COFFEE CREEK ELEMENTARY SCHOOL DISTRICT

REGULAR MEETING OF THE BOARD OF TRUSTEES
MINUTES

Coffee Creek Elementary School Primary Room .....Thursday, February 8, 2024
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 is 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 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 Coffee Creek Elementary School, 261 Coffee Creek Road, Coffee Creek, CA 96091.

ZOOM:

Brian Burns is inviting you to a scheduled Zoom meeting.

Topic: February Board Meeting
Time: Feb 8, 2024 03:30 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/84282542279?pwd=aqKj0RUZBovaKGpOJ05WtTRLpAv6Hq.1

Meeting ID: 842 8254 2279
Passcode: 755901

Coffee Creek Elementary School District Governing Board:

Peter Kleinsmith, Board Clerk
Suzanne Conrad
Cindy Braman

1.0 Formal Opening

1.1 Call to Order 3:32pm
1.2 Flag Salute
1.3 Additions or Changes in Agenda: **in bold**

Item (info) 6.4 **Brown Act Review - Closed Sessions**
Item (info) 6.5 **Open Discussion on 2024-2025 school year**

2.0 COMMENTS FROM THE PUBLIC ON OPEN SESSION AGENDA - Under this item the public is invited to address the Board regarding items that are on the closed session agenda. Speakers are limited to three minutes each. The Board is not allowed under the law to take action on matters that are not on the agenda

3.0 ACCEPT OPEN SESSION AGENDA

(action) On motion by Cindy, Second by Suzanne, the Coffee Creek School District Governing Board accepts the open session agenda: Vote 3 ayes

The agenda was approved with the addition item 6.4 and 6.5.

4.0 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 Suzanne, Second by Cindy, the Coffee Creek School District Governing Board approves consent ACTION items: Vote 3 ayes

(consent) 4.1 Approval of Governing Board Regular Meeting Minutes of January 11, 2024
(consent) 4.2 Approval of Resolution 2223-00 Payroll and General Fund Warrants for January

5.0 BUSINESS AND FINANCIAL

(info) 5.1 Business Services Report

Cortney is working on our second interim report which will provide the board needed information to make financial decisions for the remainder of the year. The Governor's budget update will be released in May and adopted in June. At this time there is a 38 billion dollar short fall. COLA for next year will only increase by .76%. This will negatively affect salaries for all staff members.

(action) 5.2 Accept 2023 Audit Report

The audit report showed that some items were not recorded correctly or placed in the wrong budget item. TCOE was going through a transition at the time and these items were overlooked. CCES Educator Effectiveness Plan had to be shared at two separate board meetings. We only shared the plan at one meeting. There is no monetary penalty for these mistakes.

On motion by Suzanne, Second by Cindy, the Coffee Creek School District Governing Board accepts the 2023 Audit Report: Vote 3 ayes

(info) 5.3 Student Funds Report

We used the Student Funds to make a deposit for the field trip to the Great Wolf Lodge. The break down for this can be found in item 6.1 in our Board Meeting Binder. The initial deposit was $1676.06. Suzanne signed the check from the Student Funds to reimburse the school's general account.

6.0 BOARD AND ADMINISTRATIVE

(info) 6.1 Superintendent's Report – Parent Safety Meeting, Wolf Lodge, Update Lunch Options

Parent Safety Meeting was a success. 100% of our families had a parent attend. Information was shared from the Red Cross along with some emergency supplies for each family. Mr. Burns reviewed the School Safety Plan and shared the Annual Safety Goals for 2024.

Wolf Lodge Update – We made the down payment for our field trip to Great Wolf Lodge. The students are very excited and are always talking about the upcoming trip.

Lunch Update for next year: We have to provide lunch for the students. Parents can bring lunch for their children but the school must offer a lunch program. We still need to finalize a plan to provide lunch for next year's students.

(info) 6.2 Review Teacher and Paraprofessional Job Descriptions for 2024-2025

Brian and Linda will add a list of jobs that we currently do during the school year to the job description for next year. We need to work with TCOE to create a new MOU for our business services along with plans for payroll and purchases (instructional and custodial). Some ideas were shared and we need to finalize these in an MOU with TCOE.

Suzanne asked if we can look into having the new teacher and or para job shadow us before we leave. If we can hire someone before we leave we will try to make this happen.

(action) 6.3 Approve CSSP (School Safety Plan)

Mr. Burns reviewed the School Safety Plan and shared the Annual Safety Goals for 2024.

On motion by Suzanne, Second by Cindy, the Coffee Creek School District Governing Board approves the Coffee Creek Elementary School CSSP (Comprehensive School Safety Plan): Vote 3 ayes

(info) 6.4 Brown Act Review - Closed Sessions

Brian shared information about having Closed Sessions during our Board Meetings. At the end of the year the board will be required to have a closed session meeting for the hiring and resignation of employees.

(info) 6.5 Open Discussion on 2024-2025 school year

Suzanne asked if we can set up a committee to hold extra meeting to address the needs for the transition to the new school year with new employees. Brian will look into some dates and topics that can be address and finalized in these meetings.

We will continue to have this agenda item at every regular board meeting through June 30th.

7.0 INSTRUCTIONAL FUNCTION

(info) 7.1 Teacher's Report

The teachers are tired. We are working hard to keep the student motivated to learn. Many reports and other items are needed from the state and the county which pull the teachers away from instruction or overload their busy schedule. The kids are doing great. They are working on their African American biography reports.

(info) 7.2 LCAP 2023-2024 Mid-Year Report

Brian share the report. We are hitting our goals with many on the goals already completed. Our progressive goal of 1.5 years growth in reading and math is slightly below expectations. We will continue to prepare our students for testing on the California State Standards to reach this high expectation.

8.0 BOARD COMMENTS

Peter shared an idea to purchase new lap tops for our current students. These lap tops would be given to the students at the end of the year to keep as their own. We would use the Students Enrichment Account to pay for these new computers. The board members like the idea and we will have this as an action item at the next board meeting. A mouse and a headset would also be purchased for each student.

9.0 ITEMS FOR NEXT BOARD MEETING

March Board Meeting moved to 7th at 3:30pm
Approve 24-25 school calendar
Approve purchase of new computers for current CCES students
3yr CD at Coast Central matures
Lunch for 24-25 school year
Teacher and paraprofessional job requirements

10.0 ADJOURNMENT 5:45pm