



TWO RIVERS BOARD OF TRUSTEES

June 10, 2024

Call to Order

Chair Treml called the June 10th Meeting of the Two Rivers Board of Trustees to order at 6:04PM at 4th St 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-Edwards, Trustee	Absent
Elaine Hou, Trustee	Present
Malik Husser, Trustee	Absent
Alvincent Hutson, Trustee	Present
John Phillips, Trustee	Present
Derek Pierce, Trustee	Present
Jessica Proffitt, Trustee	Absent
Erin Sheehy, Trustee	Present
Cara Williams, Trustee	Absent
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
Khizer Husain, Senior Director of External Relations
Raj Thomas, EdOps School Finance Manager

Approval of Amended Meeting Agenda

The agenda was amended to have the Governance Committee follow the Executive Director Report. Trustees Hutson and Hou were not present, all other Trustees voted to approve the agenda.

Approval of Amended May 13 Minutes

The minutes were amended to reflect that the word 'agenda' should be changed to 'minutes' in the minutes section of the May 13th minutes. Trustees Hutson and Hou were not present, all other Trustees voted to approve the amended minutes.

Executive Director Report

Executive Director Reaves started her report by sharing a reflection on year "0", which included building back crew through staff learning and playing together, reduction on Middle School major incidents from 430 for SY '22-'23 to 91 for SY '23-'24, and approving the strategic plan. She then continued to share that DC Public Charter School Board (DC PCSB) is rolling out a new framework which will be going into effect next SY, but not reported publicly until fall of 2026, based on SY '25-'26. Reaves continued to share that Two Rivers currently has 1,118 students enrolled for SY '23-'24 with a promising start to the enrollment cycle and that the network has a 75% teacher retention rate and a 78% overall staff retention rate.

A discussion was held on Middle School improvement and the ASPIRE framework, total enrollment, last year's enrollment, per pupil funding, and teacher retention.

Governance Committee

Trustee Hutson also proposed the following Executive Committee for July 1, 2024-June 30, 2025.

Chair-Gregg Trembl
Secretary-Elle Carne
Treasurer-Ben Robins

Secretary Eddings was not present, all other Trustees voted to approve the new Executive Committee.

Chair Trembl thanked Vice Chair Smith and Secretary Eddings for their service.

Trustee Hutson presented the following memo which were shared with the board in advance:

- **Board of Trustees - Vote for Second Term** - Two Trustees, Ahnna Smith and Dr. Derek Pierce's current term ends on June 30, 2024. They both wish to continue for a second 3-year term on the Board of Trustees.
- Recommendation- It is recommended that the Board of Trustees vote Ahnna Smith and Dr. Derek Pierce to a second term.

Secretary Eddings was not present, all other Trustees voted to approve the renewal for Trustees.

Development Committee

Senior Director of External Relations Husain shared that the Board gave \$37,000 through hosting voyages, individual, and contact giving. Two Rivers received the summer boost grant for summer school. Through fantastic voyages and the auction, netted close to \$50,000, similar to the gala last year. The 20th anniversary event webpage will launch this summer.

Questions were raised around the net for the voyages, average donor gift, number of people, and the cost benefit of the staff time in development events.

Finance Committee Report

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

- Contract for Applied Behavior Analysis Services - Following DC PCSB procurement process, Two Rivers sought to enter into a contract for Applied Behavior Analysis (ABA) services, as a vital part of the special education program. Two Rivers received 5 proposals from Sterling Speech Associates, Ellis Therapeutic, Maxim Health, New Story IDS LLC, and Attain Therapy. Proposals were reviewed by a selection committee and proposals were ranked using a scoring rubric which considered experience, services provided, cost, and reference feedback. Two Rivers recommends contracting with Sterling Speech Associates, Ellis Therapeutic, and Attain Therapy. Both Sterling and Ellis have worked with Two Rivers and Attain Therapy has served a number of charter schools throughout DC.
- Recommendation - Two Rivers recommends contracting with Sterling Speech Associates, Ellis Therapeutic, and Attain Therapy, for a total of \$87,000 in FY24.
- City Teaching Alliance Contract Renewal for FY25 - In compliance with DC Public Charter School Board requirements, staffing contracts and renewal contracts can be renewed without further procurement. Since 2018, Two Rivers has contracted with City Teaching Alliance (formerly known as Urban Teachers) to provide teacher recruitment, selection, training, and certification services to Two Rivers through a teacher residency model. The rate for SY24-25 will be an annual salary per resident of \$35,000 and \$7,500 in administrative fees per resident. The estimated yearly cost is approximately \$120,000 in FY25 to support three residents.
- Recommendation - Two Rivers recommends approval to contract with City Teaching Alliance for the SY24-25.
- FY25 Drumming Instruction Contracting Services - To ensure Two Rivers middle school students have engaging, authentic arts instruction, Two Rivers proposes adding an additional arts elective of drumming for middle school students. This additional elective will allow for smaller class sizes to support stronger instructional practices and allow students to choose from various offerings for their arts instruction, increasing student motivation and engagement. Following the DC

PCSB procurement process, Two Rivers received proposals from two vendors: M. Jones Companies, LLC and Traditional Expressions. Two Rivers used an evaluative process involving considering experience, scope of services, cost, and references.

