

**Clear Passage Educational Center
Regular Board of Directors Meeting
Saturday, March 26, 2016 – 9:00 a.m.**

MEETING MINUTES

Present onsite Bobby Butler, Marianna Rodriguez

Present via phone: Joseline Cubas

Also present onsite: Vivianna Trujillo (Executive Director)

Absent: Saul Sarabia, Fernando Tapia

I. PRELIMINARY

A. Call to Order – Executive Director called the meeting to order at 9:19 a.m.

B. Roll Call – Roll call was heard.

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS:

a. There were no speaker requests

III. ITEMS SCHEDULED FOR INFORMATION/ ACTION

A. The Board shall extend Joseline Cubas' term three additional years. Joseline Cubas' term will expire on January 31, 2019.

a. Marianna Rodriguez made a motion to approve the extension of Joseline Cubas' term three additional years expiring January 31, 2019. Bobby Butler seconded the motion. All present were in favor. The motion to extend Joseline Cubas' term three additional years expiring January 31, 2019 passed with the following vote:

AYES: 3 (Marianna Rodriguez, Joseline Cubas, Bobby Butler)

NOES: 0

ABSTAIN: 0

ABSENT: 2 (Saul Sarabia, Fernando Tapia)

B. The Board shall extend Marianna Rodriguez's term three additional years. Marianna Rodriguez's term will expire on January 31, 2019.

a. Bobby Butler made a motion to approve the extension of Marianna Rodriguez's term three additional years expiring January 31, 2019. Joseline Cubas seconded the motion. All present were in favor. The motion to extend Marianna Rodriguez's term three additional years expiring January 31, 2019 passed with the following vote:

AYES: 3 (Marianna Rodriguez, Joseline Cubas, Bobby Butler)

NOES: 0

ABSTAIN: 0

ABSENT: 2 (Saul Sarabia, Fernando Tapia)

C. The Board shall elect officers.

a. Bobby Butler made a motion to re-elect Saul Sarabia as Board Chair, Marianna Rodriguez as Secretary and Aurora Rodriguez as Treasurer. Joseline Cubas seconded the motion. All present were in favor. The motion to re-elect Saul Sarabia as Board Chair, Marianna Rodriguez as Secretary and Aurora Rodriguez as Treasurer passed with the following vote:

AYES: 3 (Marianna Rodriguez, Joseline Cubas, Bobby Butler)

NOES: 0

ABSTAIN: 0

ABSENT: 2 (Saul Sarabia, Fernando Tapia)

- D. The Board shall set the regular board meeting dates for 2016.
- a. The Board chose to defer this discussion to the following Board meeting. The Executive Director Vivianna Trujillo will forward the next board meeting date.
- E. The Board shall select an auditing firm for the 2015-2016 annual audit.
- a. Executive Director Vivianna Trujillo informed the board that three audit firms were highly recommended by our partner, School Pathways: Wilkinson, Hadley and Co. LLP; Squar Milner; and Christy White Associates. Clear Passage will engage one of the three firms to facilitate the audit process for the 2015-2016 school year. Based on the cost of services, Wilkinson, Hadley and Co. LLP has been identified as the first option for CPEC. Christy White Associates has been identified as the second option.
 - b. Bobby Butler made a motion to select Wilkinson, Hadley and Co. LLP as CPEC's auditing firm for the 2015-2016 school year and Christy White Associates as CPEC's second option. Joseline Cubas seconded the motion. All present were in favor. The motion to select Wilkinson, Hadley and Co. LLP as CPEC's auditing firm for the 2015-2016 school year and Christy White Associates as CPEC's second option passed with the following vote:
AYES: 3 (Marianna Rodriguez, Joseline Cubas, Bobby Butler)
NOES: 0
ABSTAIN: 0
ABSENT: 2 (Saul Sarabia, Fernando Tapia)
- F. The Board shall receive a status update on enrollment and related activities.
- a. Ms. Trujillo informed the Board that CPEC currently has an enrollment count of 45 students enrolled and the school is enrolling 2-4 new students each week. CPEC's staff is confident that the school will meet its target of 55 students by the end of the school year. A critical factor in CPEC's successful recruitment effort has been the school's outreach effort (including neighborhood canvassing, community partnership referrals, radio promotion and local school partnerships).
- G. The Board shall receive a briefing and update on key areas of school operations, including CPEC's fund development and community partnership outreach activities
- a. Ms. Trujillo provided an update on CPEC's Crowdrise campaign. Ms. Trujillo will email board members the link to the Crowdrise campaign so that Board members can share it with potential donors. Marianna Rodriguez will post the link on the website. CPEC's goal is to raise \$75,000, of which \$2,000 has been received from donors to date.
- H. The Board shall review and approve the minutes of the June 4, 2015, June 17, 2015, June 29, 2015, September 2, 2015, and December 19, 2015 board meetings.
- a. Joseline Cubas made a motion to approve the minutes of the June 4, 2015, June 17, 2015, June 29, 2015, September 2, 2015, and December 19, 2015 board meetings. Bobby Butler seconded the motion. All present were in favor. The motion to approve the minutes of the June 4, 2015, June 17, 2015, June 29, 2015, September 2, 2015, and December 19, 2015 board meetings passed with the following vote:
AYES: 3 (Marianna Rodriguez, Joseline Cubas, Bobby Butler)
ABSTAIN: 0
ABSENT: 2 (Saul Sarabia, Fernando Tapia)

IV. Announcements

- A. CPEC's next in person Board meeting is scheduled for June 29th at 7pm.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 9:41a.m.

APPROVED: March 23, 2017