



TWO RIVERS BOARD OF TRUSTEES

May 13, 2024

Call to Order

Chair Treml called the May 13th Meeting of the Two Rivers Board of Trustees to order at 6:02PM via Zoom. 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	Absent
Ben Robins, Treasurer	Present
Elle Carne, Trustee	Present
Lauren Hamilton-Edwards, Trustee	Present
Elaine Hou, Trustee	Present
Malik Husser, Trustee	Present
Alvincent Hutson, Trustee	Present
John Phillips, Trustee	Absent
Derek Pierce, Trustee	Present
Jessica Proffitt, Trustee	Present
Erin Sheehy, Trustee	Present
Cara Williams, Trustee	Present
Aswathi Zachariah, Trustee	Absent
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
Anya Stockberger, 4th St Parent
Raj Thomas, EdOps School Finance Manager

Approval of Meeting Agenda

Trustees Hamilton-Edwards, Pierce, and Williams were not present, all other Trustees voted to approve the agenda.

Amending/Approval of April 8th Minutes

Trustees Hamilton-Edwards, Pierce, and Williams were not present, all other Trustees voted to approve the minutes.

Executive Director Report

Executive Director Reaves started her report by sharing the pathways to achieve recognition by PCSB for meeting charter goals. She also shared that the Middle School started as its own entity in SY '20-'21, therefore did not have enough data for assessment and that on April 22nd PCSB voted to renew Two Rivers Charter for another 5 years. Reaves continued with an enrollment update including the ways that TR has increased visibility through partnering with schools and daycare providers. Pertaining to enrollment, the two areas to keep an eye on are rising 6th and 8th grade.

A discussion was held on attrition, naming and preventing challenges with enrollment, and on staffing.

Development Committee

Senior Director of External Relations Husain shared that Fantastic Voyages have raised 90% of its goal and had around 200 participants. The team is focusing on events to celebrate the 20th anniversary.

A discussion was held on grants recently received. Trustees were also encouraged to bid on the auction items.

Academic Excellence Committee

Vice Chair Smith shared that the committee reviewed the strategic plan during their last meeting.

Finance Committee Report

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

- 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
ADP, Inc.	Payroll and Human Resources Management System	No change	\$29,000	\$29,000
Cole Pediatric Therapy	Physical Therapy, Occupational Therapy, Speech Therapy, Assistive Technology Evaluations	No change	Contract value depends on use of services. Estimated year-end cost is \$290,000.	Contract value depends on use of services. Estimated cost is \$290,000.
Capitol Kids Therapy	Speech Language Pathology	No change	\$60,000	\$60,000
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.	\$16,850	\$18,535
Educational Solutions	Tutoring for SPED	No change	\$40,000	\$40,000
NorthBay	Middle School Outdoor Education Program	No change	\$27,200	\$32,000
EL Education	Professional Development and Implementation of the EL Education School Reform Design	Services have various rates. Two rates increased while most stayed the same. Aggregate 3% increase in rates across all services.	\$82,600	\$85,078
DC Charter School Alliance	Charter School Alliance membership	No change in rate. Charge is per pupil, as determined by previous year's UPSFF enrollment.	\$26,300	\$25,550
Dynamic Network Solutions	Technology Support Services	3.5% increase	\$169,032	\$174,948
Busy Bee Environmental	Custodial Services (4th Street ES)	2.61% increase (includes the 7/1/24 increase to minimum wage)	Contract value depends on use of services. Estimated year-end cost is \$253,000	\$274,000 (\$259,000 for contracted services and \$15,000 for out of contract services and consumables)

