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**Richmond College Prep (RCP) Board Meeting Minutes
 1014 Florida Avenue, Richmond, CA 94804
 November 6, 2025**

Board Members Present: Neville Richardson, Mateus Chavez, Roburta Burroughs-Massenat, and Brianna Young

Staff: Dr. Keisha Prier - CEO
 Maria Trejo – Director of Operations

1.0	Call to Order The meeting was called to order at 535 PM	5:32 PM
2.0	Roll Call/Attendance All Board members were present.	5:35 PM
3.0	Public members who wished to address the Board of Directors: No public members wished to address the Board at this time.	5:36 PM
4.0	The minutes from the August 21, 2025 meeting were presented for approval. Motion to Approve: Roburta Burroughs-Massenat Seconded by: Mateus Chavez Vote: Unanimous Result: Motion carried. The minutes for August 21,2025 were approved.	5:36 PM
5.0	5.0 Discussion Items 5.1 EdTec Financial Report – Jessica Hoffart: provided an overview of the 2024–2025 Unaudited Actuals and 2025–2026 financial forecast. 2024–2025 Unaudited Actuals <ul style="list-style-type: none"> ● Net income: \$369,000 (an increase of \$621,000 from the prior forecast) ● Cash balance as of September 30, 2025: \$782,000 	5:36 PM

- Ending fund balance: \$6.94 million

Key Factors in Variance

- Higher local revenue
- Property tax cleanup and corrections
- Compensation and benefit adjustments
- Higher-than-expected lottery revenue
- Changes in student food service reimbursement

Additional Notes

- Jessica discussed the right-of-use asset and its impact on long-term debt service.
- She will send a detailed email with a full breakdown of the \$534,000 prior year encroachment and property tax corrections.
- The annual audit is in progress, and the audit report is expected soon.
- The First Interim Report remains due on December 15.

Action: None at this time.

Follow-up:

- EdTec to provide additional detail on the right-of-use asset and debt service schedule.
- EdTec to send a detailed breakdown of prior-year encroachment.

2025–2026 Forecast and Balance Sheet

Jessica reviewed the updated projections.

Key Points

- Projected net income: \$759,000, which is \$185,000 less than budgeted
- Variance driven by staffing adjustments and updated LLP/lottery revenue
- Cash position remains stable

Action: None at this time.

Follow-up: Updated forecast to be included in First Interim submission.

5.2 Academic Performance and Instructional Update

Presented by: Sarah Lego, Director of Lower Elementary

- Lower School end-of-year data showed 48% of students on grade level in ELA and 71% in math, with second grade at its strongest performance to date and first grade identified as a continued area of focus.
- DIBELS (foundational reading): beginning-of-year results increased from 61% to 72% of students on grade level, and DIBELS is now used schoolwide for students reading below grade level with progress monitoring every two weeks.
- The school recorded its highest number of students reclassifying out of ELD in its history, reflecting growth in the multilingual program.
- SBAC (3rd–8th): ELA dropped slightly from 54% to 52%, while math held at 50%. Causes identified include first-year teacher challenges and insufficient writing instruction; writing interventions are being implemented.
- Subgroup data showed a concerning drop for African American students on the last SBAC (from 45% to 28% on grade level), but beginning-of-year data for 2025–26 now shows about 60% on grade level, following targeted culture, belonging, and instructional work.
- Beginning-of-year data for the current year is the strongest in the past 15 years, including a third-grade cohort starting at 70% on grade level in ELA and strong math performance (overall BOY math at 55% on grade level).
- Key priorities include:
 - Strengthening reading and intervention systems (DIBELS K–8, decoding interventions for older students).
 - Expanding support for multilingual learners through QTEL, aligned LPAC benchmarks, and coaching.
 - Continuing schoolwide culture work (culture scope and sequence, positive behavior systems) and expanding college

and career readiness via AVID, high school–credit Spanish, and high school partnerships.

5.3 Resolution: Prop 2 Application — Board Consideration of Authorizing the Prop 2 Facilities Application:

The Board WCCUSD reviewed and discussed the proposed Prop 2 facilities proposal to complete an application to support the construction of a permanent school facility on the current campus. Following discussion, the motion did not pass. The vote resulted in 2 yes votes and 3 no votes, and the application was denied.

5.4 Custodial Services Evaluation

Presenter: Maria Trejo, Director of Operations

Maria presented the custodial services evaluation comparing six vendors: **Cappstone, Add Life, JJ & CC Maintenance, General Cleaning, Clean 4 U, and BSM (current vendor)**. Vendors were scored on price, staffing and coverage, quality assurance, scope of work, transition capacity, references, and compliance.

Key Findings:

- **Cappstone** received the highest overall score, offering the strongest value with full daily coverage, monthly deep cleans, strong supervision, and the **lowest price at \$7,988/month**.
- **Add Life** ranked second, offering CIMS-certified quality assurance and structured inspection systems.
- **BSM (current vendor)** showed some improvement but continues to have inconsistent cleaning quality.

Other Vendors Reviewed:

- JJ & CC Maintenance: reasonable pricing, limited QA structure.
- General Cleaning: competitive price, limited QA documentation.
- Clean 4 U: strong QA but significantly higher cost.

Recommendation:

- **Primary:** Approve **Cappstone** as the new custodial vendor, generating estimated annual savings of **\$31,000**.

	<ul style="list-style-type: none"> ● Alternative: Add Life if the Board prefers a CIMS-certified QA program. <p>Board Action: The Board unanimously voted to approve Cappstone as the new custodial services vendor.</p> <p>5.5 Approval: Reading Screener for Students with Dyslexia: The Board unanimously approved the adoption of the dyslexia screening tool, including the proposed implementation timeline and staff training plan.</p> <p>5.6 Board Member Terms – Vote to Extend Expired Terms: The Board voted to extend the expired board member terms for an additional two years.</p> <p>5.7 Closed Session – Personnel Matter: CEO/Superintendent Contract Renewal: The Board reconvened from closed session and reported the following action:</p> <p>Action Taken: The Board unanimously voted to renew Dr. Keisha Prier’s employment contract for an additional five (5) years, consisting of an initial three-year term with a two-year extension option.</p> <p>No further action was reported.</p>	
6.0	<p>6.0 CEO Report – 6:40 PM</p> <p>Dr. Prier provided updates on charter facilities and the Special Education transition.</p> <ul style="list-style-type: none"> ● Charter Facilities: RCP presented a proposal to the WCCUSD Board seeking funding for a permanent school facility. The proposal was not approved. Following the vote, RCP invited trustees to visit the campus and shared a video documenting daily operational challenges. One trustee who visited expressed strong support. RCP is currently exploring alternative financing options. ● Special Education: RCP has applied to join the El Dorado Charter SELPA to improve service delivery and retain special education funding. If accepted, RCP will manage its own Special Education program beginning July 1. The 	

	school plans to hire a Special Education Director, school psychologist, and speech provider to ensure students receive appropriate services.	
7.0	Adjournment There being no further business, the meeting was adjourned at 6:50 PM	7:35 PM