

**Clear Passage Educational Center
Regular Board of Directors Meeting
Thursday, March 23, 2017 – 5:30 p.m.**

MEETING MINUTES

Present via phone: Marianna Rodriguez, Saul Sarabia, Fernando Tapia

Present Onsite: Vivianna Trujillo (Executive Director)

Absent: Bobby Butler, Joseline Cubas

I. PRELIMINARY

A. Call to Order – Board Chair, Saul Sarabia called the meeting to order at 5:52 p.m.

B. Roll Call – Roll call was heard. A quorum was present.

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.

There were no public comment requests.

III. ITEMS SCHEDULED FOR INFORMATION/ ACTION

A. The Board shall extend the term three additional years for the following Board members: Bobby Butler, Fernando Tapia, and Saul Sarabia. The term will expire on January 31, 2020.

a. Marianna Rodriguez made a motion to extend the term three additional years for the following Board members: Bobby Butler, Fernando Tapia, and Saul Sarabia. The term will expire on January 31, 2020. Fernando Tapia seconded the motion. All present were in favor. The motion passed with the following vote:

AYES: 3 (Marianna Rodriguez, Fernando Tapia, Saul Sarabia)

NOES: 0

ABSTAIN: 0

ABSENT: 2 (Bobby Butler, Joseline Cubas)

B. The Board shall elect officers.

a. Fernando Tapia made a motion to re-elect the existing officers: Saul Sarabia (Board Chair), Marianna Rodriguez (Secretary) and Aurora Rodriguez (Treasurer). Marianna Rodriguez seconded the motion. All present were in favor. The motion to re-elect the existing officers passed with the following vote:

AYES: 3 (Marianna Rodriguez, Fernando Tapia, Saul Sarabia)

NOES: 0

ABSTAIN: 0

ABSENT: 2 (Bobby Butler, Joseline Cubas)

C. The Board shall set the regular board meeting dates for 2017.

a. Fernando Tapia motioned to set the 2017 regular board meeting dates as follows: May 25th, June 29th, August 31st, October 26th and December 21st. Marianna Rodriguez seconded the motion. All present were in favor. The motion passed with the following vote:

AYES: 3 (Marianna Rodriguez, Fernando Tapia, Saul Sarabia)

NOES: 0

ABSTAIN: 0

ABSENT: 2 (Bobby Butler, Joseline Cubas)

- D. The Board shall re-engage Christy White and Associates (auditing firm) to provide auditing services for the 2016-17 annual audit.
- a. Marianna Rodriguez motioned to re-engage Christy White and Associates to provide the auditing services for the 2016-17 annual audit. Fernando Tapia seconded the motion. All present were in favor. The motion passed with the following vote:
- AYES: 3 (Marianna Rodriguez, Fernando Tapia, Saul Sarabia)
NOES: 0
ABSTAIN: 0
ABSENT: 2 (Bobby Butler, Joseline Cubas)
- E. The Board shall receive a status update on key areas of school operations, including enrollment, fund development and other related activities.
- a. Executive Director, Vivianna Trujillo, presented the following updates on key areas of school operations:
- i. Ms. Trujillo informed the Board that CPEC's current enrollment has significantly increased to 62 students.
- ii. Ms. Trujillo provided the Board with an update regarding CPEC's funding effort with Charter Asset Management, its factoring partner. CPEC will maintain the option of securing future funding from Charter Asset Management as the need arises.
- iii. Ms. Trujillo provided the Board with an update regarding CPEC's charter renewal preparation.
- iv. Ms. Trujillo provided the Board with an update on CPEC's WASC accreditation preparation.
- F. The Board shall review and approve the minutes of the March 26, 2016, July 7, 2016, October 15, 2016, December 22, 2016 and December 28, 2016 board meetings.
- a. Fernando Tapia motioned to approve the minutes of the March 26, 2016, July 7, 2016 October 15, 2016, December 22, 2016 and December 28, 2016 board meetings. Saul Sarabia seconded the motion. All present were in favor. The motion was passed with the following vote:
- AYES: 3 (Marianna Rodriguez, Fernando Tapia, Saul Sarabia)
NOES: 0
ABSTAIN: 0
ABSENT: 2 (Bobby Butler, Joseline Cubas)

IV. Announcements

A. No Special Announcements.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 6:18 p.m.

APPROVED: March 4, 2018