Bradcorp	Custodial Services (MS and Young ES)	4.38% increase (includes the 7/1/24 increase to minimum wage)	Contract value depends on use of services. Estimated year-end cost is \$410,000.	\$455,736 (\$425,736 for contracted services and \$30,000 for out of contract services and consumables)
EdOps	Finance and Accounting Services	The 20% increase represents a standard 5% increase plus the anticipated use based on FY24 actual services. In FY24 we converted to an hourly rate and when the budget was established, it was an estimate of the actual hours.	Contract value depends on use of services. Estimated year-end cost is \$215,000.	Contract value depends on use of services. Estimated cost is \$260,000
Whitsons Culinary Group	Food Service Management	4% increase	Estimated year-end cost is \$514,370	\$535,000
CliftonLarsonAllen	Financial Audit	8% increase	\$32,008	\$37,500 (\$34,500 fixed fee, plus \$3,000 one-time fee for implementation of new auditing standards)
William Braxton Trash Service	Sanitation Services	No change	\$30,000	\$30,000
AMD Enterprise (short distance trips)	Student Transportation	No vendor rate change. TR has budgeted \$130K for FY 25 for student transportation. Three vendors will be used to provide short and long-distance transportation needs. The budgeted amount will be divided up based on the anticipated transportation needs.	\$65,000	Contract value depends on use of services. Estimated cost is \$70,000
K & V Limousine Service (short and long distance trips)	Student Transportation	30 passenger bus: 9% increase for daily rate, no increase for hourly rate 50 passenger coach: 9% increase for daily rate, 10% increase for hourly rate. TR has budgeted \$130K for FY 25 for student transportation. Three vendors will be used to provide short and long-distance transportation needs. The budgeted amount will be divided up based on the anticipated transportation needs.	\$50,000	Contract value depends on use of services. Estimated cost is \$35,000

Baron Tours (long distance trips)	Student Transportation	25% rate increase. TR has budgeted \$130K for FY 25 for student transportation. Three vendors will be used to provide short and long-distance transportation needs. The budgeted amount will be divided up based on the anticipated transportation needs.	\$6,600	Contract value depends on use of services. Estimated cost is \$25,000
Pepco	Electricity Utility (<i>Delivery only</i> . Supply is provided by Constellation.)	No change	Contract value depends on use of services. Estimated year-end cost is \$180,840.	Contract value depends on use of services. Estimated cost is \$180,840.
DC WASA	Water and Sewer Utilities	No change	Contract value depends on use of services. Estimated year-end cost is \$90,500	Contract value depends on use of services. Estimated cost is \$90,500
Verizon	Telephone Service	No change	Contract value depends on use of services. Estimated year-end cost is \$37,000.	Contract value depends on use of services. Estimated cost is \$37,000

- Recommendation - It is recommended that the Two Rivers Board of Trustees approve the renewal of listed contracts.
- FY25 Substitute Staffing Contracting Services - Following DC PCSB procurement process, Two Rivers sought the services of staffing companies to maximize the ability to address absences and vacancies in a strategic manner that capitalizes on the specialties of a variety of companies to ensure that our day-to-day and long-term needs are met. Fourteen proposals were received from: Alignstaffing, Delta-T Group, Midtown Group, Teachers on Demand, Enriched Schools, StaffVengers, Scoot Education, Swing Education, Kokua Education, The Allicock Group, Liberty Education Solutions, Maxim Staffing Services, Focused Staffing Group, and Spur Staffing. A team reviewed the proposals and used a scoring rubric to rank the proposals. Based on the review, the team recommends contracting with ten companies to ensure maximizing the ability to fill daily and long-term absences with highly qualified, specialized staff. Below is a summary of the vendors and primary utilization for each staffing agency:

Agency Name	Primary Scope of Services	New Vendor or Renewal
Alignstaffing	Dedicated Aides	Renewal
Teachers on Demand	Long-term substitute teachers	Renewal
Enriched Schools	Long-term substitute teachers	Renewal
StaffVengers	Long-term substitute teachers and advance notice day-to-day substitute teachers	Renewal
Delta-T Group	Special Education	Renewal
Scoot Education	day-to-day substitute teachers	New Vendor
Swing Education	day-to-day substitute teachers	New Vendor
Kokua Education	day-to-day substitute teachers	New Vendor
Focused Staffing Group	day-to-day substitute teachers	New Vendor
Spur Staffing	day-to-day substitute teachers	New Vendor

