



TWO RIVERS BOARD OF TRUSTEES

June 12, 2023

Call to Order

Chair Zachariah called the June 12th Meeting of the Two Rivers Board of Trustees to order at 6:03 PM at Young Elementary School. 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
Gregg Treml, Treasurer	Present
Jenny Bradbury, Trustee	Present
Kimberly Eddings, Trustee	Present
Lauren Hamilton-Edward, Trustee	Absent
Alvincent Hutson, Trustee	Present
John Phillips, Trustee	Present
Derek Pierce, Trustee	Present
Michael Murphy, Trustee	Present
Ben Robins, Trustee	Present
Ahna Smith, Trustee	Present
Aurora Steinle, Interim Executive Director and Ex Officio	Present

Others Present

Michelle Kimso, Executive Assistant
Gail Williams, Chief Operating Officer
Kenneth McCants-Pearsall, Chief Academic Officer
Crystal Lewis, Director of Finance & Grants
Khizer Husain, Senior Director of External Relations
Cara Williams, Two Rivers 4th Street PSA Secretary and Trustee Elect
Elle Carne, Finance Committee Member and Trustee Elect
Jessica Proffitt, Trustee Elect
Raj Thomas, EdOps

Approval of Meeting Agenda

The Board voted unanimously to approve the June 12th, 2023 agenda.

Approval of Meeting Minutes

The Board voted unanimously to approve the May 8th, 2023 and May 10th, 2023 minutes.

Reading of Resolutions

The following resolutions were read into the minutes.

**IN RECOGNITION OF EXTRAORDINARY SERVICE AND LEADERSHIP
THE BOARD OF TRUSTEES OF TWO RIVERS PUBLIC CHARTER SCHOOL
PRESENTS THIS RESOLUTION IN HONOR OF
AURORA STEINLE**

WHEREAS, Aurora Steinle served as Two Rivers Public Charter School (“Two Rivers”) Chief of Staff starting in 2020 and was elevated to Interim Executive Director during the 2022-2023 school year;

WHEREAS, Ms. Steinle took the helm of Two Rivers during a pivotal post COVID-19 stabilization period for the Two Rivers network and successfully led Two Rivers through a year of transition;

WHEREAS, Ms. Steinle is a trusted and collaborative leader who brings heart and an operational mindset to change management and understands the criticality of being fluid while being guided by the Two Rivers mission, goal and core values;

WHEREAS, Ms. Steinle worked closely with the leadership team, teachers, staff and students to ensure that the unique needs and matters at each school were appropriately tailored and prioritized including transitions of two principals and the phasing out of positions funded by COVID-19 federal money;

WHEREAS, Ms. Steinle thoughtfully engaged with the Two Rivers Board of Directors (the “Board”) by being propositional, responsive, and collaborative;

WHEREAS, Ms. Steinle continued to grow connections with the Two Rivers community by creating her own communications style that emphasized transparency, advocacy, and TR joy;

WHEREAS, Ms. Steinle was invaluable to the Board during its search for the permanent Executive Director by working in thought partnership on various aspects of the search process and providing the Board with additional perspectives in order to ensure the various nodes and complexities of this network were captured in the core competencies of the next Executive Director;

WHEREAS, Ms. Steinle’s thoughtfulness, empathetic leadership, emotional intelligence, and keen ability to re-prioritize to meet the continuously shifting needs of the Two Rivers network makes her an absolutely invaluable member of our community;

THEREFORE, BE IT RESOLVED that the Board expresses its utmost gratitude and deepest appreciation to Ms. Steinle for her immeasurable contributions, service, and dedication to Two Rivers; and

BE IT FURTHER RESOLVED that a copy of this resolution be permanently entered into the minutes of the June 12, 2023 meeting of the Two Rivers Board of Trustees.

**IN RECOGNITION OF EXTRAORDINARY SERVICE AND LEADERSHIP
THE BOARD OF TRUSTEES OF TWO RIVERS PUBLIC CHARTER SCHOOL
PRESENTS THIS RESOLUTION IN HONOR OF
ELI S. SCHLAM**

WHEREAS, Eli S. Schlam served two, three-year terms as a Trustee on the Two Rivers Board of Trustees (the “Board”) from 2017 through 2023;

WHEREAS, Mr. Schlam served as Secretary of the Board from 2021 through 2023 and as the Chair of the Board Governance Committee during the same;

WHEREAS, Mr. Schlam also served as the Chair of the Board Transition Committee, which spearheaded the search for an Interim Executive Director for the 2022-2023 school year;

WHEREAS, Mr. Schlam is a thoughtful and dedicated advocate for the Two Rivers network, bringing his love of education and his legal expertise to the Board governance and oversight role;

WHEREAS, Mr. Schlam was a key voice during the Board’s analysis of various aspects of the evolution of Two Rivers from distinct schools to an organizational network, including the construction of the Two Rivers Middle School and two pivotal transitions of Two Rivers’ leadership;

WHEREAS, Mr. Schlam helped to advance the Board’s equity work by working in thought partnership with Two Rivers leadership to frame the way in which various Board decisions around vendor contracts intentionally supported Two Rivers’ journey to become an anti-racist institution;

WHEREAS, Mr. Schlam created and led a streamlined annual board recruitment process for multiple years, resulting in a diverse array of subject matter experts on the Board, which has widened the aperture through which the Board views matters before it;

WHEREAS, Mr. Schlam streamlined elements involving the Board of Trustees in a manner that amplified engagement between the Executive Director, Two Rivers leadership, and the Board of Trustees;

WHEREAS, Mr. Schlam made Two Rivers a personal philanthropic priority and created one of the most popular Two Rivers Annual Gala auction items, an exotic mango tasting experience, which raised thousands of dollars for the Two Rivers’ art program (and will hopefully will continue to after his departure from the Board);

WHEREAS, Mr. Schlam always brings an opinion (!), kindness, humor, and inclusiveness to his role as a Trustee on the Board;

THEREFORE, BE IT RESOLVED that the Board expresses its utmost gratitude and deepest appreciation to Mr. Schlam for his immeasurable contributions, service, and dedication to Two Rivers; and

BE IT FURTHER RESOLVED that a copy of this resolution be permanently entered into the minutes of the June 12, 2023 meeting of the Two Rivers Board of Trustees.

The Board voted unanimously to approve the resolutions.

Interim Executive Director Report

Interim Executive Director Steinle started her report by sharing that 80% of 8th graders were matched to their top choice high schools and will be attending schools throughout DC..

Highlighting events from the past three weeks include: showcases, parent cafe, Middle School musical, field days, family survey, 5th grade promotions, and 8th grade promotion.

Regarding staffing, there have been further principal transitions with Ashley Stone being named permanent principal at Middle School. Dr. Danielle Hutcherson-Blount, the principal at 4th Street ES will be leaving at the end of the school year. Guye Turner will be interim principal next year at 4th Street Elementary. An interim assistant principal will be hired during the next academic year to start in September 2024.

Steinle provided an update regarding enrollment and changes that are being made to class sizes based on enrollment numbers. Steinle also explained that TR will be adding a third pre-K3 crew at the Young ES.

Steinle also reported that there will be a change in before/aftercare providers to Apollo Aftercare for SY'23-'24. Steinle explained that TR will also be offering summer school this year will be for students with ESY on their IEP's.

Previously, the Board had inquired about the Two Rivers Way, by way of which Steinle highlighted a memo which was previously provided to the Board. At the Board retreat for this coming year, these documents will be looked at as grounding for the coming year.

A discussion was held around staffing, enrollment, and reengaging families.

Board Committee Reports

Finance Committee

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

- **Contract Renewals FY '24** - Two Rivers works to confirm and renew service contracts annually and in alignment with the completion of the Two Rivers budget process. In preparation for FY24, Two Rivers seeks to complete the contract renewal process to ensure no disruption of service. Two Rivers used the services of the companies in the below table in FY23. Rates for FY24 were solicited from each vendor and increased/decreased usage (if any) was considered.

Contractor	Services	Rate Change	FY23 Cost	FY24 Cost
Dynamic Networking Solutions (DNS) formerly Building Hope/DNS	Technology Support Services	TR will maintain its existing level of service and the rate represents a 6% increase.	Contract value depends on the use of services. The estimated year-end cost is \$159,472.80	Contract value depends on the use of services. The estimated year-end cost is \$169,032
EdOps	Finance and Accounting Services	Transitioning from a fixed rate to an hourly service rate	Estimated year-end cost is \$162,600	Contract value depends on use of services. Estimated cost is \$256,000.
Educational Solutions	Tutoring	No rate change.	Contract value depends on use of services. Estimated year-end cost is \$75,000.	Contract value depends on use of services. Estimated cost is \$75,000.
EL Education	Professional Development and Implementation of the EL Education School Reform Design	No rate change. Cost is higher because Two Rivers was not chosen to be a mentor school.	\$61,500	\$80,000
Enriched Schools	Education Staffing Agency	No rate change. In FY23 the contract was signed mid-year. The FY24 contract is based on a full year of service.	Estimated year-end cost (Jan.-June, 2023) is \$50,000	Contract value depends on use of services. Estimated cost is \$100,000
NorthBay	Middle School Outdoor Education Program	1.5% increase in per-student rate. In FY23, a significant number of families chose not to have their child participate, due to COVID and some concerns about safety. The number of students participating in FY24 is expected to return to normal.	\$23,310	\$28,800
NYU	Teacher Residency (Two-year contract)	Stipend increased to improve competitiveness in recruiting.	\$105,400	\$105,400 for SY23-24 \$105,400 for SY24-25
Pepco	Electricity Utility (Delivery only. Supply is being procured through the CPA.)	In the middle of the year, electricity supply reverted to the utility (Pepco), whose rates were significantly higher. The FY23 cost reflects that increase. We anticipate being able to move back to a third-party supplier if the CPA's procurement of that service is successful.	Contract value depends on use of services. Estimated year-end cost is \$347,000.	Contract value depends on use of services. Estimated cost is \$175,000
WASA	Water and Sewer Utilities	Fees are regulated and the highest dollar amounts are mandated fees, not water usage. No rate change.	Contract value depends on use of services. Estimated year-end cost is \$85,000	Contract value depends on use of services. Estimated cost is \$85,000
Verizon	Telephone Service	None.	Contract value depends on use of services. Estimated year-end cost is \$49,000.	Contract value depends on use of services. Estimated cost is \$49,000.

- Recommendation - It is requested that the Board approve the renewal of these contracts.
- FY24 Contract for Psychological evaluations- Psychological evaluations and behavior assessments are completed to assist Two Rivers in determining what services would be most helpful for the supporting student's individual needs. In procuring a contract for psychological evaluations, Two Rivers followed the Public Charter School Board's procurement policy. One proposal was received from DWW Psychological Services. Two Rivers has worked with DWW over the past 18 months, and their work has met the quality expectations and compliance requirements.

- Recommendation - Two Rivers recommends contracting with DWW Psychological Services (DWW) for \$25,000.
- Food Service Management Company- Two Rivers participates in the federally funded National School Lunch Program (NSLP) through OSSE, estimated to provide 400 breakfasts and 415 lunches daily during the 2023-2024 school year. During SY 2022-2023, Two Rivers operated its meal program through a one-year emergency procurement contract. In January 2023, Two Rivers joined the Community Purchasing Alliance (CPA) cohort procurement for food service management companies for SY 2023-2024. CPA received proposals from Top Spanish, Whitsons Catering, SaladWorks, and Luncheras Di Si. All the proposals offered unitized meals; three vendors are existing NSLP vendor participants.
- Recommendation - Two Rivers recommends contracting with Whitson's Catering for \$526,758. They scored highest on CPA's rubric compared to the other vendors and offered the lowest overall price.
- Chromebook Procurement for Replacement Devices- Chromebooks allow Two Rivers to offer students a one-to-one computing program in grades K-8 as a part of its academic program. Two Rivers seeks to purchase 160 Chromebooks. Chromebooks have a life-cycle of 4-years before depreciating. The procurement schedule ensures devices are replaced when they reach the end of the warranty period. Devices purchased for the 2023-2024 school year will replace devices procured in 2019-2020. Two Rivers followed the Public Charter School Board's procurement policy and received proposals from two vendors: Dynamic Network Solutions and Xerox Corporation.
- Recommendation - Two Rivers recommends 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 \$61,230.40.
- Custodial Services- Two Rivers outsources custodial services to support day porter duties during the day and daily evening cleaning. Every 3-4 years, Two Rivers procures custodial services to ensure the best industry rate for their facilities. In February 2023, Two Rivers joined the Community Purchasing Alliance (CPA) cohort procurement for SY 2023-2024 custodial services. CPA solicitation resulted in seven vendors submitting proposals. After reviewing the proposals and budget, four vendors were considered BradCorp Inc., Busy Bee Environmental Services, PMM Companies, and Bolana.
- Recommendation - Two Rivers recommends contracting with BradCorp LLC and Busy Bee Environmental Services in FY24. Busy Bee will retain the contract to service the 4th Street campus buildings, and BradCorp will service the Young

campus, comprising the elementary and middle schools for a budget of approximately \$686,231. This includes \$616,231 for regular custodial services and \$70,000 to cover overtime services, special projects, and consumables.

