



TWO RIVERS BOARD OF TRUSTEES

October 16, 2023

Call to Order

Chair Trembl called the October 16th Meeting of the Two Rivers Board of Trustees to order at 6:01PM via Zoom. Chair Trembl opened the meeting by explaining that the meeting would be held per the Open Meetings Act and recorded.

Roll Call

Board Members

Gregg Trembl, Chair	Present
Ahnna Smith, Vice Chair	Present
Kimberly Eddings, Secretary	Absent
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	Absent
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
Gail Williams, Chief Operating Officer
Rachel Coad, 4th St FSA President
Anyia Stockburger, 4th St Parent
Sara Batterson, 4th St Parent

Amendment and Approval of Meeting Agenda

Chair Trembl proposed amending the agenda to remove the fiduciary report from the Governance Committee agenda item. Trustees Hamilton-Edward, Proffitt, and Pierce were not present for the vote. All other Trustees voted to approve the amended agenda.

Approval of August 19th Minutes

Trustees Hamilton-Edward, Proffitt, and Pierce were not present for the vote. All other Trustees voted to approve the minutes.

Executive Director Report

Executive Director Reaves started her report by sharing that the job posting for the Chief Academic Officer is up with the timeline to hire in December for a January start date. A discussion was held around the historic model of supervision of principals and supervision model going forward. Though the principals are now reporting directly to Reaves, she shared how their work and the work of the Chief Academic Officer overlaps and works together.

Executive Director Reaves continued sharing that on count day, Two Rivers had an unaudited enrollment of 1,022 students, with the audited enrollment expected by the November Board meeting. She noted that 5th grade and 7th grade were low in terms of actual numbers but 7th grade ended up being higher than budgeted and 5th grade less budgeted for. Kindergarten was also less than we budgeted for, with the total enrollment of 6 students less than anticipated at 1,028, causing a \$200,000 deficit. Two Rivers is now focusing on retention and recruitment with engaging current 4th and 5th grade families as well as reaching out to local daycares.

A discussion was held around completing the story of why families are withdrawing to avoid surprises in the future. Chief of Staff Steinle shared that the school offers exit interviews with families and receives withdrawal slips to fill in why families are leaving. She also noted that other charter schools are seeing similar trends in low kindergarten numbers. Executive Director Reaves shared that retention is key in making the budgeted numbers alongside building a deeper waitlist as a strategy for mitigating budget shortfalls.

Executive Director Reaves continued to share that staff recently took a pulse check survey. In the Spring 2023, staff were not feeling well prepared, safe, or supported and in September 2023, staff were feeling safe and supported. A majority of staff feel they belong and she is pleased with the number of staff members that felt good.

Executive Director Reaves further shared that the strategic planning process has started with DeliverEd being contracted to support. The steps include an assessment of what Two Rivers is currently doing well and what the opportunities of greatness exist, followed by designing plans, MOCHAs, and strategies to achieve goals, and lastly aligning and operationalizing the plan. There

will be a small steering committee of staff, FSA, and Trustees. A draft will be presented to the Board for a deep dive in Feb and March followed by a vote on the plan between May and June meetings.

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 - It is recommended that Two Rivers contracts with StaffVenger for dedicated aides and substitute teachers.

The Board discussed the potential agreement with Staff Venger and was told Staff Venger represented that there was no non-compete clause with its former employer. In reliance on Staff Venger's representation, the Board approved the contract.

All Trustees voted to approve the recommendation.

- Vendor Renewals for FY '24 - Two Rivers used the services of the companies in the below table in FY23. Rates for FY24 were solicited and increased/decreased usage (if any) was considered. The contracts were previously procured in compliance with DC Public Charter School Board requirements and are therefore eligible for renewal without further procurement. The contracts are each estimated to have an aggregate value equal to or exceeding \$25,000 over the course of the fiscal year and therefore necessitate board approval according to Two Rivers policy.

Contractor	Service	Rate Increase	FY23 Cost	FY24 Cost
The Midtown Group	Education Staffing Agency	No rate change.	\$6,173.73 (Jan.-June) Two Rivers contracts with multiple staffing agencies to ensure that day-to-day, as well as long-term vacancies are filled in a timely manner. This agency was only used minimally in FY23.	Estimated cost is \$30,000. Two Rivers already has a budgeted amount for substitute teachers, this expense will be absorbed without impacting the overall budget.
W.L. Gary	HVAC Service Agreement	3% increase	\$26,582	\$27,379
William Braxton Trash Service	Sanitation Services	No rate change.	\$28,620	\$28,620

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

A discussion around the use of a staffing agency. All Trustees voted to approve the recommendation with the exception of Trustee Pierce who left the meeting early.

Development Committee Report

Senior Director of External Relations Husain reported that Two Rivers is currently in a fundraising sprint to raise funds for classroom experiences such as field studies, NorthBay, NatureBridge, and college and career visits. The goal is to raise \$45,000 and 100% participation which in the first day has raised 25% of total, which includes 20% Board participation. The development committee is working to pave the way for spring fundraisers which are different experiences designed by parents and Board for parents and Board. These experiences will take place the last 2 weeks of March. Additionally, there will be a 20th Anniversary dinner/fundraiser event, of which they are working to secure a venue. Trustee Phillips added that it is important that all Trustees give, whatever they can give.

Academic Excellence Committee

Vice Chair Smith reported that the committee met and is working to support Belicia, principals, and have regular touchpoints to updates throughout the year. They will be looking at data points and cadence as well as key measures and progress to bring updates to the Board. The committee will also be looking at data through assessments.

Adjournment

The Board meeting adjourned at 7:26 PM.

Prepared by:

Submitted by:

Michelle Kimso/s/
Executive Assistant

Alvincent Hutson/s/
Trustee