- Recommendation** - It is recommended that the Two Rivers Board of Trustees approve contracting with Alignstaffing, Teachers on Demand, Enriched Schools, StaffVengers, Delta-T Group, Scoot Education, Swing Education, Kokua Education, Focused Staffing Group, and Spur Staffing.
- Chromebook Procurement for Replacement Devices** - Two Rivers sought to purchase 500 Chromebooks for expanded student technology access as a part of its academic program. The procurement schedule ensures devices are replaced when they reach the end of the 4 year warranty period. Devices purchased for the 2024-2025 school year will replace devices procured in 2020-2021. Following the DC DCSB procurement process, Two Rivers received proposals from six vendors: Dynamic Network Solutions, ICT Resources, ComputerWare, W.B. Mason, Xerox, and Massive IT ranging from \$188,970 to \$225,000.
- Recommendation** - It is recommended that the Two Rivers Board of Trustees approve contracting with Dynamic Network Solutions (DNS). They scored highest on our rubric compared to vendors offering our preferred Dell Chromebook brand and offered the lowest overall price of \$188,970.
- Facilities Conditions Assessment** - Following procurement according to the DC PCSB process, Two Rivers received proposals from eight vendors: ARIS Condition Assessment, Bureau Veritas, Studio 27, Fletcher, Prismatic, Ashley McGraw, Owner Rep, and Meng Analysis for conducting facility condition assessments (FCA) on all

Two Rivers buildings. Data from the FCA is used to develop and update the capital project replacement timelines, including determining the financial reserves schedule for future projects and is recommended to be conducted every five years. Based on a completed rubric, the top four bidders were asked to provide a complete redacted assessment report. Based on the review of the sample reports, the final two bidders' were interviewed, and their references were checked.

- **Recommendation** - It is recommended that the Two Rivers Board of Trustees approve contracting with ARIS Condition Assessment at \$35,100. They scored highest on the rubric, which comprised a cost review, demonstrated project delivery experience, and a technical review of a sample report.

All Trustees voted to approve the vendor renewals, substitute contract, chromebooks, and facilities conditions assessment.

Chief Operating Officer Williams, EdOps School Finance Manager Thomas, and Treasurer Robins shared an overview of the Board Budget which supports the strategic plan. The operating cash is healthy and net income is negative due to depreciation. Two Rivers has a projected enrollment of 1,028 though the budget is built off of 1,020 students. The proposed budget includes a 10% per-pupil funding increase and a contingency of \$50,000. Cash on hand is set at 90 days. Potential risks include salary increases from 2% to 3% for staff COLA, adding two employees to support the strategic plan (Director of Family Engagement & Instructional Technology Coordinator), and increasing the contingency to \$100k. The potential upsides include a higher PPR, 8 student contingency, expense contingency, and DSCR cushion.

A discussion was held on the number of students the budget was built on, COVID dollars expenditure, staffing: vacancies, new positions, and leveling up teachers, and the focus on student facing positions.

Academic Excellence Committee

Vice Chair Smith shared that the committee reviewed the strategic plan during their last meeting.

Governance Committee

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

- **FSA Representative** - 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

- Recommendation- The governance committee recommended that the Board approve the protocols pertaining to the FSA Representative.

After a discussion including a request to update FSA bylaws to reflect the above memo, the vote was unanimously passed.

Trustee Hutson further shared that there would be elections for officers at the June meeting. Chair Tremel announced that he would not be seeking reelection and encouraged Trustees to reach out to Secretary Eddings should they be interested in self-selecting or nominating someone for an officer position.

Adjournment

The Board meeting adjourned at 8:06 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Alvincent Hutson/s/
Trustee