



TWO RIVERS BOARD OF TRUSTEES

June 8, 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	Present
Adrian Jordan, Treasurer	Present
Grace Aduroja, Trustee	Absent
Anne Lackritz, Trustee	Present
Eli Schlam, Trustee	Present
Nick Rodriguez, Trustee	Present
Anne McElwain, Trustee	Absent
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
Kristina Kyles-Smith, Incoming Executive Director
Michelle Kimso, Executive Assistant

Approval of Meeting Agenda

The Board unanimously approved the June 8th meeting agenda.

Approval of Board Meeting Minutes

The Board unanimously approved the May 11th Board Meeting Minutes.

Finance Committee



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Trustee Shah shared the following Memos which had been shared with the board in advance:

- Two Rivers used the services of the companies below in FY20. Each expense is budgeted.

Recommendation- Renew the contracts.

Contractor	Services	Rate Increase	FY21 Cost
DC WASA	Water and Sewer Utilities	Fees are regulated and the highest dollar amounts are mandated fees, not water usage. Increased cost is due to new MS building.	Contract value depends on use of services. Estimated cost is \$133,000.
Washington Gas	Gas Utility	Increased cost is due to new MS building.	Contract value depends on use of services. Estimated cost is \$25,000.
Pepco	Electricity Utility (Delivery Only)	Increased cost is due to new MS building.	Contract value depends on use of services. Estimated cost is \$143,500.
Verizon	Telephone Service	Increased cost is due to new MS building.	Contract value depends on use of services. Estimated cost is \$40,000.
ANet (The Achievement Network)	Assessment and Professional Development Services	Rate is the same. Cost is 10% higher because last year Two Rivers received a discount.	\$31,070
Capitol Kids Therapy	Speech Therapy	No rate change. Usage has decreased because Two Rivers has hired two SLPs.	\$25,000
Conaboy & Associates, Inc.	Physical Therapy (PT), Occupational Therapy (OT) and Assistive Technology (AT) Evaluations	Rate increase of 10% for individual PT sessions and OT sessions. Previous rates were set lower because of a much higher volume of use. Two Rivers has hired an additional OT, drastically reducing our usage. This vendor will be used almost exclusively for PT, plus OT during ESY, any overflow OT needs, and the occasional AT evaluation. The rate for comprehensive PT evaluations has increased by 34%, and the rate for comprehensive AT evaluations has increased by 22%, but these services will be used minimally, if at all.	Contract value depends on use of services. Estimated cost is \$68,400.
EdOps	Finance and Accounting Services	Rate increase of 3.4% for monthly charges. Generally, EdOps increases its rates each year only slightly for LEAs at full enrollment and at the same rate as student growth for growing LEAs, such as Two Rivers. The student growth from FY20 to FY21 is estimated at 5%, so the increase for Two Rivers is less than its student growth rate.	\$146,610 for monthly services with additional services to be billed separately as requested by Two Rivers. With addition of an estimated \$21,000 for facilities and loan analysis work—which is part of the loan financing and not coming from the general operating expenses—total estimated cost is approximately \$167,610.
EL Education	Professional Development and Implementation of the EL Education School Reform Design	No rate increase. Slight increase in usage due to inclusion of additional PD services.	Estimated cost is \$25,000 for 4th Street as a mentor school and \$35,00 for Young and Middle School combined. Total estimated cost: \$60,000.
Payroll Network	Payroll Processing	No rate increase. Costs are based on how many employees we have. We expect to have a 7% increase in employees due to growth, so we expect a 7% increase in cost.	\$29,000
Preferred Meals	Student Food Service	Per unit rates for breakfast and lunch increased by 3%. Usage will increase slightly due to additional 6th grade classes.	Total cost depends on number of meals served. Estimated cost is no greater than \$315,081.
Traditional Expressions	Drumming Instruction	Two Rivers negotiated a 5% rate decrease and an expansion of the scope of work.	\$39,425

- Contract Recommendation for Staffing Firm to provide Temporary Finance Leader-Two Rivers has an urgent need of a finance professional capable of advising the Two Rivers leadership team on matters related to budgeting and finance, as well as managing basic finance and business operations, such as the procurement process and accounts payable. Two Rivers received proposals from



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two firms: Robert Half Management Resources and CNP Staffing. After review of the proposals, Two Rivers recommends contracting with Robert Half. They scored highest on our rubric, provided requested references and resumes, offered a scope of services that fits our needs, and demonstrated past experience with other clients. CNP Staffing did not submit a fully responsive request.

Recommendation-Contracting with Robert Half.

- Contract Recommendation for Coach Bus Service-Two Rivers requires coach bus service from our four campus locations to field study destinations including but not limited to Jamestown, VA, Northeast, MD, and Philadelphia, PA. We received one proposal from America Transportation Services (ATS). The proposal from ATS contained all the elements we required: sufficient capacity, under-carriage luggage storage, ability to provide service that includes overnight stay, willingness to allow students to eat on busses, and flexibility in scheduling.

Recommendation-Contracting with America Transportation Services to provide coach bus service.

- Contract Recommendation for Copier Printer Units-Two Rivers needs to replace existing copier printer units and purchase units for the new middle school. We received quotes from three vendors: Canon, Sharp, and Copier Workshop. The quotes price ranged from \$70,950 to \$87, 506. After reviewing the proposals, Two Rivers recommends contracting with Copier Workshop to purchase machines. The Copier Workshop bid was the lowest. Copier Workshop is our current vendor and we are satisfied with the quality of their unit options and responsiveness of the service team.

Recommendation: Contracting with Copier Workshop.

- Contract Recommendation for General Contractor-Two Rivers is seeking a general contractor to perform facility renovations at our 4th Street locations. The new middle school has presented an opportunity for the 4th Street campus to have a health suite built. In addition to the health suite, we are performing minor renovations to create additional office spaces and installing a sink in the staff lounge. We received quotes from two bidders: MCN and H.E.P. Construction (HEP). The quotes price ranged from \$44,605 to \$61,159. Proposals were rated by a rubric that considered cost, experience, and product quality. The HEP bid was the lowest and is also a CBE company. RECOMMENDATION: Contracting with HEP.



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

Trustee Shah presented the FY21 budget proposal which was reviewed by the Finance committee and shared with the Board of Trustees in advance of the meeting. The following high-level points were noted:

- Investments in people, facilities, and office space are important in the near term
- To manage COVID and next year's budget, certain expenses were pulled forward and other costs were cut for items that might not be needed
- Maintained step and COLA increases
- Two Rivers maintains a large number of days cash on hand
- Two Rivers maintains a healthy, positive net operating income
- When growth is fulfilled, Two Rivers will be able to account for depreciation expense of new MS building

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

School Updates

Executive Director Wodatch shared the following updates with the Board of Trustees:

- COVID-19-Leadership is focused on the Health and Safety of the community. The Ops team has mocked what a classroom could look like at the start of SY 20-21. Leadership is waiting for data from the city-wide survey to make further decisions.
- Summer School-Summer School will be held all-virtually. 204 students are enrolled and summer school for the Elementary School will be either 3:1 or 1:1.
- Graduation-The highest percentage of 8th grade graduates will be going to application-only High Schools.
- Enrollment-95% of students are re-enrolled. There are 37 seats which need to be filled throughout all campuses. The Middle School is 1 seat away from full enrollment.
- Two Rivers Institute-Two Rivers Institute was announced at All-Staff Town Hall. There have been more applicants than slots for faculty member and consultant.
- Executive Director Transition-Kristina Kyles-Smith started as Incoming Executive Director on June 1.
- Race and Equity Committee-Have all met with Incoming Executive Director Kyles-Smith.



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Governance

Vice Chair Valentine thanked Treasurer Jordan for his six years of service to Two Rivers and the Board of Trustees.

Secretary Khawar shared that there would be a board retreat in July. The Board of Trustees is looking to finalize recruitment and add two new members to the Board. They are specifically looking for members with expertise in Development, HR and DEI/Anti-Racist work.

Chair Botstein thanked Executive Director Wodatch for her tenure as Founding Executive Director.

Closed Session

The board went into Closed Session at 7:40 to discuss matters requiring confidentiality.

Adjournment

The Board meeting adjourned at 8:05pm

Prepared by:
Michelle Kimso /s/
Executive Assistant

Submitted by:
Ali Khawar /s/
Secretary