



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

**Richmond College Prep (RCP) Public Board Meeting Minutes
 Monday, December 14, 2020
 Zoom Meeting ID: 391 704 8254 Password: rcp**

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

Staff: Peppina Liano - CEO
 Cedric Jones - Upper Elementary Director
 Diana Gurrola-Ramirez - Lower Elementary Director
 Maria Trejo – Business Manager

1.0	Call to Order The meeting was called to order at 5:00 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 September 17, 2020 meeting Motion: Leonard Pitt Seconded: Nevelle Richardson; unanimously approved	5: 12 PM
5.0	Discussion Items <u>Discussion and Action Items:</u> 5.1 EdTec financial report by Eric Noll: Our Statement of Activities is our Income Statement. The key thing here is that Richmond College Prep is an entire entity comprising the Preschool, Home Office, and Charter. The Charter has \$42,000 net income. In other words, revenue exceeded expenses by \$42, 000. Given the size of the budget for the school we consider the \$42,000 as breaking even, which is a great place to be.	5:20 PM

David Rosenthal: What are those funds for? Are those the funds we received from the COVID money?

Eric Noll: Yes, part of it, and they are called Federal Cares funds. We had to spend the money allocated to the school by December 31, 2020. Peppina and the team made sure that all those funds were used to mitigate the learning loss due to Distance Learning made necessary by COVID.

David Rosenthal: Just give me the conclusion, was all the money spent that needed to be spent, so we don't have to give any funds back?

Eric Noll: That is correct.

Mr. Rosenthal: Did we spend more than we budgeted?

Eric Noll: We spent all the money for the Learning Loss Mitigation (LLM), but there will be additional expenses that are incurred from January to June that the school will cover. There are strict rules for the LLM money and we can't prepay on expenses.

2019-20 audit update, we don't have the final report because the auditors need one of the firm's partners to sign off. We have the draft copy and there will not be any material changes to the audit report. The audit was clean and there were no findings or internal control issues. The auditors didn't find anything that they would determine problematic. It is another good financial year for the school. The RCP Board can accept the draft audit contingent upon no material changes happening (see 5.2 for the vote).

2020-21 update to Eric's 2020-21 financial forecast last October:

I want to give a forecast update because in October we had a 48K surplus, and we knew that was going to change drastically because we had all this money coming in that we needed to spend, and we didn't have a spending plan yet. In other words, we didn't know where it was going to go but we knew that expenses for the students were going to come.

There were some COVID Supply Stipends that were provided to staff so they can equip their home offices and have all the technology and material needed to best serve the students. Another expense is Mindful Life services that we have each year, but they have increased their scope of service to meet the students' needs. A lot of computers have been purchased (a lot

	<p>more than the norm), and finally RCP purchased a level-appropriate library for each classroom for when students are able to return.</p> <p>Lastly, most schools have to show the state a full expenditure of their money. We can't use the money received for COVID for existing expenses. We have to show that COVID money was used for new or additional complementary expenditures.</p> <p>The First Interim Report is just a boilerplate submission to the District and to the County. It shows that RCP has developed a budget for subsequent years. I have some good news about state-level funding in terms of tax collection through October. It's looking much better than the state government anticipated, and that is good for K-12th grade education.</p> <p>Charter Budget Summary:</p> <p>Eric Noll: The budget summary is a boilerplate submission that is required and must go out to the District and the County. Projections are for the next three years.</p> <p>We will be cautiously optimistic for 2021. The legislature could cancel all or part of all the spring deferrals. This wouldn't affect us anyway because our cash is good. There might be an increase in the Local Control Funding Formula (LCFF) Cost-of-living Adjustment (COLA) to 1.14% because now it is at zero percent.</p> <p>We might also see one-time funding for some purposes. The state will be really careful not to include anything that has any type of permanence into the budget. The current administration has made a big push to pay down pension costs, so we will likely see this in FY 21-22. The state teacher retirement system is under-funded by 800 billion dollars.</p> <p>5.2 Annual independent fiscal audit for FY 2019-20 was unanimously approved by the Board of Directors.</p> <p>5.3 First Interim Report was unanimously approved by the Board of Directors.</p> <p>5.4 Local Control Funding Formula (LCFF) Budget Overview for Parents was unanimously approved.</p>	
6.0	6.0 Report from CEO	5:30 PM

6.1 Peppina Liano

At the end of this difficult year I am glad to report that, in spite of all the precarious circumstances and with a special thanks to my team, we have accomplished more than expected. A special thanks to Ms. Trejo who worked every single day and even on the weekends. Also, the best people to report what is going on in instruction are Ms. Ramirez and Mr. Jones. I want to give them a chance to do that because they are in the trenches.

David Rosenthal: I was just going to echo your appreciation for Ms. Trejo. I know she has been fantastic, and I want to express appreciation to Tana Monteiro. She has visited families and made sure we are connected to their struggles. She has also taken care of the needs of our homeless students. Thank you for solving problems for our families.

