

**MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
OF  
PARNASSUS PREPARATORY SCHOOL**

**Held March 8, 2016**

Minutes of a Regular Meeting of the Board of Directors of Parnassus Preparatory School, a Minnesota non-profit corporation (the “Company” or the “School”), held on March 8, 2016 at Parnassus Preparatory School, 11201 96<sup>th</sup> Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Ken Zigrino, Barb Rose, Nancy Rigby and Heather Ross. Also present were Ms. Ford.

The meeting was called to order by Mr. Friess at 7:03 p.m. All directors present waived notice of meeting, and Mr. Friess noted the presence of a quorum.

**MISSION STATEMENT**

The next order of business was to recite the mission statement of the School, which was done by Mr. Friess.

**APPROVAL OF AGENDA**

The next order of business was to approve the Agenda for the meeting included in the Board’s packet circulated prior to the meeting (the “Board Packet”). It was suggested that the order of presentation be changed, with item number 7 (Administrative Items) coming before item number 5 (Items Removed From Consent). Upon motion duly made and seconded, the Board unanimously approved the Agenda as presented in the Board Packet, with the order change as noted.

**APPROVAL OF CONSENT AGENDA**

The next order of business was to approve the items on the Consent Agenda for the meeting as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet.

**PRESENTATION OF ACADEMIC GOVERNANCE PLAN**

The next order of business was to discuss certain administrative items. Ms. Good, the School’s Academic Community Director, presented the School’s Academic Governance Plan to the Board. Ms. Good discussed the Plan and the status of some of the items included therein. No formal action was taken.

## **DISCUSSION OF OTHER ADMINISTRATIVE ITEMS**

The next order of business was to discuss other administrative items. Ms. Ford discussed various items, including upcoming events and the School enrollment figure, which was at 887. She noted to the Board that such number has been very steady. No formal action was taken.

## **APPROVAL OF BUS CONTRACT**

The next order of business was to discuss the approval of updates to the School's bus contract with American Student Transportation, which new contract was presented in the Board Packet. Ms. Ford went over the contract with the Board. It was noted that the contract needed to be further changed to reflect a 2 year term. Upon motion duly made and seconded, the Board unanimously approved the bus contract as presented in the Board Packet, subject to the term change noted above, and authorized Mr. Friess and Ms. Ford to negotiate any further details and execute on behalf of the School.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Zigrino noted that the Policy and Elections Committee had recommended amending policy 515 at its last meeting, to allow the School Student Directory to be shared among parents and staff, subject to parents opting out. Ms. Ross then noted that the Marketing Committee was working on a new email communications plan. No formal action was taken.

## **ACCEPTANCE OF DECEMBER 2015 FINANCIALS**

The next order of business was to accept the December 2015 Financials as presented in the Board Packet and reviewed and recommended by the Finance Committee. Upon motion duly made and seconded, the Board unanimously approved acceptance of the December 2015 Financials as presented.

## **ACCEPTANCE OF JANUARY 2016 FINANCIALS**

The next order of business was to accept the January 2016 Financials as presented in the Board Packet and reviewed and recommended by the Finance Committee. Upon motion duly made and seconded, the Board unanimously approved acceptance of the January 2016 Financials as presented.

## **BOARD ITEMS**

The next order of business was to discuss certain Board items. First, Mr. Friess discussed the issue of bonding. A general discussion ensued. No formal action was taken.

## **DISCUSSION OF TRAINING**

The next order of business was to discuss Board training. Ms. Rigby presented some alternatives and focused on an all-day training session to be held at St. Thomas University on April 23, 2016. The Board agreed that all directors would be registered for this training and that everyone should put this on their calendar. No formal action was taken.

## **DISCUSSION OF WORKING SESSION**

The next order of business was to discuss the recent Board working session with Mr. Deanavik of the School's landlord on March 5, 2016. Mr. Friess gave a brief overview of the issue of bonding as a means of expanding the School's facilities and the topics covered in the meeting with Mr. Deanavik. Also discussed was the need for the School to look into retaining professionals to assess this process and the School's alternatives, specifically legal counsel and an underwriter. Upon motion duly made and seconded, the Board unanimously approved the following actions: (i) empower Mr. Friess and Ms. Ford to investigate and make recommendations to the Board regarding underwriters, and (ii) empower Mr. Zigrino and Ms. Rigby to investigate and make recommendations to the Board regarding counsel.

## **COMMUNITY COMMENT**

The next order of business was to hear comments from community members. No members present submitted comments to the Board.

## **ADJOURNMENT**

The next order of business was to discuss the adjournment of the meeting. On motion made and duly seconded, the Board of Directors unanimously approved to adjourn the meeting at approximately 8:25 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary