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TWO RIVERS BOARD OF TRUSTEES

May 10, 2022

Call to Order

Chair Zachariah called the May 10th Meeting of the Two Rivers Board of Trustees to order at 6:03 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
Saumil Shah, Treasurer	Present
Jenny Bradbury, Trustee	Present
Kimberly Eddings, Trustee	Absent
John Phillips, Trustee	Present
Derek Pierce, Trustee	Present
Ahnna Smith, Trustee	Present
Matthew Steenhoek, Trustee	Present
Penelope Thornton Talley, Trustee	Absent
Theo Thompson, Trustee	Present
Kristina Kyles-Smith, Executive Director and Ex Officio	Present

Others Present

Aurora Steinle, Chief of Staff
Gail Williams, Chief Operating Officer
Michelle Kimso, Executive Assistant
Driss Belachen, Senior Director of Finance
Alex Mackey, Director of Grants
Elena Gaona, Young Elementary and Middle School parent

Approval of Meeting Minutes

The Board unanimously approved the April 19th meeting minutes.

Approval of Meeting Agenda

The Board unanimously approved the May 10th meeting agenda.

Executive Director Report

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Executive Director Kyles-Smith started by sharing that Two Rivers is working to finalize the instructional focus and ensure it is aligned with the budget. She shared that the goals for the upcoming year include: recovering the integrity of the instructional model, regrounding leadership, grounding the Middle School, and ensuring continued long-term financial stability. Trustees requested additional clarity as to what the goal means and any changes that may need to happen to achieve that goal. Dr. Kristina explained that the budget will be more contextualized at the next board meeting when she presents the operational update which includes narrative that explains the budget plans.

Chief of Staff Steinle shared that Two Rivers is working with 15 current staff on enrollment with new and current families. Two Rivers is currently approximately 100 students behind where they want to be, with re-enrollment, which closes on May 20th. She also noted that Two Rivers does have a healthy waitlist though it is lower than the post-match day lists from last year.

Executive Director Kyles-Smith then reported that instructional staff are finalizing their contracts with 96% of 4th Street, 95% of Young, and 78% of Middle School staff have signed contracts for next year. Kyles-Smith noted that though Two Rivers consistently strives to offer competitive wages and it is difficult to do so. This year, staff were given retention bonuses. There was a discussion about Middle School retention and the reason behind the lower contract completion rate.

Board Committee Reports

Governance Committee

Secretary Schlam shared that the Governance Committee has received a diverse Trustee applicant pool. The committee intends to present a slate of Trustees in June for the Board to vote on. Additionally, Trustees should let Secretary Schlam know if they are interested in running for an executive position.

Academic Excellence Committee

Trustee Bradbury shared that the meeting planned for this month didn't happen, and agenda items will be shifted to the next meeting, where they will look at data and disparities as well as high-quality work protocols. Additionally, future reports will include scholarly habits and social-emotional data.

Development Committee

Trustee Phillips shared that the Gala Committee is meeting for a recap of the gala, where they will be focusing on opportunities to do the auction in a different way. The team is also applying for a continuation of a Target DEI grant focusing on expeditions.

Finance Committee

Treasurer Shah shared an update on a budget of which the UPSFF increased 5.9%, and Two Rivers is projecting a 6% increase in enrollment which also requires an increase in staffing. Two Rivers is working to take a longer-term view of the budget. Next year looks good financially, yet the following years are challenging. Current modeling results in a debt service coverage ratio of .81 and .82 in FY24 & FY25. Two Rivers bond requires a 1.1 ratio. The school is committed to making adjustments to the budget for FY24 and 25 to meet debt service requirements and have a more sustainable budget.

Treasurer Shah presented the following Memo, which was shared with the Board in advance:

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- Budget- Two Rivers FY23 budget reflects continued priorities that we have engaged in for some time and new priorities that reflect the evolving needs of our program and students. The budget has 3 main priorities: Middle School expansion, fair and competitive salaries for TR Staff, and the recovery of our pre-pandemic staffing and educational model. There is also a commitment to responding to the Need for Enhanced General Education Student Supports and responding to the Need for Enhanced Teacher Content-specific Feedback and Coaching.
- Recommendation - The Board to approve the budget.

