



TWO RIVERS BOARD OF TRUSTEES

September 8, 2025

Call to Order

Chair Carne called the September 8th meeting of the Two Rivers Board of Trustees to order at 6:03 PM at Two Rivers Middle School with a quorum of Trustees present. Chair Carne opened the meeting by explaining that the meeting would be held per the Open Meetings Act and recorded.

Roll Call

Board Members

Elle Carne, Chair	Present
Derek Pierce, Vice Chair	Present
Mike Jacobs Jr., Secretary	Present
Faisal Awwal, Treasurer	Present
Alyssa Brunner, Trustee	Present
Elaine Hou, Trustee	Present
Malik Husser, Trustee	Present
John Phillips, Trustee	Absent
Jessica Proffitt, Trustee	Present
Erin Sheehy, Trustee	Present
Ahnna Smith, Trustee	Present
Belicia Reaves, Executive Director and Ex Officio	Present

Others Present

Michelle Kimso, Special Project Manager for the Office of the Executive Director
Bridget Jackson, Chief of Staff
Aqueelha James, Chief Academic Officer
Mary Gornick, Chief Human Resources Officer
Sharee Awaal, 4th St Parent
Katherine Brohourd,
Aurora Steinle, 4th St Parent

Approval of Meeting Agenda

Trustees Hou, Proffitt, and Sheehy were not present, all other Trustees voted to approve the agenda.

Approval of the August 16, 2025 Minutes

Trustees Hou and Proffitt were not present, all other Trustees voted to approve the August 16th Minutes.

Executive Director Report

Executive Director Reaves started by sharing that Two Rivers is fully staffed. She then gave updates on the Strategic Plan moving from year 1 to year 2. Highlights included:

- Goal #1 K-2 students growing in 3+ encoding microphases in early literacy to 72%.
- Goal #2, hit a goal of 84% of retention, for this year the metric increased to 88%. Two Rivers also looked at attendance and set standards aligned across DC with an attendance team at each campus, looking at attendance from day 1.
- Goal #3, hit 12 percent and keep 12% for this year as well for net income.
- Anchors #1 & 2, look at re-enrollment strongly.

Reaves shared an enrollment update, reminding Trustees that 1,039 is budgeted number. Two Rivers is no longer enrolling over the preferred number of students in classrooms, unless there are extenuating circumstances and with principal approval. There is a high retention rate of 7th graders. Final numbers will be given at the October Board meeting, as October 6th is count day.

Reaves then transitioned to sharing DC CAPE Data from Spring 2025. In ELA, 4th St had double digit gains with growth at both Young and Middle School. The growth-to-proficiency had 54% of students meeting their growth goal. In Math, the elementary schools remained consistent with nearly half of students demonstrating year-to-year growth. At the Middle School, students decreased in proficiency and nearly one-third of students demonstrated growth. The growth-to-proficiency had 41% of students meeting their growth goal. There is an urgency to get subgroups to move.

Reaves questioned how Two Rivers gets students to move faster? Chief Academic Officer James shared that data triangulation is key with Bullseye capturing how teachers progress and the continued tracking of educators progress vs. student outcomes. Teachers are also getting cross-campus, grade-level time with each other. Reaves also shared that sailing time is implemented at each campus where every 6-8 weeks, students are grouped to provide personalized support. She also introduced the academic foci, based on EL Education's Core Practices of #11: Delivering Effective Lessons, #19: Differentiating Instruction, and #28 Crafting and Using Learning Targets.

Trustees asked questions around how they can best support Two Rivers, data on areas of student struggles, headwinds or concerns, and what strategies are different from last year to this year. They also stressed the sense of urgency to improve the data.

Finance

Treasurer Awwal shared that the rooftop HVAC unit at 4th St had failed beyond repair and a procurement was run for \$51,000. He then shared the following two Memos which were shared with the board in advance.

- FY26 Contract for Curricular Materials - Open Up Resources, a non-profit company, is the exclusive publisher of the EL Education curriculum. As such, Two Rivers intends to purchase EL curriculum materials for grades Kindergarten through 8, including EL modules and Skills Blocks, from Open Up Resources throughout FY26. These year-round purchases will keep our curricular materials aligned with the EL Education module series.
- Recommendation - Two Rivers recommends approval of purchases of EL Education curricular materials from Open Up Resources at a cost of \$45,000 in FY26.

- Procurement of Data Analysis Services - EmpowerK12 has a unique combination of technical expertise and direct DC education experience. Their staff are former DC educators that also have deep analytical and technical expertise in SQL, data warehousing, data visualization, data synthesis and communication. This structure of data support promotes consistency of messaging across schools and across charter sector initiatives to inform schools on ASPIRE and analysis of our data. With EmpowerK12's supportive yet ambitious approach, Two Rivers will be able to make measurable progress on our biggest academic priority goals. Our leadership team has not come across any other group that offers the same level and quality of data support as EmpowerK12 and is more cost effective.
- Recommendation - Two Rivers recommends that the board approve the sole-source contract with EmpowerK12, allowing the school to implement robust analytics and an easy-to-digest dashboard solution for \$44,000.

The HVAC unit was not voted on as Trustees had not received the memo in advance. Vice Chair Pierce was not present, all other Trustees voted to approve the contract for curricular materials and procurement of data analysis services memos.

Governance

Secretary Jacobs presented the following memos which were shared with the board in advance:

- Updates to the Staff Handbook - Based on feedback from Board of Trustees members in FY25, as well as guidance from legal counsel, Two Rivers has made efforts to reduce the length of the handbook by creating a supplemental [Procedures Guide](#). In addition to the creation of the [Procedures Guide](#), below is a summary of the changes and updates that have been made.
 - [Employee Evaluations](#) - Updated the language to ensure the language in this section is not legally binding Two Rivers to a specific process, but rather allows flexibility for individual circumstances.
 - Added SLP and OT to the [remote eligible list](#) and updated other titles, as needed.
 - Removed Volunteer Requirements (only in the stand-alone document: [Two Rivers Background Check Directions \(Volunteers & Renewals\)](#))
 - Shortened the [Classroom Visitation](#) section and referred to the Family Handbook for additional information.
 - [Dress Code](#) - Added greater specificity.
 - [Pregnancy and Lactation Accommodation](#) - This policy was revised to reflect changes prompted by the PUMP Act, as well as changes in the employment and, specifically, lactation accommodation landscape.
 - [Social Media](#) - Added the recommendation to make all accounts private, and added AI-generated content related to social media.
 - [Employees' Children & Dependents](#) - Added additional clarification. Important note: *To support the implementation of this policy, Two Rivers' after-school provider, Apollo, has added a "drop-in" option for TR employees on Wednesdays and professional learning days.*
 - [Religious Holidays](#) - Updated to up to 3 days of leave.

- [Voting](#) - Added language around providing two hours of time off.
- [PTO Exclusions](#) - Added “unless otherwise approved by the supervisor.”
- [Leave Donation](#) - Added “Unused PTO may be transferred to the Leave Donation Bank. Additional details can be found in the [supplemental procedures guide](#).” As well as a [PTO Donation Bank](#) leave option with a basic policy overview.
- [School Closure Caused by Inclement Weather](#) - Added, “During periods of school closure caused by inclement weather, all Level I Essential Employees will be required to work onsite. All members of the Leadership Council will be required to work remotely. All other employees may be required to work remotely, at the discretion of their supervisor.”
- [Medication Administration](#) - Shortened to a summary and included a link to the Family Handbook.
- [Classroom Pets](#) - Added requirements and an approval process for classroom pets.
- [Corporal Punishment](#) - Section updated to reflect recent training from Crisis Prevention Intervention (CPI).
- [Guidance on Breaking Up Students' Fights](#) - Updated language in alignment with CPI.
- Recommendation - Two Rivers recommends that the Two Rivers Board of Trustees vote to approve the attached staff handbook.

Vice Chair Pierce was not present, all other Trustees voted to approve the Staff Handbook.

Development

Chief of Staff Jackson shared that grandparents were being recognized at community meetings the week of September 8th. Executive Director Reaves shared that Musa Kamara was hired as Development and Donor Manager.

Adjournment

Vice Chair Pierce was not present, all other Trustees voted to adjourn the meeting at 7:48pm.

Prepared by:
Michelle Kimso/s/
Executive Assistant

Submitted by:
Mike Jacobs/s/
Secretary