

**Contra Costa County Board of Education  
Charter Committee Meeting  
MINUTES  
July 15, 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 11:06 a.m.

**1.2 Roll Call**

All Committee Members were present

Neil McChesney, Coordinator, Charter Oversight, 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 approved as amended. Item 4.4 was moved ahead of item 4.3.

**4.2 Approval of Minutes – April 30, 2025**

Meeting minutes approved as presented.

**4.4 Charter Policies Update - DISCUSSION**

The Charter Committee discussed recommended updates from the California School Boards Association (CSBA) to Board Policy 0420.4 Authorization of County Charter Schools, Board Policy and Exhibit 0420.41 Oversight of County Charter Schools, and reviewed Administrative Regulation 0420.4 Authorization of County Charter Schools sample policy. The committee approved the recommendations and will send it to the Policy Committee for consideration.

**4.3 Draft MOU, AMPS Richmond Charter Academy - DISCUSSION**

The Charter Committee reviewed a draft of the Memorandum of Understanding (MOU) template for charter schools for AMPS Richmond Charter Academy which had its charter renewal granted by the Contra Costa County Board of Education at the June 11, 2026, Contra Costa County Board of Education

Board meeting. Neil McChesney, Charter Oversight, reviewed the applicable changes to the template that apply to RCA. Additionally, he presented Schedule B that lists additional responsibilities and obligations for RCA to the MOU. The Committee provided additional feedback and updates to the documents. The MOU will be presented to the full Board at the next Board meeting on August 13, 2025.

#### **4.5 Future Agenda Items**

Email agenda items

#### **4.6 Future Meeting Dates**

Will be scheduled at a later time

### **5. ADJOURNMENT**

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

Committee Chair, Sarah Butler adjourned the meeting at 11:53 a.m.