



MOT Charter School

Board of Directors Meeting

Date and Time

Wednesday August 20, 2025 at 7:00 PM EDT

Location

High School Campus
1275 Cedar Lane Road
Middletown, DE 19709

Agenda

	Purpose	Presenter	Time
I. Opening Items			7:00 PM
Opening Items			
A. Record Attendance and Guests		Sam Sullivan	
B. Call the Meeting to Order		Kelly Swab	5 m
C. Approve Minutes	Approve Minutes	Kelly Swab	5 m
Approve minutes for Board Meeting on May 21, 2025			
II. Public Comment			7:10 PM
A. Public Comment	FYI		15 m
<i>Individuals desiring to address the board must read, complete and sign the Request Form. A link can be found at https://forms.gle/Js62QvtCqHSaCKbR9 . Those who</i>			

	Purpose	Presenter	Time
<i>sign up may speak for up to three minutes. Public comment time will not exceed fifteen (15) minutes</i>			

III. Governance Committee	7:25 PM
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A.	Committee Report	FYI	Kelly Swab	5 m
B.	Annual Conflict of Interest Disclosure and Required Trainings	Discuss	Kelly Swab	10 m

All board members must complete an annual disclosure of conflicts of interest as well as the following trainings:

Financial Responsibility Training – Charter Board and Citizen Budget Oversight Committee Members

Required at the start of membership term

- Course #26379, Section #57679

Board Governance Trainings (3)

Required at the start of membership term and once every three years thereafter

- Session 1 (Board Governance Standards) – Course #28301, Section #51553
- Session 2 (School Leader Evaluation) – Course #28302, Section #51554
- Session 3 (Academic Oversight) – Course #28303, Section #51555

Special Education Due Process Training

Required at the start of membership term

- Course #TBD

Course registration for Special Education Due Process, Financial Responsibility and Governance Trainings is done through the PDMS system, which can be accessed from the MOT Charter ClassLink Homepage.

- Visit launchpad.classlink.com/mot
- Enter your MOT Charter username (firstname.lastname) and password
- Select the PDMS application
- Enter the course numbers above into the “Course Search” box found on the left hand side of the page
- Click the “Register” button next to the course section you need to take

	Purpose	Presenter	Time
IV. Staff Experience Committee			7:40 PM
A. Committee Report	FYI	Don Whitaker	5 m
V. Student Experience Committee			7:45 PM
A. Committee Report	FYI	Bernadette Reiling	5 m
VI. Capital Improvement Committee			7:50 PM
A. Committee Report	FYI	Stephen Doan	5 m
VII. Finance & Operations Committee			7:55 PM
Finance			
A. Committee Report	FYI	Stephen Doan	10 m
VIII. Head of School Report			8:05 PM
A. Head of School Monthly Report	Discuss	Ned Southworth	10 m
IX. Other Business			8:15 PM
A. Student and Staff Acceptable Use Policies	Vote	Ned Southworth	5 m
Review and approval of the Student Acceptable Use Policy and the Staff Acceptable Use Policy			
B. Paid Parental Leave Policy	Vote	Rachael Dallas	5 m
State-mandated updates to our Paid Parental Leave Policy			
X. Closing Items			8:25 PM
A. Adjourn Meeting	Vote	Kelly Swab	