



**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.*

Board Meeting Minutes APPROVED 12/11/2019

November 13, 2019, at 9:30 a.m.

Waterstone Community Church, 5890 S. Alkire Street, Littleton, CO 80127

*Lisa R. Fick, scty*

Item	Discussion	Action Taken	Action/Follow-up Required
A. Call to Order	<ul style="list-style-type: none"> <li>• Directors Present: Garner, Harvey, Myer, Wick</li> <li>• Administration Present: Noel, Shive</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting called to order at 9:33 a.m.</li> </ul>	
B. Approve Agenda		<ul style="list-style-type: none"> <li>• MOTION to approve TRCS Agenda 111319_DRAFT. All approved.</li> </ul>	
C. Approve Meeting Minutes		<ul style="list-style-type: none"> <li>• MOTION to approve TRCS Minutes 092419_DRAFT. All approved.</li> </ul>	
D. Public Comment	<ul style="list-style-type: none"> <li>• None</li> </ul>		
E. Administrator's Report	<ul style="list-style-type: none"> <li>• Mrs. Noel informed directors that we have an unusually high number of families that are requiring a higher level of attention. Directors discussed how to protect school personnel from demanding families. It could be helpful to have the BOD write a statement in support of the grievance policy. Directors will consider the creation of a parent/peer grievance ad hoc committee and parent education on restorative practices and civil discourse.</li> <li>• Mrs. Noel reported that a replacement learning specialist has been hired and will start on Monday, 11/18.</li> </ul>		<ul style="list-style-type: none"> <li>• Directors will submit messaging to include in the school newsletter supporting the grievance policy.</li> </ul>
F. Board Business 1. Training, development, networking 2. Governance 3. Business matters	<ul style="list-style-type: none"> <li>• Review Board Committee planning calendar - move Administrator Evaluation first meeting from August to October. Move up recruiting of new directors. Establish multiple tracks to serve on the BOD. Need to establish a vetting process/interview process for unknown candidates. Look for a good cultural fit. Candidates must read the Charter Renewal. Have an interview process with targeted questions that will establish a cultural match.</li> <li>• Strike reference to D&amp;O Insurance in planning calendar.</li> </ul>	<ul style="list-style-type: none"> <li>• MOTION to authorize Director Harvey to attempt to obtain two competitive reserve study bids for the BOD's consideration. All approved.</li> <li>• MOTION to approve the SAC Overview of Governance. All approved.</li> <li>• MOTION to approve the Two Roads Revised Board Meeting schedule for 2019-2020. All approved.</li> </ul>	<ul style="list-style-type: none"> <li>• Director Myer will create a working document to address recruiting process. Invite subcommittees to collaborate.</li> <li>• Directors to read through Bylaws and Policy Manual as preparation for December meeting.</li> <li>• Director Harvey will reach out to G&amp;G for information on what engagement with them will look like.</li> <li>• Director Wick will begin work on the five year budget projections.</li> <li>• Messaging regarding 5B to appear in this week's 2R Press. Director Harvey will add</li> </ul>



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	<ul style="list-style-type: none"> <li>• Determine cycle for Policy Manual and Bylaw review. Bylaws should be read in conjunction with the Policy Manual. Directors will discuss in December.</li> <li>• Director Harvey had a conversation with Matt O'Meara on 10/17. Matt thought that Two Roads would have other options for financing a capital project. Matt suggested we put together a portfolio to present to potential lenders. There is a cost associated with putting together this portfolio including the engagement of a third party to produce financial statements. This is likely to cost at least \$10,000, but probably more if a formal disclosure document is required. This is a long term plan to consider. Suggested first step is to establish a 5 year financial strategic plan.</li> <li>• Directors discussed the messaging to the Two Roads community regarding a potential build. Suggestion to use the language from the MD&amp;A narrative as a starting point.</li> <li>• Meeting with Colorado League of Charter Schools scheduled for Monday, 12/2, 11:00-12:00 a.m.</li> </ul>		collaborate.
G. Member comments	<ul style="list-style-type: none"> <li>• No member comments</li> </ul>		
H. Adjourn	<ul style="list-style-type: none"> <li>• Next regular meeting -Wednesday, 12/11/19, 9:30 a.m., Arvada</li> </ul>	<ul style="list-style-type: none"> <li>• MOTION to adjourn at 11:15 a.m.</li> </ul>	<ul style="list-style-type: none"> <li>• Director Wick will reach out to Stephanie Corbo for her availability to meet and discuss charter finances prior to the December meeting.</li> </ul>
Upcoming Items	SY20-21 Calendar SY20-21 Fee Schedule Bylaws and Policy Manual review		