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Minutes

TRCS Board Meeting, February 23, 2023 5:30-7:30 pm

In Person at Two Rivers Community School

195 Center Dr., Glenwood Springs, Co 81601

Board Meeting facilitated by Josh Mattson

Board Attendees Present: Josh Mattson , Ashley Thomas , Jocelyn Kochevar, Lexi Clark-Kimmel (via Zoom), Nelson Waneka, Corina Jones (via Zoom)

Board Attendees Absent:

Other Attendees: James Nims, Head of School, Eunice Calzadias, Business Manager, Maggie Brooks, Dean of Students, Brenda Kaiser , Community Coordinator, Lixy Alcorta, Dean of Instruction, Johnny Mendoza, TRCS Parent

The Mission of Two Rivers Community School is to be an exemplary K-8 school founded upon the belief in academic Rigor, curricular Relevance, and authentic Relationships.

1. Call to Order

Josh called the meeting to order at 5:35 p.m.

2. Public Comments (15 minutes maximum public comment)

5:36

- Please limit comments to three (3) minutes and address your comments directly to the Board President
- Identify yourself by name and specify your connection to the school
- Comments are encouraged to be courteous, civil and constructive
- The Board will make no decision nor take action except to direct the Head of School, when appropriate
- If there are more than 5 people in attendance, then the Board President or meeting facilitator may limit the number of speakers on the same topic with the same or similar content

There was no public comment.

3. Consent Agenda

5:37

ACTION

Correction: the next meeting agenda is March 2023 not February requested by Nims

Corina made a motion to approve the minutes, Ashley seconded. The motion passed.

- Approve the draft Agenda

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-AYE

- b. Approve minutes from January 26, 2023

[ATTACHED](#)

Eunice needs to add minutes from the executive session in December to December's special meeting minutes. This will need to be approved in the meeting in March.

The motion passed.

4. Standing Reports

5:40

The BOD and BLT members introduced themselves.

a. Leadership Reports

i. BLT Mid-Year Goals Updates

1. Academics - Lixy Alcorta - Dean of Instruction

- a. Goals: improve tier 1 instruction k-8th in PBL writing, math. Creating a system for coaching and observations. Providing curriculum support through coaching and creating rigor in curriculum, improving state test scores, intervention practices.
- b. Updates: Implemented a weekly meeting for instructional planning to analyze differentiation in subject areas. Student services team meets to discuss the students and to make sure they have what they need for providing academic growth. Lixy was a great help in getting the intervention support implemented in the first place. Building healthy relationships with staff with this new position. Lixy is still striving to create more opportunities for professional development that accounts for all of our staff and not just certain groups or people. Outsourcing from community professionals to provide meaningful training. Lizy also wants to get into the classrooms in real time regularly. For this last trimester Lixy really hopes to be able to provide more training for teachers which have been identified as needing more support.
- c. PBL plan days: honing in on this PBL planning has brought back great feedback from teachers. Analyzing the CMAS scores from last year is often done to try and determine what we need to strengthen. NWEA all student k-8 complete math and 4-8th grade complete reading. This provides a good comparison of growth for our students. This has allowed us to create instructional groups and moves to give the students better interventions to help their growth. Math- this is 20% below level and now we are able to shift some intervention groups to allow math support to those students who have improved their reading. An intervention curriculum is being used and the feedback for this has been great, this is for students 2nd-8th grade.
- d. Gifted and Talented: 3 teams are competing in destination imagination in Delta. Lixy meets with these groups every group.

2. SEL - Maggie Brooks - Dean of Students

- a. Staying focused on SEL as well as MTSS and 504 Plans. Goals: working on PD in the area of trauma informed classroom practices. Still working on this but this continues to be an area of growth. PD's are around academics and instruction, we are trying to work with the district's mandated PD schedule. Establishing a

system of classroom management procedures such as High 5 for the Vibe. Observations are done regularly to help teachers establish continuity across all the classrooms, this has been successful. To help support a health and safety school environment. Maggie is tracking office referrals and is also a disciplinarian. ISS/other traditional consequences have not shown changes in behavior. The decency academy has been established, 1 hour before or after school. Parents are invited to attend with students, 3 vibe checks mean one academy. 15 middle school students have attended, 11 have not made a return appearance which helps prove that this helps change behaviors. Falconers are still being done to encourage positive behavior. Individual behavior plans are also used on a case by case basis. Amy provides intervention for 15 students every week and several small groups. This is the second round of groups with the 3rd starting in March. There are field trips to work on self esteem and body positivity, sportsmanship and communication. Falcon Houses have had 6 different challenges, there have been prizes such as skiing, movies trips.

