COFFEE CREEK ELEMENTARY SCHOOL DISTRICT

REGULAR MEETING OF THE BOARD OF TRUSTEES
MINUTES

Coffee Creek Elementary School Intermediate Room .....Wednesday, December 14, 2023
Coffee Creek Road ..... Business Meeting 3:30 PM
Coffee Creek, California .....

In compliance with Government Code Section 54954.2(a), the Coffee Creek School District will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact Brian Burns at 530-266-3344

All CCESD Board of Trustee Meeting Agendas are posted at the following locations: Coffee Creek School, C.C. Fire Station mail boxes, and the Trinity County Office of Education. All regularly scheduled Board of Trustees meetings are scheduled at 3:30 PM on the second Thursday of each month at the Coffee Creek Elementary School; Special meetings to be called as necessary. Board agenda documents are available for inspection 72 hours before each Regular Board meeting and 24 hours before Special Board meetings at the Coffee Creek Elementary School located at 261 Coffee Creek Road, Coffee Creek.

The Public's health and well-being are the top priority for the Coffee Creek Elementary School Board; you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting of the Board will be available by:

Telephone: 530-260-3344

Topic: December Regular Meeting
Time: Dec 14, 2023 03:30 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/87327015058?pwd=GNpaESCtkv5IT5Ha8TYXKXucbGbVRT.1

Meeting ID: 873 2701 5058
Passcode: 031066

Coffee Creek Elementary School District Governing Board:

Suzanne Conrad
Peter Kleinsmith
Cindy Braman

1.0 Formal Opening

1.1 Call to Order 3:30
1.2 Flag Salute

2.0 ADDITIONS OR CHANGES IN AGENDA

3.0 COMMENTS FROM THE PUBLIC ON OPEN SESSION AGENDA – Persons wishing to address the Board on any item except personnel on the agenda, or on items that are within the jurisdiction of the Board and are not on tonight's agenda are invited to do so at this time. In the interest of time and order, presentations from the public are limited to three minutes per person. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1) acknowledge receipt of the information; 2) refer to staff for further study; 3) refer the matter to the next agenda.

4.0 ACCEPT OPEN SESSION AGENDA

(Action) On motion by Peter, Second by Cindy, the Coffee Creek School District Governing Board accepts the Open Session Agenda. Vote: 3 Ayes

5.0 CONSENT AGENDA - The following consent agenda items are considered to be routine by the Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Board members so requests, in which event the item(s) will be considered following approval of the Consent Agenda.

On motion by Cindy, Second by Peter, the Coffee Creek School District Governing Board approves consent ACTION items:

(Consent) 5.1 Approval of Governing Board Regular Meeting Minutes of November 9, 2023

(Consent) 5.2 Approval of Resolution 2324-06 Payroll and General Fund Warrants for November, 2023

Minutes were approved with corrections.

6.0 BOARD ORGANIZATION

(action) 6.1 Annual Organizational Meeting of the Board of Trustees Required by the Education Code 35022, 35143 and Board Bylaw 9100, for the Purpose of Electing Officers to Serve for the Term December 2023 through November 2024

A. Election of Board Clerk

On motion by Cindy, Second by Suzanne, the Coffee Creek School District Governing Board elected Peter Kleinsmith as the new Board Clerk for CCESD. Vote: 3 Ayes

B. Appoint a Secretary to the Board

On motion by Peter, Second by Cindy, the Coffee Creek School District Governing Board appointed Brian Burns as the Secretary for CCESD. Vote: 3 Ayes

C. Approval of Resolution 2324-07 Authorization to Sign Orders Drawn on CCESD Funds

On motion by Peter, Second by Cindy, the Coffee Creek School District Governing Board approves Resolution 2324-07 Authorization to Sign Orders Drawn on CCESD Funds. Vote: 3 Ayes

(action) 6.2 Adoption of Resolution 2324-08 Determination of the Time, Date and Location of Regular Meetings of the Board of Trustees for the 2024 Calendar Year

BE IT RESOLVED to set the time, date and location of the regular meetings of the Board of Trustees of the Coffee Creek Elementary School District for the 2024 calendar year.

