

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

**Held January 9, 2018**

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 January 9, 2018 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 Ben Ark.

Also present from the School were Ms. Ford, Executive Director, and Ms. Omberg, the School’s Special Education 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”). It was proposed to add to “Items Removed From Consent Agenda” the topic of approving the Out of State Travel Request made available to the Board and community members at the meeting. Upon motion duly made and seconded, the Board unanimously approved the Agenda as presented in the Board Packet, with the change noted above.

**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 proposed to remove from the Consent Agenda, and add to “Items Removed From Consent Agenda” the topic of approval of the Management Reports. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet, with the change noted above.

## **ITEMS REMOVED FROM CONSENT AGENDA**

The next order of business was to approve the Out of State Travel Request and the Management Reports as presented in the Board Packet. There was a brief discussion of these items. Upon motion duly made and seconded, the Board unanimously approved the Out of State Travel Request and the Management Reports.

## **DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. Ms. Ford gave an update on enrollment and the Associated Building Corporation documents. She noted that Lease Aid had been approved, and stated that the School had received a letter from MDE on Special Education with no findings. Finally, Ms. Omberg spoke about the Special Education program. 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. There were no discussion items from the Marketing Committee or the Policy and Elections Committee.

## **ACCEPTANCE OF NOVEMBER 2017 FINANCIAL STATEMENTS**

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

## **DISCUSSION OF BOARD ITEMS**

The next order of business was to discuss various Board items, including fundraising structure and Board training opportunities. No formal action was taken.

## **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 8:25 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary