TWO RIVERS BOARD OF TRUSTEES

April 8, 2024

Call to Order

Chair Treml called the April 8th Meeting of the Two Rivers Board of Trustees to order at 6:03PM at Young Elementary School. Chair Treml opened the meeting by explaining that the meeting would be held per the Open Meetings Act and recorded.

Roll Call

Board Members

Gregg Treml, Chair	Present
Ahnna Smith, Vice Chair	Present
Kimberly Eddings, Secretary	Present
Ben Robins, Treasurer	Present
Elle Carne, Trustee	Present
Lauren Hamilton-Edward, Trustee	Absent
Malik Husser, Trustee	Present
Alvincent Hutson, Trustee	Present
John Phillips, Trustee	Present
Derek Pierce, Trustee	Present
Jessica Proffitt, Trustee	Present
Erin Sheehy, Trustee	Present
Cara Williams, Trustee	Present
Aswathi Zachariah, Trustee	Present
Belicia Reaves, Executive Director and Ex Officio	Present

Others Present

Michelle Kimso, Executive Assistant
Aurora Steinle, Chief of Staff
Aqueelha James, Chief Academic Officer
Mary Gornick, Senior Director of Human Resources
Gail Williams, Chief Operating Officer
Anya Stockberger, 4th St Parent
Rachael Coad, 4th St FSA Chair
Corey Gordon, CEO & Founder of DeliverEd

Amending/Approval of Meeting Agenda

The meeting agenda was amended to correct the error of APD in the finance committee to ADP. Trustees Husser, Pierce, and Williams were not present, all other Trustees voted to amend and approve the agenda.

Amending/Approval of February 12th Minutes

The March 11th minutes were amended to reflect that Trustee Proffitt was absent at the March Board Meeting and to remove the word 'the' before Mailyn in the moment of silence. Trustees Husser, Pierce, and Williams were not present, all other Trustees voted to amend and approve the minutes.

Executive Director Report

Chief Academic Officer James shared the recent happenings at Two Rivers including the Latin Dance Competition, naming of Guye Turner as 4th Street Principal, and Celebration of Learning. She then gave an update on enrollment which informs the budget. The goal of student enrollment is 1,028. Waitlists are strong in PK at 4th Street while 5th grade at 4th street numbers are weakest. Trustees raised questions around waitlist numbers, preferred enrollment, classroom capacity.

James continued to share PCSB recommendation to continue Two Rivers' charter following the 20 year review. Two Rivers met the pathway for 4th Street and Young while the Middle School did not have 2 years of standalone data to meet the pathway. Questions were asked around what it meant to meet a pathway. It was decided to table the discussion around pathways until the May Board Meeting.

Strategic Planning Report

DeliverEd CEO Gordon shared an overview of the Strategic Plan which lifted three goals of:

1. Accelerate academic growth and achievement for all Two Rivers scholars through high-quality instruction
2. Strengthen the Two Rivers Culture of crew to support our who community
3. Build sustainable operational and financial systems that will support the future of Two Rivers

Along with the two anchors of:

1. Engage families as partners
2. Establish a strong culture of data use

She further shared the metrics, targets, strategies, defining success. A discussion was held around goals creation, sustainability of operations, strategies for achievement of definitions, students preparation into high school, frequency reporting to the board, and measures of strategies across goals.

Finance Committee Report

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

- Vendor for Payroll and Human Resources Management System (HRMS) - In June 2021, Two Rivers issued an RFP, in compliance with the DC PCSB procurement process, for a Payroll and Human Resources Management System. At the time of the contract award, the total amount was less than $25,000 and did not require Board approval. Due to an increase in users, for the first time since procuring and contracting with ADP for payroll and human resources management, Two Rivers will reach $25,000 in May 2024.
- Recommendation - It is recommended that the Two Rivers Board of Trustees votes to approve the contract with ADP. Two Rivers has used ADP since January 2022. Approval will ensure consistency and uninterrupted usage of our current system.

All Trustees voted to approve the recommendation.

Governance Committee

Secretary Eddings presented the following memos which were shared with the board in advance:

- New Trustee - The recent resignation of Trustee Michael Murphy left the Board with an even number of Trustees at 14. In order to be in compliance with the bylaws, Two Rivers Board of Trustees Bylaws require an odd number of Trustees. Two Rivers' Governance Committee, has decided to invite Elaine Hou, current member of the Academic Excellence Committee (AEC) to join the Board.
- Recommendation - It is the recommendation of the Governance Committee to add Elaine as a Trustee.

All Trustees voted to approve the recommendation. Secretary Eddings thanked Trustee Michael Murphy for his service to Two Rivers.

- New Trustee - Beginning in the 2023-24 school year, the Board committed to institute an official FSA Representative to the Board. The representative is not a trustee, does not count towards a quorum, and may not vote and will not participate in closed sessions, otherwise has the same rights to participate in a meeting as trustees The creation of this position did not impact the ability of other PSA/FSA leaders and members to attend and participate in board meetings as members of the public. This year, the FSA Representative is Rachael Coad. Rachael and her fellow FSA leaders reached out about how FSA could present agenda items and also rotate participation in the event the representative cannot attend. After some discussion, the Governance Committee is recommending the following protocols:
  - There will be one named "FSA Representative" to liaise with consistently, but that representative may inform the Board Chair and Executive Director in advance of a Board Meeting if they are delegating attendance for a meeting to

another FSA leader. At least one week of notice is requested unless there are extenuating circumstances.
    - To submit an agenda item, the FSA Representative shall give notice to the Board Chair and Executive Director one month prior for awareness and agenda planning purposes. Materials must be submitted on the timeline that Two Rivers follows for prepping the Board meeting packet. We strongly encourage the agenda content to be shared by the FSA Representative in advance and developed in collaboration with Two Rivers' leadership and staff.
- Recommendation- The governance committee recommended that the Board approve the protocols pertaining to the FSA Representative.

A discussion was held around FSA the role of the FSA board member. It was decided to table the vote to a future Board Meeting.

Secretary Eddings shared an update around Trustee recruitment and the need to build out the committees as a pipeline to serving on the Board. She also shared that all Trustees are interested in returning for SY 24-25.

Closed Session

All Trustees voted to move to closed session under OMA 2–575 (b) (10) To discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials, or of public charter school personnel, where the public body is the board of trustees of a public charter school.

Adjournment

The Board meeting adjourned at 8:23 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Kimberly Eddings/s/
Secretary