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Richmond College Prep (RCP) Board Meeting Minutes
1014 Florida Avenue, Richmond, CA 94804
August 21, 2025

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

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

1.0	**Call to Order** The meeting was called to order at 535 PM	5:35 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 June 26, 2025 meeting were presented for approval.** **Motion to Approve:** Mateus Chavez **Seconded by:** Roburta Burroughs-Massenat **Vote:** Unanimous **Result:** Motion carried. The minutes for June 26, 2025 were approved.	5:10 PM
5.0	**5. Discussion Items** **5.1 EdTec Financial Report –** ● Jessica Hoffart will present to the Board at the next meeting, which will be held in October 2025. ● Action: None at this time. ● Follow-up: EdTec to prepare and present the updated financial summary and budget projections at the October 2025 meeting. **5.2 Miscellaneous Contracts –**	5:15 PM

	Dr. Prier and Maria Trejo reviewed key operational contracts, including: ● A $486,000 agreement with Revolution Foods for breakfast, lunch, and snacks; ● $12,001 annual renewal for Directors and Officers (D&O) liability insurance; ● Continuation of the Museum of Children's Art (MOCHA) partnership for SEL programming; ● Discussion of a new custodial services proposal to improve cleanliness and cost-efficiency. **Discussion Highlights:** ● The Board discussed concerns about food quality and waste under Revolution Foods. ● Members emphasized evaluating cost-effective food service options that also support student satisfaction. ● The Board noted improvements in SEL and multilingual learner programs supported through MOCHA and QTEL training. **5.3 Executive Session (Closed Session) –** The Board entered closed session at 6:25 PM to discuss personnel matters. No action was taken.	

6.0	**6.0 CEO Report – 6:40 PM** Dr. Prier shared updates on instructional and operational initiatives: ● Positive outcomes from social-emotional learning (SEL) and QTEL multilingual learner training. ● Collaboration with MOCHA continues to strengthen arts integration and student engagement. ● Continued focus on building teacher capacity and maintaining a data-driven instructional culture. **Follow-up:** ● Include data on SEL impact and QTEL outcomes in the next Board report. ● Continue to track student feedback on food and learning environment improvements.	
7.0	**Adjournment** There being no further business, the meeting was adjourned at 6:50 PM	6:50 PM