



## TWO RIVERS BOARD OF TRUSTEES

September 12, 2022

### **Call to Order**

Chair Zachariah called the September 12th Meeting of the Two Rivers Board of Trustees to order at 6:06 PM. Chair Zachariah opened the meeting by explaining that the meeting would be held per the Open Meetings Act and recorded.

### **Roll Call**

#### **Board Members**

Aswathi Zachariah, Chair	Present
Malik Husser, Vice Chair	Present
Eli Schlam, Secretary	Present
Gregg Treml, Treasurer	Present
Jenny Bradbury, Trustee	Present
Kimberly Eddings, Trustee	Present
Lauren Hamilton-Edward, Trustee	Present
Alvincent Hutson, Trustee	Present
John Phillips, Trustee	Absent
Derek Pierce, Trustee	Present
Michael Murphy, Trustee	Present
Ben Robins, Trustee	Present
Ahna Smith, Trustee	Present
Matthew Steenhoek, Trustee	Present
Penelope Thornton Talley, Trustee	Present
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  
Mary Gornick, Senior Director of Human Resources  
Anya Stockburger, TR 4th Street PSA President  
Ian Walton, Middle School and TR Young Elementary Parent  
Karen Young, Middle School FSA Vice-President  
Keyona Price, TR 4th Street Parent  
Sara Batterson, TR 4th Street Parent  
Alicia Rowe, Middle School and TR Young Elementary Parent

### **Approval of Meeting Agenda**

The Board unanimously approved the September 12 agenda.

### **Approval of Meeting Minutes**

The Board unanimously approved the August 27 minutes.

### **Executive Director Report**

Executive Director Kyles-Smith started the Executive Director report by inviting Chief of Staff Steinle to provide an overview of the current enrollment. She noted that enrollment is currently at 1,049, below the budgeted number of 1057. The enrollment team has implemented traditional Two Rivers strategies, including thoughtfully over-enrolling in select classes. Two Rivers sees gaps in 5th and 3rd grade at Two Rivers 4th Street Elementary and 5th grade at Two Rivers Young Elementary. A discussion was held around over-enrolling classes and enrolling students in 8th Grade.

Senior Director of Human Resources Gornick updated the board on current staffing gaps. Two Rivers has utilized several strategies to fill the gaps, including contracting for SPED work, having administrators teach, and assigning our floating sub-staff. Two Rivers has continued its partnerships with Urban Teachers and NYU residents. Staff bonus referrals have also been offered. A discussion was held around an estimated timeline to fill the positions, filling with international teachers, and the correlation between missing staff and enrollment numbers.

Executive Director Kyles-Smith said that Two Rivers had an amazing back-to-school week, and the school is returning to traditions like NorthBay for 6th graders and engaging room parents.

### **Open Comment**

No comments were given.

### **Board Committee Reports**

#### Executive Committee

Chair Zachariah shared that there would be a recommendation for Trustees participating in school events to be visible in supporting staff and the community. She also mentioned the transition team is formed to stand up the search team for a permanent ED.

#### Finance Committee

Treasurer Trembl presented the following Memo, which was shared with the Board in advance:

- Two Rivers' Internal Controls to Update Prepaid Expense Policy - It is the current policy of Two Rivers to treat payments of expenses that have a time-sensitive future benefit as prepaid expenses in the financial records and to expense them in the proper fiscal year. Currently, payment of any expense of \$100.00 or less does not qualify as a prepaid expense EdOps now recommends raising this threshold to \$1,200.00.
- Recommendation - The board is recommended to update the Two Rivers internal control policies to reflect the changes suggested by EdOps to improve the expediency and operations of accounting practices.

A discussion was held around the amount of time saved through the approval. Following discussion, the board unanimously approved the policy change.

## Governance Committee

Secretary Schlam reminded Trustees to complete the background checks. He shared that the transition committee has had good conversations with staff regarding the Interim ED placement. He also reviewed the most recent PCSB Complaints Report received by the board. He noted that the report showed that the school had responded to all complaints in a timely and meaningful manner.

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

- Updated Staff Handbook-Every year, the staff handbook is voted on by the Board of Trustees. The following recommendations were updated this year:
  - Inclusive language revisions throughout the handbook
    - he/she changed to he/she/they
    - his/her changed to his/her/their
  - Work Habits, Core Hours
    - Added specificity that all full-time employees work a 40-hour work week and provided flexibility with start and end times, as approved by the direct supervisor.
    - Added specific requirements for school leadership to ensure coverage during key parts of the school day.
  - Communicable Diseases, Policies Related to COVID-19
    - COVID leave has been updated to five (5) days only when testing positive and one (1) day of vaccination leave to account for potential fall boosters. Any time beyond these days can be unpaid under DCFMLA, PTO, or remote work.
    - Details on remote work options for different classifications of employees were added.
  - Visitors in the Workplace, Employees' Children & Dependents
    - Formalized this policy by adding it to the staff handbook to ensure clarity of expectations.
  - Communications & Media Policy
    - Added Director of External Relations to this policy
  - Bullying Prevention Policy
    - Added this policy to reflect District requirements and the corresponding Student and Family Handbook policy.
  - Paid Leave, Paid Time Off
    - Added policy for 12-month staff required to work over Spring Break, who will be given twenty (20) days of PTO per year.
    - Added a carryover policy for instructional staff to address school leadership's concerns around over usage in May & June.
  - Paid Leave, [Requesting and Usage of PTO](#)
    - Updated notification timeframes from 10 business days to 7 calendar

- days
- Added specificity for emergency absence notifications for instructional and non-instructional staff.
- Remote Work & Telework
  - An updated list of eligible/ineligible staff
- Recommendation - Two Rivers recommends approving the Staff Handbook

Following a discussion and recommendation to update pg 36 to include he/she/they and pg 73 to include coach class service when relating to air travel, the board unanimously approved the revisions to the staff handbook.

#### Academic Excellence Committee

Chief Academic Office McCants-Pearsall shared that Two Rivers received their PARCC results after not taking the test for 3 years. Two Rivers exceeded ELA and Math proficiency compared to the state. Two Rivers Young Elementary improved PARCC scores while adding 50 students, while the Middle School and Two Rivers 4th Street scores decreased. Most subgroups outperformed the state except for SPED and Hispanic students. OSSE sends out individualized student reports, which will be given to families at conferences. A discussion was held around how and what data is presented to the board and how the data can be used to measure student improvement and how different interventions are impacting learning and performance.

#### 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 under section (b)(10) to discuss personnel matters.

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

#### Adjournment

The Board meeting adjourned at 8:18 PM.

Prepared by:  
Michelle Kimso/s/  
Executive Assistant

Submitted by:  
Eli Schlam/s/  
Secretary