Following a discussion of the contract renewals, contract for food service management, contract for chromebooks, contract for custodial services, and contract for psychology evaluations were approved unanimously.

Treasurer Treml presented the following memo which was shared with the board in advance:

- Disclosure of Conflict-of-Interest: Pendragon Productions- Two Rivers will celebrate its 20th anniversary in fall 2024. In the lead up to this event, Two Rivers seeks to create a series of videos that help stakeholders celebrate the school, be invested in its mission, and fund raise. Two Rivers followed the Public Charter School Board's procurement policy. Two technically acceptable proposals were received, from Pendragwn Productions and Greene Street. Pendragwn is an Emmy Award winning team which we have hired twice previously with excellent results. The owner of Pendragon is a former board member and their spouse is also a former board member.
- Recommendation - Two Rivers recommends contracting with Pendragwn for \$44,770 in FY24.

The board unanimously voted to approve the conflict of interest conflict for video production services.

Interim Executive Director Steinle presented the following memos which were shared with the board in advance:

- Budget FY 24- Two Rivers had been focused on working towards a three-year budget that reflects a healthier, more sustainable, year-over-year cash flow. Two Rivers is in excellent financial shape across key performance indicators (KPIs). In May, the first draft of the budget was shared with the Board, since then a limited - but impactful - number of changes from the draft version (May) of the FY24 budget were made including:
 - On the revenue side, significantly decreasing the anticipated enrollment from 1073 to 1038 and maintaining a considerable (but lesser) shortfall contingency.
 - On the expense side, making up for lost revenue largely with targeted cuts associated with under enrolled grades (removing a total of 4 middle school FTEs to reflect the 6G and 7G shortfall and 1 Young ES FTE to reflect the 5G shortfall). Additionally, a \$150,000 reduction in custodial costs was made with the final outcome of the contract renewal process.

- Recommendation - Two Rivers recommends approving the FY24 Budget as required by the DC PCSB.

The Board unanimously approved the FY24 Budget.

Governance Committee

Secretary Schlam thanked Trustee Bradbury for her time on the Board. He also expressed his appreciation for his fellow Trustees as this was his final meeting.

He shared the slate for the new Executive Committee:

Chair: Gregg Trembl
Vice Chair: Ahnna Smith
Secretary: Kimberly Eddings
Treasurer: Ben Robins

The Board unanimously approved the new Executive Committee.

Trustee Schlam shared that three Trustees are completing their first terms and recommended Trustee Eddings, Vice Chair Husser, and Trustee Phillips for a second term.

The Board unanimously approved the second term.

Trustee Schlam shared that there were ten candidates for the Board and four open positions. After reviewing the candidates and conducting interviews the Governance Committee recommended the following individuals be elected to the Board: Elle Carne, Jess Proffit, Erin Sheehy, and Cara Williams.

The board unanimously approved the new Trustees whose terms begin July 1, 2023.

Development Committee

Senior Director of External Relations Husain shared that a \$15,000 grant was renewed from the Gamba Foundation for My High School Search and Alumni Support. He also shared the gala netted \$96,000.

Academic Excellence Committee

Trustee Pierce shared that the committee met last month and discussed letters from parents expressing concern about the level of academic rigor at the Middle School. Chief Academic Officer McCants-Pearsall referred the board to a memo provided in advance that explained steps Two Rivers has taken and plans to take to address concerns related to the Middle School. He also referred the board to materials provided from TNTP and DC PCSB site visits this spring which looked at the rigor of work in classrooms. He also explained that Two Rivers is going to work on revising Social Studies and Science expeditions in the coming year. The Board discussed and provided feedback.

Adjournment

As this was her final meeting as a trustee, Trustee Bradbury expressed her thanks and appreciation.

As this was her final meeting as the Interim Executive Director, Steinle also expressed her thanks to the Board for their support during this past school year.

The meeting adjourned at 7:42pm.

Prepared by:
Michelle Kimso /s/
Executive Assistant

Submitted by:
Eli Schlam /s/
Secretary