



**COFFEE CREEK ELEMENTARY SCHOOL DISTRICT**

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

**AGENDA**

**Join Zoom Meeting**

<https://us06web.zoom.us/j/7847873089?pwd=HyFMYSdnyMdOgsP3JTnScKuZCDrUfc.1&omn=84459702782>

Meeting ID: 784 787 3089

Passcode: P3i4Pi

**One tap mobile**

**+16699006833,,81791065369#,,,,\*407429# US (San Jose)**

**Coffee Creek Elementary School  
Coffee Creek Rd,  
Coffee Creek, California .....**

**Monday, December 15, 2025  
Business Meeting 3:15 PM**

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 to participate in the meeting should contact Corey Helgesen at 530-623-2861.

All CCESD Board of Trustees Meeting Agendas are posted at the following locations: Coffee Creek School, C.C. Fire Station mailboxes, and the Trinity County Office of Education. All regularly scheduled Board of Trustees meetings are scheduled at 3:30 PM on the second or third Tuesday of each month at Coffee Creek Elementary School; Special meetings are 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 4470 Coffee Creek Road, Coffee Creek.

**School District Governing Board:**

Peter Kleinsmith, President  
Cindy Braman  
Catharine Berglund

**1.0 Formal Opening**

1.1 Call to Order

1.1a \_\_\_\_\_ called to order the regular meeting of CCESD Board of Trustees at \_\_\_\_\_  
on \_\_\_\_\_ in \_\_\_\_\_.

1.2 Roll Call - Peter Kleinsmith, Cindy Braman, Catharine Berglund, \_\_\_\_\_,  
\_\_\_\_\_.

1.3 Flag Salute

1.4 Additions or Changes in Agenda

**2.0 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 the agenda are invited to do so at the 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 that matter to a future agenda.

### **3.0 Accept Open Session Agenda**

On Motion by \_\_\_\_\_, Second by \_\_\_\_\_, Ayes \_\_\_\_\_ the Coffee Creek School District Governing Board accepts the Open Session Agenda.

### **4.0 Consent Agenda**

On Motion by \_\_\_\_\_, Second by \_\_\_\_\_, Ayes \_\_\_\_\_ the Coffee Creek School District Governing Board approves consent ACTION items:

4.1 Approval of Governing Board Regular Meeting Minutes for October 21, 2025

### **5.0 Reports**

5.1 Teacher Report

5.2 Superintendent Report

- - Ham Radios
- - SARC Report
- - School for PAC for CSSP/LCAP mid-year review

5.3 Business Services Report (Courtney)

- Interim report
- Developer fee report

### **6.0 Correspondence/Information Items**

### **7.0 Action Items/New Business**

7.1 Approve Payroll and accounts payable warrants for November 2025

On Motion by \_\_\_\_\_, Second by \_\_\_\_\_, Ayes \_\_\_\_\_

7.2 Approve Annual Organizational Meeting (AOM)

On Motion by \_\_\_\_\_, Second by \_\_\_\_\_, Ayes \_\_\_\_\_

### **8.0 Comments from the Board/Announcements**

### **9.0 Items for the next Agenda**

Next meeting \_\_\_\_\_, 2025 @ 3:15PM CoffeeCreek ESD

10.0 **Adjournment** by \_\_\_\_\_ @ \_\_\_\_\_