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**Richmond College Prep (RCP) Board Meeting Minutes**  
**Thursday, March 03, 2021**  
**1014 Florida Avenue, Richmond, CA 94804**

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

**Staff:** Peppina Liano - CEO  
Diana Gurrola-Ramirez - Lower Elementary Director  
Cedric Jones - Upper Elementary Director  
Tana Monteiro - Family and Community Engagement Coordinator  
Maria Trejo – Business Manager

<b>1.0</b>	<b>Call to Order</b> The meeting was called to order at 5:05 PM	5:05 PM
<b>2.0</b>	<b>Roll Call/Attendance</b>	5:07 PM
<b>3.0</b>	<b>Public members that wished to address the Board of Directors:</b> none	5:07 PM
<b>4.0</b>	<b>Approved Minutes for December 2020 meeting</b> <b>Motion:</b> Sylvia Keita <b>Second:</b> Leonard Pitt	5: 07 PM
<b>5.0</b>	<b>Discussion and Action Items</b>	5:08 PM

## 5.1 EdTec Financial Report - Eric Noll

As he talks about the financial future for the school, Eric Noll wants the Board members to remember that the situation regarding COVID and the state and federal responses change rapidly. The Elementary and Secondary School Emergency Relief Fund II (**ESSER II** Fund) is part of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA), which was signed into law on December 27, 2020. Also, we will discuss the Governor's January budget proposal and Assembly Bill 86 (AB 86) COVID-19 Relief and School Reopening, Reporting, and Public Health Requirements.

We previously forecasted a 240K deficit, but since things are changing rapidly, we will end the fiscal year with a surplus. To break down a few of the changes: There are a lot of savings because of COVID and also because there aren't students in the building nor any field trips. The field trip saving will be about 15K. I would like to highlight Peppina Liano, the RCP CEO, bringing in consultants to work with the students, which will cost us 26K. In prior years RCP has received a 50K donation from a private donor that is typically forecasted, but it won't happen this year.

The 2nd Interim Report only focuses on financials for the Charter and not on the home office or preschool. The 2nd Interim Report is something we send off to the West Contra Costa Unified School District, and we don't anticipate problems there.

ESSER II is a federal stimulus for K-12 education that came out of the December stimulus package at the federal level. The money is really open-ended. We just need to spend it on the impact that COVID has had and continues to have on the school. There is a multitude of initiatives, staff, and technology that could fulfill that requirement. We don't know exactly when we will receive the first amount of money (531K) from the federal government. We don't know which fiscal year we will be required to record in--this year or the next fiscal year. We have to talk to the auditor to receive direction on how to proceed.

The Governor's Assembly Bill 86 (AB 86) COVID-19 Relief and School Reopening, Reporting, and Public Health Requirements has been incentivizing schools to begin offering in-person learning. There are two parts to the bill. If we return to in-person instruction by April 1, 2021, we will receive up to 186K from the state to support operational costs of keeping the school safe and the students and the staff healthy. The grant has stipulations to qualify, and there are specific rules in defining in-person instruction. We will also get the Expanded Learning grant by the state and we will

receive 365K guaranteed funds. This money must be used on initiatives that will extend learning times for students like Saturday School, Summer School, tutoring, and small group instruction. It can also be used to cover learning loss initiatives and to bring in additional staff to support students who have had a really hard time learning this school year.

The Governor has reported that all schools will receive nearly a 4% increase in the Local Control Funding Formula (**LCFF**), which is our main funding source. There will be deferrals (postponed payments), but since RCP has a decent amount of cash to weather them we won't have to worry about them.

The state is assuming that the 2021-22 school year will be a return to normal. The enrollment we retain next year is what we will get paid for. This year we have a hold-harmless designation because the state didn't try to keep track of the attendance numbers. Again, next year the students that we have in seats are what we will get paid for. This is a call to action: if we have seen a decline in enrollment, we will have to move to full capacity so we receive the money we need to run our program.

### **5.2 2020-21 School Accountability Report Card (SARC) - Unanimously approved**

Pat Scott made a motion to approve the 2020-21 School Accountability Report (SARC), and Neville Richardson seconded the motion. RCP Board members unanimously approved the SARC.

### **5.3 2nd Interim Report - Unanimously approved**

Leonard Pitt made a motion to approve the 2nd Interim Report, and Sylvia Keita seconded the motion. RCP Board members unanimously approved the 2nd Interim Report.

### **5.4 Presentation on family and community activities**

Tana Monteiro, Family and Community Engagement Coordinator:

She's calling families daily to make sure they have what they need to get their students to participate in online learning. She is also conducting one home visit per week. At the beginning of the pandemic, she made two to three home visits per week.

	<p>Currently, there is a total of 68 students that have improved their attendance due to support rendered and continuous engagement. We have 14 students participating in a learning hub, which takes place Monday through Thursday 9 am to 1 pm. A hub is a cohort of students who are on-site in a room with social distancing, and who are learning online and receiving in-person and online supervision. In the hub, Ms. McKelvy supervises the Upper Elementary students and Ms. Zelaya supervises the Lower Elementary Students.</p>	
<p><b>6.0</b></p>	<p><b>Report from CEO</b>  <b>6.1 Report from CEO-- Ms. Liano</b></p> <p>The English Language Proficiency Assessments for California (ELPAC): Testing begins now and ends at the end of April. The ELPAC test is now in alignment with the common core standards. Due to COVID-19, we are testing in-person and online as well.</p> <p><b>Diana Gurrola- Ramirez - Lower Elementary Director:</b></p> <p>I'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.</p> <p>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.</p>	<p>6:15 PM</p>

	<p>We have experienced students maintaining or going up a few percentage points, which gives me a lot of hope for the future.</p> <p>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.</p> <p><b>Cedric Jones - Upper Elementary Director:</b></p> <p>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.</p> <p>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.</p> <p>We are assisting the 8th grade with High School applications. We had two events on the last two Thursdays in November. We have streamlined the transcripts students or parents pick up from RCP to give to their prospective schools.</p>	
7.0	<b>Adjournment</b>	7:00 PM