



## TWO RIVERS BOARD OF TRUSTEES

February 10, 2020

### Call to Order

The meeting of the Two Rivers Board of Trustees started at 6:00pm.

### Board Members

Clara Haskell Botstein, Chair	Present
Justin Valentine, Vice Chair	Present
Ali Khawar, Secretary	Absent
Adrian Jordan, Treasurer	Present
Grace Aduroja, Trustee	Absent
Anne Lackritz, Trustee	Present
Eli Schlam, Trustee	Present, On Phone
Nick Rodriguez, Trustee	Absent
Anne McElwain, Trustee	Present
Kimberly Rollins, Trustee	Present
Saumil Shah, Trustee	Present
Matthew Steenhoek, Trustee	Present
Lucas Pipes, Trustee	Present
Reem Labib Tyson, Trustee	Present
Aswathi Zachariah, Trustee	Present
Jessica Wodatch, Executive Director and Ex Officio	Present

### Others Present

Aurora Steinle, Chief of Staff  
Michelle Kimso, Executive Assistant  
Tricia Eisner, Director of Development  
Roy Gamse, Compass  
Vicki Burns, Compass  
Rebecca Clayton, Compass  
Ashley Howlett, Compass  
Kali Jordan, Compass  
Jenny Bi, Compass  
Fiona Heckscher, Compass  
Megan Cramer, Compass



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### Approval of Meeting Agenda

The Board unanimously approved the February 10th meeting agenda.

### Approval of Board Meeting Minutes

The Board unanimously approved the January 6th board meeting minutes.

### Finance Committee

Trustee Shah shared the Quarter 2 Financials. He also reported that DGS requested that Two Rivers take care of the driveway to Phelps school.

Shah presented the following memos and/or resolution/incumbency certificates which were sent to trustees in advance of the meeting:

- Internal Controls Manual - Updated manual to change CFO to Finance Director and strike names of Executive Director and CFO.
  - Recommendation - Approve changes to the Internal Controls Manual.
- Approval of invoices - Add Gail Williams, Director of Operations, as additional approver of invoices over \$2,500.
  - Recommendation - Add Gail as additional approver.
- Resolutions and incumbency - Four resolutions and four incumbency certificates to complete the Middle School Funding.
  - Recommendation - Approve the resolutions.
- Two Rivers Supporting Corp - To the extent that closing costs on refinancing the Two Rivers Supporting Corps (TRSC) loans exceed loan proceeds, TRSC has asked that Two Rivers grant funds to TRSC in the amount of excess closing costs. TRSC did not have to refinance the existing loans until December 2022, and is doing so early at the request of TwoRivers so that the middle school could be built on time.
  - Recommendation - Recommendation is to grant funds from Two Rivers to TRSC in the amount of excess closing costs.
- Approval updated contract - The network contract approved at the January 6th Board meeting for \$58,743 with DNS (before the ERATE adjustment) will be approximately \$2,900 more. The proposal had all the costs listed



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individually but did not sum correctly. The contract will be less than the \$59K (or revised \$62K) because of ERATE.

- Recommendation - Approve the correct amount of the contract.

All board proposals were approved unanimously.

### **Middle School 2020**

Trustee Steenhoek shared pictures and progress of the Middle School. The Middle School is currently on schedule to deliver the building and we will know in advance if it goes off schedule.

### **Academic Excellence**

Trustee Lackritz shared that there was a math walk-through on February 7th with the goal to see that the discourse and growth in the new math curriculum. 5 classrooms in the 4th Street ES were visited. The committee was pleased with the implementation and will continue to track data.

### **Compass**

Vicki Burns from Compass led the Board through a Mid-year review. The four high-level goals of Compass are teacher support, beyond the walls, succession planning, and knowledge management.

Race and Equity Work Stream: Ashely Howlett shared they are working with the Race and Equity Sub-Committee at Two Rivers. They are looking at an equity audit with Beloved Community.

Knowledge Management Work Stream: Jenny Bi shared that they have interviewed 5 of 8 staff members on the operations side of Two Rivers. They are identifying how documents are shared and have not identified any areas of risk thus far.

Teacher Support Work Stream: Fiona Heckscher shared they have interviewed teachers. They have found that autonomy is stressful and new teachers appreciate the off the shelf resources. They will soon be looking at the Insight Survey results.

Succession Planning Work Stream: Roy Gamse shared that they are working to see that the school interest and professional development align. This work is wrapping up and the goal is to have it framed for next year.

Beyond the Walls: Megan Cramer shared that they are working to make sure that the program is financially viable and looking for grant funders and financing.



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### **Development Committee Update**

Director of Development Eisner shared that they have some big grants out and some grants coming up. They are looking for the Board to help with the Gala through soliciting donations and expanding the circle of people engaged. She reported that Foluger Pratt will be honored for their donations.

### **Closed Session**

### **Adjournment**

The Board meeting adjourned at 8:00pm.

Prepared by:  
Michelle Kimso /s/  
Executive Assistant

Submitted by:  
Ali Khawar /s/  
Secretary