TWO RIVERS BOARD OF TRUSTEES

January 12, 2021

Call to Order

The virtual meeting of the Two Rivers Board of Trustees started at 6:05pm via Zoom.

Board Members

Clara Haskell Botstein, Chair	Present
Justin Valentine, Vice Chair	Present
Ali Khawar, Secretary	Present
Saumil Shah, Treasurer	Present
Kimberly Eddings, Trustee	Present
Malik Husser, Trustee	Absent
Anne Lackritz, Trustee	Present
Anne McElwain, Trustee	Present
Lucas Pipes, Trustee	Present
Nick Rodriguez, Trustee	Present
Eli Schlam, Trustee	Present
Matthew Steenhoek, Trustee	Present
Penelope Talley Thornton, Trustee	Present
Reem Labib Tyson, Trustee	Present
Aswathi Zachariah, Trustee	Present
Kristina Kyles-Smith, Executive Director and Ex Officio	Present

Others Present

Aurora Steinle, Chief of Staff
Dion Wiltshire, Senior Director of Finance
Michelle Kimso, Executive Assistant
Gail Williams, Director of Operations

Approval of Meeting Agenda

The Board unanimously approved the January 12th meeting agenda.

Approval of Board Meeting Minutes

The Board unanimously approved the December 30th Board Meeting Minutes.

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Old Business

Executive Director Kyles-Smith shared that Two Rivers will remain remote through the 3rd quarter. Two Rivers will increase connection in Spanish and PE through decreasing class size. MAP testing will continue during the winter.

Chair Botstein asked for feedback on the Board's letter in support of the Executive Director's recent letter to families regarding the Capital Insurrection. Changes to wording were recommended and the final letter will be posted on the website.

New Business

Executive Director Kyles-Smith shared that Learning Hubs will start on the 21st for 30 students for intervention. Students will be required to follow COVID-19 protocol. PS3 and PS4 will start online pilots with families and teachers for interest. Two Rivers is looking at logistics including classroom space and playground.

Finance

Senior Director of Finance Wiltshire presented the budget reforecast. Two Rivers had a shortfall in revenue of $21,000 due to loss in SPED students. Two Rivers had an increase in SOAR grant of $500,000, which compensated for loss in revenue. Two Rivers made adjustments in substitute teachers, utilities, and building services due to closure of campuses. Additional CARES funding is not yet incorporated.

Finance Votes

Vice Chair Valentine presented the following Memo and which had been shared with the board in advance:

- Website Redesign - Two Rivers is exploring an overhaul of its two websites Two Rivers PCS and Two Rivers Learning Institute. A competitive process for RFPs was run. The total is $49,600 half of which is covered through grant dollars allocated to the Two Rivers Learning Institute in the Assessment for Learning (ASL) Grant.
    - Recommendation - Two Rivers recommends approval for contracting with Lincoln Square Group to provide Website Redesign services for both Two Rivers PCS and the Two Rivers Learning Institute.

The Board unanimously voted to approve the recommendation.

Trustee Steenhoek presented the following Memos and which had been shared with the board in advance:

- Bipolar Ionization - Two Rivers is looking to install bi-polar ionization upgrade to the HVAC system at all 3 schools following a recommendation of a clean air building assessment, which was a response to the public health crisis. Two Rivers received bids from 3 companies.
  - Recommendation - Two Rivers recommends contracting with WL Gary for $157,000.

- Building Management System - Two Rivers is looking to upgrade the HVAC Building Management System at both 4th Street buildings. The system will give advance notice of issues and save money in the long run. A sole-source contract was issued on November 13, 2020.
  - Recommendation - Two Rivers recommends contracting with WL Gary for $57,373.

- Rooftop Units - Replacement of 2 units air quality units at 1227 4th Street NE. This will ensure when students come back air quality is best. There was a request for proposals and one vendor submitted a proposal.
  - Recommendation - Two Rivers recommends approval for contracting with WL Gary for the cost of $132,759.

Following discussion, the Board unanimously voted to approve all 3 recommendations.

Treasurer Shah presented the following Memo and which had been shared with the board in advance:

- Onsite Learning Facilitation - This month, Two Rivers will launch Learning Hubs with 9 students in a classroom of Tier III mixed-grade students. They will be virtually learning 4 days a week. AlphaBEST Education has partnered Two Rivers for the 2019-2020 school year to provide before and after care to Two Rivers Students. A sole-source contract was issued on November 27,2020.
  - Recommendation - Two Rivers recommends approval for contracting with WL Gary for the cost of $132,759.

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

Committee Reports and Discussion

Trustee Lackritz shared that the Academic Excellence committee had the opportunity to participate in virtual learning walks in December. They are waiting for MAP results to be released.

Secretary Khawar shared that the Governance Committee is looking into background checks for Board members, which are not required by law. The Committee will develop a proposal to bring to the Board at a future meeting.

Trustee McElwain shared that the Development Committee had a big fundraising push in December and they are looking forward to virtual events in the spring. The Back to Basics campaign raised more this year than last year.

Closed Session

The Board of Trustees voted to move to Closed Session to discuss matters involving alleged criminal misconduct that was the subject of an ongoing investigation, and personnel matters.

Governance

After returning to open session, Chair Botstein announced that Secretary Khawar is stepping down from serving on the Board of Trustees, effective January 20, 2021.

Following the announcement, Chair Botstein proposed the following vote:

- Vote on New Secretary, Trustee Zachariah, effective January 20, 2021.

The proposed vote passed unanimously.

Adjournment

The Board meeting adjourned at 7:57pm.

Prepared by:
Michelle Kimso /s/
Executive Assistant

Submitted by:
Aswathi Zachariah /s/
Secretary