



Our Vision: Two Roads Charter School is a highly sought after program providing rigorous academics addressing the unique educational needs of traditional and homeschooled students; all students are empowered to develop confidence, define their future and achieve their highest potential.

Our Mission: Two Roads Charter School achieves its vision using 21st Century Learning employing and valuing critical thinking, communication, collaboration and creativity. Homeschooled and traditionally schooled students are challenged in a rigorous academic environment to reach their highest potential.

Two Roads Charter School Board of Directors
Board Meeting Minutes_APPROVED 09.23.20
August 26, 2020, at 9:30 a.m.

Virtual Meeting - Regular

(email trcsboard@gmail.com for meeting link)

Laura P. Wick, Secretary

Item	Discussion	Action Taken	Follow Up/Action Required
A. Call to Order	<ul style="list-style-type: none"> Directors Present: Allen Harvey, Molly Myers, Lisa Wick Admin Present: Wendy Noel, Tricia Shive, John Waters 		
B. Approve Agenda		<ul style="list-style-type: none"> MOTION to approve Two Roads Agenda 082620_DRAFT. All approved. 	
C. Approve Minutes		<ul style="list-style-type: none"> MOTION to approve Two Roads Minutes 060320_DRAFT. All approved. MOTION to approve Two Roads Minutes 072420_DRAFT. All approved. 	
D. Public Comment	<ul style="list-style-type: none"> Director Myer reported that there is a great spirit in the community and a willingness among families to become problem solvers. 		
E. Administrator Report	<ul style="list-style-type: none"> Principal Noel reported that Two Roads still has a secondary science position to fill. Two teachers have resigned since the start of the year. QUESTION - Directors requested to know the percentage of students that are in person v. online. RESPONSE - 80+% of our students are in person. Two Roads has given families an extra opportunity to change their designation to in person. The deadline to make a change is Monday, 8/31. Students seem excited to be back to school. Reports are that student screenings have gone smoothly and well. QUESTION: Has there been any defiance with mask wearing or screening process? RESPONSE: There are no issues to report. Two Roads continues to enroll students. Students also continue to withdraw. The Academic Flowchart is new and is being piloted at the Arvada campus. Two Roads Interventionist collaborated with Admin on its creation. The tool is 	<ul style="list-style-type: none"> MOTION to approve the revised Arvada Student Calendar for SY 20-21 All approved. 	<ul style="list-style-type: none"> Principal Noel will share the Academic Flowchart with the Directors.



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	<p>meant to intervene early for students who end up on the D & F list.</p> <ul style="list-style-type: none"> Two Roads proposes adding back three instructional days to the second semester calendar in Arvada. The additional days would give a Two Roads a cushion of instructional hours that we lost by delaying our start. 		
F. President Report	<ul style="list-style-type: none"> Foundation - Two Roads cannot fundraise in person right now. QUESTION - is there a restriction on virtual fundraisers? RESPONSE -The district will allow virtual fundraising, however, Two Roads does not know that it would be a worthwhile endeavor at this time. SAC - Per the Two Roads Bylaws the BOD should have a liaison with the School Accountability Committee. The SAC has its chairperson and secretary over the summer. The committee is in need of additional members. Director Myer has an Arvada parent who may be interested in serving on the SAC. 		<ul style="list-style-type: none"> Director Myer will reach out to the interested Arvada parent regarding serving on the SAC.
G. Treasurer Report	<ul style="list-style-type: none"> Director Myer requested clarification on the timeline for and the delivery of financial reports. QUESTION - should we have a management report regularly? RECOMMENDATION - Director Harvey believes it is best practice to hire an outside firm to produce regular financial reports, and further recommends that we engage G&G for these services. G & G produced the financial reports for our bond. Director Harvey asked if we have funded the contingency reserve account as discussed in the June meeting. Director Harvey informed fellow directors that the Reserve Study should be ready soon. The company apologizes for the delay. 		<ul style="list-style-type: none"> Director Allen will request a formal proposal from G&G for financial services. Director Wick will reach out to the district to clarify the need to fund the contingency reserve account.
H. Board Business	<ol style="list-style-type: none"> Business matters Procedures Communication Governance Recruiting Training, development, networking <ul style="list-style-type: none"> Director Myer requested more information on the COVID procedures related to illness. Two Roads works closely with a Children’s Hospital nurse who will follow students and staff who are ill. Depending on who is ill, the affected cohort/group of students will be sent home for 10 days. Two Roads also has a COVID flowchart to help inform next steps in the event of a sick student or staff member. Communication -Principal Noel acknowledged that anxiety was high among families, but that communication with all stakeholders was a top 		<ul style="list-style-type: none"> Principal Noel will share the COVID flowchart with the Directors. Director Myer will provide a red-lined version of the Bylaws to the Admin Team for review. Admin Team will review the red-lined version of the Bylaws by the September meeting. Admin Team will look into the purchase of Dropbox Business membership v. Google Drive for sharing BOD documents.



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	<p>priority for Two Roads. QUESTION - Is there a process for sending family communication and reviewing/checking for accuracy? RESPONSE - the Admin Team works on items collaboratively.</p> <ul style="list-style-type: none"> ● Governance and Recruiting -Directors Myer and Harvey found the Two Roads Bylaws restrictive for recruiting directors. They presented changes to the Bylaws that would support more latitude for recruiting Directors. The Admin Team requested to see a red-lined document that would show where the changes were made. The suggested Bylaw changes allow for recruiting outside of the school community. Director Harvey suggested writing a separate document to outline the Board recruiting philosophy. In the long term, the changes give flexibility. Suggested to review the Bylaws regularly. AP Shive noted that there is a parent in Littleton who is interested in serving on the BOD. ● QUESTION - do we have a Board Handbook? Director Harvey was unable to find anything in Dropbox by that name. RESPONSE - Yes, there is a Board Handbook in Dropbox. When Directors ran out of Dropbox space last year, several folders were unshared in the effort to create space. Director Harvey suggested a Dropbox business license which would alleviate the need to ration the sharing of documents. 		
<p>I. Member comments</p>			
<p>J. Adjourn</p>	<p>Next regular meeting – Wednesday, September 23, 2020, Virtual Meeting</p>	<ul style="list-style-type: none"> ● MOTION to adjourn at 10:58 a.m. All approved. 	
<p>Upcoming Items</p>			