



TWO RIVERS BOARD OF TRUSTEES

May 12, 2025

Call to Order

Chair Trembl called the May 12th meeting of the Two Rivers Board of Trustees to order at 6:02PM at Two Rivers Middle 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

Gregg Trembl, Chair	Present
Erin Sheehy, Vice Chair	Present
Elle Carne, Secretary	Present
Ben Robins, Treasurer	Present
Faisal Awwal, Trustee	Present
Lauren Hamilton Edwards, Trustee	Present
Elaine Hou, Trustee	Present
Malik Husser, Trustee	Present
Alvincent Hutson, Trustee	Present
John Phillips, Trustee	Present
Derek Pierce, Trustee	Absent
Jessica Proffitt, Trustee	Present
Ahnna Smith, Trustee	Present
Cara Williams, Trustee	Absent
Aswathi Zachariah, Trustee-left at SPPM	Present
Belicia Reaves, Executive Director and Ex Officio	Present

Others Present

Michelle Kimso, Special Project Manager for the Office of the Executive Director
Gail Williams, Chief Operating Officer
Bridget Jackson, Chief of Staff
Anya Stockburger, 4th St Elementary Parent
Rebecca Namec, Finance Committee Member and Young Elementary Parent
Ross Knorr, EdOps

Approval of Meeting Agenda

The meeting agenda was amended to reflect that the finance committee was presenting following the Executive Director Report and to vote on the ED Compensation Philosophy Package. Trustees Hou, Husser, Hutson, and Proffitt did not vote, all other Trustees voted to approve the amendment.

The meeting agenda was approved as amended with Trustees Hou, Husser, Hutson, Proffit and Robins did not vote, all other Trustees voted to approve the amended agenda.

Executive Director Report

Executive Director Reaves started her report by sharing an overview of winter highlights including Spanish Night, 8th Grade College Visit, and Latin Dance Competition. Reaves then shared an update on SY' 24-'25 priorities, pointing Trustees to the Strategic Plan. She continued to share that Young Elementary had received a Truancy Notice of Concern from DC DCSB, where Truancy rates had reached 35.7%. She then shared action plans including before/after care programming, and initiatives for crew recognition at Community Meetings for perfect attendance, crew flags, and Chick-fil-a breakfast. As for staff, 85% have signed contracts for next year, surpassing the 83% of staff who affirmed their return on the Intent to Return Survey in January.

Finance Committee Report

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

- **ACSI Translations** - Two Rivers is committed to ensuring access for all students and their families. Students and families who are English Language Learners or who communicate via ASL require interpretation and translation services in order to have access to the full range of services, programming, and events provided by the school. Two Rivers has experienced an increase in families in need of translation services. In reviewing the most recent quarterly vendor actuals, Two Rivers discovered that the cumulative expenditure with ACSI Translations had reached \$23,882.
- Recommendation - Two Rivers requests approval of the expenditure of \$28,000 in FY25 for the services provided by ACSI Translations.
- **Lexia Learning Systems** - Two Rivers is seeking to continue its contract with Lexia Learning Systems to support high-impact, personalized literacy instruction across grades K–8. This request represents a continuation of services and aligns with our broader instructional strategy to improve literacy outcomes and provide equitable learning opportunities for all students. In addition to driving academic outcomes, Lexia contributes to a supportive school culture by fostering student engagement and motivation. Its culturally responsive content and individualized learning paths help ensure that all students, regardless of background, receive the instruction they need to thrive. Under the Public Charter School Board's procurement policy, contracts for copyrighted curricular materials are exempt from the RFP procurement requirements.
- Recommendation - Two Rivers requests approval to contract with Lexia Learning Systems for \$26,600 in FY26.
- **PMM Companies** - In alignment with Goal 3 of our strategic plan, Two Rivers is restructuring its facilities maintenance staffing model to create a growth pathway for existing facilities staff and ensure the longevity of infrastructure systems like HVAC units, electrical, and plumbing. Due to turnover in staff, in March 2025, Two Rivers entered into an emergency contract with PMM Companies to ensure that the infrastructure systems are managed and daily and preventative maintenance work is performed for the remainder of SY 24-25. In January 2025, Two Rivers followed the Public Charter School Board's procurement

policy and received three proposals from RSC Company, PMM Companies, and Busy Bee Environmental Services. PMM Companies had the highest rubric score, including providing the most experienced on-site staff and the second-best price. PMM Companies also previously worked with Two Rivers for thirteen years, including building 4th Street's upper school and Young Elementary.

- Recommendation - Two Rivers recommends contracting with PMM Companies for \$132K.
- Vendor Renewals - Two Rivers works to confirm and renew service contracts annually and in alignment with the completion of the Two Rivers budget process. Contracts previously procured in compliance with DC Public Charter School Board requirements are eligible for renewal without further procurement. Two Rivers used the services of the companies in the below table in FY25. Rates for FY26 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.

Contractor	Service	Rate Change	FY25 Cost	FY26 Cost
ADP, Inc.	Payroll and Human Resources Management System	No rate change	Contract value depends on use of services. Estimated year-end cost is \$30,000.	Contract value depends on use of services. Estimated cost is \$30,000.
NYU	Teacher Residency (Two-year contract)	Stipend increased to improve competitiveness in recruiting.	\$70,000 for SY23-24 \$70,000 for SY24-25	\$90,000 for SY25-26 \$90,000 for SY26-27
KIPP	Teacher Training (Fellowship in Special Education)	No rate change. Receiving a credit for a participant slot not used last year.	\$40,000	\$25,000
Alignstaffing	Temporary Staffing (aides, daily subs, long-term subs)	Slight decrease in rates	Two Rivers used a pool of eight staffing agencies in order to meet fluctuating needs throughout the school year. The estimated total year-end cost for these services (aides, daily subs, long-term subs) is \$1,725,000.	Two Rivers will use a pool of six staffing agencies in order to meet fluctuating needs throughout the school year. The estimated total cost for these services is \$940,000 (\$550,000 for instructional subs and \$390,000 for dedicated aides)
Enriched Schools	Temporary Staffing (aides, daily subs, long-term subs)	No rate change		
StaffVengers	Temporary Staffing (aides, daily subs, long-term subs)	3% rate increase		
Delta-T Group Virginia, Inc.	Temporary Staffing (aides, daily subs, long-term subs)	Minimal rate increase		

Scoot	Temporary Staffing (aides, daily subs, long-term subs)	3% rate increase		
Kokua	Temporary Staffing (aides, daily subs, long-term subs)	No rate change		

Cole Pediatric Therapy	Physical Therapy, Occupational Therapy, Speech Therapy, Assistive Technology Evaluations	Rates increased 6%. (This follows no rate change for FY25.)	Contract value depends on use of services. Estimated year-end cost is \$450,000.	Contract value depends on use of services. Estimated cost is \$390,000.
Capitol Kids Therapy	Speech Language Pathology	No rate change	Contract value depends on use of services. Estimated year-end cost is \$65,000.	Contract value depends on use of services. Estimated cost is \$60,000.
Educational Solutions	Tutoring for SPED	No rate change	\$20,000	\$25,000
NorthBay	Middle School Outdoor Education Program	No rate change. Increase is due to anticipated increase in student participation.	\$20,480	\$25,600
DC Charter School Alliance	Charter School Alliance Membership	No change in rate. Charge is per pupil, as determined by previous year's UPSFF enrollment.	\$25,550	\$25,150
School Leader Lab	Leadership Coaching	No rate change.	\$35,000 in FY24 \$0 in FY25	\$30,400
Dynamic Network Solutions	Technology Support Services	No rate change. Decreasing usage from five days per week to four days per week.	\$190,000	\$152,000
Busy Bee Environmental	Custodial Services (4th Street ES)	2.7% rate increase (includes the 7/1/25 increase to minimum wage)	Contract value fluctuates minimally due to supply charges. Estimated year-end cost is \$260,000.	Contract value fluctuates minimally due to supply charges. Estimated cost is \$267,000

Bradcorp	Custodial Services (MS and Young ES)	4% rate increase (includes the 7/1/25 increase to minimum wage)	Contract value depends on use of services. Estimated year-end cost is \$445,000.	\$474,000 ((\$444,000 for contracted services and \$30,000 for out of contract services and consumables)
EdOps	Finance and Accounting Services	2% increase in Finance Manager rate. All other rates remain the same.	Contract value depends on use of services. Estimated year-end cost is \$160,000.	Contract value depends on use of services. Estimated cost is \$163,200.
Whitsons Culinary Group	Food Service Management	2.8% rate increase	Estimated year-end cost is \$530,000.	\$550,000
CliftonLarsonAllen	Financial Audit	3% rate increase	\$37,500 (\$34,500 fixed fee, plus \$3,000 one-time fee for implementation of new auditing standards)	\$35,535
William Braxton Trash Service	Sanitation Services	No rate change	\$30,000	\$30,000
AMD Enterprise	Student Transportati on (short distance trips)	No rate change	Contract value depends on use of services. Estimated year-end cost is \$80,000.	The budgeted amount of \$195,000 will be divided among the three vendors based on availability and type of service needed (short-distance vs long-distance, day trip vs. overnight trip).
K & V Limousine Service	Student Transportation (short and long distance trips)	No rate change	Contract value depends on use of services. Estimated year-end cost is \$40,000.	
Baron Tours	Student Transportati on (long distance trips)	3% rate increase for passenger coaches	Contract value depends on use of services. Estimated year-end cost is \$0.	

Pepco	Electricity Utility (<i>Delivery only.</i> Supply is provided by Constellation.)	No change	Contract value depends on use of services. Estimated year-end cost is \$186,000.	Contract value depends on use of services. Estimated cost is \$186,000.
DC WASA	Water and Sewer Utilities	No change	Contract value depends on use of services. Estimated year-end cost is \$90,500.	Contract value depends on use of services. Estimated cost is \$90,500.
Verizon	Telephone Service	No change	Contract value depends on use of services. Estimated year-end cost is \$38,000.	Contract value depends on use of services. Estimated cost is \$38,000.

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

A discussion was held around student outcomes on Lexia. Following discussion, all Trustees voted to approve the memos.

Chief Operating Officer Williams and EdOps School Finance Manager Knorr shared an overview of the Board Budget which supports the strategic plan. The operating cash is healthy and net income is negative due to depreciation. Two Rivers has a projected enrollment of 1,039 though the budget is built off of 1,029 students. The proposed budget includes a 2.74% per-pupil funding increase, which is significantly less than Two Rivers experienced in FY '25. Cash on hand is set at 146 days. Potential risks include change in District and Federal Funding allocations (FY'26 starts Oct 1). The potential upsides include a SOAR Educator Pipeline Continuation Grant, 10 student contingency, and DSCR cushion.

A discussion was held on the number of students the budget was built on, COVID dollars expenditure, staffing: vacancies, new positions, and leveling up teachers, and the focus on student facing positions.

Development Committee

ED Reaves shared that Two Rivers recently received two grants, Summer Strong and Summer Boost, totaling \$241,000 which will allow for 5 weeks of services in the summer which includes academics in the morning and enrichment in the afternoon. An anonymous donor also granted Two Rivers \$35,000 for the next two years for math and science funding. She also shared that three Fantastic Voyages are completed and two remaining having raised \$22,000.

A conversation was held around summer school.

Academic Committee Report

ED Reaves shared the following Memo with the Board.

- **School-Specific Performance Measures (SSPM)** - DC PCSB's revised ASPIRE accountability framework allows each LEA to identify and submit up to two School-Specific Performance Measures (SSPMs) that reflect school-level strengths, aligned to the school's mission, model, and instructional priorities. SSPMs are designed to recognize innovation, promote unique programming, and showcase what each school does best. These measures will be scored beginning with the Fall 2026 ASPIRE release, based on SY: 2025–26 data, and can contribute up to 10 points on the framework. Two Rivers has formally submitted the following SSPMs for review and future inclusion in the ASPIRE framework:
 1. Climate & Culture – Rigorous Expectations (Panorama Survey)
 2. Service Learning – Student-Led Projects in Grades 3 and 8:
 - Grade 3: Students participate in Ms. Brenda's Day of Service, a Two Rivers tradition aligned with the national Better World Day, which encourages student-led acts of service to improve communities.
 - Grade 8: At Two Rivers, the Passage Portfolio is an EL Education benchmark presentation and a key indicator of readiness for high school.
- Recommendation - Two Rivers recommends to adopt the SSPM as ASPIRE's accountability framework.

A discussion was held around the rubrics and scoring of the SSPM.

Trustee Zachariah was not present for the vote, all other Trustees voted to approve the recommendation.

Governance Committee

Secretary Carne shared that the governance is in the recruitment process and is looking for officer nominations. She then shared the following memo:

- **School-Specific Performance Measures (SSPM)** - Annually, Two Rivers must review the program's mission statement through the appropriate governance procedures. The review ensures that the program's integrity and commitment to the importance of liberal education are maintained. Since the founding of Two Rivers, the mission statement has not changed: To nurture a diverse group of students to become lifelong, active participants in their own education, develop a sense of self and community, and become responsible and compassionate members of society.
- Recommendation - Two Rivers recommends that our mission statement remains as it is currently.

Trustee Zachariah was not present for the vote, all other Trustees voted to approve the recommendation.

ED Reaves shared that the Race and Equity work is still in progress. This year, Two Rivers allowed staff to choose their groups for their own benefit and growth. There will be a total of six sessions, including case

studies and addressing real life scenarios at work, which were created by a steering committee of teachers and network staff. Staff elect to lead sessions, getting paid a stipend for the additional time.

Secretary Carne shared that a vote on the ED Compensation Philosophy Package was needed, as it was not completed via an e-vote.

- ED Compensation Philosophy Package - Historically Two Rivers has not had a formal compensation system, policy and performance evaluation structure in place. This provides structure and a framework for those processes, allowing for transparency and clarity between the Board and Executive Director. The policy was drafted collaboratively between the Governance Committee and the Executive Director and reviewed by the Executive Committee before a full board discussion. Feedback from board members was incorporated into a draft that was reviewed by legal counsel. This provides structure and a framework for those processes, allowing for transparency and clarity between the Board and Executive Director.
- Recommendation - Two Rivers recommends that the board approve the policy.

Trustee Zachariah was not present for the vote, all other Trustees voted to approve the recommendation.

Closed Session

Trustee Zachariah was not present. All other Trustees voted to move to Closed Session under OMA 2-575 (b) (10) To discuss the appointment, employment, assignment, promotion, performance evaluation, compensation, discipline, demotion, removal, or resignation of government appointees, employees, or officials, or of public charter school personnel, where the public body is the board of trustees of a public charter school.

Trustees Zachariah and Hou were not present. All other Trustees voted to end the closed session and adjourn the meeting.

Adjournment

The Board meeting adjourned at 8:07 PM.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Elle Carne/s/
Secretary