



TWO RIVERS BOARD OF TRUSTEES

May 11, 2021

Call to Order

The virtual meeting of the Two Rivers Board of Trustees started at 6:03 pm via Zoom.

Board Members

Clara Haskell Botstein, Chair	Present
Justin Valentine, Vice Chair	Present
Ash Zachariah, Secretary	Present
Saumil Shah, Treasurer	Absent
Kimberly Eddings, Trustee	Absent
Malik Husser, Trustee	Present
Anne Lackritz, Trustee	Present
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	Absent
John C. Phillips, Trustee	Present
Kristina Kyles-Smith, Executive Director and Ex Officio	Present

Others Present

Aurora Steinle, Chief of Staff
Michelle Kimso, Executive Assistant
Tricia Eisner, Director of Development
Rossana Mahvi, Director of Specialized Instruction
Mark Nash, Middle School Assistant Principal of Culture
Rachel Owens, Teacher
Eric Krensky, Parent
Diona James, Parent
Hazel Robin-Lerner, Student
Elliott Vanderbilt, Student
Myles Mckever, Student



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Executive Director Report

The Two Rivers Director of Development, Patricia Eisner, shared that the Framing the Future Gala was held on April 30th. In total, 255 tickets were sold, and 388 people purchased raffle tickets. After the close of the fundraiser, Two Rivers raised a total of \$103,579. Eisner also thanked Student MC's Elliott Vanderbilt and Myles Mckever, the Master and Mistress of the ceremony (MCs). The MCs noted that while they were nervous at first due to the number of people on Zoom, they had a good time.

Mark Nash, Middle School Principal of Culture, shared that Two Rivers Middle School started a debate program this year. Students Hazel Robin-Lerner and Devyn Partin entered two debate tournaments, where they won both tournaments. They were also the top two individual speakers in the Rookie Division. Robin-Lerner shared that they practiced at lunch and had to learn the topic and debate.

Approval of Meeting Agenda

The Board unanimously approved the May 11th meeting agenda.

Approval of Board Meeting Minutes

The Board unanimously approved the April 20th Board Meeting Minutes.

Executive Director Report Continued

Executive Director Dr. Kyles-Smith shared that the leadership team will continue to build out new onsite activities until May 15th. A survey for summer school interest was sent and there will be a survey forthcoming to parents to better understand our community's needs for the fall. Parents are giving good feedback regarding onsite activities.

In regards to the upcoming year, Two Rivers continues to review newly published guidance and will work to follow recommendations from CDC and requirements from OSSE. All changes to our school day brought about by adherence to the recommendations and the guidance have budget implications including purchasing new desks and securing adequate storage. Per the Deputy Mayor of Education, Two Rivers is unable to provide remote instruction in the fall to anyone without a written medical note.



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Board Committee Reports

Vice-Chair Valentine shared that the Finance Committee will present the budget at the June Meeting. Dr. Kyles-Smith shared that the budget was delayed this year by Mayor Bowser. Dr. Kyles-Smith has engaged in gap analysis with staff and Trustees. The gap analysis has revealed a need to tighten up teacher coaching, tiered support for students and families, and capacity for COVID-19 reentry. Two Rivers remains focused on ensuring staffing for the graduated expansion (in the upcoming year, our 7th-grade class will increase from 50 to 100 students) of our middle School population and continually working to remain competitive with our staff salaries. Two Rivers' new competing priorities are: 100% of TR students in-person in the fall, responding to gap analysis with a need for organizational restructuring, responding to demands for general education student supports and responding to the need for enhanced teacher content-specific feedback and coaching. Vice-Chair Valentine encouraged Trustees to share what they wanted to focus on with the budget presentation before the next meeting.

Vice-Chair Valentine presented the following Memos shared with the board in advance:

- Sole-Source Contract for Apple Macbook Airs, iPads, and Peripherals - Two Rivers provides all full-time staff a MacBookAir laptop. When Two Rivers procured staff devices, we also acquired extended customer care warranties. As such, Two Rivers developed a replacement schedule to include a 1-year past the extended warranty. Before 2019, Apple only offered a 3-year extended customer warranty; therefore, the replaced devices were purchased in 2017. The MacBook Airs and iPads purchased this year will have a 4-year customer care warranty, and Two Rivers will plan to replace devices every 5-years.
 - Recommendation - Two Rivers recommend that the Board approves the aforementioned sole-source contract for \$110,870.00, allowing the school to implement a successful and timely device replacement program.

The Board unanimously voted to approve the recommendation.

- Vendor Renewals for FY '22 - Two Rivers used the services of the companies in the table below in FY21. Rates for FY22 were solicited from each vendor, and increased/decreased usage (if any) was considered. All listed contracts were previously procured in compliance with DC Public



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Charter School Board requirements and are eligible for renewal without further procurement. All are estimated to have an aggregate value equal to or exceeding \$25,000 for the fiscal year and therefore necessitate board approval according to Two Rivers policy.

Two Rivers FY22 Vendor Renewal List (A)

Contractor	Services	Rate Increase	FY21 Cost	FY22 Cost
Jones, Maresca & McQuade	Financial Audit and Tax Return Preparation (TRPCS and TRSC)	Rate increase of 14%. In recent years this vendor has applied only a 3%-5% increase annually, but that increase did not cover the numerous Uniform Guidance procedures needed, and a review of their time spent on the audits over the past few years has shown that they have annually written off between \$4000-\$5000 for their work with Two Rivers.	\$24,475	\$28,000
The Hartford	Workers' Compensation Insurance	No rate change. Premium increase is based on increase in reported payroll.	\$26,739.00	\$34,434.00
The Hartford	Package Insurance	Reduction of 3%.	\$96,762.00	\$93,532.00
The Hartford	Umbrella Insurance	Reduction of 2%.	\$5,896	\$5,779
The Hartford	Student Accident Insurance	No change.	\$4,703.60	\$4,703.60
Total				

- Recommendation - Two Rivers recommends continuing to use all listed vendors for a total of \$166,448.60.

The Board unanimously voted to approve the recommendation.

Secretary Zachariah shared board recruitment has started. A call for candidates has gone out in the Trib, and Trustees are encouraged to share Board recruitment to their networks. The focus will be to advertise Board recruitment as extensively as possible. Applications are due May 28th for the four seats that will be vacant. Trustee Schlam shared the governance committee has also updated the Trustee job description.

Trustee Schlam shared that the DEI Committee has identified who they will use for the anti-racism workshop, which will take place late summer or early fall via Zoom. The DEI Committee has drafted an Anti-Racist Policy for the Board, which is in the process of review.

Closed Session



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The Board of Trustees voted to move to Closed Session to discuss and personnel matters.

Open Session

The Board of Trustees returned to Open Session and noted that there were no votes to report.

Adjournment

The Board meeting adjourned at 7:41 pm.

Prepared by:
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Executive Assistant

Submitted by:
Aswathi Zachariah /s/
Secretary