



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

# New Britain Board of Education Policy Committee Meeting

November 16, 2020 – 6:00 PM | New Britain High School

### Call to Order and Opening

Mr. Nicholas Mercier, Policy Committee Chair, called the meeting to order at 6:09 PM.

### Board Members Present

Mr. Joseph Listro\*, Mr. Nicholas Mercier\*, Ms. Diana Reyes\*, Dr. Violet Jiménez Sims\*

*\*Committee members*

### CSDNB Staff Present

Mr. Kevin Kane, Ms. Kristin Salerni, Ms. Nancy Sarra

### New Business

#### Review and Approve Minutes from the Policy Committee Meeting on September 21, 2020

There were no recommended changes to the minutes from the Policy Committee Meeting on September 21, 2020.

***Ms. Reyes motioned to approve the minutes from the Policy Committee Meeting on September 21, 2020 as submitted, seconded by Dr. Jiménez Sims. Motion carried unanimously.***

#### Review Policy 6141.00 – Curriculum Development

The Curriculum Committee referred Policy 6141.00 – Curriculum Development to the Policy Committee for review at the Curriculum Meeting on October 19, 2020. The Policy Committee recommended extensive revisions to this policy including the addition of a section outlining the curriculum approval and review process. Proposed revisions are attached.

***Dr. Jiménez Sims motioned that the Board approve Policy 6141.00 – Curriculum Development as amended at their next regular meeting, seconded by Ms. Reyes. Motion carried unanimously.***

#### Review Recommended Policy on Level of Fund Balance Percentage for Board of Education Self Insurance Fund

Mr. Kevin Kane, Chief Financial Officer, recommended the Board set a policy on what is an appropriate fund balance for the Self-Insurance Fund. The Finance Committee favorably referred this proposed policy to the Policy Committee for review at the Finance Meeting on October 26, 2020.

The recommendation is as follows:

- Goal to maintain a fund balance in the range of 25% to 35% of current year expenditures excluding IBNR (Incurred but not reported).
- Maximum allowable capped fund balance of 50% of current year expenditures excluding IBNR (Incurred but not reported).

### New Britain Board of Education

Merrill Gay – President | Nicholas Mercier – Vice President | Violet Jiménez Sims – Secretary  
Monica Dawkins | Anthony Kane | Annie S. Parker | Diana Reyes | Nancy Rodriguez | Gayle Sanders-Connolly

IBNR are claims that are incurred prior to June 30th but are paid after the close of the year in the months of July and August. It is a requirement to adjust the financials to reflect these expenditures which also includes reversing out the prior year July and August claims that were for the previous year. This adjustment is made around October 1st. The Board of Education annual financial report filing with the State of CT, Department of Education needs to be filed with the State Department of Education by September 1st for the prior year.

*Ms. Reyes motioned to postpone approval of this item until an actual drafted policy is submitted to the Policy Committee, seconded by Mr. Listro. Motion carried unanimously.*

## Closing and Adjournment

Dr. Jiménez Sims motioned to adjourn at 7:25 PM, seconded by Ms. Reyes. Motion carried unanimously.

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