

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

**Held June 13, 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 June 13, 2017 at Parnassus Preparatory School, 11201 96<sup>th</sup> Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Ken Zigrino and Barb Rose. Ms. Ross arrived at about 6:20. Also present from the School was Ms. Good.

The meeting was called to order by Mr. Friess at 6:01 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. Ms. Rose asked that the discussion of proposed Policy 534 be taken up separately. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet with the discussion of proposed Policy 534 be taken up as a separate item.

**APPROVAL OF POLICY 534**

The next order of business was to approve proposed Policy 524, a copy of which was included in the Board Packet. A discussion ensued, and it was determined to include the following language at the beginning of Section II F: “Parnassus does not maintain sibling accounts. If in the future sibling accounts are maintained, then ...” Upon motion duly made and seconded, the Board unanimously approved Policy 534 as presented, with the agreed-upon language inserted.

## **DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. Ms. Good addressed student achievement in various competitions (Greek and Latin exams, the Quiz Bowl and Mock Trial), enrollment, construction and other matters. Mr. Friess then stated that the School's loan with Anchor Bank was in place. No formal action was taken.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Neither the Policy and Elections Committee nor the Marketing Committee had anything to report.

## **ACCEPTANCE OF APRIL 2017 FINANCIALS**

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

## **APPROVAL OF FOOD SERVICE CONTRACT**

The next order of business was to discuss approval of a Food Service Contract with Done Right Foods, a copy of the terms of which was included in the Board Packet. A lengthy discussion ensued on matters relating to lunch generally, and it was agreed to look into the matter in depth in the upcoming year. Upon motion duly made and seconded, the Board unanimously approved the School entering into a Food Service Contract with Done Right Foods on the terms included in the Board Packet.

## **APPROVAL OF BOARD MEETING SCHEDULE**

The next order of business was to approve the Board Meeting Schedule for the upcoming year, as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the Board Meeting Schedule as presented in the Board Packet. It was also tentatively agreed to have Board training in August.

## **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 7:25 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary