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Richmond College Prep (RCP) Board Meeting Minutes

1014 Florida Avenue, Richmond, CA 94804

June 1, 2026

Board Members Present: Neville Richardson, Chairman; Mateus Chavez, Vice Chair; Brianna Young

Board Members Absent: Lance Jackson

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

1.0	**<u>Call to Order</u>** The meeting was called to order at 5:53 PM, upon the arrival of Chairman Neville Richardson, which established quorum. The start of the meeting was delayed due to technical difficulties with the meeting setup.	5:53 PM
2.0	**<u>Roll Call/Attendance</u>** Roll call was conducted. A quorum was established with three board members in attendance. **Board Members Present:** ● Neville Richardson, Chairman (in person) ● Mateus Chavez, Vice Chair (in person) ● Brianna Young (in person) **Board Members Absent:** ● Lance Jackson *Note: Roburta Burroughs-Massenat resigned from the Board following the February 26, 2026 meeting.*	5:53 PM
3.0	**<u>Public Members Who Wish to Address the Board of Directors</u>** No public members wished to address the Board at this time.	
4.0	**<u>Approve Minutes for February 26, 2026</u>** The minutes from the February 26, 2026 meeting were presented for approval. Motion made and seconded. Vote: Unanimous. Result: Motion carried. The minutes for February 26, 2026 were approved.	
5.0	**<u>Discussion Items</u>**	
5.1	**<u>EdTec Financial Report – Budget-to-Actuals, Cash Flow, and Projections</u>** Peter Laub and Jessica from EdTec presented the financial update for the 2025–26 fiscal year and reviewed budget development for 2026–27. Key highlights included: ● The current forecast shows a net income of negative $1.7 million for 2025–26.	

	● A $241,000 pickup in cost savings from payroll adjustments, offset by increased contracted staff expenses. ● A $574,000 apportionment decrease resulting from an error in an ELOP program report filed in September; staff are exploring multiple avenues to resolve this, including working with Eric Premack and the State Superintendent. ● New funding opportunities for 2026–27 include approximately $715,774 in state SPED funds and a $497,343 student support block grant, which will be partially offset by an estimated $600,000–$700,000 in additional special education expenses. ● An $800,000 error was discussed, resulting in monthly charges of approximately $166,000; concerns were raised regarding the lack of transparency in how this situation was handled. The Board engaged in Q&A regarding the financial presentation.	
5.2	**<u>QTEL Presentation</u>** Staff presented an overview of RCP's partnership with QTEL (Quality Teaching for English Learners), including improved ELPAC scores and reclassification rates, with success stories highlighted from trained teachers including Ms. Arevalo. The Board reviewed a proposed QTEL contract in the amount of $77,500, covering facilitator services, travel, and materials, with plans to expand training to additional teachers, potentially supported by a grant from the Chamberlain Foundation. **Action: Vote postponed to the June 22, 2026 Board meeting.**	
5.3	**<u>Instruction Partners</u>** The Board discussed the Silicon Valley Silicon Schools matching grant for English Language Arts, focused on student discourse, with Instruction Partners as the service provider. The grant totals $100,000 over three years, with RCP contributing a 20% match. Maria requested clarity on the exact grant timeline and payment schedule prior to a vote. **Action: Vote postponed to the June 22, 2026 Board meeting.**	
5.4	**<u>Special Education Update</u>** Ashley Robinson, Director of Special Education, presented a comprehensive review of the special education program, including efforts to unify the program with general education. Key points included: ● Current caseload of 67 students with IEPs, lower than comparable California schools. ● Stakeholder engagement efforts including family meetings, IEP observations, and staff surveys. ● Plans to launch a special education monthly newsletter by June or July. ● Compliance concerns affecting 55 of 67 IEPs, including missing signatures and documentation, incorrect dates on IEP forms, and 17 missing student files. ● Non-compliant behavior support systems identified for correction. ● An outside consultant and Ms. Robinson merged their reports to document non-compliant practices identified in a district compliance review, particularly regarding psychologist scheduling.	

	● Staffing update: a school psychologist and a special education instructional aide have been hired; recruitment continues for two resource teachers and a speech-language pathologist. ● Plans to improve intervention systems, implement CPI certification for staff, and develop collaborative behavior intervention programs, with a focus on integrating special education staff into grade-level meetings.	
5.5	**Employer Sick Leave Board Policy** The Board reviewed the school's employer sick leave policy, which provides 11 days of PTO/sick leave annually for full-time staff. Unused PTO does not carry over; sick leave is transferable. Motion made and seconded. Vote: Unanimous. Result: Motion carried.	
5.6	**Employer Contribution Toward Employee Health Insurance Board Policy** The Board reviewed and approved the employer contribution amount toward employee health insurance benefits for the upcoming plan year. Motion made and seconded. Vote: Unanimous. Result: Motion carried.	
5.7	**Academic School Calendar: 2026–27 School Year** The Board reviewed the proposed academic calendar, which includes additional early-release Wednesdays for professional development. Data presented showed improved third-grade ELA proficiency performance. The calendar sets a start date of August 10 for students and August 3 for teachers. Motion made and seconded. Vote: Unanimous. Result: Motion carried.	
5.8	**Holiday Absence Board Policy** The Board reviewed the school's holiday absence policy, intended to support adequate staffing and student support before and after holidays. Motion made and seconded. Vote: Unanimous. Result: Motion carried.	
5.9	**Proposed Title Update for CEO** The Board reviewed and considered updating Dr. Keisha Prier's title from CEO to CEO/Superintendent, to improve opportunities and alignment as the school moves toward becoming its own LEA. Motion made and seconded. Vote: Unanimous. Result: Motion carried.	
5.10	**Public Hearing of Local Control Accountability Plan (LCAP) – 2nd Hearing**	

	In accordance with Education Code requirements, a public hearing was held to provide an additional opportunity for members of the public to review and comment on the proposed LCAP. No comments, questions, or recommendations were received from the public.	
5.11	**<u>Closed Session</u>** The Board transitioned to Closed Session to discuss real property matters. **Nothing to report out.**	
—	**<u>Adjournment</u>** There being no further business, the meeting adjourned at 7:26 PM.	7:26 PM