

APPROVED



MOT Charter School

Minutes

Finance & Operations Committee Meeting

Date and Time

Wednesday August 19, 2020 at 6:00 PM

Location

MOT Charter School is inviting you to a scheduled Zoom meeting.

Topic: Finance & Operations Committee Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us04web.zoom.us/j/74419237303?pwd=aUxIWdFId3Z2dINoZmMxbzRlaFV0dz09>

Meeting ID: 744 1923 7303

Passcode: 3Qu1gA

Committee Members Present

D. Watlington (remote), J. Taylor (remote), L. Jennings (remote), L. Savino (remote), M. Hewett (remote), N. Southworth (remote), R. Carroll, Jr. (remote), S. Stallone (remote), S. Sullivan (remote)

Committee Members Absent

M. Ali Khan

Guests Present

Bonita P. (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

J. Taylor called a meeting of the Finance & Operations Committee of MOT Charter School to order on Wednesday Aug 19, 2020 at 6:14 PM.

C. Approve Minutes

L. Savino made a motion to approve the minutes from Finance & Operations Committee Meeting on 07-29-20.

R. Carroll, Jr. seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Finance

A. Review JP Morgan Statements

The statements were reviewed with no issues discovered.

B. Review WSFS Accounts

This account was reviewed with no issues or concerns discovered.

C. Review Monthly Board Financials

Meryl Hewett reviewed the monthly board financials. She discussed revenues and bills that are in detail in the meeting documents.

III. Other Business

A. Potential Change to Sick Leave Policy

L. Savino made a motion to bring this motion to the full board for a vote.

S. Stallone seconded the motion.

Revise the sick leave policy to allow for sick days to be used for well visits. Reduce the personal days from 4 days to 3 days that is the standard for the State of Delaware.

The committee **VOTED** unanimously to approve the motion.

B. COVID Quarantine Pay

S. Stallone made a motion to approve the quarantine information as presented.

R. Carroll, Jr. seconded the motion.

Ned reviewed the federal guidelines for pay for COVID related issues. If the staff have to be quarantine they are entitled to full pay for 2 weeks for one time. If the staff have to care for a family member, the staff member is entitled to 2/3 pay for this time. Meryl discussed that the FMLA is for 12 weeks so if the staff use 2 weeks of COVID time then they have 10 weeks after this for FMLA regarding medical issues that require not to return to work. Ned discussed the process for staff that test positive and returning to work. Traveling to outside of Delaware maybe required to quarantine so this is going to be discouraged. The staff that live in a different State they would be exempt. Traveling

by public transportation is being discouraged. The staff will be discourage from traveling outside of the U.S.

The committee **VOTED** unanimously to approve the motion.

C. COVID Addendum to Personnel Policies

There was a discussion of the testing for the staff. The staff will be required to provide documentation of a negative result with testing for COVID,

IV. Closing Items

A. Adjourn Meeting

S. Stallone made a motion to adjourn the meeting.

D. Watlington seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:56 PM.

Respectfully Submitted,

S. Sullivan

Documents used during the meeting

- July 2020 Transaction_Detail_by_Hierarchy.pdf
- WSFS Checking July 2020.pdf
- Cumulative Board Notes FY21.docx
- Budget-Actual FY21.xlsx
- Potential Update to Sick Leave Policy - August 2020.docx
- COVID Addendum to Personnel Policies - August 2020.docx