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**Richmond College Prep (RCP) Public Board Meeting Minutes**  
**Thursday, September 17, 2020**  
**Zoom Meeting ID: 391 704 8254 Password: rcp**

**Board Members Present:** David Rosenthal (Chair), Neville Richardson (Vice-Chair), Sylvia Keita, Leonard Pitt, Patricia Scott, Tom Mayer

**Staff:** Peppina Liano - CEO  
 Cedric Jones - Upper Elementary Director  
 Maria Trejo – Business Manager

<b>1.0</b>	<b>Call to Order</b> The meeting was called to order at 5:00 PM	5:00 PM
<b>2.0</b>	<b>Roll Call/Attendance</b>	5:05 PM
<b>3.0</b>	<b>Public members that wished to address the Board of Directors:</b> none	5:12 PM
<b>4.0</b>	<b>Approved Minutes for August 20, 2020 meeting</b> <b>Motion:</b> Neville Richardson <b>Seconded:</b> Leonard Pitt; unanimously approved	5: 12 PM
<b>5.0</b>	<b>Discussion Items</b> <u>Discussion and Action Items:</u>  5.1 EdTec financial report by Eric Noll Eric Noll: It has been a while since we looked at the financials. When we met last, it was the beginning of the pandemic, and the financial future of the schools looked bleak. At the 11th hour, the State of California added some additional money towards education. We’re going to see what resulted from that today. First, we will discuss how we ended the 2019-20 School Year, and the numbers we have for the unaudited actuals. Then, I will give you the forecast update for the 2020-21 School Year. I will also talk about what has changed at the state level and what has changed at RCP level.	5:20 PM

	<p>The total unaudited net income for the 2019-20 School Year was \$42,196, which was a small RCP-wide surplus from reduced costs during shut down and distance learning. When we last met, we thought there would be an 8% cut to funding, which would have been damaging to the school. In the 11th hour, the State said that schools would receive flat funding, basically whatever schools received in the 2019-20 School Year they will receive in the 2020-21 School Year. In addition to that, there is something called the Learning Loss Mitigation funds. Those are special funds, one-time revenues that are coming from the federal government. That money must be spent responding to COVID and we have a very tight timeline.</p> <p>5.2 Unaudited Actual was unanimously approved by the Board of Directors.</p> <p>5.3 The Learning Continuity and Attendance Plan was unanimously approved by the Board of Directors.</p>	
<p><b>6.0</b></p>	<p><b>6.0 Report from CEO</b></p> <p>6.1 Peppina Liano</p> <p>We have several tutors to assist our students with learning loss experienced due to distance learning. Ms. Baglione, our former 8th grade math teacher, has returned to help us tutor students. We also have Andy Infante as a tutor, who happens to be the son of Chevron’s Public Relations Manager. Also, our physical education coaches are helping with small groups. The crown goes to the preschool: I sent everyone a picture because one of our preschool students participated in distance learning from her hospital bed.</p> <p>We started the experiment of distance learning, and it is very hard. Teachers are online with a student at home, and there is always an adult supervising the student and the teacher. It is my humble opinion that one of the benefits of distance learning is the money the schools have saved, and the second is that we have zero discipline problems.</p> <p>We have three Teach for America Teachers (TFA), and they are enthusiastic and hard working employees. They are young and committed, and I am happy about that. Alana (the student that collapsed at RCP last year) has now returned to school. Cedric Jones, the Upper Elementary Director, will check-in with the family and obtain referrals to offer support to the family. Cedric Jones has also asked the District to provide services for the family.</p>	<p>5:30 PM</p>

Cedric Jones: Yes, I have reached out to obtain services from the District, but she is a non-IEP (Individualized Education Plan) student, so the District has been slow in responding. Alana is doing well with her classes and hasn't had any attendance issues. Academically, Alana has been well above our 70% benchmark. Distance learning is good for Alana, since there are some health issues, and we think it could be nerve damage.

David Rosenthal: Cedric, let me ask you a question about the tutors. How is that working, and with whom, when, how, and where?

Cedric Jones: For Upper Elementary, we have three tutors that are on board. Ms. Redmon has traditionally been an Instructional Aid, and she touches bases with students twice per week. Ms. Redmon has 15 students that she works with tracking their attendance and documenting the assignments that students complete. Ms. Baglione works with 10 students, and tutors students in math. Andy Infante tutors our 6th grade English Language Learners, and he uses a program called Booknook, which allows students to read books in both Spanish and English depending on the student's reading level. He focuses on vocabulary, phonics, guided reading within the Booknook platform. In total, we have 40 students in Upper Elementary who participate in the tutoring program.

David Rosenthal: Does the tutor work with students on the classwork they are struggling with? Do the tutors know which concepts the students are struggling with?

Cedric Jones: Yes, the tutors have access to the curriculum and the student's Google Classroom, so they can see which assignments are missing. Also, they know what missing assignments they will be working on for the day. Tutors are also aware of the teachers' lessons and the assignments for the day. Our tutors meet with students twice per week for one hour in cohorts of two.

Peppina Liano read Ms. Ramirez's report for Lower Elementary tutors:

Schedules for electives and tutors are done. Lower School high support students are reading with another adult via Zoom a couple of days a week. Electives have been extremely popular with students and families. Martial arts was number one. The teachers are grateful for the opportunity to receive new resources.

Peppina Liano completed her report:

	<p>One year after the death of Citlali &amp; Jesse, our dear Nasir Gordon died in a car accident on Highway 5 on their way to Los Angeles. Thank you for your support and patience with me in completing my report.</p> <p>Peppina Liano presented Ms. Ramirez’s Lower Elementary report:</p> <p>TK-4th grade teachers are currently wrapping up reading assessments, and will move on to analyze the data. Action plans will be created for each homeroom so students' needs are being addressed. Attendance has been better than in the spring. We do have an average of four students per homeroom who are inconsistent with attendance and assignments due to the families working, grandparents not understanding technology, or students being with a sitter who has many kids to take care of. I am supporting these families. A few have even received work packets due to not being able to come to RCP to pick up a Chromebook.</p> <p>Students who are connecting and doing well have an adult consistently supporting them through the day. The teachers are grateful for the opportunity to receive the new resources that will help with online teaching. Erin, our English Language Arts (ELA) consultant, will continue working with our ELA teachers and Instructional Aids. She will support teachers and Directors to ensure that teachers continue to deliver grade-level content in reading and writing. Erin will conduct Professional Development for Instructional Aids in the area of conducting effective small groups very soon.</p>	
<p><b>7.0</b></p>	<p><b>Adjournment</b></p> <p>Ms. Patricia Scott made the motion to adjourn, and Neville Richardson seconded the motion. There was a unanimous vote to end the meeting at 5:45 pm.</p>	<p>5:45 PM</p>