



New Jersey Schools Insurance Group  
6000 Midlantic Drive, Suite 300 North  
Mount Laurel, New Jersey 08054  
[www.njsig.org](http://www.njsig.org)

## **Board of Trustees Meeting Minutes of June 11, 2025 (Ratified at the Board of Trustees Meeting on July 22, 2025)**

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New Jersey Schools Insurance Group's Board of Trustees Meeting of June 11, 2025 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:** Dave Rapuano, Esq.; Phil Williams; Jodi Galpert; Morgan Dickman; Rick Falkenstein; Tom Farrell

**NJSIG Staff:** Jill Deitch, Esq.; Beth Ferlicchi, Esq.; Benjamin Zieman, Esq.; Michele Carosi; Sherwin Archibald; Lauren Schilling; Claire King; Jeff Cook; Shevon Bennett; Neil Marek; Anthony Fernandez; Karen Olsen; Denise Hall; Leslie McMahon; Joe Semptimphelter; 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](http://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](http://www.njsig.org). The meeting was called to order at approximately 1:00 p.m.

### **ITEM #2 ROLL CALL**

Nicholas Bice	—	Present
Stephanie Brown, Ed.D.	—	Absent
Christopher Carrubba	—	Absent
Richard Casey	—	Present
Damaris Gurowsky	—	Present

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

### **ITEM #3 ACCEPTANCE OF THE PUBLIC AND CLOSED SESSION MINUTES OF May 14, 2025**

Action Taken: Moved (Gurowsky) \ Second (Russo) \ Carried (Affirmative Votes = Bice, Casey, Gurowsky, LeFebvre, Moscony, Russo) to accept the May 14, 2025 Board of Trustees meeting minutes. No opposition or abstentions.

### **ITEM #4 PUBLIC PARTICIPATION**

Public participation was invited. There was no public participation.

### **ITEM #5 SUB-FUND LIAISONS – REPORTS/COMMENTS**

None.

### **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, indicated she had nothing to add to her written report which provided an update on the status of the Accounting 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, indicated he had nothing to add to his written report which provided an update on the status of the Information Technology 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. Trustee Nominations**

Presented by Deitch. Christopher Carrubba and Stephanie Brown are retiring from their positions as superintendents in the fall and are therefore stepping down from their positions as Trustees. We thank them for their service. Deitch invited Rick Falkenstein (Superintendent from Kingwood Township Public Schools) and Tom Farrell (Superintendent from Brick Township Public Schools) to this meeting to see if they would be interested in filling the vacancies left by Christopher Carrubba and Brown.

Additionally, the terms for Nicholas Bice, Irene LeFebvre, and Richard Casey are set to expire at the end of June 2025, so to ensure continuity of governance, Deitch proposes that the Board renew the terms for these Trustees for an additional 3 years.

Further, Deitch proposes that Nicholas Bice, Irene LeFebvre, and Christopher Russo serve on the Claims Committee; that Richard Casey and Nicholas Bice serve on the Finance Committee; and that Damaris Gurowsky, Jamie Moscony, and Alex Silva serve on the Personnel Committee.

Finally, Deitch proposes that Chairperson Jamie Moscony and Vice Chairperson Irene LeFebvre be renominated by the Board, effective July 1, 2025.

## **B. 2025 Board retreat, topics**

Presented by Deitch. The retreat is scheduled for July 22, 2025 because four Trustees have indicated that date works best for them. We are still exploring options to meet in-person but it might be best to have the meeting on Zoom. As for topics, Deitch proposes that we set our core values and discuss some strategic planning.

## **ITEM #8 ACTION ITEMS**

### **A. Checking accounts & new claims ratification (NJSIG No. 0625-01)**

Presented by Carosi.

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

### **B. 2025/2026 Budget – second reading (NJSIG No. 0625-02)**

Presented by Carosi.

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

### **C. Revisions to Plan of Risk Management – second reading (NJSIG No. 0625-03)**

Presented by Deitch.

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

### **D. 2025/2026 Board Meeting Dates – second reading (NJSIG No. 0625-04)**

Presented by Deitch.

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

**E. Revision to Policy 2220 – second reading (NJSIG No. 0625-05)**

Presented by Deitch.

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

**F. Coverage Document Revisions – GL, AL, E&O, & Property (NJSIG No. 0625-06)**

Presented by Deitch and King.

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

**G. Trustee nominations (NJSIG No. 0625-07)**

Presented by Deitch.

Action Taken: Moved (LeFebvre) \ Second (Russo) \ Carried (Affirmative Votes = Bice, Casey, Gurowsky, LeFebvre, Moscony, Russo) to appoint Thomas Farrell, Superintendent of Brick Township Public Schools, for the NJASA-central board position, to fill the unexpired portion of the Trustee term for Stephanie Brown, Ed.D., from 7/1/2023 - 6/30/2026; and to appoint Rick Falkenstein, Superintendent of Kingwood Township School, for the NJASA-north board position, to fill the unexpired portion of the Trustee term for Chris Carrubba, i.e., 7/1/2024 - 6/30/2027, and to otherwise approve the resolution as presented. No opposition or abstentions.

## **H. Position grades and wage ranges (NJSIG No. 0625-08)**

Presented by Deitch.

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

## **I. Contracting:**

### **i. Outside Counsel – SBLL/E&O (NJSIG No. 0625-09)**

Presented by Archibald.

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

### **ii. Outside Counsel – GL, WC, complex, school/educ. (NJSIG No. 0625-10)**

Presented by Archibald.

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

### **iii. Outside Counsel – coverage, subro., SBIG (NJSIG No. 0625-11)**

Presented by Archibald.

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

### **iv. Outside Counsel – med. mal./subro., WC/subro., crime/fraud (NJSIG No. 0625-12)**

Presented by Archibald.

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

**v. Claims Management Software System (NJSIG No. 0625-13)**

Presented by Cook.

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

**vi. Excess and reinsurance for 2025/2026 policy year (NJSIG No. 0625-14)**

Presented by Deitch.

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

**vii. Loss Control Property Inspection Services – Contract Amendment (NJSIG No. 0625-15)**

Presented by Schilling.

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

**ITEM #9 NEW BUSINESS**

None.

## ITEM #10 CLOSED (EXECUTIVE) SESSION

Action Taken: Moved (Russo) \ Second (Gurowsky) \ Carried (Affirmative Votes = Bice, Casey, Gurowsky, LeFebvre, Moscony, Russo) to enter into closed (executive) session at approximately 1:28 p.m. 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.

### A. Claims files: trial, settlement, update

■ [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED]

■ [REDACTED]

[REDACTED]

## ITEM #11 ADJOURN MEETING

Action Taken: Moved (Russo) \ Second (Gurowsky) \ Carried (Affirmative  
Votes = Bice, Casey, Gurowsky, LeFebvre, Moscony,  
Russo) to adjourn the meeting at approximately 1:48 p.m.