



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 Regular Meeting Minutes_APPROVED 10.26.22
 September 28th, 2022, at 9:30 a.m.
 Virtual/In Person Meeting - Regular
 (email trcsboard@gmail.com for meeting link)

Time	Item	Discussion	Supporting Materials	Action Required
9:30 a.m.	A. Call to Order	<ul style="list-style-type: none"> • Directors Present: Myer, Conner, Schmidt, Fryer, Greenburg, Benau, Cox, Sandberg • Directors Absent: None • Administration Present: Shive, Wick, Noel, Waters • Guests Present: None 	•	•
9:31 a.m.	B. Approve Agenda	•	• MOTION to approve Two Roads Agenda 092822_ALL APPROVED	•
9:32 a.m.	C. Approve Minutes	•	• MOTION to approve Two Roads Minutes 082422_ALL APPROVED	•
9:33 a.m.	D. Public Comment	•	•	•
	E. Guest	<p>Guest Speaker</p> <ul style="list-style-type: none"> • Jennifer Wilson, Littleton & Arvada <ul style="list-style-type: none"> o One of Two Roads longest serving teachers. o Teaches robotics for grades 1,2,4,6 at Arvada. o Teaches 6th grade English, world studies, science and 2nd, 3rd grade robotics, history, and math games at Littleton. o Was a homeschool parent for 14 years o For homeschool, elementary kids attend mainly for enrichment as a supplement to home learning. Core classes for older kids are taught as complete courses so kids have more homework on off days. o Some teachers have homework due on school days while others assign due dates on off days via Schoology. o Teaching full time kids is different and challenging. There's lots of critical thinking. Everything is going well. 		



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	F. Administrator Report	<p>Administrator Report</p> <ul style="list-style-type: none">• A plan has been submitted to spend Esser III funds. This final allotment will go to Ventilation and HVAC needs for the building, evidence based instruction, and Personnel.• A survey went out to gauge interest in before/after school care at Arvada.<ul style="list-style-type: none">○ About 30 families are interested.○ Will be run by a Two Roads mom who runs a preschool program.○ Goal is to start in January.• We will be adding a link to the website that leads to more homeschool specific information.• Splitting the newsletter was a great idea.• Because we are in the middle of October count, enrollment numbers are in flux.• SAC start of school survey has gone out and SAC members are reviewing responses for the Oct. 4 meeting.<ul style="list-style-type: none">○ Because last year's SAC members moved to the Board or left the committee the survey was reviewed for suggestions by the Board members who were on SAC last year.○ A new SAC is now in place and ready for their first meeting next week.○ SAC does two surveys a year around the same time so year to year data can be compared.○ The fall survey speaks to processes and first interactions with families.○ Progress has been made based on past survey results.○ SAC must meet at least 4 times a year by law.○ SACmembers this year are about half and half Littleton and Arvada. <p>Preschool Report</p> <ul style="list-style-type: none">• \$250,000 minimum cost estimate not including \$6,800 bid for installation of two more hot/cold running sinks, likely in the bathrooms.<ul style="list-style-type: none">○ Looking into grants.• Playground plans include building for the minimum requirements to start but leaving room for future growth.• Grant writing currently done by admin team members (Wendy Noel, Lisa Wick, Tanya Wigham).• Wendy is looking at a grant coming available in January.		•
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		<ul style="list-style-type: none"> ○ Foundation sought grant writers from the community in the past but didn't work out. ● Preschool on track to open in August 2023. ● Funding from the state is unknown at this time. ● We plan to start preschool with a morning program. ● Unknown when costs will be recouped at this time. ● One goal for the preschool is that those students will continue school at Two Roads K-12. ● The preschool will be listed as a Jeffco school but Jeffco is not involved with planning and development. ● Working on web updates to include preschool. ● Enroll Jeffco has Two Roads preschool set up on a waitlist. ● Sink installation is scheduled for Thanksgiving break. 		
	<p>G. President Report</p>	<p>Foundation</p> <ul style="list-style-type: none"> ● Liaison is Molly Myer. <ul style="list-style-type: none"> ○ School does not have a bank account but the foundation does. ○ Money that goes through the foundation is earmarked for specific programs. ○ The Foundation is all family members and employees of Two Roads with the exception of 2 boosters. ○ Discussed if the dance mix fundraiser was worthwhile. Would a fundraiser like that work better in the spring? ○ Should food for teachers at conferences organized by falcon supporters? ○ Discussed how to get donation forms to families who would rather donate directly. Maybe in conjunction with other fundraisers. ○ Working on technology to receive credit card donations also. <p>Principal's Evaluation Committee:</p> <ul style="list-style-type: none"> ● Will include Chris Greenburg, Tami Sandberg, Iris Schmidt. ● Timeline is okay with Wendy. ● Faculty survey should be a Board responsibility <ul style="list-style-type: none"> ○ The Board can use existing faculty surveys to build from. ○ The Principal's Evaluation Committee will review the results during the evaluation process. <p>Fall Festival</p>		<p>Decide who will organize food for teachers at conferences.</p> <p>Faculty Survey</p>



