



## TWO RIVERS BOARD OF TRUSTEES

May 8, 2023

### **Call to Order**

Chair Zachariah called the May 8th Meeting of the Two Rivers Board of Trustees to order at 6:02 PM via Zoom. Chair Zachariah opened the meeting by explaining that the meeting would be held per the Open Meetings Act and recorded.

### **Roll Call**

#### **Board Members**

Aswathi Zachariah, Chair	Present
Malik Husser, Vice Chair	Present
Eli Schlam, Secretary	Present
Gregg Treml, Treasurer	Present
Jenny Bradbury, Trustee	Present
Kimberly Eddings, Trustee	Present
Lauren Hamilton-Edward, Trustee	Present
Alvincent Hutson, Trustee	Present
John Phillips, Trustee	Present
Derek Pierce, Trustee	Present
Michael Murphy, Trustee	Absent
Ben Robins, Trustee	Present
Ahna Smith, Trustee	Present
Aurora Steinle, Interim Executive Director and Ex Officio	Present

#### **Others Present**

Michelle Kimso, Executive Assistant  
Gail Williams, Chief Operating Officer  
Crystal Lewis, Director of Finance & Grants  
Aziza Temple, Development Manager  
Anya Stockburger, Two Rivers 4th Street PSA President  
Cara Williams, Two Rivers 4th Street PSA Secretary  
Elle Carne, Finance Committee Member  
Faisal Awwal, 4th Street Parent

### **Approval of Meeting Agenda**

The Board voted to add a closed meeting section under the closed meeting act regarding D.C. Code Section 2-575(b)(15) To discuss matters involving personally identifiable information of students. The amended May 8th agenda was unanimously approved.

**Approval of Meeting Minutes**

The Board voted unanimously to approve the April 10th, 2023 minutes.

**Interim Executive Director Report**

Interim Executive Director Steinle started her report by sharing Two Rivers highlights and updates including Spanish Night, which brought over 300 families and students together, Better World Day, where students are participating in trash pickup, Nature Bridge for 5th grade students, PARCC testing, and the ED Candidates site visits. Another highlight was naming Megan DeRitter as Young Elementary Principal. Staff retention is trending normal with the number of offers and acceptances. Additionally, the enrollment team is continuing to enroll students for the coming year.

**Board Committee Reports**

Finance Committee

Interim Executive Director Steinle shared the following memo which was shared with the board in advance:

- Disclosure of Conflict-of-Interest Contract: Wodatch Consulting - Two Rivers wishes to engage Wodatch Consulting to provide ten hours of facilitation to help Two Rivers leaders with a plan for addressing an identified gap in knowledge of the Two Rivers way in leading and learning across the organization at a cost of \$2,500. The owner of the business is a founder and former employee of Two Rivers who served in the role of executive director until June 2020. Her spouse, Elizabeth Riddle, is a current employee of Two Rivers in the role of Business Program Associate.
- Recommendation - Two Rivers requests approval to contract with Wodatch Consulting for up to \$2,500 in FY23.

Following discussion, the Board voted to not approve the contract by a vote of 3(yes)-9(no).

Treasurer Treml presented the following memos which were shared with the board in advance:

- Contract Renewals FY '24 - Two Rivers works to confirm and renew service contracts annually and in alignment with the completion of the Two Rivers budget process. In preparation for FY24, Two Rivers seeks to complete the contract renewal process to ensure no disruption of service. Two Rivers used the services of the companies in the below table in FY23. Rates for FY24 were solicited from each vendor and increased/decreased usage (if any) was considered.

Contractor	Services	Rate Increase	FY23 Cost	FY24 Cost
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Alignstaffing	Education Staffing Agency	Average rate increase of approximately 8%. Rate increases are due to increase in minimum wage on 7/1/2023.	Contract value depends on use of services. Estimated year-end cost is \$700,000.	Contract value depends on use of services. Estimated cost is \$750,000
CliftonLarsonAllen	Audited Financial Services	3% increase	\$24,859	\$25,604.77
Cole Pediatric Therapy	Physical Therapy, Occupational Therapy, Speech Therapy, and Assistive Technology Evaluations	Rates for direct services and IEP-related services increased 5.4%. Rates for evaluations increased 2.7%. (This follows no rate change in FY23.)	Contract value depends on use of services. Estimated year-end cost is \$185,000.	Contract value depends on use of services. Estimated cost is \$197,000
Delta-T Group	SpEd Staffing Needs and Regular Education Subs	1% rate increase for SpEd substitute teacher, no increase for any other role	Contract value depends on use of services. Estimated year-end cost is \$65,000.	Contract value depends on use of services. Estimated cost is \$70,000
Early Autism Solutions	Behavior Specialist Consultant (ABA Therapy)	No rate change.	Contract value depends on use of services. Estimated year-end cost is \$80,000.	Contract value depends on use of services. Estimated cost is \$80,000

