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Richmond College Prep (RCP) Board Meeting Minutes
Thursday, June 18, 2020
1014 Florida Avenue, Richmond, CA 94804

Board Members Present: David Rosenthal (Chair), Neville Richardson (Vice-Chair), Tom Meyer, Sylvia Keita, and Leonard Pitt

Staff: Peppina Liano - CEO
Diana Gurrola-Ramirez - Lower Elementary Director
Cedric Jones - Upper Elementary Director
Sarah Lunnon - 6th Grade Teacher
Maria Trejo – Business Manager

1.0	Call to Order The meeting was called to order at 5:05 PM	5:00 PM
2.0	Roll Call/Attendance	5:05 PM
3.0	Public members that wished to address the Board of Directors: none	5:12 PM
4.0	Approved Minutes for March 5, 2020 meeting Motion: Neville Richardson Seconded: Sylvia Keita; unanimously approved	5: 12 PM
5.0	Discussion Items <u>Discussion and Action Items (5:20 p.m.)</u> David Rosenthal: Board member, Maria Rosa Keys, will no longer be working with us. We are thinking of recruiting Gloria Polanski, a realtor from Berkeley. She has made financial contributions to the school over many years and has been very supportive of RCP. She is a mature businesswoman. She would be an excellent Board member. I'm a little disappointed that we don't have somebody that is an educator or from Richmond.	5:20 PM

Neville Richardson: Let's take some time to fill the position correctly and interview people for the Board vacancy. There are a couple of things that we want to look at: educators or administrators who understand the demographics of our school. I don't think it will be too difficult to find a candidate with the above criteria.

David Rosenthal: We will put off the discussion, and we will take nominations at our next Board meeting.

Preliminary approval of the FY20-21 budget until Board members finish reading the financial report: Tom Meyer moved to approve; Lenny Pitt seconded the motion. Members unanimously accepted the budget.

Leonard Pitt moved to approve the EPA Expenditure Plan for FY20-21. Tom Meyer seconded the motion. Members unanimously approved the Expenditure Plan.

David Rosenthal: There doesn't have to be a Board resolution to employ an insurance broker. Neville Richardson, Vice-Chair of the RCP Board, will request quotes from insurance companies to replace Charter Safe. He will ask them if they provide additional coverage for a COVID outbreak at the school. Also, Eric Noll will assist in getting quotes from insurance companies to replace Charter Safe.

David Rosenthal: I have given Ms. Liano a list of categories that must be addressed pertaining to COVID-19. I have asked Board member Pat Scott to meet with Ms. Liano, Mr. Jones, and Ms. Ramirez to develop a comprehensive plan to address all the categories. We will then gather all the information mandated from the State, County, and District, compare our proposal with theirs, and see where we need to strengthen our plan.

COVID-19 Operations Written Report Review and Board Approval: Neville Richardson moved to approve the COVID-19 Operations Written Report, and Leonard Pitt seconded the motion. Board members unanimously approved the report.

Approve Alder Master's & Credential Teacher Residency Program: Sylvia Keita moved to approve the Alder Program, and Neville Richardson seconded the motion. Board members unanimously approved the Alder Master's & Credential Teacher Residency Program.

