Claims Servicing Organization - Highland Claim Services, Inc.**

There was no report.

9. **Old Business**

There was no old business.

10. **New Business**

a. **Motion** to Open the Public Hearing on the 2023/2024 Fund Year Budget Revision #1.

**Moved:** Michael Blake

**Seconded:** Nancy DeRiso

**Vote:** Approved: Unanimous      Nay:

**SCHOOL ALLIANCE INSURANCE FUND**

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- b. **Motion** to Close the Public Hearing and Adopt the 2023/2024 Fund Year Budget Revision #1.  
**Moved:** Michael Blake  
**Seconded:** Nancy DeRiso  
**Vote:** Approved: Unanimous      Nay:
- c. **Motion** to Open the Public Hearing on the 2024/2025 Fund Year Budget  
**Moved:** Michael Blake  
**Seconded:** Jean Flynn  
**Vote:** Approved: Unanimous      Nay:
- d. **Motion** to Close the Public Hearing and Adopt the 2024/2025 Fund Year Budget  
**Moved:** Michael Blake  
**Seconded:** Jean Flynn  
**Vote:** Approved: Unanimous      Nay:

**11. Claims Sub-Committee Report**

**Ratification of the Claims Sub-Committee's June 10, 2024 Meeting Minutes.**

**Motion** to ratify the Claim Sub-Committee's June 10, 2024 Meeting Minutes.

**Moved:** Nancy DeRiso  
**Seconded:** Michael Blake  
**Vote:** Approved: Unanimous      Nay:

**12. Public Comment**

Chairperson Horne read aloud a Resolution of Appreciation presented to Joseph Kelly due to his retirement from the Rutherford Board of Education. She expressed the Fund members' deepest appreciation for his efforts.

**Motion** to adopt the Resolution of Appreciation for Joseph Kelly.

**Moved:** Michael Blake  
**Seconded:** Jean Flynn  
**Vote:** Approved: Unanimous      Nay:

**VI. Adjournment**

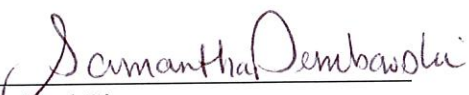
**Motion** to adjourn the meeting.

**Moved:** Michael Blake  
**Seconded:** Nancy DeRiso  
**Vote:** Approved: Unanimous      Nay:

The meeting was adjourned at 11:42 a.m.

The next meeting will be held Wednesday, October 23, 2024 in Atlantic City.

Respectfully submitted,

  
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Authorized Signature

10-23-2024  
Date

## **Attachment “A” to the Board of Trustees’ July 18, 2024 Reorganization Meeting Minutes**

Representatives from the following members were present:

Beach Haven Board of Education	Rockaway Borough Board of Education
Berlin Borough Board of Education	Roosevelt Board of Education
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Brian Maitland	JA Montgomery	Justin Gallo	Polaris Galaxy Group
Michael Thompson		Robert Cottone	Rue Insurance
Lisa Gallo	Qual-Lynx	Spiro J. Molfetas	Scirocco Financial Group
Nicole Longacre		Giovanni Mancini	Treadstone Risk Management
Michael Chymiy	AJG/Newton	Jim Malkewicz	The Van Dyk Group
Donna Huron		Michael McGrath	
Barbara Fitzpatrick	AJG/Princeton	Martha Thalheimer	Whitney H. Roddy, Inc.
Amanda DeNapoli		Ivy Davis	Willis Towers Watson
Eva Jakowluk			