- Recommendation - Based on the review, the team recommends contracting with Traditional Expressions for \$75,000 for SY '24-'25.
- KIPP DC Public Charter Schools Fellowship in Special Education Program for FY25 -Two Rivers is taking steps towards refining the co-teaching model and providing differentiated professional learning. The Fellowship in Special Education program is a teacher development and licensure program run by KIPP DC to increase the number of special education teachers certified and highly qualified to deliver special education instruction. The contract with KIPP DC is exempt from the DC Public Charter School Board procurement process because it is considered job-related training. The rate for SY24-25 will be \$8,000 per participant. Two Rivers currently has five teachers who have been accepted into the program.
- Recommendation - Two Rivers requests approval to contract with KIPP DC for the SY24-25 for \$40,000.
- Vendor Renewals for FY25 - Two Rivers used the services of the companies in the below table in FY24, which were previously procured in compliance with DC Public Charter School Board requirements and are eligible for renewal without further procurement. Rates for FY25 were solicited and increased/decreased usage (if any) was considered. The contracts are each estimated to have an aggregate value equal to or exceeding \$25,000 over the course of the fiscal year and therefore necessitate board approval according to Two Rivers policy.

Contractor	Service	Rate Increase	FY24 Cost	FY25 Cost
DWW Psychological Services	Psychological Evaluations	Vendor increased fees in FY24 due to pandemic-related inflation in cost of testing materials and labor, but did not apply that increase to Two Rivers until FY25. Aggregate 10% increase in rates across all services.	\$21,000	Cost depends on usage. Estimated cost is \$25,000.

- Recommendation - It is recommended that the Two Rivers Board of Trustees approve the renewal of listed contracts.

Questions were raised on drumming, teachers commitment following KIPP Fellowship, and teachers profile of those attending KIPP Fellowship.

Trustee Eddings was not present and Trustee Phillips did not vote. All other trustees voted to approve the vendor renewals, Contract for Applied Behavior Analysis Services, City Teaching Alliance Contract Renewal for FY25, FY25 Drumming Instruction Contracting Services, KIPP DC

Public Charter Schools Fellowship in Special Education Program for FY25, and Vendor Renewals for FY25.

Treasurer Robins shared that The Internal Controls Policy Manual has been updated with the following:

- Fixed Assets: This update aligns with revised IRS guidelines.
- Business and Finance Manager: This is an update of the position title for the former Business Program Associate.
- Add COO to be authorized required second signature: The current language requires that only ED serve as the second signature. However, this update supports an expanded finance staff.
- Cash Box: The changed language includes issuing cash boxes to FSA for FSA events.
Add
- Procurement and Conflict of Interest: This statement ensures that all procurements include the Two Rivers Conflict of Interest Disclosure Statement (CIDS). The statement also includes that a CIDS is part of all new and renewal contracts.
- Credit Card: This statement outlines the process for issuing and using Two Rivers for credit cards.
- Credit Card Processing Methods: This statement outlines the accepted use of third-party terminal devices, such as Square and online payment platforms.
- Peer-to-Peer Transactions: This statement outlines the prohibited use of app payments such as CashApp and Venmo.
- Recommendation - Two Rivers recommends updating the Internal Controls Policy Manual to align the policy with revised IRS guidelines and organizational practices and structure changes.

Trustee Eddings was not present and Trustee Phillips did not vote. All other trustees voted to approve the Internal Controls Manual.

Chief Operating Officer Williams and EdOps School Finance Manager Thomas shared that in May, the first draft of the budget for FY '25 was shared with the Board. Since then a limited - but impactful - number of changes from the draft version (May) of the FY25 budget were made including:

- This years forecast
- COLA increase from 2% to 3%
- Per Pupil Funding 10% to 12.4% meaning extra revenue of 458,000 which will be used to cover 2 Special Education positions, and the drumming contract

- Recommendation - Two Rivers recommends approving the FY25 Budget as required by the DC PCSB.

Questions were raised about the Family Engagement Coordinator and Technology Coordinator positions. Questions were also asked around revenue and private grants & foundation funding.

Trustee Eddings was not present. All other trustees voted to approve the FY '25 budget.

Academic Excellence Committee

Vice Chair Smith shared that more data would be forthcoming at the August 10th Board Retreat. For this year, 98% of students took the DC CAPE, 92% of students passed 8th grade passage portfolio on their first attempt, and 77% of 8th graders matched with their top 3 high school choices.

The meeting was closed with reminders to complete a poll for upcoming Board Dinner, summer reading, next year's meeting schedule, and upcoming e-vote.

Adjournment

The Board meeting adjourned at 7:48 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Alvincent Hutson/s/
Trustee