

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

**Held October 6, 2015**

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 October 6, 2015 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, Heather Ross and Nancy Rigby. Also present was Ms. Ford, Executive Director.

The meeting was called to order by Mr. Friess at 7:00 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.

**COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Zigrino discussed what items the Policy and Elections Committee would be considering in the upcoming year, and the discussion turned to the MSBA draft Policy 801 – Equal Access in Public Schools. The Board discussed what access, if any, the Equal Access Act required, and it was determined Mr. Zigrino should take the matter up with School legal counsel. Ms. Ross then discussed what the Marketing Committee would be considering in the upcoming year. Finally, Mr. Friess discussed items that the Finance Committee was working on. He stated that the Board could expect a draft of the Audit soon, and that a Budget update (the School currently has an approved budget) would come in December. No formal action was taken.

## **ACCEPTANCE OF AUGUST 2015 FINANCIALS**

The next order of business was to accept the August 2015 Financials (which included both July and August 2015), 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 August 2015 Financials (which included both July and August 2015) as presented in the Board Packet.

## **ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. Ms. Ford discussed enrollment (889 as of today), Parent-Teacher Conferences and facilities. No formal action was taken.

## **APPROVAL OF POLICY 923 – DISTRIBUTION OF MATERIALS**

The next order of business was to discuss the approval of proposed policy 923-Distribution of Materials, as approved by the Policy Elections Committee and presented in the Board Packet. Mr. Zigrino discussed the policy's workings and took questions and comments. Upon motion duly made and seconded, the Board unanimously approved policy 923-Distribution of Materials, as approved by the Policy Elections Committee and presented in the Board Packet.

## **APPROVAL OF BKDA CONTRACT**

The next order of business was to discuss the approval of the proposed BKDA contract, as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the BKDA contract as presented in the Board Packet, and authorized Mr. Friess and Ms. Ford to execute same on behalf of the School.

## **DISCUSSION OF EXECUTIVE DIRECTOR EVALUATIONS**

The next order of business was to discuss the upcoming Executive Director evaluation. No formal action was taken.

## **COMMUNITY COMMENT**

The next order of business was to hear comments from community members. No community members presented any comments.

## **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 7:58 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary