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**Richmond College Prep (RCP) Board Meeting Minutes**  
**1014 Florida Avenue, Richmond, CA 94804**  
**May 2, 2024**

**Board Members Present:** Neville Richardson (Chair), David Rosenthal, Leonard Pitt, Julius Walker, Mateus Chavez, and Lance Jackson.

**Staff:** Peppina Liano - CEO  
Maria Trejo – Director of Operations

<b>1.0</b>	<b>Call to Order</b> The meeting was called to order at 5:05 PM	5:00 PM
<b>2.0</b>	<b>Roll Call/Attendance</b>	5:08 PM
<b>3.0</b>	<b>Public members that wished to address the Board of Directors:</b> None	5:09 PM
<b>4.0</b>	<b>Approved Minutes for February 22, 2024</b>	5:10 PM
<b>5.0</b>	<b>Discussion and Action Items</b>  <b>5.1 Financial update:</b> Eric Noll, EdTec <ul style="list-style-type: none"><li>● Introduction of New Colleague:<ul style="list-style-type: none"><li>○ Eric introduced Adrian, a new colleague joining to work on the CPU project amidst ongoing updates and construction activities.</li></ul></li><li>● Financial and Enrollment Update:<ul style="list-style-type: none"><li>○ Eric provided an update on the financials, noting a significant surplus increase due to improved management and unforeseen revenues.</li><li>○ Enrollment and attendance figures were also discussed, with attendance exceeding projections, demonstrating a recovery from previous dips during the pandemic.</li></ul></li><li>● Budget Development for Upcoming Years:<ul style="list-style-type: none"><li>○ The focus of the meeting shifted to the development of a 5-year budget plan concerning the potential acquisition of the maritime facility and associated financing.</li><li>○ A preliminary draft of the budget was presented, including considerations for one-time funding and its impact on structural financial stability.</li></ul></li></ul>	5:15 PM

	<ul style="list-style-type: none"> <li>● Grants and Fundraising Opportunities: <ul style="list-style-type: none"> <li>○ The potential for increasing revenue through more aggressive grant applications and fundraising efforts was highlighted as a significant opportunity for growth and sustainability.</li> </ul> </li> <li>● Operational and Strategic Financial Management: <ul style="list-style-type: none"> <li>○ A detailed review of cost management strategies was provided, particularly in janitorial and classified staffing expenses. The potential for adjusting these expenses to improve financial health was discussed.</li> </ul> </li> </ul> <p><b>5.2 Board members signed Form 700</b></p> <p><b>5.3 Proposition 28 Discussion:</b> The board discussed Proposition 28 concerning arts and music funding, noting the need for a detailed annual spending plan to ensure compliance and maximize the use of funds.</p> <p><b>5.4 Executive Meeting</b></p>	
<p><b>6.0</b></p>	<p><b>Director’s Report</b></p> <p><b>6.1 Updates and Announcements: Peppina Liano, CEO</b></p> <ul style="list-style-type: none"> <li>● Staff and Program Developments: <ul style="list-style-type: none"> <li>○ Our security measures have been strengthened with a comprehensive upgrade to the school-wide security system, ensuring a safer environment for all students and staff.</li> <li>○ We have welcomed new staff members, including a family engagement coordinator and a music teacher, to better serve our student body and enhance our educational offerings.</li> <li>○ The lower elementary director, currently on maternity leave, has temporarily assumed additional coaching responsibilities. In her absence, a team of teachers is overseeing the Individualized Education Program (IEP) to ensure continuity in student support.</li> </ul> </li> <li>● Operational Adjustments: <ul style="list-style-type: none"> <li>○ Decisions have been made to optimize staffing by eliminating two to three positions by the end of the school year, aligning our workforce more closely with our strategic needs.</li> </ul> </li> <li>● Educational and Extracurricular Activities: <ul style="list-style-type: none"> <li>○ Students from the A-grade classroom have been selected to travel to Washington, D.C., an annual trip awarded based on academic performance.</li> <li>○ We are preparing for the end-of-year activities including a volleyball clinic and a significant assembly where awards will be presented to students, celebrating their achievements.</li> </ul> </li> <li>● Special Education and Reviews:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ The district is scheduled to conduct a routine evaluation of our programs, which involves a thorough review of documentation and interviews with parents, students, and teachers.</li> <li>● Upcoming Events and Planning: <ul style="list-style-type: none"> <li>○ We are excited about the upcoming 20th-anniversary celebration to be held in June, marking two decades of educational excellence and community service.</li> <li>○ Plans are in place for the commencement ceremony for our graduating students, which will be held in the maritime garden.</li> </ul> </li> </ul>	
<b>7.0</b>	<b>Adjournment</b>	6:40 PM