The Board of Trustees engaged in a discussion regarding the Middle School model.

Following discussion, the Board voted to approve the budget unanimously.

Trustee Thompson presented the following three Memos, which were shared with the Board in advance:

- Vendor Renewal- Two Rivers used the vendors below during FY22 and would like to continue using the vendors for FY23 in order to complete the contract renewal process to ensure no disruption of service.

Contractor	Services	Rate Increase	FY22 Cost	FY23 Cost
Alignstaffing	Education Staffing Agency	Average rate increase of approximately 10%. (Dedicated aide rate increased by 8.6%, daily substitute teacher rate increased by 12%, and teacher assistant rate increased by 9.5%). Rate increases are due to increase in minimum wage on 7/1/2022. Rate increases are also designed to make Two Rivers more competitive with other schools that Alignstaffing serves, so that workers are more likely to choose our assignments over others.	Contract value depends on use of services. Estimated year-end cost is $753,550.	Contract value depends on use of services. Estimated cost is $733,640.
Conaboy & Associates, Inc.	Physical Therapy (PT), Occupational Therapy (OT), and Assistive Technology (AT) Evaluations	No rate change. No significant usage change. This vendor will be used almost exclusively for PT but will also meet any overflow OT needs and perform occasional AT evaluations.	Contract value depends on use of services. Estimated year-end cost is $74,000.	Contract value depends on use of services. Estimated cost is $74,000.
Delta-T Group	SpEd Staffing Needs and Regular Education Subs	8% increase in rates	Contract value depends on use of services. Estimated year-end cost is $80,000.	Contract value depends on use of services. Estimated cost is $85,000.
DC-Net	Internet Connectivity	Two Rivers receives discounted internet connectivity rates through the E-Rate program. This contract was procured through the E-RATE process during the SY20-21 bidding season; that contract allows for renewal and leverages the same discounted rate.	Contract value depends on use of services. Estimated year-end cost is $36,000	Cost (minus 50% E-RATE funding) $22,588.82
The Hartford	Workers' Compensation Insurance	No rate change. Premium increase is based on increase in reported payroll.	$34,434	$39,891
The Hartford	Package Insurance	2.4% increase	$93,532	$95,721
The Hartford	Umbrella Insurance	negligible increase	$5,779	$5,801
The Hartford	Student Accident Insurance	Premium increase of 20%. No rate change. TR has been paying the same premium for several years, based on SY18-19 enrollment numbers. Increased amount is due to updated enrollment numbers.	$4,703.60	$5,657.70

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- Recommendation - It is recommended that Two Rivers continue to use all listed vendors. All continue to be effective, affordable partners.

The Board voted to approve the vendor renewals with Trustee Steenhoek abstaining.

- Chromebooks- Two Rivers is seeking to purchase 170 Chromebooks and ten computer charging carts. Devices purchased for the 2022-2023 school year are replacing devices procured in 2018-2019. Two Rivers received proposals from three vendors: ICT Resources, Trafera, and Marlor Company. All the proposals offered pricing for Dell Chromebooks and charging carts. Two of the three proposals offered the solicited 4-year accidental damage protection. The submitted proposal costs ranged from $47,964.90 to $82,400.
- Recommendation - Two Rivers recommends contracting with ICT Resources for $73,989. They scored highest on the rubric compared to vendors offering the preferred Dell Chromebook brand and the second-lowest overall price.

The Board voted to unanimously approve the Chromebook and computer cart purchases.

- Painting- Two Rivers sought an experienced general contractor or professional painting service with the capacity to paint all four buildings between the end of June and the beginning of August and have the ability to work around the Two Rivers summer program and staff orientation. Two Rivers received one proposal from M&M Contractors, LLC for $89,900.
- Recommendation - Two Rivers recommends contracting with M & M Contractors, LLC. They were the only bid submitted and have a proven track record of professionally completing summer blitz projects for Two Rivers on time and within budget.

Following discussion, the Board voted to approve the painting contract, with Chair Zachariah abstaining.

Adjournment

The Board meeting adjourned at 7:33 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Eli Schlam/s/
Secretary