

SPECIAL MEETING

**BOARD OF DIRECTORS
CLEAR PASSAGE EDUCATIONAL CENTER**

Teleconference Locations:

**1375 E. 23rd St., Los Angeles, CA
29069 Heliodor Circle, Menifee, CA
122 S. Olive Avenue, #D, Alhambra, CA
14914 Hamlin St., #108, Los Angeles, CA
954 Bonnie Beach Pl., Los Angeles, CA
285 E. California Blvd., #206, Pasadena, CA**

**December 19, 2015
9:00 AM**

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

Clear Passage Educational Center ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 4401 Atlantic Avenue, Suite 200, Long Beach, CA 90807.

I. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board Chair at _____.

B. ROLL CALL

	Present	Absent
Bobby Butler	_____	_____
Joseline Cubas	_____	_____
Marianna Rodriguez	_____	_____
Saul Sarabia	_____	_____
Fernando Tapia	_____	_____

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

III. ITEMS FOR INFORMATION/ACTION

The Board shall review and approve the revised 2015-16 school budget.

The Board shall receive a status update on marketing and outreach activities and next steps.

The Board shall receive a briefing and update on key areas of school operations, including CPEC's fund development and outreach strategy.

IV. ANNOUNCEMENTS

V. ADJOURNMENT

The meeting was adjourned at _____.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting the Clear Passage Educational Center office, 4401 Atlantic Avenue, Suite 200, Long Beach, CA 90807; telephone: (888) 502-1116; fax: (888) 502-3961.