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		<ul style="list-style-type: none"> On October 14, 2022 from 5:00-7:00 p.m. Will include booths, games, and prizes Opportunities to staff the festival are on Signup Genius. Student Council will sell concessions. Food and prizes will be in the gym. <p>Committee members are asked to take opportunities to attend school events/assemblies</p> <ul style="list-style-type: none"> Discussion on upcoming policies that need to be reviewed and created. Send out a faculty survey this year to help with the Principal Evaluation. 		
	H. Treasurer Report	<ul style="list-style-type: none"> Annual audit has begun First meeting of the finance committee was September 19th and the next will be in October when the October count is complete. <ul style="list-style-type: none"> The audit is contracted through an external company (John Cutler). Draft audit is due mid-October and final is due mid-November. Typically the Board Treasurer will see the draft audit. Finance Committee meetings are open and a good way for directors to learn more about Two Roads' finances. Two Roads' charter is up for renewal in 2024 and we need to prepare. 	•	<ul style="list-style-type: none"> Helpful for directors to review Financial Committee meeting minutes. Can ask John Cutler to present to the Board.
	I. Secretary Report	None	•	<ul style="list-style-type: none"> Secretary and Assistant Secretary can refer to the BOD Handbook for description of responsibilities.
	J. SAC Report	<ul style="list-style-type: none"> Adina Fryer will be the SAC Liaison. 	•	
	K. Event Upcoming and Review.	<ul style="list-style-type: none"> Good participation and feedback regarding past events as well as plans to attend future events. 		<ul style="list-style-type: none"> Review Newsletters for upcoming meetings and events to attend.
	L. Board Business	<ul style="list-style-type: none"> Bond Compliance <ul style="list-style-type: none"> Currently Lisa Wick is taking on this responsibility. 		



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		<ul style="list-style-type: none"> ○ Typically this should be a Board responsibility, specifically for the Treasurer. ○ Lisa can continue to do the quarterly responsibilities. ○ Cassie Conner will help take on the periodic requirements. ● Financial Committee Meeting <ul style="list-style-type: none"> ○ Building a 5 year needs plan for school. ○ Face challenges due to fluctuating enrollment. ○ Carry overs can be designated or undesignated. ○ Currently our carry over (about 1.2 million) is above the maximum amount (\$828,000). ○ Working on a spending plan for the school. ● School Charter renewal <ul style="list-style-type: none"> ○ Need to prepare for renewal in 2024. ○ Show financial viability ○ Write, review, update policies and procedures to ensure proper checks and balances are in place. What areas may need more oversight? ○ Heather Benau will work on legal training. ○ A Board member should go with Wendy to help present the charter renewal application. ● Board Member Training <ul style="list-style-type: none"> ○ We will begin module overview training at 9:00 a.m. before our regular Board meetings each month. ○ Signups to facilitate these sessions are filled. ○ Online legal training session for Board members is available on October 18th from 6:00-7:00 p.m. 		<ul style="list-style-type: none"> ● Lisa will send a link out to the previous school charter for review. ● Please register for the online legal training session on October 18th.
	M. Member Comments			<ul style="list-style-type: none"> ● Update Website to include new Board members.
11:12 a.m.	N. Adjourn	<ul style="list-style-type: none"> ● Next regular meeting – Wednesday, 10/26/22, 9:30 a.m. 	●	●