



P.O. Box 2814 Richmond, CA 94802
 510-232-4004 F 510-232-4023
<http://rcpschools.org>

**Richmond College Prep (RCP) Board Meeting Minutes
 Monday, May 11, 2020
 1014 Florida Avenue, Richmond, CA 94804**

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

Staff: Peppina Liano - CEO
 Diana Gurrola-Ramirez - Lower Elementary Director
 Tana Monteiro - Parent and Community Engagement Coordinator
 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: Patricia Scott; unanimously approved	5: 12 PM
5.0	Discussion Items 5.1 EdTec PPP - Eric Noll A high percentage of our revenue is coming from state funding, so the state’s cutting our funding by 10-20% will affect us. We are going to be more affected by the change than a school that is doing millions of dollars in fundraising and receiving private donations. In addition to that, one of the ways that the state is going to address these issues with school funding is by the use of deferrals, which is withholding payments to keep their cash high, and then the state will pay it out when they can. The last time this happened, the schools went up to three months without receiving a payment from the state. This can make paying bills hard for a school. Since tax day was moved to July 15th, the State of California won’t know what their budget will be, since they won’t know their revenues and losses until August and at	5:20 PM

the latest September. Therefore, it's going to be really hard to gauge the economic damage. The first payment that is deferred is the State aid because of our student demographics, due to RCP's receiving fewer funds from property taxes. Other sources like public and private money that we are potentially able to receive are likely going to be decreased or cut. All these factors put together spell out significant economic uncertainty for RCP.

If RCP finds itself in a situation of insolvency, no one is going to bail us out. We don't want to lose the school. We must be careful about managing our reserves and maintain our cash balance. We have a 501-C3 tax-exempt status which makes us eligible to apply for the Paycheck Protection Program (PPP)--a low-interest loan. A school district like WCCUSD can't apply, but the state will bail them out since they can't leave the county without schools for students to attend. RCP would only need to certify our economic uncertainty to receive the PPP loan. Seventy-five percent of the PPP loan has to be used for payroll, and the other 25% can be used to pay rent, utilities, etc. Part of the loan can be forgiven. I don't recall how much, but we have to pay 1% interest on the amount that is not forgiven, which is really good financing for RCP.

Mr. Rosenthal: Why must there be a Board resolution in accepting the PPP money, and why is it due by a particular date?

Eric Noll: First, there is a particular date because the federal government and the Small Business Administration (SBA) require that if you have previously applied for the funds and received them, and you are choosing to refund them and give back the money for any reason, they are asking that organizations do that by the 14th of May. We want to prove in the future, if anyone were to criticize us, that prior to that giveback date, the Board assessed the economic uncertainty that RCP was facing, weighed out all of our options, made a choice to receive the PPP money, and will not be returning the funds by May 14th. We want to show evidence that we have really thought this through within the May 14th deadline.

Patricia Scott makes a motion to approve the resolution to accept the PPP loan, and Neville Richardson seconds the motion. The Board unanimously approves the resolution.

5.2 Update on Parent and Community activities

Update from Tana Monteiro, Parent and Community Engagement Coordinator:

In the beginning of the pandemic, we were referring our families to the District's food distribution centers. They have 19 locations where families can pick up food for their children from 0 to 18 years of age. Nystrom Elementary School is next door to us, and I go there to volunteer to distribute food. I saw some of our families there to pick up meals, but only a small number. Leadership High School was going to start distributing a 5-day Meal Kit to their students, so we decided to start distributing a 5-day Meal Kit to our families. We have set up a grab-and-go method

to minimize exposure to our families and staff. Staff wear masks and gloves, and we are practicing all the recommended safety procedures outlined by the county. Having parents come to pick up the gab-and-go meals has opened the door for them to engage with us and ask for additional resources.

We are planning to have a hybrid online summer program where parents come to pick up books with a reading log, a book report, and coloring pages. Students can continue to engage in online learning but also have other resources to engage their time in some learning. Ms. Lunnon, Mr. Chang, and I are looking to figure something out for summer school that is robust and engaging.

Ms. Liano: All of our plans are tentative, since the future is so uncertain at this point. I want to wait for the green light from the county before we start planning what the summer schools will look like. I am very concerned for the health of our students and don't want to put them in danger.

5.3 Presentation on Board Governance

Neville Richrdson: Before the school was closed, the school leaders had a great conversation about why we needed to close the school. Now we are actually ahead, and I am grateful for Peppina's leadership in making the right decisions at the right time. Also, thank you for being so responsive and proactive. I am thinking of ways we can be more efficient and powerful as a Board. I looked around on the internet about Board governance. I came across a couple of organizations that help Board members to be stronger. The National Association of Corporate Directors (NACD) (don't let the word corporate throw you off because the information also pertains to non-profit organizations) would help us as a Board to support our staff. There are a lot of things that the NACD helps with. I will only touch on a few briefly. They are: governance, risk mitigation, and board recruitment services. This will help the Board approach things in a more professional manner, helping all the Board members collectively and individually to be better.

I called Peter Laub from EdTec and told him a little bit about the NACD. He thought it was a great idea. He also gave me a name of another organization called Board on Track, and I called them. I looked at both options and they are very similar, but if I were to pick one, I would lean towards the NACD. They also enable you to interact and collaborate with other Boards, which is so important in this time frame. We want to understand what other Boards are doing to alleviate risk and manage this pandemic.

I'm not sure that we should open the school in August. There are so many things that are new to us, that we have to really take into account. There are so many roles within RCP that have to change, and we don't want to lay people off. We definitely have to redesign roles within our organization and change the way we do things. Our students are not students that learn remotely. They can, but they are

	<p>not the best students to learn remotely. There are things that we will have to try to do differently.</p>	
<p>6.0</p>	<p>6.0 Report from CEO 6.1 Ms. Peppina Liano Ms. Ramirez, the Lower Elementary Director, gave an update on the distance learning taking place:</p> <p>Lower Elementary (TK-4th grade) began the first two weeks of the pandemic using paper work packets because of the uncertainty. The Directors didn't know what was going to happen. Also, the younger students have a hard time logging into Google Classroom with their email addresses. Once there was confirmation that the stay-at-home order would go beyond April, TK-4th grade teachers started using Google Classroom as the platform to deliver online lessons to students. The teachers have been amazing, uploading their lesson plans every Sunday evening. Every Monday morning, they load their lessons in Google Classroom.</p> <p>Upper Elementary can go live with their lessons three times per week. Lower Elementary has pre-recorded lessons that they load, and students watch and complete the work. Teachers are following the scope and sequence of their assignments in coordination with the Directors. Parents (the ones that can) are supporting teachers with their children's online learning.</p> <p>We purchased 49 additional Chromebooks since Lower Elementary shares their carts where the Chromebooks are stored. We were able to distribute the Chromebooks to every family that needed one. Teachers take attendance with an online color-coded tracker. We update the spreadsheet and make comments. As of now, 60% of students are completing the assignments. It is hard to get the remaining 40% to engage in online learning.</p> <p>I use the tracker and spend Fridays and Saturdays calling parents and asking what their needs are so their students can connect and get the assignments done. Some of the barriers are that parents are essential workers, and they drop their child at a daycare and don't have anyone to monitor their online learning. Also, parents get home late and are unable to help with completing the online assignments. I have created schedules for parents who work during the week so they can help their child complete some assignments during the weekend. We are proud of our RCP parents for their effort in partnering with us.</p> <p>Upper Elementary started online learning the very first day of the pandemic. Fifth through eighth grades have Chromebooks for all the families. Students have weekly playlists that are uploaded through Google Classroom, and the playlist is on the RCP website. Upper Elementary has live classes three days a week. Parents have asked for modifications in the schedule for both Upper and Lower Elementary.</p> <p>Ms. Liano: Preschool is being taught online, and I have been able to observe a few of their online classes.</p>	<p>6:15 PM</p>

7.0	Adjournment Ms. Pat Scott made the motion to adjourn and Sylvia Keita seconded the motion, and there was a unanimous vote to end the meeting at 6:30 pm.	6:30 PM
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