TWO RIVERS BOARD OF TRUSTEES

March 13, 2023

Call to Order

Chair Zachariah called the March 13th 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	Absent
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	Present
Ben Robins, Trustee	Present
Ahnna Smith, Trustee	Present
Aurora Steinle, Interim Executive Director and Ex Officio	Present

Others Present

Michelle Kimso, Executive Assistant
Alicia Rowe, Two Rivers Young ES and MS Parent
Karen Young, Two Rivers Middle School FSA Secretary
Anya Stockburger, Two Rivers 4th Street PSA President
Mary Miller, Two Rivers 4th Street Parent
Erin Sheehy, Two Rivers Middle School Parent
Cara Williams, Two Rivers 4th Street PSA Secretary

Approval of Meeting Agenda

The Board voted unanimously to approve the March 13, 2023 agenda.

Approval of Meeting Minutes

The Board voted unanimously to approve the February 13, 2023 minutes.

Interim Executive Director Report

Interim Executive Director Steinle started her update by sharing that Two Rivers is currently launching spring expeditions and had recently had 80 students and 10 student ambassadors participate in Literacy Night. With regards to hiring, she shared that Two Rivers is looking forward to next school year while also hiring for a long term sub in 5th grade and 7th grade science. She also shared that according to data from Insight Surveys, staff are looking for more observation and feedback. There is also an emerging gap around identification of bias and mitigating it. Two Rivers is looking at takeaways and root causes. At this time, there seems to be a strong likelihood that most will return next school year.

With regards to student enrollment and recruitment, Interim Executive Director Steinle shared that the numbers are similar to last year, although Two Rivers has seen an increase in students applying for other schools. The one area of concern is potentially under enrollment of 7th grade.

Interim Executive Director Steinle also gave an update on the middle school. School leadership is actively working on altering routines and movement around the building, which has led to less out-of-class time for and fighting among the students. One third of the fights tend to be off campus and Two Rivers will intervene and administer consequences for fights if students are in uniform even if they are off property. The school is actively partnering with families, as the scale isn't large and many of the fights are interrelated.

Board Committee Reports

Finance Committee

Treasurer Treml shared that the committee is planning for budget season. He also presented the following memos which were shared with the board in advance:

- Procurement of Electricity Supply Vendor - Two Rivers belongs to the Community Purchasing Alliance Cooperative (CPA). In 2020, Two Rivers procured two-year electricity supply contracts with Constellation Energy through the CPA process. In December 2022, when the Constellation contracts were set to expire, the CPA recommended floating on the utility through at least May 2023, so Two Rivers reverted to the utility for its electricity supply. Two Rivers would like the opportunity to join the procurement which will reconvene in April or May, 2023. However, because of the tight time frame between learning the Strike Price and making the commitment (one week), the group procurement process does not allow Two Rivers to seek full board approval before making the commitment to enter the contract.
- Recommendation - Two Rivers requests that the board approve the process outlined above and give Chief Operating Officer Gail Williams the authority to sign the authorization to join the group electricity purchase via the CPA.

- FY23 K & V Limousine Contract Unexpectedly Exceeding $25,000 - Two Rivers uses various bus companies for student transportation to and from field studies and athletic competitions. This service was procured via an RFP in 2017, when we chose AMD Enterprise (with a fleet of traditional school buses) and again in 2020, when we added America Transportation (with a fleet of coach buses, suitable for both short and long-range trips). Both contracts have been renewed annually since then. In the spring of 2022, Two Rivers found that neither bus vendor was available for a particular series of local trips, and instead used K & V Limousine, with the knowledge that they would be used for less than $25,000 in FY22. Two Rivers found that K & V Limousine, which uses coach buses, provided better service at a lower cost than the other coach service (America Transportation), so we decided to continue using them to supplement the other bus vendors. The intention was to use K & V Limousine for less than $25,000 in FY23. However, due to multiple leadership changes at the start of the school year, the person ordering bus service for Two Rivers was not provided monthly budget tracking and was unaware that the amount paid to K & V Limousine had exceeded $25,000. Two Rivers wishes to inform the Board of a contract that has unexpectedly exceeded $25,000 in FY23 and ask for approval for the larger cost.
- Recommendation - Two Rivers recommends continuing to work with K & V Limousine for the remainder of FY23, at an estimated total FY23 cost of $72,815, and asks that the board approve this contract.

- Middle School Acoustical Panels - During the design phase of the new middle school, a decision to create an aesthetically open fishbowl to include the Two Rivers signature sitting steps in the main building was made. While aesthetically appealing, the open concept did not consider the boisterous sounds of over 250 students navigating the space. Upon reopening, staff and students complained about the high noise level in the hallways, which was resulting in a learning environment frequently disrupted by noise. Two Rivers sought an experienced general contractor or acoustical panel installer to upgrade the acoustical paneling in the Middle School's main building. Two Rivers received one proposal from District Construction for $188,260.
- Recommendation - Two Rivers recommends contracting with District 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.

- DC-Net Contract Renewal for FY24 - Two Rivers seeks to request approval to renew the DC-Net contract for internet connectivity services for FY24. 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. The estimated year-end cost is $36,000.

- Recommendation - It is recommended that Two Rivers continue to use DC-Net for internet connectivity services. They continue to be an effective, affordable partner.

The board held a short discussion on capital funding projects. Following the discussion, aside from one Trustee abstaining (due to having to leave the meeting early), the board unanimously approved the contracts mentioned above.

Governance Committee

Trustee Hutson shared that recruitment has started for the next board cycle and officer elections will be held in May. He also presented the following Memo, which was shared with the Board in advance:

- Two Rivers Mission Statement Review - Annually, Two Rivers must review the program's mission statement through the appropriate governance procedures. The review ensures that the program's integrity and commitment to the importance of liberal education are maintained. Since the founding of Two Rivers, the mission statement has not changed:

  Our mission is to nurture a diverse group of students to become lifelong, active participants in their own education, develop a sense of self and community, and become responsible and compassionate members of society.
- Recommendation - It is the recommendation of the school network that our mission statement not be changed.

After discussion, the board unanimously approved the mission.

Development Committee

Trustee Phillips shared that there is great enthusiasm and collaboration for the Gala and roughly 200 tickets have been sold. Senior Director of External Relations Husain shared that the vendor unexpectedly switched the venue to Dock5 because of a double booking and the team has begun to plan for a new experience in a familiar space. The board has already raised $6,000 for a match.

Search Committee

Trustee Eddings shared that the Executive Director position was posted on February 15th and has already received over 70 applications with Edgility reaching out to 100 additional candidates. They are beginning to screen candidates and are being versed in the TR Way in hiring.

Academic Excellence Committee

Trustee Pierce shared that the committee is working to frame up a writing program and find a curriculum that fits the school's goals and mission because writing has taken a backseat to other programmatic needs.

Adjournment

The Board meeting adjourned at 7:29 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Eli Schlam/s/
Secretary