- b. Maggie tries to do 6-8 weekly classroom observations. Co-Teaching around safe schools, restorative circles in UNIDAD or in classes to help model how to teach the 5 rules. Upstream is our social emotional curriculum for coping skills. Maggie has SPED certification which helps her support teachers and create a shift from the traditional or exclusionary practices to creating a culture shift in how to support the students.

3. Business - Eunice Calzadias - Business Director

- a. Eunice is working on communicating with parents to collect lunch money.

4. Community - Brenda Kaiser - Community Coordinator

- a. Goal/updates: The tours for new parents, communication on day to day, Brenda is referring families to family resource centers. Continue our Padre Mentores program, Latino community members have interactions with students that are ELL. Lilliana Carrillo is our ELL coordinator to give them strategies to work with kids and be more supportive to students. Expand volunteer opportunities, breakfast cart, chaperones for field trips, volunteer opportunities in student council, Lift Up comes twice a month, we serve some 50 families, Friday breakfast cart for staff. The PTO has been created, the sign-up created by them has not been successful but Brenda hopes to become more involved with it to get more parents involved in volunteering. Brenda prefers the face to face or cold call communication to build relationships and will continue to do so. More Interpretations for parent events, explore more opportunities with CMC to have more class opportunities on our campus for adults. We had great success in our last Intercambio class with adult learners, we had some great feedback and 5 TRCS staff members attended. We have a support group for teachers available, and a yoga group. Student council- this is happening. The kids have completed a clothing drive, and a middle school dance, this was a great success. They are now working on Yearbooks, dance, high school students joining us for experience in high school, clubs and what to expect, graduation etc. Develop a virtual visit program, continue one-on-one meetings with families and home visits (practices and research is being done on this), continue to work with mental health teams to better serve our students with resources. Be communicating with coalitions to give our families more resources.

- a.
- 2. Intent to Enroll Update
 - a. 64 families replying about 100 students, this is tracking well it is not our biggest year but it is comfortable. We expect by 2nd week in April lottery day, that there will be a handful more. We have a virtual night to give parents a deeper dive of our school for those prospective parents.
- 3. Staff Intent to Return Update
 - a. vacant positions, new positions, & recruitment
 - i. We have 2 elementary positions and a 6th grade position available. These teachers are leaving the area, we are hiring for SPED teacher and math intervention positions, these are new roles not replacement roles. We have a healthy amount of candidates. Ideally the SPED teacher will be to work directly with students but also leaders in the area. 2 other staff members are "on the fence" on returning. We have had more applications than in other years as awareness of our school is more prominent in the community. Further down the road we should consider making changes to the salary step schedule. Jamie feels confident that we will find the right people for our staff.
- 4. Lottery Timeline and Process
 - a. The intent to enroll tells us that you are interested. A lottery is done for nearly every grade since COVID because of the attraction to our school. First Friday in April is the deadline to be in the lottery, Thursday is the decision deadline to accept the lottery spot. We will work on getting the student registration packet quicker to solidify enrollment well before the end of the year. Judge Maurer will watch the lottery to verify our results. We still have a FRL weight 1:3, ranks for boys, girls, non-gender conforming are being applied.

5. Committee Updates

6:53

a. Finance Committee

i. Financial Policy Update

ACTION

1. Language to include oversight of PTO finances

- a. There is a draft language that is a basic high level overview on the financial policies, our attorney will modify if necessary. The BOD needs to agree that we will have oversight/responsibility of the PTO account opened at Alpine Bank recently. Quarterly reports will be reported to the BOD. Our audit will change from 2 funds to 3 funds.

Nelson made a motion to approve the PTO financial language, Jocelyn seconded.

The motion passed.

2. Transition to three-fund financial presentation for audit

ii. Board Training Budget

1. Current and upcoming years

- a. expenses for this are zero currently, there are opportunities for BOD training, the CO league being the biggest training organization. Over the last 5 years I have spent a total of 4-5 thousand dollars on training. In the past we have gone to the CO charter league with mixed results. There are more opportunities to give this line item an increase that is looking feasible. The governance committee wants to provide more training more often. Trying to make this a recurring thing after new members have been elected to better define the DO's and DON'TS. Asking

Bart to do financial training. Trying to encourage one member to attend a league conference. A BOD retreat has been scheduled for August. Providing the members resources that they can go to for training.

b. Staff Retention and Recruitment

- i. The applications coming in is a good sign, housing is a big obstacle. Jocelyn has been trying to put together a resource spreadsheet of people who we know that may own a rental property locally. This is in the hopes that we have places to offer for renting those spaces. We want to have those landlords reach out to us first, Jocelyn is willing to take on the communication for this. Aspen Valley hospital uses a portal that allows community members to add their information in, if they have spaces to rent that employees can look through which helps with that contact.
- ii. Challenges in space: some of our staff challenges are because we don't have the space for all of our classrooms. Nims invested with the mall in renting a space to accommodate those emails. We were rejected. Still pursuing the Demos brothers next door for a space.

6. **New Business**

7:14

a. 2023-2024 Yearly Calendar

[ACTION](#)

- i. Our calendar will be the same as the districts with a few exceptions. Our first week of school will be a soft start with half days for all students that first week. There will be better structured days to let teachers get together to plan PBL. The last day of the trimester will be a PD day, there is also a shift in putting a half day on the last day of school instead of a full day. Conference days align with the exception of March conferences, ours will be right before spring break and a half day the Thursday before. A few pieces built in are PTO meetings, BOD meetings (including the retreat day). Consider November (to 9) and December (to 15) meetings to make them earlier in the month. We have a healthy amount of slack for snow days or other crises. PTO officers reviewed the calendar and chose to pump the breaks for the fundraisers as they are considering spring fundraising instead. That information will be sent as they make decisions.

Ashley made a motion to approve the 23/24 calendar as revised, Corina seconded.

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-AYE

The motion passed.

Johnny Mendoza is a board applicant, the BOD reviewed his application prior to the meeting.

Ashley motioned to approve Johnny's application to the board, Nelson seconded.

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-AYE

The motion passed and Johnny was approved.

Treasurer seat is available, Josh asked if anyone was interested in the position, Corina Jones nominated herself.

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-

Jocelyn made a motion to nominate Corina as treasurer through this term, seconded by Lexie Clark-Kimmel . Eunice will update the website with Johnny's bio to the website.

The motion passed.

b. Internal Construction Proposals 7:38

i. Main Office / Teachers' Lounge

[ACTION](#)

ii. Open Classroom

[ACTION](#)

iii. Gym Storage PENDING- no new update, we are using this as an intervention space, this needs to be brought up to code for students to be working in. We do not have an idea of costs for this yet.

iv. Intervention Classroom

[ACTION](#)

This gives us more offices in the front office area, this will cost around \$44k but we would improve our space. We have reached out for quotes but have not had great interest in the project. AML has given us our first quote and is willing to work with us but this does not meet the spirit of our financial estimates which requires 5 estimates prior to making a decision. We are on a tight timeline to order supplies and have this done before teachers return in August. All of the changes equal around \$250k.

Multiple bids: RFP's have not been sent, Nims reached out to about 4 businesses.

The office is estimated to be more costly because of the plumbing adjustments and movement but would add more space for a teacher work space. Estimates for an open classroom update is around \$67k (we use that space as flexible spacing). This would also allow another shared office space with a door, more privacy, quiet, and a door.

Nims feels that the teachers' work space is not a priority because the cost has increased so much. We would prioritize enclosed spaces. Timelines are important to keep as supplies take longer to order and ship. We would also need to acquire permits.

Approving the \$250k would mean that we would need to supplement it with our fund balance. We do currently have money in this year's budget which could be applied towards it. Funding from CSAFE is bringing in more cash. BOD members felt that this is important for teacher retention and student growth. Nims has had conversations with staff

about the situation and scheduling to get creative in space usage. Bart had no concerns for our budget for this to be approved. Nims suggested waiting another month to allow more time to get more bids and quotes. The gym updates are also still being considered (additions of acoustics and audio visuals).

Offices: Nelson made a motion to approve the office internal proposal, Josh seconded

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-AYE

Johnny Mendoza- AYE

The motion was approved

Teachers Lounge: we will consider a different option.

Open Classroom: Jocelyn made a motion to approve the construction plan, Corina seconded the motion.

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-AYE

Johnny Mendoza-Aye

The motion was approved.

Gym storage: Ashley mentioned to approve expenses under \$75k to bring the room to code, Nelson seconded,

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-AYE

Johnny Mendoza- AYE

The motion passed

INtervention Classroom: Jocelyn made a motion to approve the intervention classroom construction, Josh seconded.

Vote as follows:

Josh Mattson- AYE

Nelson Waneka-AYE

Jocelyn Kochevar-AYE

Ashley Thomas-AYE

Lexie Clark-Kimmel-AYE

Corina Jones-AYE

Johnny Mendoza- AYE

The motion passed.

7. Old Business

8:09

- a. Board Recruitment Update: we have until May to get 2 more people in the BOD. Governance committee can make that language change to note the officers and roles will be decided by June.

8. Other Business

8:13

- a. Upcoming meetings

- i. Next Regular Board Meeting: March 16, 2023, at 5:30 pm
- ii. Approval of december's minutes
- iii. Healthy meals for kids program

[ATTACHED](#)

9. Adjournment

Josh adjourned the meeting at 8:15 p.m.