

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

**Held December 13, 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 December 13, 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 and Heather Ross. Also present from the School was Ms. Ford, Executive Director.

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. It was agreed that the out-of-state travel request for the Board Chair would be addressed later in the meeting. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet, with the change noted above.

**DESIGNATION OF OFFICIAL WITH AUTHORITY**

The next order of business was to approve the out-of-state travel request for the Board Chair. Upon motion duly made and seconded (by Mr. Zigrino and Ms. Rose, respectively), the Board unanimously approved the out-of-state travel request for the Board Chair, with Mr. Friess abstaining from the vote.

## **DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. Ms. Ford addressed enrollment, stating that current School enrollment stands at 996. She stated that enrollment for 2017 is underway and is tracking last year. She then stated that the School was switching web design firms, that a billboard will be going up on the same site as last year, and that construction of the School facility is underway.

## **CLOSING OF ELECTIONS PROCESS**

The next order of business was to discuss and approve the closing of the process for the election of a Board member to fill the upcoming vacancy in the teacher position on the Board now occupied by Ms. Rose. Mr. Zigrino reported that, as Ms. Rose was the only person nominated for that position by the deadline set by the School's Election Policies and Procedures (collectively, the "Election Policy"), the election was uncontested and Ms. Rose would be automatically re-elected for a new 4-year term. He further stated that, in the case of an uncontested election, the Election Policy stated that the election process would be closed, though the election would still formally take place in February. He then moved that the Board approve the closing of the election process and communicate same to parents and others eligible to vote in the upcoming election. Therefore, upon motion duly made and seconded, the Board unanimously approved closing the process for the Board election slated for February, 2017, and communicating same to parents and others eligible to vote in the upcoming election.

## **COMMITTEE ITEMS**

The next order of business was to discuss other committee items. The Marketing Committee had nothing to report and the Finance Committee presented the October 2016 financial statements.

## **ACCEPTANCE OF OCTOBER 2016 FINANCIALS**

The next order of business was to accept the October 2016 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 2016 Financials as presented in the Board Packet.

## **CONSTRUCTION UPDATE**

The next order of business was to discuss the status of the construction of the School's facilities. Mr. Friess presented to the Board and fielded questions. No formal action was taken.

## **EXECUTIVE DIRECTOR EVALUATION**

The next order of business was to discuss the evaluation of the Executive Director, as the Board's only employee. Ms. Ross will spearhead the effort, which will be similar to years past. It was anticipated the process would be accomplished in January. No formal action was taken.

## **COMMUNITY COMMENT**

The next order of business was to hear comments from community members. None were submitted for consideration, and 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 6:54 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary