

Brandywine School District
District Finance Committee
Minutes of the Meeting of October 8, 2025

Members Present: Chuck Landry (standing in for Chris Milionis), Matt Auerbach, Ron Kimbrough, John Skrobot III

Members Absent: Victor Ferzetti, Chris Milionis

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 – September 10, 2025 Meeting

The minutes for the September 10, 2025 meeting were reviewed and no changes were recommended. A motion to approve the minutes was raised by Mr. Landry and seconded by Mr. Skrobot. The minutes were unanimously approved as drafted.

II. September 30, 2025 Monthly Financial Report

Mr. McCoy presented the September 30, 2025 Monthly Financial Report and the Committee discussed the proposed format changes and key points.

Key Points Regarding Revenue:

- Total State and local operating units are slightly ahead of where they were last year.
- Tax receipts are lower than last year due to the tax rate law suit.
- Facility and pool rental appear to be lower, but use has increased. The numbers will reflect that when the District catches up with invoicing and payments are processed. Mr. Skrobot mentioned the plan for a pricing reassessment to be sure costs are recovered for maintaining the facilities.

Proposed Format Change for Expenditure Report:

- For a better “at a glance” view of monthly expenditures, Mr. McCoy proposed consolidating the encumbrance and expenditure columns into one - named “total funds obligated,” and removing the percent encumbered and percent expended columns entirely. The amounts for each building were also removed to show a single district total. In the interest of transparency and proper analysis, Mr. Skrobot asked if it was important to see both encumbered and expended and Mr. McCoy suggested adding it in again toward the end of the year or quarterly. Mr. Skrobot asked if the breakdown per school building could be added on a separate page.

Key Points Regarding Expenditures:

- Facilities management expenditures appear higher than usual, but will be recoded once State money comes in, according to John Read.
- Safety & security expenditures appear lower this year because the police SRO contract is not solidified. Once finalized, the encumbrance will be created, and the numbers will be more accurate. Mr. Auerbach recommended this be clarified at the Board meeting so the community understands BSD continues to be dedicated to school safety. It should also be noted that BSD has added to the safety and security budget.

Key Points – Operating Unit Expenditure Summary

- At the next DFC meeting, Mr. Skrobot would like to address how the \$5,000 increase to the Board of Ed expense budget is being used, aside from the NSBAC conference fees, and discuss options to bring it back down to the previous amount.
- The Wilmington Learning Collaborative budget appears lower than what will be received. Per Dr. Lawson, some plans include a new playground for Harlan, adding another teacher in one grade to decrease class sizes, and provision of more wrap-around services. Mr. Landry and Mr. Skrobot requested that project justifications and monthly reports can be shared with the Board.
- Unique Alternatives expenditures are from prior year funds. Funding tends to come in later due to DOE's exceptionally heavy workload this time of year.
- All expiring federal funds from prior years were expended before the deadline.
- Long range strategic plan – large tech purchases – will show as fully expended next month as invoices have now been submitted for processing.

Key Points Regarding Cash Flow Analysis

- BSD will receive about 18 million in Oct from tax collections - higher than initially projected
- Federal funds will increase as grant applications are approved by the State.

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

III. DFC Volunteer Posting

Mr. Landry opened the conversation, noting that few volunteers applied. Two applications were received before the deadline and one came in after September 30th. The committee agreed to consider the third applicant. Three positions are open. Categories to be represented include six independent citizens, one Board member, one BEA rep, and one principal.

The Superintendent will choose two candidates to present to the subcommittee and the subcommittee will present recommendation to the DFC. The DFC decision will then be presented to the Board. The State criteria does not require an interview; a review is sufficient. If the those reviewed are not all accepted, another round of postings will ensue.

IV. September 30, 2025 Unit Count

Mr. McCoy opened this discussion by explaining that the categories of basic, intense, and complex help drive the units per location. Each category demands a specific student to educator ratio. For this reason, the ability to assess the incoming students is important. Summer Child Find testing was slower this year, so assessments are still being conducted. The pre-K numbers will be recaptured for the January count.

The Committee discussed the possible reasons for the significant loss of 11th grade students this year, considering the number of losses due to choice and charter was stable. Speculations included the following:

- The political environment as it relates to immigration
- Nation-wide public school registration decrease – Christina and Red Clay also lost approximately 200 students.
- Birth rate decline

At the end of the discussion, Mr. McCoy noted that, though the count results allowed for less teacher units, there are enough BSD teaching position vacancies to account for that loss.

V. Tax Collections and Utilization of State Funds

Mr. McCoy provided an update regarding tax collections. After the October 20th final hearing regarding Delaware property reassessment, the County will need 10-15 days to send the new tax bills to property holders, resulting in a late November due date for tax payments. The County could change the due date to the end of December.

The Committee then discussed what might happen if the County loses the lawsuit. Mr. McCoy suggested releasing a public statement if billing is reverted to what it was previous to the decision to split residential and commercial property tax payments. Mr. Landry agreed that BSD should create plans to offset any negative outcomes caused by the decision.

Potential solutions included:

- Refund the 1.7% that was previously added for loss of federal funds
- Add that money to the reserves and deduct it from the next ask at referendum.
- Ask the County to credit the 1.7% back the next year.

VI. Review of Appoquinimink School District Special Inquiry

Mr. McCoy reviewed the State's recommendations for improvements considering the Appoquinimink Inquiry, noting that BSD already had most protocols in place.

Key takeaways:

- Appo's financial position reports were far more favorable than the numbers in the State accounting system, whereas BSD projections are more conservative. When Mr. McCoy compared BSD financial reports to the State numbers, BSD had more funds available.
- Delaware's current accounting system is not set up well for reporting and the State will not create new automated reports as new accounting software will soon be adopted.

- [Public comment:] Mr. Pollins suggested that a document be created to explain how the monthly financial reports are compiled and where the information is gathered. This document should be public.
- The CFO should be a reviewer rather than a preparer of the monthly report. The business office specialist will begin preparing the BSD report.
- State audit results are reported to the schools years after the audits occur, making the findings less relevant.

VII. Public Comment – There was no additional public comment.

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

The meeting was adjourned at 6:08 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 November 12th at 5:00pm.