

**Contra Costa County Board of Education  
Charter Committee Meeting  
MINUTES  
October 28, 2025**

**MEMBERS**

Sarah Butler, Area 2 Trustee – Committee Chair  
Mike Maxwell, Area 4 Trustee

**1. CALL TO ORDER**

**1.1 Call to Order**

Trustee Sarah Butler called the meeting to order at 4:00 p.m.

**1.2 Roll Call**

All Committee Members were present  
Neil McChesney, Coordinator, Charter Oversight, was present  
Superintendent Lynn Mackey was present

**2. GENERAL INFORMATION**

2.1 The Board of Education will provide reasonable accommodations for persons with disabilities planning to attend Board of Education meetings who contact the County Superintendent's Office assistant at least 24 hours before the meeting at (925) 942-3380.

2.2 Any disclosable public records related to an open session item on an agenda and distributed by the County Superintendent to a majority of the members of the County Committee less than 72 hours before the public hearing are available for public inspection at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA and will be made available at the Public Hearing.

**3. PUBLIC COMMENT**

**3.1 Public Comment**

None.

**4. BUSINESS/ ACTION ITEMS**

**4.1 Approval of the Agenda**

Agenda was approved with the following amendments:

- The word “concern” was removed from item 4.3 and 4.5
- Items 4.5 and 4.6 were tabled

**4.2 Approval of Minutes – August 21, 2025**

Topic was tabled until the next meeting.

**4.3 Clayton Valley Charter High School Discussion**

The Charter Committee discussed topics related to Clayton Valley Charter High School including the school Board's responses to a Public Comment at its Sept. 10, 2025, Board meeting; and CVCHS Board's election process for selecting a Certificated Representative, which was also discussed at the Sept. 10 and Oct. 8 school Board meetings.

Public Comment:

Kevin King

James Corcoran  
Rosemary Louissaint  
Debbie Heinzmann

#### **4.4 Invictus Academy: PE Graduation Requirement**

The Charter Committee discussed Invictus Academy of Richmond's PE course requirement and listed in its charter petition but the class is missing from its list of course offerings. McChesney reported that staff will be sending a Notice of Concern for its lack of compliance with the charter in regards to the PE course.

#### **4.5 Charter Board Appointments**

The Charter Committee was going to discuss beginning the process of appointing a charter school board member to the Amethod Board of Directors and the Clayton Valley Charter High School Board per Board Policy 0420.41 Oversight of County Charter Schools, and Ed Vode 47604. This topic was tabled during agenda item #4.1.

#### **4.6 Agenda Building**

Superintendent Mackey was going to discuss the process and timelines for building agendas for Charter Committee meetings. This topic was tabled during agenda item #4.1.

#### **4.7 Future Agenda Items**

Items 4.4 and 4.5 will be carried over to the next meeting

Review CCCBOE MOU Template

Review and discuss whether all CCCBOE-authorized charter schools are following their charters

#### **4.8 Future Meeting Dates**

The next meeting is scheduled for Nov. 20 at 10:30 a.m.

### **5. ADJOURNMENT**

#### **5.1 The Chair will adjourn the meeting.**

Committee Chair, Sarah Butler adjourned the meeting at 5:16 p.m.