

**Clear Passage Educational Center
Regular Board of Directors Meeting
Sunday, March 4, 2018 – 10:00 a.m.**

MEETING MINUTES

Present onsite: Bobby Butler, Joseline Cubas, Marianna Rodriguez, Saul Sarabia

Present Onsite: Vivianna Trujillo (Executive Director)

Absent: Fernando Tapia

I. PRELIMINARY

A. Call to Order – Board Chair, Saul Sarabia called the meeting to order at 10:13 a.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 elect officers.

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

AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Saul Sarabia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Fernando Tapia)

B. The Board shall set the regular board meeting dates for 2018.

- a. Saul Sarabia motioned to set the 2018 regular board meeting dates on the first Sunday of every other month following this meeting with an additional meeting in June, date and time to be determined. Joseline Cubas seconded the motion. All present were in favor. The motion passed with the following vote:

AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Saul Sarabia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Fernando Tapia)

C. The Board shall re-engage Christy White and Associates (auditing firm) to provide auditing services for the 2017-2018 annual audit.

- a. Bobby Butler motioned to re-engage Christy White and Associates to provide the auditing services for the 2017-2018 annual audit. Marianna Rodriguez seconded the motion. All present were in favor. The motion passed with the following vote:

AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Saul Sarabia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Fernando Tapia)

- D. 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 53 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 engaged the Board in a discussion regarding CPEC's WASC accreditation and charter renewal preparation.
- E. The Board shall review and approve the minutes of the March 23, 2017, June 29, 2017, and October 3, 2017 board meetings.
- a. Bobby Butler motioned to approve the minutes of the March 23, 2017, June 29, 2017, and October 3, 2017 board meetings. Joseline Cubas seconded the motion. All present were in favor. The motion was passed with the following vote:
 - AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Saul Sarabia)
 - NOES: 0
 - ABSTAIN: 0
 - ABSENT: 1 (Fernando Tapia)

IV. Announcements

- A. No Special Announcements.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 10:47 a.m.

APPROVED: March 10, 2019