



TWO RIVERS BOARD OF TRUSTEES

June 14, 2022

Call to Order

Chair Zachariah called the May 10th Meeting of the Two Rivers Board of Trustees to order at 6:03 PM via Zoom. Chair Zachariah opened the meeting by explaining that the meeting would be held per the Open Meetings Act and recorded. A motion was made to amend the agenda to include legal advice in the closed session. The motion was unanimously approved.

Roll Call

Board Members

Aswathi Zachariah, Chair	Present
Malik Husser, Vice Chair	Present
Eli Schlam, Secretary	Present
Saumil Shah, Treasurer	Present
Jenny Bradbury, Trustee	Present
Kimberly Eddings, Trustee	Present
John Phillips, Trustee	Absent
Derek Pierce, Trustee	Present
Ahna Smith, Trustee	Absent
Matthew Steenhoek, Trustee	Present
Penelope Thornton Talley, Trustee	Present
Theo Thompson, Trustee	Absent
Kristina Kyles-Smith, Executive Director and Ex Officio	Present

Others Present

Aurora Steinle, Chief of Staff
 Gail Williams, Chief Operating Officer
 Michelle Kimso, Executive Assistant
 Jeff Heyck-Williams, Director of Two Rivers Learning Institute
 Khizer Husain, Director of External Relations
 Mary Gornick, Senior Director of Human Resources
 Muronji Inman-McCraw, Middle School Principal
 Danielle Hutcherson-Blount, 4th Street Principal
 Cara Williams, 4th Street PSA Vice-President
 Ben Robins, 4th Street Parent and Trustee Elect
 Alvincent Hutson, Trustee Elect
 Michael Murphy, Trustee Elect
 Gregg Treml, Young Parent and Trustee Elect

Lauren Hamilton-Edwards, Trustee Elect

Approval of Meeting Agenda

The Board unanimously approved the amended June 14th agenda.

Executive Director Report

Executive Director Kyles-Smith opened by sharing that one motivation that has given her hope throughout the year is that Two Rivers Alumni are exhibiting our mission and goal as they face the hard things going on in America. Director of External Relations Husain shared that this year, 48 8th graders are going to 21 select high schools, private schools, charter schools, and public high schools. He also shared that TR Connect supports 9th-grade Alumni as they transition to High School and asked the board how next year they can support 100 Alumni instead of the typical 50 that Two Rivers has graduated in the past.

The Director of Two Rivers Learning Institute, Jeff Heyck-Williams, shared that the long-term goal of the Two Rivers Learning Institute is to become self-sustaining. They will continue to offer revenue-generating courses and contracted services. The board of Trustees discussed that grant funding from last year carried over this year. The ultimate financial goal of the Learning Institute is to break even within 5 years.

Executive Director Kyles-Smith informed the board that the mass shootings in Buffalo and Uvalde have impacted the Two Rivers community. Two Rivers has gone over safety protocols and ED Kyles-Smith shared with the Trustees Two Rivers safety protocols. Trustees requested more information about how threats are assessed.

Chief of Staff Steinle continued the Executive Director report by noting that 1,033 students are enrolled. Two Rivers expects to hit its enrollment goal if the current trajectory continues. However, it may change as students get off other waitlists. She indicated that growth is at higher grades and not at the lower grades and that enrollment is moving along well.

Senior Director of Human Resources Gornick shared that all but nine teachers across all schools are currently committed to returning. During the school year, eight teachers left, and four were involuntary. The number of staff leaving with an 18% turnover is higher than last year but consistent with SY 17-18. For the coming year, both elementary schools are looking strong, and the middle school has 6 vacancies, most of them as a result of the planned expansion.

Executive Director Kyles-Smith shared the operational update. The report included the network priority to stabilize the schools by regrounding our model and ensuring financial sustainability. The report also included the updated instructional focus, which this year spans three years. The report also included more specific finance detailed information.

Board Committee Reports

Executive Committee

Chair Zachariah shared that the Retreat will happen in August, most likely half-day at one of the schools. Next year, board meetings will be hybrid. She thanked departing Trustees Theo Thompson and Saamil Shah. Executive Director Kyles-Smith noted Treasurer Shah's dedication to the position.

Finance Committee

Treasurer Shah presented the following Memos, which was shared with the Board in advance:

- Copier Workshop-The contract that has unexpectedly exceeded \$25,000 in FY22 and Two Rivers is asking for approval for the higher cost. This is due to receiving outstanding invoices from Copier Workshop for services rendered in 2017-2020; these were invoices not previously received.
- Recommendation - Two Rivers recommends approving the adjusted contract with Copier Workshop for the remainder of SY21-22 at an estimated cost of \$27,000.

- Braxton Trash-The contract that has unexpectedly exceeded \$25,000 in FY22 and Two Rivers is asking for approval for the higher cost. The addition of the middle school building at the 26th Street location resulted in an increased volume of trash.
- Recommendation - Two Rivers recommends continuing to work with William Braxton Trash for the remainder of SY21-22, at an estimated cost of \$26,005, and asks the board to approve this contract.

- NorthBay-Since the fall of 2010, Two Rivers' entire 6th-grade class has engaged in a week-long, sleep-away outdoor education and character development program run by NorthBay on the Chesapeake Bay. The NorthBay week has served as a draw for prospective families, and many alumni name it as the highlight of their middle school experience. Two Rivers is taking additional steps to review the partnership with Northbay before renewing the contract. The more deliberate review is due to the fact that this year, students' experience was tainted by instances of racist remarks and actions by NorthBay staff against our Black students and staff. As noted in previous reports, we are proud of how our students and staff responded. To date, Two Rivers has done the following to review our relationship with NorthBay in an effort to see if they have implemented the structures and policies that align with our antiracism vision. Our review included:
 - A review of potential comparable and alternative campsites and programs
 - A one on one conversation with the North Bay Executive Director, Neil Dampier

The review of 6 alternative campsites reinforced the notion that NorthBay's facilities, programming, location, and price were superior to comparable organizations. Two Rivers staff also reported that there was a recent incident involving the death of a student from another school at NorthBay. The school is still seeking further information about this incident.
- Recommendation - It is recommended that this contract is conditionally approved. After discussion, Trustees agreed to table the vote on this contract and until further information can be learned about the recent incident at NorthBay and Two Rivers can receive NorthBay's commitment to the additional steps requested in response to the racist incident last year.

- TR Support Corps-Two Rivers is requesting approval for the renewal of the contract with Two Rivers Supporting Corp in FY23. Two Rivers Supporting Corp administers high school support and alumni activities for Two Rivers PCS students as they transition from eighth grade at Two Rivers PCS to high school elsewhere. This was done through a fee-for-service contract, at a total cost of \$103,000 in FY23, and includes staffed program leadership, teaching support, and student expenses, similar to how the program was administered in previous years. Conflicts of interest: Ann Gosier (former TRPCS board member), Jessica Wodatch (founder, former executive director, and former TRPCS ex officio board member), Sarah Richardson (founder and former TRPCS CFO), Gail Williams (current TRPCS chief operating officer), and Aurora Steinle (current TRPCS chief of staff) are all board members of Two Rivers Supporting Corp. None of the Two Rivers Supporting Corp. board members are compensated by Two Rivers Supporting Corp.
- Recommendation - Two Rivers PCS recommends contracting with Two Rivers Supporting Corp. for \$103,000 for FY23.
- Uniforms-At Two Rivers, all students are required to wear uniform tops daily. Two Rivers is seeking to purchase 12,000 uniform tops to meet the projected sales demand for SY22-23. Two Rivers issued a notice of intent to enter a contract on April 1, 2022, and placed advertisements in the DC Register, Washington Post, and Washington Informer for the price quotes to acquire uniform tops. Two Two Rivers received proposals from three vendors: Daycon, W.B. Mason, and Express Press.
- Recommendation - Two Rivers recommends contracting with Daycon. The rubric considered price, product delivery, and Daycon's price of \$109, 908 scored the highest.
- Contract Renewals-Two Rivers seeks approval of the renewal of FY23 contracts with vendors who were used in FY22. Two Rivers used the services of the companies in the attached table in FY22. Rates for FY23 were solicited from each vendor, and increased/decreased usage (if any) was considered. All listed contracts were previously procured in compliance with DC Public Charter School Board requirements and are therefore eligible for renewal without further procurement.
- Recommendation - It is requested that the Board approve the renewal of these contracts.
The board approved the memo with the notion that NorthBay would remain a separate vote and would be removed.

Contractor	Services	Rate Change	FY22 Cost	FY23 Cost
Busy Bee Environmental Services, LLC.	Facilities and Custodial Services	In FY22, we contracted additional Busy Bee staff to support the reopening of the facilities. Despite an increase in the minimum wage, we will see a 7% decrease in cost due to eliminating pandemic-related expenses.	Contract value depends on the use of services. The estimated year-end cost is \$876,344	Contract value depends on the use of services. The estimated year-end cost is \$814,999
Dynamic Networking Solutions (DNS) formerly Building Hope/DNS	Technology Support services.	The increase represents a 40% increase in onsite technician hours to support the increased staff, student enrollment, and fleet. On-Site tech support will continue to be a shared resource across the network and supplemented with remote support services.	Contract value depends on the use of services. The estimated year-end cost is \$123,000.	Contract value depends on the use of services. The estimated year-end cost is \$159,472.80
DC WASA	Water and Sewer Utilities	Fees are regulated and the highest dollar amounts are mandated fees, not water usage. No rate change.	Contract value depends on use of services. Estimated year-end cost is \$76,000	Contract value depends on use of services. Estimated cost is \$76,443
Washington Gas	Gas Utility	None.	Contract value depends on use of services. Estimated year-end cost is \$12,000	Contract value depends on use of services. Estimated cost is \$12,389
Pepco	Electricity Utility (Delivery Only)	None.	Contract value depends on use of services. Estimated year-end cost is \$148,000.	Contract value depends on use of services. Estimated cost is 159,373.76.

Verizon	Telephone Service	None.	Contract value depends on use of services. Estimated year-end cost is \$40,000.	Contract value depends on use of services. Estimated cost is \$43,060
AMD Transportation	Student Transportation (short trips)	No rate change.	Contract value depends on use of services. Estimated year-end cost is \$15,000	Contract value depends on use of services. Estimated cost is \$65,000.
America Transportation	Student Transportation (long trips)	No rate change.	Contract value depends on use of services. Estimated year-end cost is \$55,000.	Contract value depends on use of services. Estimated cost is \$33,957.
Capitol Kids Therapy	Speech Therapy	No rate change.	Contract value depends on use of services. Estimated year-end cost is \$100,000.	Contract value depends on use of services. Estimated cost is \$100,000.
Early Autism Solutions	Behavior Specialist Consultant	No rate change.	Contract value depends on use of services. Estimated year-end cost is \$47,750.	Contract value depends on use of services. Estimated cost is \$33,000.
Educational Solutions	Tutoring	No rate change. Usage depends in part on our need for tutoring for medically-exempt students, which we expect to be lower in FY23.	Contract value depends on use of services. Estimated year-end cost is \$60,000.	Contract value depends on use of services. Estimated cost is \$45,000.
EdOps	Finance and Accounting Services (TRPCS and QALICB)	Cost increase due to increased enrollment. Rate increase for monthly services: 11%	Contract value depends on use of services. Estimated year-end cost is \$145,800	\$162,600 for monthly services

EL Education	Professional Development and Implementation of the EL Education School Reform Design	Slight rate increase for select services; up to 10%. Also, slight increase in usage due to inclusion of additional PD services.	\$60,000	\$69,400
North Bay	Middle School Outdoor Education Program	No rate change.	\$37,800	\$30,000

The board unanimously approved all memos with the exception of North Bay. The board is holding off on voting on NorthBay until further information is received on requests for information from NorthBay.

Governance Committee

Secretary Schlam shared that Dr. Kristina and Aurora have been responsive to parent and community risks. There was an outcome of an older lawsuit against Planned Parenthood protesters who were harassing parents and students. The DC Court of Appeals dismissed the lawsuit on a legal technicality. He also shared that Chair Zachariah and Trustee Steenhoek are continuing their first

term. Five Trustees nominated were Ben Robins, Alvincent Hutson, Michael Murphy, Gregg Trembl, and Lauren Hamilton-Edward. The new Trustees have expertise in financial, legal, and strategic planning.

The board unanimously approved re-electing Chair Zachariah and Trustee Sheenhoek for a second three-year term. The board also unanimously approved the election of the five new trustees.

Nominations were accepted for executive positions for the 2022-23 board year. Secretary Schlam placed the names of Chair Zachariah, Vice-Chair Husser, and Secretary Schlam into nomination for re-election for their position and Trustee-Elect Trembl into nomination for treasurer. No other nominations were made. The board unanimously re-elected Chair Zachariah, Vice-Chair Husser, and Secretary Schlam and elected Trustee-Elect Trembl as treasurer for the 2022-23 board year.

Academic Excellence Committee

Trustee Bradbury shared that the committee is digging into MAP data. They will plan time at the retreat, digging into what data would be most beneficial for the board.

Closed Session

The Board of Trustees unanimously voted to move to Closed Session under Open Meetings Act D.C. Code Section 2-575(b)(4)(A) to consult with counsel and obtain legal advice and (b) (10) Personnel Matter.

The Board of Trustees unanimously voted to move to Open Session.

Adjournment

The Board meeting adjourned at 8:20 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Eli Schlam/s/
Secretary