

# TIPS FOR OUR BROKERS



## Endorsement Requests:

Requests emailed to your Underwriter

- Name of the BOE or Charter School
- Coverage needed
- Effective date of endorsement
- Provide Property Change Form with all property change requests
- If added vehicle(s); provide year, make, model, VIN # and cost new (if adding a bus, provide # of passengers)

## Certificate Requests:

Requests emailed to: [certificates@njsig.org](mailto:certificates@njsig.org)

## Additional Insured:

- Name of the BOE or Charter School
- **Please ask if the insured is paying for this event, trip, or service? If so, why would NJSIG extend coverage?**
- Please include the reason/details why an Additional Insured clause is needed.
- Name of certificate holder and address
- Event dates (if any)

## Loss Payee:

- Name of the BOE or Charter School
- Name of certificate holder and address
- Reason for certificate holder to be added
- Property/Vehicle description and value
- Amount(\$) of contract or lease and lease number
- Does contents limit need to be increased to reflect change?

## Additional Insured/Leased Locations:

- An "Additional Insured Property Owner Questionnaire" must be completed and returned for building/leased locations

## SDA (Construction Certs to State):

- Name of BOE or Charter School
- Information specific to the project(s), such as location, project number, start date and scope of work being done
- Estimated cost of the project(s)
- A copy of SDA contract as it pertains to the insurance requirements
- Certificates **AND** Endorsements from all parties working on the project(s) naming the district and the four State Entities as additional insured with respects to the project(s)
- Who currently provides Builder's Risk for the project(s)?

Revised: 5/19/2026

## Underwriting:

Claire King - Manager		cking@njsig.org
Shevon Bennett - Underwriting Supervisor	(P-Z)	sbennett@njsig.org
Deena Bormann - Sr. Underwriter	(G-O)	dbormann@njsig.org
Erin Lovern - Commercial Underwriter	(A-F)	elovern@njsig.org
Lindsay Brown - Certificates	(A-K)	lbrown@njsig.org
Amber Botoff - Certificates	(L-Z)	abotoff@njsig.org
Leslie McMahon - Actuarial Analyst		lmcmahon@njsig.org

## Client Relations:

Lauren Schilling - Manager		lschilling@njsig.org
Joanna Radomicki - Sr. Member Services & Loss Control Rep.		jradomicki@njsig.org
Joseph Semptimphelter - Sr. Business Development Specialist		jsemptimphelter@njsig.org

## Loss Control:

Joanne Gunter - Sr. Safety & Risk Control Coordinator		jgunter@njsig.org
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## Claims Questions:

Sherwin Archibald - Manager		sarchibald@njsig.org
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## Accounting:

Kathy Koehler - Manager		kkoehler@njsig.org
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## CONTACT US:

### **New Jersey Schools Insurance Group**

6000 Midlantic Dr. – Suite 300 North

Mount Laurel, NJ 08054

Phone: (609) 386-6060

Fax: (609) 386-8877

[www.njsig.org](http://www.njsig.org)

### **MAIL PAYMENTS ONLY TO:**

### **New Jersey Schools Insurance Group**

P.O. Box 2512

Cherry Hill, NJ 08034-0209