Brian provided a list of dates for the regular school board meetings.

On motion by Cindy, Second by Peter, the Coffee Creek School District Governing Board approves Adoption of Resolution 2324-08 Determination of the Time, Date and Location of Regular Meetings of the Board of Trustees for the 2024 Calendar Year. Vote: 3 Ayes

7.0 BUSINESS AND FINANCIAL

(Info) 7.1 Business Financial Report

Most of the items in the Business Financial Report will be discussed in item 7.2 1st Interim Narrative Financial Report. We are currently in good financial shape. We have increased the money allocated for food due to inflation.

(Info) 7.2 1st Interim Narrative Financial report

Courtney reviewed the financial report. We are working on spending our money wisely and using restricted funds first. Our spending is typical of a school our size and our spending rates are similar to other school in the county. In 2024-2025 we will be looking at using our Emergency fund to cover all expenditures for the school.

(Info) 7.3 5 Year Developer Fee Report

There is very little Development occurring in the CCESD. We get a minimal amount from this program.

(Info) 7.4 Special Student Funds Report

We have not used the Special Student Funds this year. We have been using our ELOP funds instead. We have plans for field trips during the school day where we can utilize these funds. In April the three year CD matures. We will look out how we can reinvest this money at our March board meeting.

8.0 INSTRUCTIONAL FUNCTION

(Info) 8.1 Teachers Report

Students are doing well. They are excited about the winter break. We learned about Andy Warhol and made a collage of his Christmas Ornament Tree. The students continue to read books and our book tree branches are getting full.

(Action) 8.2 Approve use of the Special Student Fund for the School Spring Field Trip to Great Wolf Lodge in Manteca, CA.

On motion by Peter, Second by Cindy, the Coffee Creek School District Governing Board approves use of the Special Student Fund for the School Spring Field Trip to Great Wolf Lodge in Manteca, CA.. Vote: 3 Ayes

The school will pay for a two night stay for each family.
Park entrance fee for students and family (2 parents and 2 children).
Wolf Lodge Pass for each student enrolled at Coffee Creek Elementary
Provide 2 breakfasts, 2 lunches and 2 dinners for each student enrolled at Coffee Creek Elementary.
The breakfast and lunch will be stored bought items that the parents can store in the hotel room and give to their own kids.

9.0 BOARD AND ADMINISTRATIVE

(Info) 9.1 Superintendent's Report

We will be participating in "Standard Response Protocol" to improve the safety of our campus. This is a joint effort with all Trinity County Schools, First Responders, CA Highway Patrol, and the Trinity County Sheriff's Department. We will also be part of the Aegix program. This is another group plan with all Trinity County schools sharing the cost. Aegix allows first responders to see live up to date information on emergency situations occurring at schools.

(Info) 9.2 Brown Act Review

We reviewed the new remote participation rules for School Boards and how to avoid having a serial meeting. We will continue to review aspects of the Brown Act at future Board Meetings.

(Action) 9.3 Letter response to Fabio, (TCOE superintendent)

Brian attached the response letter to CCESD official letter head and will send it to Fabio by email. The board discussed the removal of third paragraph.

On motion by Peter, Second by Cindy, the Coffee Creek School District Governing Board approves response Letter to Fabio, the TCOE superintendent with the removal of the third paragraph. Vote: 3 Ayes

10.0 BOARD COMMENTS

Peter asked if the board could look at providing a stipend for the staff members that purchase the food for the school. This reimbursement would cover time, and fuel. The board was positive in this idea and we will have an action item at the next board meeting.

11.0 ITEMS FOR NEXT BOARD MEETING

Williams Uniform Complaints

12.0 ADJOURNMENT