Brandywine School District
District Finance Committee
Minutes of the Meeting of March 11, 2020

Members Present: James Hanby (Chair Person), Chuck Landry, John Skrobot, III, Matt Auerbach, Victor Ferzetti, Jack Vinokur

Members Absent: Chris Milionis, Susan Koski

Other District Representatives Present: Jason Hale, Chief Financial Officer, Lincoln Hohler, Interim Superintendent

The meeting was called to order by Mr. Hanby at 5:05 P.M.

I. Approval of Minutes – February 5, 2020 Meeting

The minutes of the February 5, 2020 meeting were introduced for review and approval.

A motion to approve the minutes was introduced by Mr. Ferzetti; seconded by Mr. Skrobot. Approved unanimously.

II. February 29, 2020 Financial Report

The February 29, 2020 financial report set was introduced for review. Dr. Hale led the committee through the reports.

a. Revenue Report

The district has received 89% of its state funds. The majority of what is going to be coming in over the course of the next several months will be transportation formula salaries & OEC’s. Local funds are slowly ticking up on the Current Expense side with a few hundred thousand coming in per month. The district has one larger amount coming in for the senior property tax credit.

b. Operating Unit Expenditure Report

The school building budget expenditures are being monitored and on average are about 65% obligated.

Department budgets are on track for this time of year. It is possible that Special Education could go over budget as the district could be required to provide additional contracted services for students at any given time. These expenses would not be related to the district’s intense and complex students because those students come out of tuition funding.

Local salaries are currently tracking under budget.
The prior year expenditures continue to be reviewed and cleaned up. Some of the department budgets are legitimate expenses for this fiscal year but the state loads the money in fiscal year 19 appropriations.

c. Cash Flow

The projected carryover balance for June 30, 2020 is $10.3 million.

A motion to approve the February 29, 2020 Financial Report was introduced by Mr. Vinokur: seconded by Mr. Landry. Approved unanimously.

III. Board Meeting Follow Up

The January 31, 2020 Financial Report was approved.

IV. Other Business

The committee was given a copy of the Bond Resolution for informational purposes. The FY 2020 Bond Bill had $3.8 million in funding for Brandywine School District for the completion of renovation projects at Brandywine High, Carrcroft, Claymont and Burnett. The district did a Bond Anticipation Note in October 2019 because the state only does its bond sale once a year. The Anticipation Note is a short term loan until the bond is issued. The Board will be asked to cancel the Anticipation Note and execute the Bond dated January 30, 2020.

The next District Finance Committee meeting will be held on April 7, 2020.

Lincoln Hohler, Interim Superintendent, gave the committee an update on the district course of action thus far pertaining to the Coronavirus.

The district has switched to hospital grade disinfectant and buildings are being thoroughly cleaned and disinfected. School buses are also being cleaned and disinfected.

The Facilities Department adjusted all of the system controls in the buildings so that every room gets an air refresh six time an hour.

The Curriculum and Instruction team is preparing online instruction in the event that the district has to go in that direction. The district understands that there will be issues to work out regarding students that do not have computer or internet access.

Everything is being looked at in assessing how to move forward in the face of this virus. This includes switching to online meetings, canceling field trips, school events and limiting the use of district facilities to outside users.

The School Nutrition Department has come up with a plan to provide meals in the event that schools close. They will come in and cook the meals and work with the district’s Transportation Department in getting meals to students who need them. This would include having school buses stationed at different locations with a time scheduled for meal pick-ups.
A motion to adjourn was introduced by Mr. Skrobot; seconded by Mr. Ferzetti. Approved Unanimously.

The meeting adjourned at 5:45 P.M.

Respectfully submitted by Joni Ciolko, Senior Administrative Assistant