

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

Held March 14, 2017

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 14, 2017 at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Ken Zigrino, Barb Rose, Heather Ross and Nancy Rigby. Also present from the School was Ms. Ford, Executive Director, Ms. Good, Academic Community Coordinator, and Mr. Hamiel, Principal of Schools of Logic and Rhetoric.

The meeting was called to order by Mr. Friess at 6:00 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”). Upon motion duly made and seconded, the Board unanimously approved the Agenda as presented in the Board Packet.

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

DISCUSSION OF QUIZ BOWL REQUEST

The next order of business was to certain administrative items, in particular the Logic Quiz Bowl funding request submitted by Mr. Hamiel, Principal of Schools of Logic and Rhetoric as included in the Board Packet. A discussion of the performance of the qualifying Parnassus team and their achievements ensued, as well as a determination of the impact such achievement would have on the School as a whole and the pride it would instill in lower grades. Upon motion duly made and seconded, the Board unanimously approved the Logic Quiz Bowl funding request included in the Board Packet.

DISCUSSION OF OTHER ADMINISTRATIVE ITEMS

The next order of business was to discuss certain administrative items. Ms. Ford addressed enrollment, construction and other matters. No formal action was taken.

REVIEW OF ACADEMIC GOVERNANCE PLAN

The next order of business was to get an update on and review the School's Academic Governance Plan. Ms. Good presented to the Board and an in-depth discussion ensued on the overall plan as well as specific areas of the plan, and discussed progress, achievements and challenges. No formal action was taken.

COMMITTEE ITEMS

The next order of business was to discuss committee items. The Policy and Elections Committee had nothing to report. The Marketing Committee discussed fundraising. The Finance Committee presented the January 2016 financial statements.

ACCEPTANCE OF JANUARY 2017 FINANCIALS

The next order of business was to accept the January 2017 Financials, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee. Upon motion duly made and seconded, the Board unanimously approved acceptance of the January 2017 Financials as presented in the Board Packet.

APPROVAL OF LONG RANGE BUDGET PROJECTIONS

The next order of business was to review and approve the 2017-2018 Long Range Budget Projections included in the Board Packet. Mr. Friess presented to the Board and fielded questions. Upon motion duly made and seconded, the Board unanimously approved the Long Range Budget Projections as presented in the Board Packet.

REVIEW OF EXECUTIVE DIRECTOR EVALUATION

The next order of business was to review the recent evaluation of the School's Executive Director by the Board. Ms. Ross read the following statement to the Board:

At our February 7, 2017 board meeting, the Parnassus Preparatory School Board of Directors held a closed session to evaluate the performance of our Executive Director, Ms. Constance Ford. Per Minn Stat. 13D.05 Sub 3, we are summarizing our conclusion at our next regularly scheduled meeting--this board meeting. Mrs. Ford waived her right to hold the evaluation in a public forum. Based on advice of counsel, the results of this review will be kept out of the public record because they are part of a personnel file. This is consistent with the privacy accorded all of our employees.

Mrs. Ford was evaluated based on her job description and several key areas of her responsibilities as Executive Director. They include:

- Human resources and Personnel management
- Financial management
- Legal and compliance management
- Communication
- And, of course, Academic results and school culture.

The board recognized Mrs. Ford's achievements in all of these areas. There was broad and strong agreement regarding the results of this evaluation. The results have been shared with Mrs. Ford and are being used as a basis to form areas of focus for the current and future years.

No formal action was taken.

DISCUSSION OF OTHER BOARD ITEMS

The next order of business was to discuss other Board items. Ms. Ross addressed fundraising training, which she projected could begin as soon as May. Mr. Friess addressed the possibility that Ms. Rigby, who was planning on leaving for a family move, could remain as a board member in a community member capacity to give continuity to the School's oversight efforts. No formal action was taken.

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 7:32 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary