



TWO RIVERS BOARD OF TRUSTEES

June 8, 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	Absent
Ash Zachariah, Secretary	Present
Saumil Shah, Treasurer	Present
Kimberly Eddings, Trustee	Absent
Malik Husser, Trustee	Present
Anne Lackritz, Trustee	Present
Lucas Pipes, Trustee	Present
Nick Rodriguez, Trustee	Present
Eli Schlam, Trustee	Present
Matthew Steenhoek, Trustee	Present
Penelope Talley Thornton, Trustee	Present
Reem Labib Tyson, Trustee	Present
John C. Phillips, Trustee	Present
Kristina Kyles-Smith, Executive Director and Ex Officio	Present

Others Present

Aurora Steinle, Chief of Staff
Dion Wiltshire, Senior Director of Finance
Kenneth McCants-Pearsall, Chief Academic Officer
Michelle Kimso, Executive Assistant
Dawnyela Meredith, Director of TR Connect
Muronji Inman-McCraw, Middle School Principal
Danielle Blount, Incoming 4th Street Principal
McKenzie Jackson, Student
Messina Disparte, Student

Executive Director Report

The Director of TR Connect, Dawnyela Meredith, introduced Messina Disparte and McKenzie Jackson, Two Rivers 8th graders graduating and planning to attending



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McKinley Tech as First-year students. Both students shared their high school application experiences and what they are looking forward to as they move to high school. McKenzie also shared that her favorite expedition was the genetics expedition. Messina shared that he can explain the "why" behind how things happen as a result of attending Two Rivers.

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.

Executive Director Report Continued

Executive Director Dr. Kyles-Smith introduced Dr. Danielle Blount as the new principal for 4th Street. She shared that the hiring process included interviews with parents, students, and staff. Dr. Blount has over 20 years of educational experience in suburban, urban, and rural settings. Dr. Blount shared that she is excited about coming to Two Rivers and seeing the children grow into confident young people.

Board Committee Reports

Dr. Kyles-Smith explained that Two Rivers would be submitting an application of interest for At-Risk Preference, and the process requires the Board Chair to sign off. Two Rivers currently has 22% of at-risk students, and in alignment with growing the impact of their mission, Two Rivers wants to increase that percentage. The school is looking to ensure they are poised, ready, and able to support students who are at risk. Chief of Staff Steinle added Two Rivers will be working with the community on the design process for the At-Risk Preference.

Secretary Shah shared that the budget is ready for approval and it was presented to the Board in a new detailed format that provides additional clarity. The highlights of the budget include:

Revenue:

- 3.6% increase in per-pupil funding (80% of the revenue increase)
- Enrollment is increasing over 50 students
- \$2.4 million in Federal and CARES funding



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- \$24.9 million overall

Expenses:

- Total operating expenses: \$21.9 million
- Staff: 18 new, many are hired due to preparedness for COVID restrictions, Middle School Expansion, and supporting increased capacity for tier-one student social-emotional supports
- Utilization of new facility space

Two Rivers is adding \$700,000 in cash to the balance sheet and is in good shape in terms of debt covenant ratio.

Following discussion, the Board unanimously voted to approve the budget for SY 2021-2022.

Trustee Steenhoek presented the following Memos, which were shared with the Board in advance:

- 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 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.



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Board Contract Renewals (Part B)

Contractor	Services	Rate Increase	FY21 Cost	FY22 Cost
Align Staffing	Education Staffing Agency	Combined rate increase of approximately 5.6%. (Dedicated aide rate increased by 5.5%, substitute teacher rate increased by 5.3%, and administrative assistant rate increased by 6.1%). Rate increases are due unemployment and workers comp cost increases and Alignstaffing's increased internal/compliance costs associated with DC requirements for Employment History References (EHR) for employees.	Estimated cost was \$517,290.	Estimated cost is \$579,000.
AMD Transportation	Student Transportation (short trips)	Rates increase from \$375 for the first 4 hours to \$400 for the first 4 hours. Subsequent hours are still charged at \$75. Increase due to extra cleaning involved and increase in the price of fuel and insurance. Two Rivers will be prioritizing our return to field work and if possible, providing students with fieldwork that was missed during the pandemic.	Approved \$57,000 in FY21. Contract was executed but services were not used due to the pandemic.	Contract value depends on use of services and pricing is based on the number of buses requested. Estimated cost is 80,000.
America Transportation	Student Transportation (long trips)	No rate change. Two Rivers will be prioritizing our return to field work and if possible, providing students with fieldwork that was missed during the pandemic.	Approved \$30,000 in FY21. Contract was executed but services were not used due to the pandemic.	Contract value depends on use of services. Estimated cost is 55,100
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	\$34,177
Busy Bee Janitorial Services	Janitorial	Rate is 7% lower. Two Rivers has restructured its operations team staffing model, which allows for some services to be performed in-house, and has restructured some Busy Bee	Because of the pandemic, the need for janitorial services was drastically reduced. For cost	\$653,348

		add-on services.	comparison, however, estimated FY21 cost was \$702,224.58.	
Capitol Kids Therapy	Speech Therapy	Rate for individual speech language therapy sessions has increased 20%, however this rate has not changed for at least the past nine years. Rates for participation in IEP meetings and rates for completion of progress notes have also increased 20%, however these rates have not changed for the past five years. All other rates remain the same. Usage is projected to remain the same.	Projected FY21 total cost is \$65,000.	Estimated cost is \$78,000.
Conaboy & Associates, Inc.	Physical Therapy (PT), Occupational Therapy (OT), and Assistive Technology (AT) Evaluations	Rate increase of 1.8% for therapy sessions and report writing. Rate increase of 2.7% for OT and PT evaluations. Many rates remained the same, such as for group therapy sessions for three or more students and assistive technology evaluations and consultations. This vendor will be used almost exclusively for PT but will also meet any overflow OT needs and perform occasional AT evaluations.	Estimated cost was \$68,400.	Estimated cost is \$74,000.
DC-Net	Internet Connectivity	Two Rivers receives discounted internet connectivity rates through the E-Rate program. This contract was procured through the E-RATE process during the SY20-21 bidding season; that contract allows for renewal and leverages the same discounted rate. However, there is an increase in the total cost due to the need to increase the bandwidth at Young to support the new middle school buildings.	\$48,926.00	\$45,178.64
Delta-T Group	SpEd Staffing Needs and Regular Education Subs	No rate change.	Estimated cost was \$25,000-\$30,000.	Estimated cost is \$25,000-\$30,000.
DNS/Building Hope	IT Support	Rate increase for monthly services: 2%.	Projected FY21 total cost is \$143,148.	Total estimated cost is \$145,404: \$115,404 for monthly



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				IT support and \$30,000 for additional services and products (software licenses and subscriptions, minor hardware and hardware installation, firewall, and back-up to cloud storage).
Early Autism Solutions	Behavior Specialist Consultant	No rate change.	Estimated cost was \$35,000.	Estimated cost is \$37,100
EdOps	Finance and Accounting Services	No rate change.	\$146,610 (monthly services only)	\$145,800 (monthly services only)
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.	\$52,600	Estimated cost is \$25,000 for 4th Street as a mentor school and \$35,000 for Young and Middle School combined. Total estimated cost: \$60,000.
Preferred Meals	Student Food Service	No rate change. Usage will increase slightly due to additional 7th grade classes.	Total cost depends on the number of meals served. Because of the pandemic, food distribution was drastically reduced. For cost comparison, however, the estimated FY21 cost was no greater than \$315,081.	\$340,630
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	Because of the pandemic, water use was drastically reduced.	Contract value depends on use of
		projected 6% increase in students/staff in buildings.	For cost comparison, however, the estimated FY21 cost was \$133,000.	services. Estimated cost is \$140,000
Washington Gas	Gas Utility	None.	Projected FY21 cost is \$26,300.	Contract value depends on use of services. Estimated cost is \$26,300.
Pepco	Electricity Utility (Delivery Only)	None.	Because of the pandemic, electricity use was drastically reduced. For cost comparison, however, the estimated FY21 cost was \$143,500.	Contract value depends on use of services. Estimated cost is \$143,500.
Verizon	Telephone Service	No rate change. Slight usage increase because MS land lines were added September, 2020.	Projected FY21 cost is \$50,000.	Contract value depends on use of services. Estimated cost is \$51,200.

- Recommendation - It is recommended that Two Rivers continue to use all listed vendors. All continue to be effective, affordable partners.

The Board unanimously voted to approve the recommendation.

- Annual Chromebook renewals - Two Rivers needs to purchase 150 replacement Chromebooks. A notice of intent to enter a contract was



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issued on March 26, 2021. Advertisements were placed in the DC Register, Washington Post, and Washington Informer. Two Rivers will acquire Chromebooks including a 4-year warranty and the required Google management license per device.

- Recommendation - Two Rivers recommends contracting with WB Mason. They scored highest on our rubric that comprised a review of the quality of the devices, cost, and demonstrated experience in quality delivery of the products. WB Mason offered the lowest price of \$51,600 for the preferred Dell Chromebook.

The Board unanimously voted to approve the recommendation.

- Urban Teachers Center Contract Renewal for FY22 - Since SY18-19 Two Rivers has successfully contracted with UTC to provide teacher recruitment, selection, training, and certification services to Two Rivers through a teacher residency model. The rate for SY21-22 remains at \$30,500 per resident. The estimated yearly cost is approximately \$122,000 in FY22 to support four residents.

Conflict of Interest - Current Board member Reem Labib Tyson, Chair of the Academic Excellence Committee, is a compensated consultant to Urban Teacher Center.

- Recommendation - It is recommended that Two Rivers renew their contract with Urban Teacher Center for \$122,000 in FY22.

The Board unanimously voted to approve the recommendation.

Trustee Labib Tyson did not participate in the discussion nor participate in a vote on the Urban Teachers Center Contract Renewal.

- Student Desks - Two Rivers needs to purchase 800 individual student desks, due to current DC Department of Health guidelines recommending a minimum of 3 feet between students. A notice of intent to enter a contract was issued on March 26, 2021. Advertisements were placed in the DC Register, Washington Post, and Washington Informer.
- Recommendation - Two Rivers needs to purchase 800 individual student desks. A notice of intent to enter a contract was issued on March 26,



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2021. Advertisements were placed in the DC Register, Washington Post, and Washington Informer.

The Board unanimously voted to approve the recommendation.

Trustee Schlam shared that the DEI Committee has identified July 8th as the date for DEI Board training.

Trustee Schlam presented the following Memo which was shared with the Board in advance:

- Board of Trustees' Job Description - The job description document was updated to provide a more complete picture of the roles and responsibilities of individual trustees and the Board of Trustees as a whole. The revisions included (1) adding a more accurate description of the time commitment trustees are expected to make, (2) adding language about Two Rivers' and the Board's commitment to diversity, equity, inclusion, and anti-racism, (3) clarifying expectations for trustees and Board meetings, and (4) including informal ways (i.e., outside of meetings) that trustees are expected to contribute to Two Rivers.
- Recommendation - Approve the job description.

Trustee Talley Thornton abstained from the vote. All other Trustees voted to approve the recommendation.

Trustee Schlam thanked Trustee Lackwitz and Trustee Labib Tyson for their work on the Board by mentioning that they led the Academic Excellence committee with grace and guidance. They also provided a welcoming space for those not in the academic community to learn. He thanked Vice-Chair Valentine for his strategic thinking and operational knowledge. He also thanked outgoing Chair Botstein for leading the Board over the past 4 years.

Chair Botstein proposed the following officers for next year:

- Chair: Aswathi Zachariah, Secretary
- Vice-Chair: Malik Husser, Trustee
- Secretary: Eli Schlam, Trustee



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- Treasurer: Saumil Shah, Treasurer

The Board unanimously voted to approve the officers for next year.

The Board completed a Board reflection survey.

Adjournment

The Board meeting adjourned at 7:32 pm.

Prepared by:
Michelle Kimso /s/
Executive Assistant

Submitted by:
Aswathi Zachariah /s/
Secretary