



# MOT Charter School

## Minutes

### Finance & Operations Committee Meeting

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#### Date and Time

Wednesday November 20, 2024 at 6:00 PM

#### Location

High School Campus  
1275 Cedar Lane Road  
Middletown, DE 19709

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#### Committee Members Present

B. Pace, D. Whitaker, M. Ali Khan, M. Hewitt, S. Doan

#### Committee Members Absent

K. Swab

#### Guests Present

C. Slater, D. Mower-Wade, K. Gaines, N. Southworth, R. Dallas, S. Sullivan

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

S. Doan called a meeting of the Finance & Operations Committee of MOT Charter School to order on Wednesday Nov 20, 2024 at 5:59 PM.

#### C. Approve Minutes

Motion to approve the minutes from Finance & Operations Committee Meeting on 09-18-24.

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

## **II. Finance**

### **A. Review JP Morgan Statements**

The JP Morgan Statements were reviewed and no issues were noted

### **B. Review WSFS Accounts**

The WSFS Statements were reviewed and no issues were noted

### **C. Review Monthly Board Financials**

Rachael Dallas reviewed the current budget and no concerns were discovered. Rachael discussed that the electric rate and contractual services has increased and the allocated may need to be adjusted. The K-8 counseling space has been completed.

## **III. Other Business**

### **A. Donated Leave Policy**

The Donated Leave Policy was discussed. Ned Southworth indicated that we have to follow this policy as written. All questions regarding the meanings in this policy were answered. Rachael Dallas discussed how the process would proceed if this is requested by an employee.

## **IV. Closing Items**

### **A. Adjourn Meeting**

S. Doan made a motion to adjourn the meeting.

D. Whitaker 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