	<p>Student Calendar for FY20-21 Review and Approval: Leonard Pitt moved to approve the Calendar; Sylvia Keita second the motion. The Board unanimously approved.</p> <p>Board Meeting Calendar for FY20-21 Review and Approval: Neville Richardson moved to approve the Board Calendar; Leonard Pitt seconded the motion. Members unanimously approved.</p>	
<p>6.0</p>	<p>6.0 Report from CEO</p> <p>6.1 Ms. Peppina Liano</p> <p>Director’s Report: Peppina Liano turned it over to Diana Gurrola-Ramirez--Lower Elementary Director</p> <p>Ms. Ramirez began by sharing the Instructional Schedule Option document with the Board. Ms. Ramirez and Mr. Jones have been working together to think of the best course of action for reopening RCP. Ms. Ramirez has connected with community leaders to see what other schools are doing in the Bay Area. Everyone is recommending that schools look at two or three excellent plans for reopening in the Fall. No one is certain of what the school year’s opening will look like due to COVID. Her preference would be for TK, K, 1st grade, and 2nd-grade students to engage in distance learning through Seesaw or ClassDojo. Teachers will determine the platform after assessing family resources and student needs. Teachers, Instructional Aides, and school leaders will communicate directly with families. Third to 8th grade will engage in distance learning through Google classroom.</p> <p>Mr. Jones Upper Elementary Director: What other LEA’s, Schools Districts, and CMO’s are doing to prepare for reopening schools in the Fall: Hayward Unified Schools District (HUSD) is currently engaging their COVID-19 Advisory Committee to develop a reopening plan reflective of feedback collected in their community surveys. They are devising a 100% Distance Learning proposal and a Hybrid Learning Option.</p> <p>Oakland Unified School District (OUSD) has launched a task force. It has created a playlist of six engagements to garner feedback from the English Language Learners (ELL), Students with Disabilities, Foster Youth, and Black Students in rolling out their Fall plans (similar to our survey, though with Zoom community calls).</p> <p>In speaking with a member of the OUSD planning committee, their feedback thus far indicates a 100% Distance Learning Program for the Fall that would dissolve into a hybrid-model for the Spring (e.g., A/B model). Given OUSD’s budget shortfalls, “starting virtually is essential for us financially, but</p>	<p>6:15 PM</p>

planning to move into a hybrid-model in the Spring is the goal if we actually can.” When asked about the hybrid model, Brentwood Unified mentioned having half of the students come on Monday and Wednesday and the other half on Tuesday and Thursday. Structure for their 100% Distance Learning Model is still in the works.

HUSD and OUSD were studied because their demographics mirror that of RCP.

Both directors have a few questions to consider as the decision is being made.

The risk or no risk: As an administrative team and Board, are we willing to move forward with robust health protocols that still leave risk for COVID-19 transmission, or would we like to move forward with zero chance of transmission?

Special Ed: Within both models, how can we ensure that SpEd supports mirror that of the typical school year?

Discipline: With the issue of behavioral management not being present in a 100% Distance Learning model, how might we re-purpose our staff to do more academic support and parent engagement?

Savings: If we continue a 100% Distance Learning Model for the Fall, how might we re-purpose funding to bolster academic achievement? What leeway do we have in doing so (actual numbers)?

Family Engagement: How might we ensure that parent engagement is increased to meet the needs of our community?

The directors have the plans below to address all the unknowns we are working with:

In alignment with surrounding districts, Charter Management Organizations (CMOs), and LEAs, RCP should continue a 100% Distance Learning Model in the Fall and launch an A/B Model for the Spring. To do so with efficacy, we must:

- Streamline all Distance Learning Protocols & Expectations across each grade level and integrate within our RCP Universal Protocols
- Properly train all teachers and IAs on each platform as part of our Distance Learning Model during our Professional Development Week (July 27th-July 31st)
- Re-purpose saved funds for Distance Learning tools and technology for students, IAs, and teachers
- Devise a robust Parent Engagement Model in partnership with Mrs. Monteiro which demystifies our learning model, provides affinity spaces for parents, and allows for frequent communication of student progress

	<ul style="list-style-type: none"> ● Survey stakeholders every month to make changes and adjust to needs ● Embed student incentives (Student of the Week, Awards, Work Sample Highlights) in our model to boost student morale and engagement ● Ensure food pick-up is streamlined through December <p>Mr. Rosenthal: I would like to create a small group to decide how to move forward. The group would consist of me, Ms. Liano, Ms. Scott, Ms. Ramirez, and Mr. Jones. I suggest that we would list our goals. Once the goals are defined, it is easy to move forward.</p> <p>Sarah Lunnon, 6th grade teacher: We have an online summer school program: TK-3rd grade participates in a program called Springboard (83 students joined), and 4th-8th participates in online summer school taught by RCP teachers and IAs.</p>	
7.0	<p>Adjournment</p> <p>Ms. Sylvia Keita made the motion to adjourn and Neville Richardson seconded the motion, and there was a unanimous vote to end the meeting at 6:30 pm.</p>	6:30 PM