



MOT Charter School

Minutes

Board of Directors Meeting

Date and Time

Wednesday August 20, 2025 at 7:00 PM

Location

High School Campus
1275 Cedar Lane Road
Middletown, DE 19709

Directors Present

B. Pace, B. Reiling, D. Mower-Wade, D. Whitaker, K. Swab, M. Ali Khan, M. Hewitt, S. Doan, S. Sullivan

Directors Absent

C. Slater, K. Gaines

Ex Officio Members Present

N. Southworth

Non Voting Members Present

N. Southworth

Guests Present

E. Walter, R. Dallas

I. Opening Items

A. Record Attendance and Guests

B.

Call the Meeting to Order

K. Swab called a meeting of the board of directors of MOT Charter School to order on Wednesday Aug 20, 2025 at 7:15 PM.

K. Swab made a motion to start the meeting.

D. Whitaker seconded the motion.

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

C. Approve Minutes

K. Swab made a motion to approve the minutes from Board Meeting on 05-21-25.

M. Ali Khan seconded the motion.

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

II. Governance Committee

A. Committee Report

Kelly and Don met to discuss the applications for the 2 open Board of Directors positions. There were 15 applications from parents that have students in the K8 school and 12 from parents that have HS students. The applications were vetted, and it was determined to interview 7 K8 applicants on 9/3 and 5 HS applicants on 9/10.

B. Annual Conflict of Interest Disclosure and Required Trainings

Ned Southworth reviewed the need for Board Members to sign the Annual Conflict of Interest disclosure. He presented the Board Members their Required Trainings.

III. Staff Experience Committee

A. Committee Report

Don Whitaker discussed having food truck at both campuses on several occasions to boost staff morale.

Don discussed creating a walk of fame that will recognize people who have provided positive influences to the school overall. This will include Board Members.

IV. Student Experience Committee

A. Committee Report

Bernadette Reiling stated that there has not been an meeting for this committee. She requested to have volunteers to assist with this committee. She broached the subject of having Middle School athletes coming to the HS campus for mentorship and exposure to develop interest in continuing with the MOT School.

V. Capital Improvement Committee

A.

Committee Report

Stephen Doan discussed a estimate that was received to replace the HVAC units at the K8 building.

VI. Finance & Operations Committee

A. Committee Report

Steven Doan stated that a meeting was held on 8/20/2025.

- The budget and finances were reviewed with not variance discovered.
- A loan was paid off that resulted in an approximate \$88,000 savings in interest
- The outside yearly audit is ongoing
- There was a request to create an amended budget to present to the Board at the October meeting as this would allow for more accurate financial information as the revenue and salaries are not able to be determined until that time.

VII. Head of School Report

A. Head of School Monthly Report

Ned Southworth reviewed the PowerPoint presentation that accompanies these meeting minutes.

VIII. Other Business

A. Student and Staff Acceptable Use Policies

Eric Walter presented the Student and Staff Acceptable Use Policies. He stated that there have not been any changes since the last revisions were presented to the board.

K. Swab made a motion to approve the current Student Acceptable Use Policy.

M. Ali Khan seconded the motion.

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

K. Swab made a motion to approve the current Staff Acceptable Use Policy.

D. Whitaker seconded the motion.

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

B. Paid Parental Leave Policy

Rachael Dallas presented the updated Paid Parental Leave Policy to be in compliance with the State of Delaware requirements. The revised policy is included in the meeting minutes.

K. Swab made a motion to approve the updated Paid Parental Leave Policy as presented.

M. Ali Khan seconded the motion.

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

IX. Closing Items

A. Adjourn Meeting

K. Swab made a motion to adjourn the meeting.

D. Whitaker seconded the motion.

The board **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 8:10 PM.

Respectfully Submitted,

S. Sullivan