

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

**Held December 8, 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 December 8, 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.

The meeting was called to order by Mr. Friess at 7:02 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”). Mr. Friess asked that the Board Items be amended to include a review of a MACS meeting he attended. Upon motion duly made and seconded, the Board unanimously approved the Agenda as presented in the Board Packet with the proposed change.

**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 requested that the Enrollment Policy be removed from the Consent Agenda. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet with the proposed change.

**APPROVAL OF ENROLLMENT POLICY**

The next order of business was to discuss the approval of the Enrollment Policy as presented in the Board Packet. After a discussion, it was determined that a clarification was needed as to a statute section that was referenced. Upon motion duly made and seconded, the Board unanimously approved the Enrollment Policy as presented in the Board Packet, subject to school counsel inserting the correct statute reference.

## **DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. First, the Board was introduced to Mr. Reynolds, the School's athletic director, who discussed upcoming school athletic programs. Next, the Academic Governance Plan was discussed and reviewed by the Board.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. There was a general discussion of items from the committee chairs, but no formal action was taken.

## **ACCEPTANCE OF OCTOBER 2015 FINANCIALS**

The next order of business was to accept the October 2015 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 October 2015 Preliminary Financials as presented in the Board Packet.

## **BOARD ITEMS**

The next order of business was to discuss committee items. First, Mr. Friess discussed the recent MACS meeting he attended. No formal action was taken.

Next, Mr. Friess discussed the results of the closed session that took place at the Board's November 10<sup>th</sup> Regular Meeting regarding the Board's evaluation of the Executive Director. He stated:

“At our November 10, 2015 regularly scheduled 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. Ms. 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 Ms. Ford's achievements in all of these areas. Once again, there was broad and strong agreement regarding the results of this evaluation. The board fully supports Ms. Ford's efforts. The overall results have been shared with Ms. Ford and are being used as a basis to form areas of focus for the current and future years.”

No formal action was taken on this matter.

Finally, Ms. Ford discussed the matters taken up at the closed session that took place at the Board’s November 19<sup>th</sup> Regular Meeting regarding an incident at the School. He stated:

“In closed session on November 19, 2015, the Parnassus Board and Executive Director met to discuss a student safety issue. The board was apprised of a situation where threats had been made against some upper level students via anonymous notes placed in their lockers. The board was informed that school administration acted promptly as soon as the threats were reported and they were assured that administration was handling the matter with utmost urgency and seriousness. The local law enforcement agency was contacted immediately and was working closely with the school on the investigation and securing the school. Local law enforcement reviewed steps that Parnassus administration put in place to investigate the threats and also the steps taken by the school’s administration to ensure student safety. They offered full support of the measures in place and did not have any further steps to recommend to the school other than those it was taking. School administration was in contact with the parents of the impacted students.”

No formal action was taken on this matter.

The next order of business was to review and approve the management letter presented by Redpath and Company in connection with the draft of the Fiscal 2015 Audit. Upon motion duly made and seconded, the Board unanimously approved the management letter as presented in the Board Packet, authorizing Mr. Friess and Ms. Ford to execute same on behalf of the School.

#### **APPROVAL OF ADMISSION AND LOTTERY POLICY**

The next order of business was to discuss the approval of the proposed Admission and Lottery Policy, as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the Admission and Lottery Policy as presented.

#### **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 8:55 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary