



## TWO RIVERS BOARD OF TRUSTEES

October 12, 2021

### Call to Order

The October 12th Meeting of the Two Rivers Board of Trustees started at 6:03 PM via Zoom. Chair Zachariah opened the meeting by explaining that the meeting will be held in accordance with the Open Meetings Act and is being recorded.

### Roll Call

#### Board Members

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

#### Others Present

Gail Williams, Chief Operating Officer  
Kenneth McCants-Pearsall, Chief Academic Officer  
Aurora Steinle, Chief of Staff  
Tricia Eisner, Senior Director of Development  
Michelle Kimso, Executive Assistant  
Karen Young, Parent of students at Young Elementary and Young Middle School  
Donya Rahimi, Parent of student at Young Elementary School

#### Approval of Meeting Agenda

The Board unanimously approved the October 12th meeting agenda.

### **Approval of Board Meeting Minutes**

The Board unanimously approved the September 14th Board meeting minutes.

### **Executive Director Report**

Executive Director Kyles-Smith reported on 'Two Rivers' return to on-site instruction, starting with a brief recap of on-site activity from the end of SY 2020-2021. She noted that in the fall, Two Rivers opened fully. The entire staff crew is focused on building relationships, resetting school-based norms, and gaining a deep understanding of students' social and academic learning needs. There has been a significant focus on health and safety, equity and access, and celebrating the educators at Two Rivers who have worked hard to reopen the schools.

Chief of Staff Steinle reported that the wait list in grades 3-5 have been exhausted. Many families were declining or not responding to calls. Enrollment is at 997, which is 30 students short of the expected enrollment. Executive Director Dr. Kyles-Smith added that Two Rivers is not alone in under-enrollment, and that there is a district-wide trend.

Secretary Schlam asked how much (financially) would a decrease of 30 students total? Chief Operating Officer Williams shared that it is a base of \$5,000/student or \$450,000 total. Some difference is made up of students who are indifferent tiers of SPED.

Chair Zachariah asked if 7th grade is a hard no? Chief Operating Officer Williams shared that Two Rivers doesn't typically bring students into 7th grade as it is hard to integrate newer students at the latest grades into the TR way. Typically, Two Rivers can backfill seats with lower grades. However, due to spacing requirements, they could not do that this year.

Chief Academic Officer McCants-Pearsall reported there are additional tools in place to help students succeed this year. Two Rivers paused some loops to support deeper learning, and departmentalization is in place at the 4th and 5th-grade level that allows students to go deep in Math and ELA. Two Rivers also created the position of Content Directors, which will enable teachers to have deeper learning and content-focused coaching.

Chief of Staff Steinle reported additional student supports had been added, including changing the Dean position at the elementary schools to an Assistant Principal of Culture, adding Student Support Counselors, and a Student and Family Empowerment Coordinator.

Executive Director Kyles-Smith reported that there is now 202 staff at Two Rivers, and the percent of attrition decreased from the previous year. In celebration of the start of the school year, the Board has given the team a catered lunch. Finally, Two Rivers has 144 families attending NorthBay this

year. To ensure additional layers of safety, vaccinations were required by all volunteers, and there were extra layers of testing for all students.

Trustee Bradbury added that it is rare to see staff mirror the student body in terms of diversity. Two Rivers has done a great job of that.

## **Board Committee Reports**

### Executive Committee

Vice Chair Husser shared that he will be going over the findings from the Board goals from the retreat.

### Finance Committee

Executive Director Kyles-Smith shared that in the Board Packet there were two memos which were FYI for the Board regarding TR Internal Controls, and an update on our Benefits package.

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

- **Music Contract**- Due to the DC Health guidance, Two Rivers increased the number of classes/crews in some of our grade levels in order to implement adequate social distancing in our classrooms. Despite the best efforts, Two Rivers has not secured an additional music teacher. In August 2021, Two Rivers released a request for proposals for art instruction. Two Rivers received proposals from two organizations: Traditional Expressions and DC Strings Workshop.
- **Recommendation** - Contract with DC Strings based on their proposed plan of providing instrumental instruction at the cost of \$69,000.

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

### Governance Committee

Secretary Schlam reported that Trustee Pipes stepped down from the Board. They will not be filing his seat and the Board will remain at 13 members.

### Development Committee

Trustee Phillips reported that the development team created a guidebook on how to do development, which is a toolkit that can be shared with friends. Senior Director of Development Eisner shared that \$9,500 has been raised during the first week of the Beyond the Basics campaign.

Secretary Schlam asked if there were plans for the 20-year anniversary of Two Rivers. Senior Director of Development Eisner stated that plans are in the works.

### Academic Excellence

Trustee Bradbury reported that the committee goals for this year include looking beyond academic performance to the 3 dimensions of EL, SPED, math curriculum, and the school's work plans.

**Adjournment**

The Board meeting adjourned at 7:06 PM.

Prepared by:  
Michelle Kimso/s/  
Executive Assistant

Submitted by:  
Eli Schlam/s/  
Secretary