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Richmond College Prep (RCP) Board Meeting Minutes
1014 Florida Avenue, Richmond, CA 94804
December 4, 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 5:32 PM	5:30PM
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 November 6, 2025 meeting were presented for approval.** **Motion to Approve:** Mateus Chavez **Seconded by:** Roburta Burroughs-Massenat **Vote:** Unanimous **Result:** Motion carried. The minutes for November 6, 2025 were approved.	5:36 PM
5.0	**5.0 Discussion Items** **5.1 EdTec Financial Report – Peter Laub, EdTec** Peter Laub presented the October financial update, forming the basis of the First Interim Report submitted to the district. Key Points: ● The multi-year projection shows an increase in the projected operating loss from approximately $977,000 (approved budget) to approximately $1.1 million. ● Main drivers:	5:36 PM

- Higher-than-budgeted books and supplies and services/operating expenses.
- A conservative increase in assumed Special Education encroachment from the district for 2024–25.
- About $45,000 reduction in state lottery revenue.

- A large portion of the deficit is due to roughly $2 million in district SpEd encroachment. After transition to El Dorado County Charter SELPA, the ongoing structure is expected to be much more sustainable; lenders have been informed that the current year is not representative of long-term operations.
- On the balance sheet, a large accounts receivable is largely offset by other current liabilities, mainly related to encroachment.

ADA Update:

- Budgeted ADA: 529
- Actual Month 1 ADA: 540
- If higher ADA is sustained, the school could realize approximately $150,000 in additional revenue (not yet built into the forecast).

Board Discussion:

- Board members requested more current ADA and financial data, noting that Month 1 data is not current relative to December.
- Discussion emphasized continuing to monitor cost per student and the district's encroachment practices.

Action Item:

- EdTec to update ADA and financial bar charts with the most current data available and distribute revised materials to the board.

5.2 Special Education: El Dorado County SELPA - Dr. Keisha Prier

Dr. Prier provided an update on the school's transition to El Dorado County Charter SELPA.

Key Points:

- The school has been accepted into El Dorado County Charter SELPA and will become its own LEA for special education effective July 1.
- Required notice to the current district SELPA was sent; a capacity interview with El Dorado SELPA (including Neville Richardson, Maria Trejo, principals, and Keisha's coach) was successfully completed, and an acceptance letter has been received.
- A written transition plan has been developed and shared with the board.

Current SpEd Profile and Services:

- 67 students with IEPs; most are speech and language.
- Currently, the district provides:
  - A resource teacher (online),
  - A full-time speech and language provider,
  - A part-time psychologist and aides.

- The school additionally funds a SpEd aide from its own budget.
- The current district strike is impacting on-site SpEd services.

Program Build-Out Under New LEA Status:

- Under the new LEA structure, the school must:
  - Hire a full-time Special Education Director.
  - Hire a full-time resource teacher and other support staff.
  - Establish contracts with specialized service providers (e.g., deaf and hard-of-hearing services, interpreters).
  - Ensure all compliance systems, data systems, and IEP processes are fully in place.
- The current budget includes:
  - A SpEd Director,
  - A resource teacher,
  - A SpEd Director assistant.
- The district has billed approximately $2.29M for prior-year services; the goal under the new SELPA is to reduce annual SpEd costs while improving service quality and control.

Facilities:

- Current facilities for SpEd are limited (partitioned resource room and small open area).
- As part of the transition, the school will assess facilities to ensure adequate and appropriate space, with long-term planning referencing potential future facilities (e.g., maritime building).

Action Items:

- Continue implementing the SELPA transition plan toward the July 1 go-live.
- Conduct a facilities needs assessment for the SpEd program.
- Continue to build contracts with specialized service providers.

Hiring Strategy – Special Education Director and Staff

Dr. Prier shared that the position is posted on EdJoin and Indeed. Two candidates were scheduled to interview; one local candidate interviewed, and the preferred candidate did not attend. The goal remains to hire a SpEd Director as soon as possible. The talent pool is limited, and other districts are facing similar challenges.

Next Steps

- Keep postings active and attend special education conferences.
- Explore recruiting firms. Leadership Associates quoted about $15,000; lower-cost options will be reviewed.
- Consider non-local candidates and internal pipeline options.

	Board Input Board members offered to leverage their networks. The board affirmed this is a full-time, ongoing role due to compliance and operational needs. **Action** Continue recruitment for the SpEd Director and resource teacher and expand outreach through additional firms and professional networks. **Community and Family Engagement** Two meetings are scheduled to support communication about the SELPA transition: ● **January 22:** Community-wide meeting to provide an overview of the transition to El Dorado SELPA and answer questions. ● **January 29:** Special education family meeting to share detailed information about the new SpEd program and services. A follow-up in-person meeting will be scheduled once program details and facilities are finalized to showcase the spaces and introduce key staff. **Action:** Hold both January meetings and plan the in-person session once details are confirmed. **5.3 Closed Session** The board entered a closed session to discuss additional items.	
6.0	**6.0 CEO Report – 6:40 PM** The CEO Report (Item 6.0) was combined with Discussion Item 5.2. The CEO provided all relevant updates during Item 5.2; therefore, no additional report was presented under the CEO Report section.	
7.0	**Adjournment** There being no further business, the meeting was adjourned at 6:25 PM	6:25 PM