Minutes of the SSC - Richmond College Prep School
Date: February 12th, 2025
Time: 5:30 PM
Location: Via Zoom

Board Members Present:

- Sarah Lego (Director)
- Ariana Valencia (Teacher)
- Amelia Wilson (Teacher)
- Sandra Arevalo (Teacher)
- Erika Solis (Staff Member)
- Cynthia Cuautzo (President)
- Karen Alvarado (Vice President)
- Latonia Roberts (Secretary)
- Martine Blake (Parent Voter)
- Ebony Blake (Parent Voter) – arrived at 6:00 PM

1. Roll Call

The meeting was called to order at 5:30 PM. Roll call was taken, and all board members were present, except for Ebony Blake, who arrived at 6:00 PM.

2. Approval of Minutes from January Meeting

Motion to Approve Minutes: Cynthia Cuautzo moved to approve the minutes from the January meeting.
Second: Karen Alvarado seconded the motion.
Action: The minutes from the January meeting were unanimously approved.

3. Review of SSC Norms and RCP Vision

Discussion: The council reviewed the Richmond College Prep School Site Council (SSC) Norms and the RCP Vision.
Public Comment: No comments were made during this discussion.

4. Review of Richmond College Prep School Site Council (SSC) Bylaws

The SSC Bylaws were presented for review.
A translated copy of the SSC Bylaws was provided to members for reference.
Public Comment: No comments were made.

5. Vote to Approve New Staff Member

Vote to Approve Ms. Govea as Staff Member
Discussion: The motion to approve Ms. Govea as a staff member was brought up.
Motion to Approve: Sandra Arevalo made the motion to approve Ms. Govea as a staff member.
Second: Ariana Valencia seconded the motion.

Vote to Approve Safety Plan

Discussion: The safety plan was reviewed and discussed. The council emphasized that the Safety Plan needed to be approved and submitted to the state. The Safety Committee will meet and continue to add more details to the plan throughout the year.
The key points of the Safety Plan include:

- Monthly drills
- First aid kits in all classrooms
- Emergency Response Team (ERT) members and roles
- Procedures for earthquake, fire, lockdown, shelter in place, and bomb threats
- Emergency Response Team (ERT)
- **Emergency Primary Location:** Blacktop by portables (2GR)
- **Secondary Location:** Martin Luther King Park
- **Off-Campus Parent Reunification Site:** 13th Street by Soccer Field

Public Comment: Cynthia Cuautzo requested more time to review the Safety Plan, and her vote was postponed until the end of the meeting.
Motion to Approve: The motion to approve the Safety Plan was made by Karen Alvarado.
Motion seconded by: Ms. Wilson.

Vote Results:

- **Approved by:** Karen Alvarado, Ms. Wilson, Sarah Lego, Ms. Valencia, Ms. Govea, Latonia Roberts, Martine Blake, Cynthia Cuautzo
- **Abstained:** Ebony Blake

The Safety Plan was approved with the noted abstention.

6. Review of Student Survey Results and Action Plan

Discussion: The results from the student survey were presented. The council discussed the implications and proposed an action plan based on the results.

- **Survey Data:**
    - **Total Responders:** 181 students
    - **I respect others**
        - 36.5% strongly agreed
        - 58.0% agreed

        - 5.4% disagreed
    - **Students at this school are kind and friendly**
        - 27.2% disagreed
        - 61.7% agreed
        - The remainder were in between strongly agreed and strongly disagreed
    - **My teachers respect me**
        - 30.6% strongly agreed
        - 62.8% agreed
        - 6.6% disagreed
    - **My teachers respect my cultural background**
        - 44.1% strongly agreed
        - 54.2% agreed
        - 1.7% disagreed
    - **Students respect my cultural background**
        - 26.1% strongly agreed
        - 58.3% agreed
        - 15.6% disagreed
    - **I feel safe at this school**
        - 15.6% strongly agreed
        - 56.1% agreed
        - 21.1% disagreed
        - 7.2% strongly disagreed

Public Comment: Martine Blake requested to review the student survey responses by demographic to better understand the data.
Action: The council will look into providing survey responses broken down by demographic for future discussions.

7. New Initiatives and Action Plans

Discussion: The council discussed several new initiatives aimed at enhancing student engagement and improving the school environment:

- **IA Training on Classroom Management Techniques:** The school is planning to provide professional development on classroom management techniques to better support teaching staff.
- **Lead Team Looking into More Social Emotional Learning (SEL):** The lead team is exploring opportunities to further integrate SEL programs into the school curriculum.
- **Increase School-Wide Activities:** The school plans to organize more school-wide events such as a geography competition, attendance competitions, Black History Month Open House, spelling bee, etc.
- **Increase Opportunities for Students to Earn Free Dress:** There is a focus on providing more opportunities for students to earn free dress days as a reward for positive behavior and achievements.

- **Looking into More Student Choice in Lunch Selection:** The council is exploring options for increasing student input on lunch menu selections, providing students with more choices.

8. Plan to Support Black History Month Open House/Parent Engagement

Discussion: The council discussed plans for supporting the Black History Month Open House and increasing parent engagement.
Public Comment: No comments were made.

9. Development of Next Agenda

Discussion: Items for the next meeting agenda were discussed.
Public Comment: No comments were made.

10. Adjournment

Action: A motion to adjourn the meeting was made by Sarah Lego.
The meeting was adjourned at 6:30 PM.