

**Clear Passage Educational Center  
Regular Board of Directors Meeting  
Sunday, January 26, 2020 – 10:00 a.m.**

**MEETING MINUTES**

**Present via phone:** Bobby Butler, Marianna Rodriguez, Saul Sarabia, Fernando Tapia

**Present Onsite:** Vivianna Trujillo (Executive Director)

**Absent:** Joseline Cubas

**I. PRELIMINARY**

**A. Call to Order** – Board Chair, Saul Sarabia called the meeting to order at 10:09 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 extend the term for the following board members: Bobby Butler, Fernando Tapia, and Saul Sarabia. The term will be for three years and will expire on January 31, 2023.

a. Fernando Tapia made a motion to extend the term for the following board members: Bobby Butler, Fernando Tapia, and Saul Sarabia. The term will be for three years and will expire on January 31, 2023. Marianna Rodriguez seconded the motion. All present were in favor. The motion passed with the following vote:

AYES: 4 (Bobby Butler, Marianna Rodriguez, Saul Sarabia, Fernando Tapia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Joseline Cubas)

B. The Board shall elect officers.

a. Bobby Butler made a motion to re-elect the existing officers: Saul Sarabia (Board Chair), Marianna Rodriguez (Secretary) and Aurora Rodriguez (Treasurer). Fernando Tapia 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, Marianna Rodriguez, Saul Sarabia, Fernando Tapia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Joseline Cubas)

C. 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 is 66 students and is expected to increase.

ii. Ms. Trujillo provided the Board with an overview of CPEC's recent annual audit.

iii. Ms. Trujillo provided the Board with an update on CPEC's graduating class.

- D. The Board shall review and approve the minutes of the November 17, 2019 board meeting.
- a. Bobby Butler motioned to approve the minutes of the November 17, 2019 board meeting. Marianna Rodriguez seconded the motion. All present were in favor. The motion was passed with the following vote:
- AYES: 4 (Bobby Butler, Marianna Rodriguez, Saul Sarabia, Fernando Tapia)
- NOES: 0
- ABSTAIN: 0
- ABSENT: 1 (Joseline Cubas)

**IV. Announcements**

- A. No Special Announcements.

**V. ADJOURNMENT**

There being no further business, the meeting adjourned at 10:28 a.m.

**APPROVED: March 29, 2020**