

**Clear Passage Educational Center
Regular Board of Directors Meeting
Sunday, March 10, 2019 – 10:00 a.m.**

MEETING MINUTES

Present via phone: Marianna Rodriguez, Fernando Tapia

Present Onsite: Bobby Butler, Joseline Cubas, Vivianna Trujillo (Executive Director)

Absent: Saul Sarabia

I. PRELIMINARY

A. Call to Order – Executive Director, Vivianna Trujillo called the meeting to order at 10:38 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 Joseline Cubas' term three additional years. Joseline Cubas' term will expire on January 31, 2022.

a. Bobby Butler made a motion to extend Joseline Cubas' term three additional years. Joseline Cubas' term will expire on January 31, 2022. Fernando Tapia seconded the motion. All present were in favor. The motion passed with the following vote:

AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Fernando Tapia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Saul Sarabia)

B. The Board shall extend Marianna Rodriguez's term three additional years. Marianna Rodriguez's term will expire on January 31, 2022.

a. Joseline Cubas made a motion to extend Marianna Rodriguez's term three additional years. Marianna Rodriguez's term will expire on January 31, 2022. Bobby Butler seconded the motion. All present were in favor. The motion passed with the following vote:

AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Fernando Tapia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Saul Sarabia)

C. 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, Fernando Tapia)

NOES: 0

ABSTAIN: 0

ABSENT: 1 (Saul Sarabia)

- D. The Board shall set the regular board meeting dates for 2019.
- a. Bobby Butler made a motion to set the 2019 regular board meeting dates as follows: May 5th, June 30th, August 4th, October 6th and December 1st. 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, Fernando Tapia)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Saul Sarabia)
- E. The Board shall re-engage Christy White and Associates (auditing firm) to provide auditing services for the 2018-19 annual audit.
- a. Bobby Butler motioned to re-engage Christy White and Associates to provide the auditing services for the 2018-19 annual audit. Fernando Tapia seconded the motion. All present were in favor. The motion passed with the following vote:
AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Fernando Tapia)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Saul Sarabia)
- F. 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 an average of 75 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 progress.
 - iv. Ms. Trujillo provided the Board with an update on CPEC's graduating class.
- G. The Board shall review and approve the minutes of the March 4, 2018 and July 5, 2018 board meetings.
- a. Joseline Cubas motioned to approve the minutes of the March 4, 2018 and July 5, 2018 board meetings. Bobby Butler seconded the motion. All present were in favor. The motion was passed with the following vote:
AYES: 4 (Bobby Butler, Joseline Cubas, Marianna Rodriguez, Fernando Tapia)
NOES: 0
ABSTAIN: 0
ABSENT: 1 (Saul Sarabia)

IV. Announcements

- A. No Special Announcements.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 10:38 a.m.

APPROVED: November 17, 2019