



MOT Charter School

Board of Directors Meeting

Date and Time

Wednesday August 19, 2026 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		Kelly Swab	
B. Call the Meeting to Order		Kelly Swab	
C. Approve Minutes	Approve Minutes	Kelly Swab	5 m
Approve minutes for Board of Directors Meeting on May 20, 2026			
II. Public Comment			7:05 PM
A. Public Comment	FYI		15 m
<i>Individuals desiring to address the board (both in-person and virtually) must read, complete and sign the Request Form. A link can be found at https://forms.gle/YuYUByC4zLqMwWth9. Those who sign up may speak for up to three minutes. Public comment time will not exceed fifteen (15) minutes.</i>			

*In-person comments will go first, followed by members of the public who are participating virtually. Once they have joined the meeting using the link below, those wishing to provide comment **must** use the meeting chat function to **list their name, the topic of their comment, and the time they joined the meeting.***

Virtual Link for Board of Directors Meeting:

<https://motcharter.zoom.us/j/82772963366?pwd=nlgg23hPYSbgRtvDoJzuELWrGqItln.1>

Once the public comment portion of the meeting has passed and the board has moved on to the next item on the agenda, there will be no further opportunity for members of the public to speak at this meeting.

III. Governance Committee	7:20 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

	Purpose	Presenter	Time
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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

IV. Staff Experience Committee			7:35 PM
A. Committee Report	FYI	Don Whitaker	5 m
V. Student Experience Committee			7:40 PM
A. Committee Report	FYI	Bernadette Reiling	5 m
VI. Capital Improvement Committee			7:45 PM
A. Committee Report	FYI	Stephen Doan	5 m
VII. Finance & Operations Committee			7:50 PM
Finance			
A. Committee Report	FYI	Stephen Doan	10 m
VIII. Head of School Report			8:00 PM
A. Head of School Monthly Report	Discuss	Ned Southworth	10 m
IX. Other Business			8:10 PM
A. Family Handbook updates	Vote	Ned Southworth	5 m
Review and approval of updates to the family handbook			
B. Employment policy updates	Vote	Ned Southworth	5 m

	Purpose	Presenter	Time
	Review and approval of proposed employment policy updates.		
C.	Website accessibility statement	Vote	Ned Southworth
	Review and approval of required website accessibility statement.		
D.	AUP update	Vote	Ned Southworth
	Review and approved proposed change to Acceptable Use Policy.		
X.	Closing Items		8:30 PM
A.	Adjourn Meeting	Vote	Kelly Swab