



**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.

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**Two Roads Charter School Board of Directors  
Board Meeting Minutes\_APPROVED 08/26/2020**

June 3, 2020, at 9:30 a.m.

Virtual Meeting

(email [trcsboard@gmail.com](mailto:trcsboard@gmail.com) for log meeting link)

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, Waters</li> <li>Guests: Aschenbrenner (Arvada Parent), Carrie Essman, Cindi Krebs</li> </ul>	<ul style="list-style-type: none"> <li>Meeting called to order at 9:32 a.m.</li> </ul>	
B. Approve Agenda		<ul style="list-style-type: none"> <li>MOTION to approve Two Roads Agenda 060320_DRAFT. All approved.</li> </ul>	
C. Approve Meeting Minutes		<ul style="list-style-type: none"> <li>MOTION to approve 02_Two Roads BOD Minutes 042920_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>Two Roads' Admin Team has proposed updating the employee PTO (paid time off) policy. The proposed change awards number of days of PTO based on contracted days.</li> <li>Director Harvey posed a question regarding establishing health and safety guidelines. Question: Is there any possibility of the misinterpretation of these guidelines? Response: Guidelines are a moving target and we will be held accountable for the changes. At present they are just guidelines, but one could be accused of negligence. Director Harvey noted several formatting discrepancies to be corrected in the Handbooks.</li> <li>Question raised by Director Myer regarding the 11% who, according to the survey, would not be comfortable returning. Two Roads is in communication with the district about whether Two Roads must follow exactly what the district is doing. Two Roads' small classes may allow for us to follow health guidelines and return to a fully in-person model. The surveys were sent out on 5/18.</li> <li>Question regarding impact on enrollment - it is expected that having Two Roads open will attract families to Two Roads. As things open up and parents return to work, it</li> </ul>	<ul style="list-style-type: none"> <li>MOTION to approve the Two Roads Employee Handbooks as presented. All approved.</li> <li>MOTION to approve the Two Roads Family and Employee Handbooks as presented. All approved.</li> </ul>	<ul style="list-style-type: none"> <li>Admin will fix the formatting errors that occur when moving the documents from one software program to another.</li> </ul>



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<p>F. Board Business</p> <ol style="list-style-type: none"> <li>1. Training, development, networking</li> <li>2. Governance</li> <li>3. Business matters</li> </ol>	<p>would be advantageous for Two Roads to open fully. The school's small class sizes would work to the school's advantage. It has been suggested that Two Roads have an option for families/students to stay enrolled in an online or blended model. Two Roads is in a position to cater to both. Director Harvey suggested students choosing remote learning would be at a disadvantage. Two Roads agrees that face-to-face instruction is preferable; however, Two Roads will have the option to do both.</p> <ul style="list-style-type: none"> <li>• Director Garner asked if the school has the technology to record classrooms and provide instructions in this way. Two Roads is looking into ways to provide technology for students and Bring Your Own Device policies. Two Roads did its best to make sure each family had a device in their home. QUESTION: If technology were to be checked out and it did not come back, is there any kind of insurance coverage we could get to cover unreturned technology? RESPONSE: Two Roads is not aware of any such service. QUESTION: What about requiring a security deposit? Is there a possibility that we can have it as part of the handbook - a fee imposed if something happens to the device? RESPONSE: If Two Roads were to loan out technology, they would borrow the district form and protocol. Great language and protocols do not assure that they will be followed.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Upcoming JCSC Meetings - Molly Myer will attend the June meeting. Director Garner expressed her opinion that it is important to have representation and a presence these meetings. SUGGESTION: Perhaps one person to attend each meeting. The directors will address each meeting as it is scheduled.</li> <li>• The amendment to our Charter Contract gave us flexibility to function during COVID.</li> <li>• Discussion to consider the proposed meeting rotation for SY20-21.</li> <li>• Directors considered the need to allow for delivery of purchased items to be taken at an address other than the school. The sudden closure of the school campus has disrupted the delivery of ordered supplies. Directors agreed that under the circumstances and to keep business going, delivery to a secondary address was appropriate and allowable.</li> <li>• Directors reviewed the contingency reserve calculation and discussed the allocation of funds in excess of the required 15% reserves.</li> </ul>	<ul style="list-style-type: none"> <li>• MOTION to ratify the Amendment to the 2020 Charter School Contract. All approved.</li> <li>• MOTION to approve the SY20-21 BOD meeting schedule with the meeting locations updated as appropriate and Admin will call and schedule a special meeting prior to the start of the school year. All approved.</li> <li>• MOTION that Two Roads take the excess reserves, beyond the district 15% max reserve calculation, once financials are final for this school year end, to a new account-801000, Contingency Reserve, for the possible purposes listed below:             <ul style="list-style-type: none"> <li>o COVID contingency</li> <li>o New Construction</li> <li>o Technology</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>





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	<ul style="list-style-type: none"> <li>● Information - Administrator Evaluation is complete</li> </ul>	<ul style="list-style-type: none"> <li>○ Funding Reserve Study Facility</li> <li>○ Repairs</li> <li>○ Other</li> </ul>	
G. Member comments	<ul style="list-style-type: none"> <li>● Appreciation was expressed to Admin for getting through the challenges presented by the sudden closure of school.</li> <li>● Special thanks to Director Garner for her tremendous contributions to Two Roads and to the BOD.</li> <li>● Directors asked that a special meeting of the BOD be scheduled closer to and prior to the start of school for the purpose of reviewing the plan to start the school year.</li> </ul>		<ul style="list-style-type: none"> <li>● Directors and Admin to confer on a special meeting time in July.</li> </ul>
H. Adjourn	Next regular meeting - Wednesday, August 26, 2020, Virtual Meeting		