Peppina Liano: Not everybody comprehends the difficulties we encounter. Just imagine monitoring and planning Distance Learning for six hundred students. I believe the best person to report all of those incredible successes for families and students is Ms. Ramirez, the Lower Elementary Director.

Diana Ramirez: Thank you, Ms. Liano! It has been a lot of work, but it feels like we can do this naturally. I think it is because we are constantly in communication, and we know that the goal is to support our students, families, and teachers. I have been working with Ms. Monteiro to make sure we know the stories of students that are struggling the most with attendance and academics, and we know how to support them. When the pandemic started, and in the last two months, we have had Student Support Team Meetings (SST), and we have brought in the psychologist.

David Rosenthal: Please give us some specifics and examples of what you've done with students, what the issues were, and how we have dealt with those issues?

Diana Ramirez: We've been working with the families, teachers, and tutors making sure that students have a strong structure at home. The teachers are amazing. They create individual schedules, making sure students that are going through the SST process have a tutor connected with them. I even have tutors that support not only the children but the families as well. For example, teachers and tutors will show parents how to use Google Classroom. Everyone is different. We just concentrate on knowing what the need is and focus on meeting those individual needs. The tutor will connect

with that person for 15-20 minutes to teach them how to use all the online learning platforms. Now parents are getting it and can submit homework and assignments. I also make use of the people I have at my disposal. Coach Eddie teaches PE, and I ask him to assist with the SST process by tutoring students. We give students packets and have them fill out an Independent Studies contract to make sure the student is working.

I analyzed the winter Measure of Academic Progress (MAP) and reading data. I compared the most recent scores because students were assessed in August and again in October. I noticed that there wasn't a drop and with some students scores went up 2%. I was worried that I would see a 20% drop but I have not seen that drop. We have experienced students maintaining or going up a few percentage points, which gives me a lot of hope for the future.

There is a lot of work to do, but the students are learning using Google Classroom and Zoom. We are focusing a lot on students and families that are going through the SST process and providing as much support as they need so their student feels supported.

David Rosenthal: What are your greatest difficulties or greatest hurdles that you need to overcome?

Diana Ramirez: My teachers are doing amazing work, and I want to make sure they are happy and satisfied. Teachers are really hard on themselves. I would be happy if teachers would be happy with the work they are doing. Ms. Liano has been extremely generous with the teachers, and they are very happy with her generosity. They are overachievers and they are used to seeing a lot of growth in themselves, so their expectations for students are very high. But I always tell them to be super-intentional, and they will see some growth. I tell them not to be so hard on themselves. Now they are pros, and they can do anything on Zoom.

We need more support for our African American single mothers. I would like to see more services made available.

Tana Monteiro: We have Mindful Life, and RCP has funded more of their services to help our families cope with the reality of the pandemic. Also, we have groups that gather once a week to support African American single moms. We have two facilitators. One has experience with workforce development, and she has worked with a lot of women in the Richmond

community. The other facilitator is the Director of the Women's Department at Providence Baptist Church.

David Rosenthal: Let's meet in ten days to evaluate the options to add services for families that are struggling to cope with the weight of the pandemic.

Peppina Liano: Mr. Jones and Ms. Naima will give recommendations about possible solutions we should add for our families, since Mr. Jones was the one who brought Ms. Naima to the school.

Cedric Jones: One of the most helpful things for Upper elementary is generating a chronic absenteeism list, and Ms. Monteiro has been very helpful with that. She helped us really nail down the number of students that are not attending, and we have had SST meetings to solve the attendance problem.

Our students' scores are improving as well. Our tutor numbers have improved. We started with three, and now we have five tutors. We have 51 students that are receiving 1 to 1 or 2 to 1 help for math, English Language Arts (ELA), and English Language Development (ELD). Also, five out of eight teachers are helping during the After-School Academic Support hour.

Ms. Benda has been very helpful with our student success team meetings. She has supported me with student contracts for some folks that are not connecting because they are 13 or 12 years old, and their parents are going to work every day. We have been able to modify our Distance Learning program for one student that was having some behavior issues and was going down the expulsion path. We have him 1 to 1 with a tutor from 90 to 100 minutes a day so that he isn't in the Zoom room, and he is getting 1 to 1 support during instruction and also meeting with his teachers. We really have been able to move some mountains in the face of not knowing how to be able to do so.

We are assisting the 8th grade with High School applications. We had two events the last two Thursdays in November. We have streamlined the transcripts students or parents pick up from RCP to give to their prospective schools.

David Rosenthal: Do we have a reward system for attendance?

	<p>Tana Monteiro: Our plan is to give gift cards for perfect attendance and for most improved attendance. We send home certificates, and one family sends a personal text with a positive progress report. Every month we give 22 to 24 gift cards.</p> <p>Peppina Liano: There will be 20 families who will receive \$200 gift cards for the holidays. The families were chosen based on need. I am very proud of my team for their compassion and hard work.</p>	
7.0	<p>Adjournment</p> <p>Ms. Sylvia Keita made the motion to adjourn, and Neville Richardson seconded the motion. There was a unanimous vote to end the meeting at 6:00 pm.</p>	6:00 PM