



P.O. Box 2814 Richmond, CA 94802  
510-235-2066 F 510-778-1334  
<http://rcpschools.org>

**Richmond College Prep (RCP) Board Meeting Minutes**  
**1014 Florida Avenue, Richmond, CA 94804**  
**February 27, 2025**

**Board Members Present:** Neville Richardson, Mateus Chavez, Lance Jackson, Roburta Burroughs-Massenat

**Staff:** Dr. Keisha Prier - CEO  
Sarah Lego - Lower Elementary Director  
Maria Trejo – Director of Operations

<b>1.0</b>	<b>Call to Order</b> The meeting was called to order at 5:06 PM	5:06 PM
<b>2.0</b>	<b>Roll Call/Attendance</b>	5:06 PM
<b>3.0</b>	<b>Public members who wished to address the Board of Directors: No public members</b> wished to address the Board at this time.	5:06 PM
<b>4.0</b>	<b>The minutes from the December 5, 2024 meeting were presented for approval.</b> <b>Motion to Approve:</b> Mateus Chavez <b>Seconded by:</b> Lance Jackson <b>Vote:</b> Unanimous <b>Result:</b> Motion carried. The minutes for December 5, 2024 were approved.	5:10 PM
<b>5.0</b>	<b>5. Discussion Items</b>  <b>5.1 EdTec Financial Report – Eric Noll</b>  Eric Noll presented the financial report, including budget performance, cash flow, and a review of the 2nd Interim Report. Board members asked clarifying questions, and the report was accepted for review.  <b>5.2 Comprehensive School Safety Plan (CSSP)</b>	5:15 PM

	<p>Dr. Prier presented the updated Comprehensive School Safety Plan. However, the Board noted that the required signature from the Law Enforcement Agency representative was missing.</p> <p><b>Action Taken:</b> The Board did <b>not approve</b> the CSSP. A follow-up Board meeting will be scheduled to review and vote on the completed document once all necessary signatures are obtained.</p> <p><b>5.3 Uniform Complaint Policy and Procedure</b></p> <p>Dr. Prier reviewed the updated policy. Action Taken: The Board approved the policy unanimously.</p> <p><b>5.4 Harassment, Intimidation, Discrimination, and Bullying Policy</b></p> <p>Dr. Prier presented the updated protections and procedures. Action Taken: The Board approved the policy unanimously.</p> <p><b>5.5 School Accountability Report Card (SARC)</b></p> <p>Dr. Prier provided an overview of the SARC. Action Taken: The Board approved the SARC unanimously.</p> <p><b>5.6 LCAP Mid-Year Report</b></p> <p>Dr. Prier presented the LCAP mid-year update. The Board engaged in discussion and provided feedback. Action Taken: No vote required; discussion only.</p> <p><b>5.7 Board Membership – Ms. Brianna Young</b></p> <p>The Board discussed Ms. Young’s qualifications. Action Taken: The Board voted unanimously to approve Brianna Young as a new Board Member.</p> <p><b>5.8 Vice Chair Nomination – Mr. Mateus Chavez</b></p> <p>The Board reviewed Mr. Chavez’s qualifications and contributions. Action Taken: The Board voted unanimously to approve Mr. Chavez as Vice Chair.</p> <p><b>5.9 Executive Session</b></p> <p>The Board entered into a closed session to discuss confidential matters. No action was reported out of closed session.</p>	
<b>7.0</b>	<b>Adjournment</b>	6:51 PM

