

**Contra Costa County Board of Education  
Charter Committee Meeting  
Minutes  
March 1, 2023**

**1. CALL TO ORDER**

**1.1 Call to Order**

Trustee Sarah Butler called the meeting to order at 11:04 a.m.

**1.2 Roll Call**

All Committee Members were present  
Sarah Butler, Area 2 Trustee, Committee Chair  
Annette Lewis, Area 5 Trustee

**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 presented.

**4.2 Committee Organization**

The Charter Committee voted to select Trustee Butler as chair of the committee. The committee agreed to meet once a month and for meeting agendas to be posted earlier the required 24 hours if possible.

**4.3 Approval of Minutes – January 10, 2023 and January 23, 2023**

January 10, 2023, minutes were approved as presented. The January 23, 2023, minutes were moved to the next committee meeting.

**4.4 Charter Policies 0420.4, 0420.41, 0420.42, 0420.43, 0420.44**

The Charter committee reviewed and discussed relevant current and CSBA sample policies that applied to oversight and authorization of charter schools. The committee agreed to add BP 0420.41 Oversight of County Charter Schools and exhibit on the agenda for the next Board meeting to discuss recommended changes to the policies discussed at previous charter committee meetings.

**4.5 Charter School Data Book Update**

Neil McChesney, Coordinator, Charter Schools Oversight, provided an update to the Charter School Data Book. McChesney said he is continuing to work on the Data Book and sourcing information from sources but the template is complete and will be released and publicly accessible on March 1.

#### **4.6 MOU Extension Discussion**

McChesney presented the committee with an updated template for Memorandum of Understandings (MOUs) extensions. The committee agreed to present the document with amendments to the full Board at the next Board meeting.

#### **4.7 Notices of Concern**

The Charter committee had follow up discussion on the Notices of Concern that were presented to the full Board at the Board Meeting on February 22. McChesney said he would continue to monitor advise if any additional action or follow up is needed.

#### **4.8 Summit Public Schools, Fiscal Status**

The Charter committee continued discussion about the Summit School closures of Denali, and updates on Tamalpais and Summit: K2. McChesney said he did not think there is an immediate issue but would continue to monitor the financial situation at those schools.

#### **4.9 Financial Oversight Documents for All Authorized Charters**

The Charter committee reviewed the financial documents for all authorized charter schools.

#### **4.10 Schedule A: Required Documentation**

The Charter committee discussed Schedule A documentation which can be found on the Contra Costa County Office of Education's website. McChesney informed the committee of the process to track compliance of a charter school using an online platform called Epicenter. The online tool is being used to put a system in place for monitoring, tracking, providing documentation and housing the information needed.

#### **4.11 Annual Oversight Visits**

McChesney provided an update on the Annual Oversight Visits (AOV). Charter visits were scheduled throughout the month of March.

#### **4.12 Future Agenda Items**

Update on the Charter Data Book  
Charter policies  
Update on Notices of Concern  
Any additional requests should be emailed.

### **5. ADJOURNMENT**

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

Committee Chair, Sarah Butler adjourned the meeting at 12:28 p.m.