- Recommendation - It is requested that the Board approve the renewal of these contracts.
- FY24 Contract for Speech Language Pathology Services- Two Rivers is seeking to enter into a contract for speech language pathology (SLP) services. Following the Public Charter School Board’s procurement policy, a request for proposals was advertised in the DC Register, Washington City Paper, and Washington Informer on March 10, 2023. Two Rivers recommends contracting with Capitol Kids Therapy, Ellis Therapeutics, and Unlimited Expressions. Two Rivers has a long standing relationship with Capitol Kids Therapy. They provide excellent services to our students and work collaboratively with our staff. Unlimited Expressions has served a number of charter schools throughout DC. They come with strong references and are able to serve our entire population. Ellis Therapeutics has also served numerous charter schools in DC and also has a strong reputation. Ellis Therapeutics will be able to provide services beyond speech therapy, including psychological-educational evaluations, assistive technology evaluations, and other forms of direct services.
- Recommendation - Two Rivers requests approval to contract with Capitol Kids Therapy (\$25,000), Ellis Therapeutics (\$25,000), and Unlimited Expressions (\$70,000). for a total of \$120,000 in FY24.
- FY24 Contract for Student Bus Transportation- Two Rivers is seeking to enter into a contract for student bus transportation for field studies, overnight trips such as NorthBay, and athletic events for our sports teams. Following the Public Charter

School Board's procurement policy, a request for proposals was advertised in the DC Register and the Washington City Paper on March 3, 2023, and in the Washington Informer on March 9, 2023. Two Rivers recommends contracting with K & V Limo and Baron Tours. After reviewing their proposals and checking references, each of the companies has shown to 1) provide the services needed in terms of day and overnight trips; 2) offer a variety of vehicles (large and small buses; yellow and coach) to accommodate our varying needs; 3) charge reasonable rates relative to their competitors; and 4) provide quality customer service. Having several companies ensures that we are able to provide transportation for our various events without relying on the availability of one vendor.

- Recommendation - Two Rivers requests approval to contract with K & V Limo and Baron Tours for a total of \$100,000 in FY24.

Following a discussion the contract renewals, contracts for speech language pathology services, and contracts for student bus services were approved unanimously.

- Renovation of Middle School Lobby- Two Rivers sought an experienced general contractor to complete the renovations to the lobby. A notice of intent to enter a contract was issued on March 24, 2023, and placed advertisements in the DC Register, Washington Post, and Washington Informer. The lobby foyer is less than half the size of the previous middle school lobby. The reduced size has led to unexpected security management issues. The limited space has made it difficult to keep the entryway to the inner door clear, thus making it easy for students and visitors to enter the main campus area without being screened by the front desk staff. The redesigned lobby will increase the lobby by 80 square feet and allow the front desk staff to better manage who enters through the inner doorway. The vendor selected for this project will complete the work in June and July.
- Recommendation - Two Rivers recommends contracting with HEP Construction. They were the only bid submitted and have a proven track record of professionally completing projects for Two Rivers on time and within budget.
- Expanded Installation of Acoustical Panels- In March 2023, the Board approved the modification of the acoustic sound panels in the middle school's main building with District Construction. In addition to the middle school main building, the sound consultant provided recommendations for the Middle School gym and Young Elementary School Green. The gym and the Green are the primary large meeting spaces for school-wide community meetings and network-wide professional development. However, the acoustics in both locations are not optional for these types of meetings. Two Rivers initially issued a notice of intent to enter a contract on November 18, 2022, for an acoustical installer that yielded no submissions. Subsequently, Two Rivers and Studio 27 solicited District Construction, the original

acoustic contractor, to submit a proposal for the middle school's main building. Therefore, expanding District Construction's modified work scope does not unfairly exclude previous vendors.

- Recommendation - Two Rivers recommends expanding the District Construction contract.

Following a discussion on the logistics of the front lobby and acoustics renovation the memos were passed with one Trustee, Trustee Eddings abstaining.

Interim Executive Director Steinle shared a review of the current draft of the proposed SY 24 annual budget of which 'Two Rivers' operating expenses remain flat and revenue continues to exceed operating expenses yielding a positive ordinary net income. The FY24 budget reflects a sunset of federal pandemic relief funding and targeted staff restructuring to support students' social, emotional, and academic needs. The FY24 Budget meets both critical KPIs of Cash on Hand and Debt Service Coverage Ratio (DSCR). Revenue drivers include 5.05% increase in UPSFF revenue, carryover of pandemic-related funding, and conservative funding grant for lead teacher compensation while expense drivers include a 3% increase to all staff salaries.

A discussion was held around ordinary expenses, capital expenditures, building a contingency around student enrollment and student recruitment.

#### Governance Committee

Secretary Schlam shared that he is attending the PCSB Board with the Interim Executive Steinle regarding a notice of concern being issued to Two Rivers related to how Two Rivers staff responded to PCSB mystery callers asking about enrollment accessibility.

He also shared that there are 10 excellent applicants to the Board with 4 open spots. He also reminded the board that at the June meeting, the board will elect new officers and that any board member interested in running should contact him.

#### Development Committee

Trustee Phillips shared an update on grants which included an awarded Summer Boost grant for summer school and application of grant for summer bridge and Northbay. He also shared that the Gala netted \$51,000 and had 50 student performers and 2 live artists. Trustee Phillips highlighted Board attendance at the Gala and Board donations which reached a new high at over \$16,000 in donations.

#### Search Committee

Trustee Eddings shared that Board deliberations would be held on May 10th. She also thanked the Board and school officials for the time they have put into the search.

#### Closed Session

The Board of Trustees unanimously voted to move to Closed Session under Open Meetings Act OMA(b)(15) to discuss matters involving personally identifiable information of students.

The Board of Trustees unanimously voted to return to Open Session.

The Board of Trustees unanimously voted to move to Adjourn the meeting.

Adjournment

The meeting adjourned at 8:37pm.

Prepared by:  
Michelle Kimso /s/  
Executive Assistant

Submitted by:  
Eli Schlam /s/  
Secretary