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Richmond College Prep (RCP) Board Meeting Minutes
1014 Florida Avenue, Richmond, CA 94804
February 26, 2026

Board Members Present: 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 5:34 PM	5:34PM
2.0	**Roll Call/Attendance** Roll call was conducted. A quorum was established with five board members in attendance. **Board Members Present:** ● Mateus Chavez, Vice Chair *(in person)* ● Roburta Burroughs-Massenat *(in person)* ● Neville Richardson, Chairman *(remote/via Zoom)* ● Lance Jackson *(remote/via Zoom)* ● Brianna Young *(remote/via Zoom)* **Board Members Absent:** None	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 December 4, 2025 meeting were presented for approval.** **Motion to Approve:** Brianna Young **Seconded by:** Roburta Burroughs-Massenat **Vote:** Unanimous **Result:** Motion carried. The minutes for December 4, 2025 were approved.	5:36 PM

5.0	**5.0 Discussion Items** **5.1 Introduction of Director of Special Education** The Board was introduced to Ashley Robinson, the newly appointed Director of Special Education. Ms. Robinson shared her extensive background working with special education students and expressed her passion for supporting this population. The Board welcomed her to the RCP team. **5.2 EdTec Financial Report – Budget-to-Actuals, Cash Flow, and Projections** Peter Laub presented the financial update. Key highlights included: • A $192,000 improvement in the financial position since the last update. • The school remains forecasted to end the year in a deficit of approximately $960,000, primarily driven by significant special education encroachment costs. • Savings were identified in several areas, including donations (notably a grant from the Chamberlain Foundation totaling approximately $89,000), title funding, and compensation and benefits. • Enrollment increases have resulted in additional state apportionments. • The school achieved savings in communication services by switching providers and leveraging E-Rate for internet services. • A delay in capturing certain expenditures — particularly from the ELOP program — was noted, with a recommendation to improve the timely submission of vendor invoices for prior-year audits. • The balance sheet and Second Interim report were reviewed, with emphasis on the need for a multi-year projection (MYP) to be finalized and submitted to the authorizer by mid-March. The Board engaged in Q&A with Peter Laub regarding the financial presentation. **5.3 Comprehensive School Safety Plan (CSSP)** The updated Comprehensive School Safety Plan was presented to the Board. The plan has been updated with required signatures and current emergency drill information. It aligns with the WCCUSD district safety plan and includes updated protocols for supporting students with special needs during emergencies. *Motion to approve: Made and seconded | Vote: Unanimous* **5.4 School Accountability Report Card (SARC)** The School Accountability Report Card was presented for Board review and approval. The SARC provides an overview of the school's performance data, demographics, academic progress, and resource allocation, updated with current CALPADS and dashboard information. It was noted that some data reflected in the SARC is up to three years behind due to state reporting timelines. Chronic absence data and fund expenditure were discussed.	5:36 PM

	Motion to approve: Made and seconded | Vote: Unanimous **5.5 LCAP Mid-Year Report** Dr. Keisha Prier presented the LCAP Mid-Year Report, providing an update on progress toward LCAP goals, including student outcomes and budget expenditures. Key points included: • Approximately $271,000 has been allocated for after-school programs and $296,000 for tutoring services. • The school is on track to spend all allocated LCAP funds, with some adjustments needed for tutoring programs. • The Board discussed the importance of developing a structured tutoring program with defined eligibility criteria, objectives, duration, and measurable outcomes. A plan is to be presented to the School Site Council within the coming months. • A proposal to reallocate LCAP funds — including any adjustments to the tutoring allocation — will be brought to the School Site Council once the tutoring plan and budget priorities are finalized. *Motion to approve: Made and seconded | Vote: Unanimous* **5.6 Wellness Policy** Maria Trejo presented the updated Wellness Policy, which is required for the school's continued participation in the National School Lunch Program (NSLP). The policy was developed with input from the School Site Council and incorporates updated guidelines from the California Department of Education (CDE) and USDA, covering nutrition standards, physical activity, and student wellness. The Board confirmed that extracurricular activities are incorporated into the policy. *Motion to approve: Made and seconded | Vote: Unanimous* **5.7 Closed Session** The Board transitioned to Closed Session to discuss personnel matters, health insurance, and real property matters. A separate Zoom link was shared with Board members for the closed session.	
6.0	**6.0 CEO Report – 6:40 PM** Dr. Keisha Prier delivered her report covering updates for both the Preschool and Charter School programs.	
7.0	**Adjournment** There being no further business, the meeting was adjourned at 6:25 PM	6:58 PM