

Brandywine School District
District Finance Committee

Minutes of the Meeting of September 10, 2025

Members Present: Chuck Landry (Interim Chairperson), Chris Milionis, Matt Auerbach, Ron Kimbrough, John Skrobot III

Members Absent: Victor Ferzetti

Other District Representatives Present: Daniel McCoy – Chief Financial Officer, Dr. Lisa Lawson – Superintendent

Members of the Public: Will Pollins

The meeting was called to order by Mr. Landry at 5:01 P.M.

I. Approval of Minutes – August 13, 2025 Meeting

The minutes for the August 13, 2025 meeting were reviewed. No changes were recommended. A motion to approve the minutes was raised by Mr. Auerbach and seconded by Mr. Milionis; The minutes were unanimously approved as drafted.

II. August 31, 2025 Monthly Financial Report

Mr. McCoy presented the August 31, 2025 Monthly Financial Report, noting that in the beginning of the year it is difficult to get a true picture by comparing to last year due mostly to timing of money received and encumbered. Mr. McCoy's highlights included a review of the reasoning for the changes in the amounts budgeted for FY 2026 (details captured in the August 18, 2025 DFC Meeting Minutes) as well as key points listed below:

Key points regarding revenue:

- Tax receipts – BSD and other districts have collected significantly more than what was collected by August 31st last year, possibly due to the attention focused on property taxes with the reassessment. Mr. McCoy also noted that “at-risk” assessments were accounted for in the assessment calculation, so the projected amount should be safe.
- Interest – Though money is coming in earlier, the interest rate is lower, so less income from interest will be earned. The budget accounts for that.
- “Other Local Revenue” included a Juul settlement last year which will not be received this year, though Mr. McCoy believes the budgeted amount is still accurate.
- State Funds - Revenue is based on what the state has sent to date, which can vary year to year.
- Federal funds have not been received yet. They should come in by October.
- Nutrition – The new free breakfast law will likely generate more income because more students will opt for breakfast which will lead to more reimbursements from the State. Payroll cost is not projected to increase because staff numbers are lower compared to last year.

Key points regarding expenditures:

- Salaries in line with last year.
- Facilities expenditures appear to be higher mostly due to encumbrances being entered and approved earlier than last year.
- Secondary support – Less was encumbered for services because athletic trainers are now BSD employees.
- Obligated amount: this year – 15.59% VS last year – 17.68%
- Special Education – Differences seen are also due to encumbrances and timing.

Additional points made in discussion

- The NCC Finance Director announced at a Newark townhall meeting that he advised thousands of banks to hold escrow payments until they received adjustments rather than sending them to the County by the September deadline. This may cause a delay in tax receipts.
- The split rate was only approved for this tax year, which makes referendum reform that much more important.
- Mr. Milionis inquired about how long the reserves would carry the District and Mr. McCoy clarified that just a few payroll periods would wipe out the reserves entirely. Mr. Landry and the committee discussed the necessity to create public awareness.
- Per Dr. Lawson, the legislators are building a committee to discuss reforming the current policy for education funding in the state of Delaware.
- The Public Education Funding Commission is expressing the necessity for the State to invest in the schools, and are lobbying for a school tax policy that is akin to the Pennsylvania model which automatically accounts for inflation, but requires public vote for funding of major projects.

Mr. Landry invited a motion to approve the Monthly Financial Report. The motion was raised by Mr. Kimbrough, then seconded by Mr. Auerbach. The vote was unanimous.

III. DFC Volunteer Posting

The Committee began by reviewing the application and agreeing it was acceptable. They then discussed where the application would be posted and for how long, how the opportunity would be promoted, who would collect and review the applications, and how the candidates would be chosen.

It was decided that the application would be posted at school buildings and promoted on social media, WDEL, and Delaware Online. Mr. Skrobot suggested it be posted for a period of 10 days with an option to extend if necessary. Mr. Auerbach recommended a formal framework for evaluation to ensure fairness and transparency during the review process, and the committee agreed to create one. Dr. Lawson appointed the DFC as the screening committee and the Board as the final decision makers.

IV. Nomination and Election of the Committee Chairperson for the Remainder of 2025

Mr. Landry opened this discussion by requesting Chair nominations and opened the floor. Mr. Auerbach nominated Mr. Milionis. Additional members of the committee expressed their agreement. Mr. Milionis accepted the nomination and Mr. Landry welcomed a vote.

Mr. Milionis was unanimously elected the new Chair of the District Financial Committee.

V. Salary Schedule Updates

Mr. McCoy began the salary schedule discussion by explaining that there are 5 groups that are outside the collective bargaining agreements – some with a salary schedule showing state and local splits, and some with a single salary number with blended state and local wages. For these groups, the District determines the fate of their salary increases:

- Chief Custodian I
- Nutrition Managers
- Cafeteria Assistant Managers
- District Office Support Staff
- Administrative Assistants in the school buildings

Mr. McCoy shared that projections at the time of the referendum accounted for a 3% total increase for these groups. This is also seen as the equitable decision, keeping all groups' salaries increasing at a similar rate. Dr. Lawson pointed out that a 3% increase would also maintain the desirability of striving for a District office or management position, given that they are typically more demanding. Currently, experienced employees holding positions with "built-in step increases" are not likely to apply for the District office positions for which they would qualify.

A motion to approve the 3% increase for the groups without collective bargaining agreements was raised by Mr. Auerbach and seconded by Mr. Landry. The decision was unanimous, and the recommendation will be presented to the Board.

VI. Public Comment

Will Pollins asked when the tax adjustments would be sent and Mr. McCoy replied that it would be before the end of September, and added that the payment deadline has been postponed to the end of November.

The committee brought up the Special Inquiry of Appoquinimink School District and noted that it would be discussed a greater length at the October meeting.

A motion to adjourn was introduced by Mr. Milionis and seconded by Mr. Auerbach. Approved unanimously.

The meeting was adjourned at 6:06 P.M.

This meeting was held in the Brandywine School District Administrative Office Board of Education conference room and via zoom.

Minutes respectfully submitted by Andrea Sisson, Business Office Associate Specialist

The next DFC Meeting is scheduled for October 8, 2025 at 5:00pm.