

Brandywine School District
District Finance Committee

Minutes of the Meeting of December 10, 2025

Members Present: Chris Milionis, Chuck Landry, Matt Auerbach, John Skrobot III, Jeff Viar, Carolyn Heckenstaller, Mousumi Bhattacharjee, Victor Ferzetti, Ron Kimbrough

Members Absent: All attending

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. Milionis at 5:00 P.M.

Before the review of minutes, the new members of the DFC were introduced: Jeff Viar, Carolyn Heckenstaller, Mousumi Bhattacharjee.

Mr. Milionis then announced the new format for the agenda and meetings moving forward: Action items that require a vote will be covered first, then discussion items, then follow up items will be listed, followed by public comment. The new members were also informed of the voting process.

I. Approval of Minutes – November 12, 2025 Meeting

The minutes for the November 12, 2025 meeting were reviewed. A motion to approve the minutes was raised by Mr. Landry and seconded by Mr. Kimbrough. The minutes were unanimously approved as drafted.

II. November 30, 2025 Monthly Financial Report

Mr. McCoy presented the November 30, 2025 Monthly Financial Report. Most key points were reiterations of the previous meetings to bring new members up to speed.

Key Points Regarding Revenue:

- Tax receipt revenue received was 94.5% at November's end last year and at 34.3% this November due to the postponement of tax receipt collections. The State-provided appropriations are currently being spent and will be replenished as tax receipts come in. BSD money will neutralize the negative balance. Members of the committee recommended adding a footnote to the budget report that notes that amount of state money expended per month.
- The interest earned category will be adjusted to account for the delay in collecting tax receipts.
- Mr. Skrobot recommended the new members review the annual budget executive summary which breaks down the sources of revenue. Annual budget drill down is on the Board reports.

- The reserve amount, per board policy, must be no less than 5% and no more than 10% of the current tax collections.

Key Points Regarding Expenditures:

- Facilities management has leveled out, and minor capital has increased now that the expenses have been recoded.
- The summer school operating unit was overspent because staffing exceeded the amount needed for students attending. Measures are being taken to accurately staff next year. Last year, there was a K-12 literacy program funded by DOE, but DOE did not provide grant funding for it this year, so it was charged to local funds. They will now combine programs so they can prevent overspending. Mr. McCoy mentioned funding will be added to that line.
- Mr. Ferzetti asked for clarification regarding how the summer school budget would be enhanced. Mr. McCoy explained that money could be moved from other programs that tend to underspend and that there may be additional revenue to be considered once the tax receipts are fully collected.
- Individual School building spending – no differences or concerns, per Mr. McCoy. Mr. Skrobot questioned if the school buildings have just one budget or are they pulling from different budgets depending on what they are purchasing. Mr. McCoy explained that they have one budget but can request to cover some costs with other funding if appropriate.
- Dr. Lawson added that the buildings have the option to carry over 15% of their budget to the following year.
- Prior year expenditures will show expenses paid with encumbrances from previous years.

Key Points Regarding Cash Flow Analysis:

- Mr. McCoy explained that the tax receipt revenue is negative because it represents the tax receipts amount minus the Charter school payment which is an offset. Payments are due twice a year on October 31 and December.
- Mr. Landry asked about the balance for choice students coming in vs going out. Dr. Lawson said the balance was basically the same as last year aside from some schools that are closed for choice due to capacity. Capacity issues remain a concern for BSD at 91% currently.
- The committee again discussed how State appropriation spending can be documented and shared for transparency. Mr. Skrobot suggested the footnote discussed earlier be added to this page.
- Cash flow for division 2 is energy costs – electric, gas, sewer, waste, etc., and division 3 is frozen school funding which gets allocated to payroll. They are set up to zero out by the end of the year.
- The previous month's ending local balance has increased due to additional funds stemming from tax receipt corrections.

Mr. Milionis invited questions and comments before asking for a motion to approve the Monthly Financial Report. A motion was raised by Mr. Auerbach and was seconded by Ms. Heckenstaller. The vote was unanimous.

III. Delmarva Tax Issue

Mr. McCoy informed the committee that New Castle County has identified corrections needed to Delmarva's assessed values, which will increase Delmarva's assessed values. Delmarva had been one of the major beneficiaries of the reassessment. A clearer picture should be known when the County provides "January adds" to the tax base.

IV. Final Budget Approval in January – Mr. McCoy intends to have ready by January depending on the reliability of the tax figures.

V. Wilmington Learning Collaborative Spending/Dashboard – follow up

Mr. McCoy began the discussion regarding a WLC dashboard that was requested last meeting. The WLC said they could not supply one because they didn't have access to all districts' data. In response, the districts sent their details so the WLC is now able to compile a report which may lead to a dashboard in the future, given that they will be required to share formalized, detailed budgeting information soon.

VI. BSD Board Workshop – December 8, 2025

These points were discussed during the Monthly financial report.

VII. Follow up Items for Future Meetings

- Update on footnote added to include State appropriation expenditures.
- More information to be shared regarding the Delmarva outcome.
- Mr. Landry requested adding a discussion regarding the Finance Committee terms of service.
- Mr. Millionis recommended new members take an online course – request to have that information sent to the new members.
- WLC dashboard update and spending details.

VIII. Public Comment

Mr. Pollins asked why more money isn't spent on pre-K early childhood and literacy. Dr. Lawson provided insight. Delaware does not currently invest in pre-K and that gap is getting wider. Mr. Landry noted that state representative need to be on board with improving standards.

A motion to adjourn was introduced by Landry and seconded by Mr. Skrobot

The meeting was adjourned at 6:12 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 January 7, 2026 at 5:00pm.