



TWO RIVERS BOARD OF TRUSTEES

September 11, 2023

Call to Order

Chair Trembl called the September 11th Meeting of the Two Rivers Board of Trustees to order at 6:04PM at Young Elementary School. Chair Trembl opened the meeting by explaining that the meeting would be held per the Open Meetings Act and recorded.

Roll Call

Board Members

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| Gregg Trembl, Chair | Present |
| Ahnna Smith, Vice Chair | Absent |
| Kimberly Eddings, Secretary | Present |
| Ben Robins, Treasurer | Present |
| Elle Carne, Trustee | Present |
| Lauren Hamilton-Edward, Trustee | Present |
| Malik Husser, Trustee | Present |
| Alvincent Hutson, Trustee | Present |
| John Phillips, Trustee | Present |
| Derek Pierce, Trustee | Present |
| Jessica Proffitt, Trustee | Present |
| Michael Murphy, Trustee | Present |
| Erin Sheehy, Trustee | Present |
| Cara Williams, Trustee | Present |
| Aswathi Zachariah, Trustee | Present |
| Belicia Reaves, Executive Director and Ex Officio | Present |

Others Present

Michelle Kimso, Executive Assistant
Aurora Steinle, Chief of Staff
Khizer Husain, Senior Director of External Relations
Mary Gornick, Senior Director of Human Resources
Rachel Coad, 4th St FSA President
Khadijah Brydson-Van, Young parent
Any Stockburger, 4th St parent

Amendment of Meeting Agenda

Chair Trembl proposed amending the agenda to move the development report to before the Executive Director Report and to add closed session agenda item of personal matter (OMA b 10) Trustee Husser was not present for the vote. All other Trustees voted to amend the agenda.

Approval of Meeting Agenda

Trustee Husser was not present for the vote. All other Trustees voted to approve the agenda.

Approval of August 19th Minutes

Chair Trembl recommended that the minutes be updated to reflect that Trustee's Robins name be spelt with one 'b'. All trustees voted to approve the minutes.

Development Committee Report

Senior Director of External Relations Husain shared that Two Rivers is on the cusp of the individual development season, the team is also busy writing grants. In regards to grants received, Two Rivers received a Summer Boost grant to run extended school year. Husain also invited Trustees to the specific events of Ms. Brenda's Day of Service, Winter Showcase, Share the Love Week, Spring Passage Portfolio and to raise collectively \$30,000.

A discussion was held on Trustees participation in giving and encouraging 100% participation in giving for Board members and Staff.

Executive Director Report

Executive Director Reaves shared the positive note that staff orientation went well, all schools have held their community meetings, middle schoolers are responding well to increased structure, and the community has appreciated Young ES arrival changes. With regards to staffing, all staff is in place with a Middle School Counselor recently hired and Content Director applicants coming onsite for interviews. Principals and senior leaders have gone on learning walks and observations. In terms of enrollment, there are a limited number of open seats in specific grades. Executive Director Reaves has met with a small number of families and has more coffees and meetings planned. She expressed that she could not be happier with how Two Rivers has gotten started this year.

A short discussion was held around enrollment numbers.

Finance Committee Report

Treasurer Robins presented the following memos which were shared with the board in advance:

- StaffVenger Staffing Agency Contract- In order to maximize our ability to address teacher absences and vacancies, Two Rivers recommends contracting with StaffVenger to provide short-term and long-term substitutes as well as dedicated aides for all three schools. Two Rivers is exempt from completing the PCBS

procurement process for this contract because it is for a staffing agency. The scope of work was provided by a former staff of Align Staffing, who Two Rivers currently contracts with.

- Recommendation - Two Rivers recommends contracting with StaffVenger for dedicated aides and substitute teachers.

A discussion was held on the contract. Due to potential conflict between Align and StaffVenger, the Board suggested tabling the vote until a non-compete statement was collected from StaffVenger.

- ResponseTech Contract- In Spring 2023, Two Rivers launched a two-phase plan to install cameras in hallways to address student safety concerns in the building. The first phase was to install cameras in the middle school and 4th Street Upper School before the end of FY23. The second phase was to install cameras at Young Elementary and 4th Street Lower School by August 2023. However, the planned FY23 work was completed in July due to supply chain delays and staffing shortages, thus moving the expense to FY24 and contract going over \$25,000.
- Recommendation - Two Rivers recommends retroactively approving the ResponseTech security equipment upgrades totaling \$52,896.

All Trustees voted to approve the recommendation with the exception of Trustee Phillips who left the meeting early.

Governance Committee

Senior Director of Human Resources Gornick 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:
 1. COVID Items - Two Rivers has updated our COVID-19 policies in response to changes made by the DC Department of Health, and current organizational needs.
Policies Related to COVID-19
 - changing COVID leave to 5 days annually
 - requiring name and date on COVID test
 - Removing DCFMLA-COVID leave
 - Removing paid vaccination leave
 - Removing vaccination requirements
 2. Operation Items - Previously, Two Rivers had stand-alone operations policies that have now been incorporated into the staff handbook to ensure all employees have access to these policies.
 - Use of Two Rivers' Reserved Parking
 - Use of Personal Appliances

3. Bullying Prevention Policy - This policy has been updated to reflect the current contacts for our school-based leadership teams.
 4. Use of Personal Electronic Devices - This is a new policy designed to ensure staff are appropriately using electronic devices during work hours.
 5. Corporal Punishment The restraint policy has been updated. The updates were developed and reviewed by Lauren E. Baum, Education Law Attorney, and Jenna Umansky, Senior Director of Special Populations.
 6. Telework and Remote Work Policy - The eligible list of employees has been updated to reflect our current positions.
 7. Severance Policy - This is a new policy, created to ensure more equitable and consistent practices. Previously Two Rivers had no severance policy.
 8. Paid Leave
 - Two Rivers added a provision to allow for the advancement of PTO for 12-month employees to June 1st, if approved by supervisor and ED.
 - PTO Exclusion dates changed to unpaid and added PARCC testing dates for instructional staff. Also added bereavement leave in addition to legally-required leave as reasons time off can be taken on PTO Exclusion dates.
 - PTO for operations staff now specifies 160 days for certain positions and holidays for the Facilities Associate and Building Engineer.
 - A progressive discipline structure for paid time off violations has been added, which includes a warning via email, then a formal write-up in a Corrective Action letter, and finally either a PIP or termination.
 9. Employment Requirements - Two Rivers removed the review of child abuse and neglect registries as a result of this requirement being removed from the School Safety Omnibus Act.
 10. Volunteer Requirements - This policy previously existed as a stand-alone policy and has been added to the staff handbook to ensure equitable access.
 11. Classroom Visitations - This policy has been updated to reflect the current Family Handbook policy.
- Recommendation - Two Rivers recommends approving the Staff Handbook.

The Board of Trustees unanimously voted to approve the staff handbook.

Chief of Staff Steinle shared that this year PCSB received 1 complaint at Young Elementary, 2 complaints at the Middle School and 0 complaints at 4th Street Elementary. The one complaint at Young Elementary falls under the Health and Safety category. The two complaints at the Middle School fall under the Bullying category. Comparatively, 13 schools of 600+ students have had a total of 13 complaints, with an average of 1 complaint per campus.

Academic Excellence Committee

Trustee Hamilton-Edward shared that the Academic Excellence Committee met last week and level set for the year. A discussion was held on what is achievable given the gap in PARCC scores. Executive Director Reaves shared by choosing EL modules, they hope to close the gap through rigorous, grade level, culturally responsive content.

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 Closed Session.

Adjournment

The Board meeting adjourned at 7:52 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Kimerly Eddings/s/
Secretary