# COFFEE CREEK ELEMENTARY SCHOOL DISTRICT

## SPECIAL MEETING OF THE BOARD OF TRUSTEES
## MINUTES

**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** **Tuesday, November 18, 2025**
**Coffee Creek Rd,** **Business Meeting 3:15 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 to participate in the meeting should contact Tim Nordstrom 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 Thursday 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 __Peter__ called to order the regular meeting of CCESD Board of Trustees at _3:15 pm__ on__11/18_ in ___CCES_____.

1.2 Roll Call - Peter Kleinsmith, Cindy Braman, Catharine Berglund, ___All present_____,

1.3 Flag Salute

1.4 Additions or Changes in Agenda

**2.0 Comments from the Public on Open Session Agenda:** No comments

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_Cindy__, Second by__Catharine____, Ayes____3_____ the Coffee Creek School District Governing Board accepts the Open Session Agenda.

**4.0 Consent Agenda**

On Motion by_Cindy__, Second by__Catharine____, Ayes____3_____ 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: Luan reported that the students are all working hard and gaining knowledge, they all seem to enjoy school. The school had a wonderful time on our ELOP trip to the coast. We visited the zoo, took advantage of the Skywalk and then the students went fishing and had a bountiful day. Pictures will be posted on the website and Facebook page.

5.2 Superintendent Report

- Ham radio

5.3 Business Services Report (Courtney): Courtney has been working very hard on the audit, and will present the interim report at next month's meeting. She is optimistic about having the audit report by the next meeting. Courtney said that she will investigate ways to fund extra hours for Dakota to work on the flooring and tennis courts.

**6.0 Correspondence/Information Items**

We received $500 prize money from the Trinity County Fair for being the Exhibitor of the Year, for which we are very grateful.

**7.0 Action Items/New Business**

7.1 Approve Payroll and accounts payable warrants for October 2025

On Motion by_Cindy__, Second by__Catharine____, Ayes____3_____

7.2 Schedule Annual Organizational Meeting (AOM), as mandated by California Education Code 35143, before 12/20, First Interim Report by 12/15.

On Motion by_Cindy__, Second by__Catharine____, Ayes____3_____

7.3 Approve the AMIM Discretionary Block Grant Plan.

On Motion by_Cindy__, Second by__Catharine____, Ayes____3_____

**8.0 Comments from the Board/Announcements**

Write a thank you note for CCCU and send pictures in the spring

**9.0 Items for the next Agenda**

1st interim report
Ham Radio
Architect update
Developer fee report

**Next meeting 12/15, 2025 @ 3:15PM CoffeeCreek ESD**

**10.0 Adjournment** by __Peter____ @ __3:37 pm___