



TWO RIVERS BOARD OF TRUSTEES

March 9, 2021

Call to Order

The virtual meeting of the Two Rivers Board of Trustees started at 6:08 pm via Zoom.

Board Members

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

Others Present

Aurora Steinle, Chief of Staff
Michelle Kimso, Executive Assistant
Jeff Heyck-Williams, Director of Two Rivers Learning Institute
Rachel Owens, Lead Teacher Two Rivers
Katie Dunn, Lead Teacher Two Rivers
Amy Chao, Assistant Teacher Two Rivers
Kenneth McCants-Pearsall, Chief Academic Officer
Tricia Eisner, Director of Development
Dion Wiltshire, Senior Director of Finance
Gail Williams, Director of Operations



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Approval of Meeting Agenda

The Board unanimously approved the March 9th meeting agenda.

Approval of Board Meeting Minutes

The Board unanimously approved the February 9th Board Meeting Minutes.

Old Business

Chief of Staff Steinle shared an onsite learning update outlining that Two Rivers is increasing learning hubs for students based on social-emotional learning support needs and for students of essential workers. Learning hubs will be operational at all 3 campuses. In the 4th quarter, Two Rivers will hold enrichment activities onsite. All staff now have the option of being vaccinated and are being offered stipends for onsite work. Staff will also be testing Swivl technology to teach from their school site. Executive Director Kyles-Smith shared that the sentiment from parents is to return to onsite instruction. The goal is to be fully onsite to the best of Two Rivers capacity in the fall with all students who want to come back able to do so.

Director of the Two Rivers Learning Institute (TRLI) Heyck-Williams gave an update that the TRLI is the professional development arm of Two Rivers and is currently providing webinars led by 14 Two Rivers teachers, who are instructors for the institute. TRLI has secured three contracts through networking and connections. TRLI is building out a new website that will have a learning management system to offer courses online. Heyck-Williams encouraged Board support in the areas of looking for grants funding, marketing and strategic planning for the growth of the TRLI.

New Business

Executive Director Kyles-Smith presented the following memo. The memo was sent to trustees in advance of the meeting.

- Review of Two Rivers Mission - The mission review is required as part of accreditation through the American Academy of Liberal Education. The mission was evaluated based on the criteria of: Does the Two Rivers' mission still fully articulate our program's scope and convey our beliefs about education?

Recommendation- The Two Rivers mission statement remains as it is currently.

The Board voted unanimously in favor to keep the mission statement.



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Executive Director Kyles-Smith shared that Two Rivers is working to build out a long-term plan towards reopening with 10-30% of students onsite for the 4th quarter through crew activities and learning hubs. Kyles-Smith shared that summer school will be hybrid with a goal of working to be fully onsite to all families who choose to be onsite by the fall. There is an active Parent and Family COVID-19 Advisory Task Force that has met once and will meet monthly over the next 4 months.

Closed Session

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

Committee Reports and Discussion

Secretary Zachariah presented the following memo. The memo was sent to trustees in advance of the meeting.

- **Background checks for Trustees** - The background checks would be a combined criminal background check conducted by MPD and criminal history background check done by FBI as well as a child protective registry check. These are the same background checks that TR staff undergoes.

Recommendation - Adopt a policy that requires Board members to complete a background check.

- Current members would have until the end of 2021 (or some extended period of time) to complete their check given the pandemic.
- New members would be required to complete the check as a part of their onboarding (with sufficient time afforded given the pandemic).

Following discussion, the Board voted unanimously to have background checks conducted for all Trustees.

Chair Botstein brought forth the nomination of John Phillips to fill the open position on the Board. Phillips brings strong skills in fundraising and community development. Phillips' resume was shared with the Trustees prior to the meeting.

Following discussion the Board voted to approve Phillips as Trustee, with one Trustee, Trustee Eddings abstaining.



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Trustee Steenhoek presented the following Memo. The memo was sent to trustees in advance of the meeting.

- Contract Recommendation for Architectural and Engineering Design Services - Two Rivers has multiple facilities expansion projects at 820 26th St NE (Young ES) and 1234 4th Street NE (4th St_Upper School).
 1. Young Health Suite. The health suite will support the elementary and middle schools; therefore, we must modify the space to accommodate the Department of Health student-roster to recovery-couch ratio.
 2. Upper School Rooftop. Students in grades 2 through 5 at the 4th Street campus current recess space is in front of the 1227 4th Street building. The plan is to modify the existing rooftop deck at 1234 4th Street to accommodate an age-appropriate outdoor play space for our upper elementary students.
 3. Young North Wing Expansion. We expanded the north wing of the Young elementary building during SY 2017-18. During the expansion, approximately 4500 square feet were partially demolished and cleaned up for a future build. Since the expansion, we have discovered the need to install student and staff restrooms in this area.

Recommendation - Two Rivers recommends contracting with Studio 27 Architecture for \$68,000.

The Board voted unanimously to contract with Studio 27 Architecture.

Director of Operations Williams shared that Two Rivers estimates offering approximately 130 seats to students. 110 students have applied to dis-enroll out of Two Rivers. Enrollment for SY '21-'22 will be 1,028.

Trustee Eddings shared that the DEI committee is planning to leverage a consultant for cultural competency training. The DEI committee will also undertake two initiatives of looking at Vendor Contracts and Board Recruitment through the lens of DEI. There will also be an accountability metric for Executive Director Kyles-Smith with a report out on DEI from Kyles-Smith.

Director of Development Eisner shared the Gala will be virtual on April 30th. There will be an opportunity for attendees to purchase dinner to go from B. Linn. The Gala will make



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money through sponsorships and the auction with an option to purchase \$10 raffle tickets. Students will record performances that will be showcased at the Gala.

Chief Academic Officer McCants-Pearsall shared that there has been an increase in reading proficiency compared to last year. When disaggregated by race, all groups saw increases. There were lighter scores increases in math. The new math curriculum has helped in planning and supporting teachers' implementation of the curriculum.

Adjournment

The Board meeting was adjourned at 8:15 pm.

Prepared by:
Michelle Kimso /s/
Executive Assistant

Submitted by:
Aswathi Zachariah /s/
Secretary