



**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 09/24/2019  
 August 27, 2019, at 6:30 p.m.  
 Waterstone, 5890 S. Alkire St., Littleton, CO 80127

*Lisa R. Dick, scty*

Item	Discussion	Action Taken	Follow Up/Action Required
A. Call to Order	<ul style="list-style-type: none"> <li>● Directors Present: Garner, Harvey, Wick</li> <li>● Directors Absent: Myer</li> <li>● Administration Present: Noel, Shive</li> <li>● Guests: Erik Hall</li> </ul>		
B. Approve Agenda		<ul style="list-style-type: none"> <li>● MOTION to approve TRCS Agenda 082719_DRAFT. All approved.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
C. Approve Meeting Minutes		<ul style="list-style-type: none"> <li>● MOTION to approve TRCS Minutes 061119_DRAFT. All approved.</li> </ul>	<ul style="list-style-type: none"> <li>●</li> </ul>
D. Public Comment	<ul style="list-style-type: none"> <li>● None</li> </ul>		
E. Guest - Architects	<ul style="list-style-type: none"> <li>● Erik Hall from, Van Tilburg, Banvard &amp; Soderbergh, Ai , came to explain Two Roads' options for building at the Arvada campus. Since Two Roads is a charter school, we do not have to follow all the codes of the local jurisdiction. City of Arvada has requested a review of the project.</li> <li>● Director Harvey will look into our financing options as a first next step of the Directors.</li> <li>● Steps forward for the architect would include a sit down with the City of Arvada and Jeffco school district. Jeffco has a fairly extensive contract which is beyond the typical process, however, Jeffco has said we can write our own contract should we decide to proceed. Standard AIA contract (American Institute of Architects).</li> <li>● What role would the architects play? Specialize in designing and construction documents for building. They would build a project team. There are some components that Two Roads would need to contract with directly. Soil analysis and a survey of the property would need to be provided to the architect. They would strongly recommend having a general contractor on board and to bring them in early in the process.</li> </ul>		



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	<p>construction costs and does not include soft costs such as engineers, contractors, etc.</p> <ul style="list-style-type: none"> <li>• Current plans for the new build would be a two story building. The architects have assessed the parcel and looked at options for a cafetorium, library, and some classrooms.</li> <li>• Is there a parking issue with a new build? Libraries and cafetoriums do not have a parking load. The present parking meets the load of the current buildings.</li> <li>• There is sufficient access per the fire department.</li> <li>• Question- how much playground is left? 6,000 SF of playground. New build = 11,500 SF Construction costs year over year typically go far above inflation.</li> <li>• Question - Would Two Roads enter a fixed cost contract? Yes, it is possible.</li> <li>• Question - is there an option B to work with current buildings. Are they redeemable? Building C and D are fairly new, but they are single story buildings and not built to take the load of a second story. A and B have a whole list of difficulties to solve.</li> <li>• Are other parcels a possibility? Suggested that Two Roads determine what their goals are moving forward when considering this option. What does the school want to achieve?</li> <li>• What is the project timeline - 6 month development window to have drawings ready. Soonest would be a start at winter break with a build ready for start of school 2020. 7-8 months of construction time.</li> <li>• How do we arrive at numbers? \$3 million construction costs, which would include the contractor and FF&amp;E. Erik can provide a soft cost estimate.</li> </ul>		
<p>F Administrator's Report</p>	<ul style="list-style-type: none"> <li>• Principal Noel asked Directors to consider the information presented on the potential new build and possible revisions to the Waterstone Lease.</li> <li>• Director Harvey asked for clarification on the new logo. The website banner is delayed in reflecting the rebranding (name change).</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Next steps - Get soft numbers from Eric Hall.</li> <li>• Director Harvey will reach out to banking contacts regarding a bank loan.</li> </ul>



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	<p>the phone system. Facilities Manager is requesting a bid from Comcast. Suggestion was made to research an internet based phone system.</p> <ul style="list-style-type: none"> <li>• Question from Directors: How much can we grow with the present classroom space? What is the potential from growth with a new build? What is our capacity now and what is capacity with a new build? Next step - check with a bank and see if we have debt capacity for a build.</li> <li>• It is time to renew the Waterstone Lease. Waterstone has contacted a lawyer regarding entering into a long term lease. They have requested this year to negotiate a long term lease. We are waiting on a draft from Brad.</li> <li>• Director Harvey recommends that we have legal counsel review the Waterstone lease for "deal breakers" and an analysis of potential risks. Further suggested that we have a face to face meeting with Brad to discuss these items.</li> </ul>		<p>determine our capacity.</p> <ul style="list-style-type: none"> <li>• Directors to review last year's lease at the September meeting.</li> <li>• Director Myer to review the current lease and recommend next steps or need for other counsel.</li> <li>• Principal Noel to get recommendations on new legal counsel.</li> </ul>
<p>G. Subcommittee Reports</p> <ol style="list-style-type: none"> <li>1. Finance Committee</li> <li>2. School Accountability Committee</li> <li>3. Foundation</li> </ol>	<ul style="list-style-type: none"> <li>• Directors reviewed end of year financial statement and summary reports provided by Treasurer Harvey. Suggested that we strip out non-operational items so that the BOD can better gauge how we are doing.</li> <li>• Directors reviewed Jeffco's newest Compensation Agreement. Administration requested that the Directors continue to speak into Two Roads' salary structure.</li> <li>• Proposed changes to SAC Governance Docs were discussed. Director Harvey submitted his edits to the BOD and will email directly to SAC.</li> <li>• No formal report submitted. Fun Run is on track to be held on Wednesday, 10/16.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Director Wick will prepare some salary analysis for the Directors to consider in September.</li> </ul>
<p>H. Board Business</p> <ol style="list-style-type: none"> <li>1. Training, development, networking</li> <li>2. Governance</li> </ol>	<ul style="list-style-type: none"> <li>• JCSC Meeting, 8/29, 5:30 p.m. Great Works Montessori. Director Wick and Harvey are not available to attend.</li> <li>• September BOD Retreat-Directors reviewed the agenda and discussed how to efficiently accomplish its intent. It was suggested that since the Foundation is not able to attend, Directors explore other ways to disseminate the information.</li> </ul>		<ul style="list-style-type: none"> <li>• Director Garner will reach out to the League of Charter Schools for strategic planning resources.</li> <li>• Director Harvey will attend the 11/7 SAC meeting to present on school finances.</li> </ul>



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3. Business matters	individual committee meetings. <ul style="list-style-type: none"><li>• Strategic Planning update from Director Harvey. The recommendation is to look at a resource from the League of Charter Schools.</li><li>• New SAC members - two recruits came forward through the Back to School events. Dawn Baird, SAC Chair, is following up with the candidates.</li></ul>		
I. Member comments	None		
J. Adjourn	Next regular meeting – Tuesday, September 24 , 2019; Arvada	● MOTION to adjourn at 9:25 p.m. All approved.	