

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

Held September 12, 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 September 12, 2017 at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Ken Zigrino, Barb Rose and Heather Ross. Also present was Mr. Ben Ark.

Also present from the School were Ms. Ford, Executive Director; Ms. Good, Academic Community Coordinator; Ms. Omberg, Principal of the School of Grammar; Mr. Kasowicz, Principal of the School of Logic; Mr. Hamiel, Principal of the School of Rhetoric; and Assistant Principal Jacobs. Also present was Mr. Nick Taintor of Bergan KDV (formerly, BKDA), the School’s management company.

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”). The following additions and corrections to the Agenda were put forth:

- 1) Add review and approval of 2018-2019 Admissions and Lottery Policy
- 2) Add review and approval of another meeting date in September
- 3) Add review and approval of an Out of State Travel request
- 4) Correct calendar date included in Board Packet to 2018-2019

Upon motion duly made and seconded, the Board unanimously approved the Agenda as presented in the Board Packet, with the four changes noted above.

RESIGNATION OF MS. RIGBY FROM BOARD

The next order of business was to review the resignation of Ms. Nancy Rigby from the Board due to her family's recent move to the West Coast. Ms. Ross read the resignation letter to the Board, and Mr. Friess and other Board members noted with approval the excellent contributions of Ms. Rigby to the growth and success of the School, her unfailing commitment to the mission and vision of the School, and the fact that all Board members would miss her diligent pursuit of excellence as well as the ease of working with her through challenging times. No formal action was taken.

ELECTION OF MR. ARK TO FILL VACANCY ON BOARD

The next order of business was to consider and vote upon the election of Mr. Ben Ark to fill the vacancy on the Board created by Ms. Rigby's resignation. Mr. Ark gave the Board some personal background, and all Board members noted approvingly his commitment to the School, not only as a parent of Parnassus scholars, but also based upon his regular attendance at Board meetings over many years and his familiarity with the function and duties of the School's Board of Directors. Upon motion duly made and seconded, and in accordance with the powers granted the Board in the School's Bylaws, the Board unanimously approved the election of Mr. Ark to fill, effective immediately and until the end of her current term, the vacancy on the Board created by Ms. Rigby's resignation.

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.

DISCUSSION OF ADMINISTRATIVE ITEMS

The next order of business was to discuss certain administrative items. First, Ms. Ford introduced Principal Jacobs, who would be the Assistant Principal of all schools.

Ms. Ford then gave an update on construction, noting that good progress was being made and that occupancy was scheduled for late fall. She then talked about enrollment, noting that enrollment was at 1100, with 1070 budgeted. She noted we had our first 4R class, with 5 scholars scheduled to be the School's first graduates. discussed general updates on the School and teacher training. No formal action was taken.

The next order of business was to hear the Principal's report from the schools of Grammar (Principal Omberg), Logic (Principal Kasowicz) and Rhetoric (Mr. Hamiel). Various topics were covered, including class sizes, numbers of new students, and educational initiatives. No formal action was taken.

Ms. Good then presented the 2017-2018 World's Best Workforce Plan, as contained in the Board Packet and previously reviewed by the Board at the World's Best Workforce Annual Meeting held September 12, 2017.

Finally, Ms. Ford reviewed the School's 2017-2018 Academic Governance Plan and the 2017-2018 CSIP Report, both as included in the Board Packet.

APPROVAL OF VARIOUS REPORTS AND PLANS IN THE BOARD PACKET

The next order of business was to discuss the approval of the following reports and plans, reviewed by the Board at the World's Best Workforce Annual Meeting held September 12, 2017 and as presented in the Board Packet:

- 2016-2017 World's Best Workforce Report
- 2017-2018 CSIP Report
- 2017-2018 Academic Governance Plan

Upon motion duly made and seconded, the Board unanimously approved the foregoing documents as presented.

COMMITTEE ITEMS

The next order of business was to discuss committee items. There was a general discussion of items from the Marketing Committee and the Policy and Elections Committee, but no formal action was taken.

ACCEPTANCE OF JUNE 2017 PRELIMINARY FINANCIALS

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

APPROVAL OF TRANSFER OF FUNDS

The next order of business was to discuss the transfer of \$16,577 from the General Fund to the Food Service Fund. Mr. Friess and Mr. Taintor presented this to the Board and answered questions. Upon motion duly made and seconded, the Board unanimously approved the transfer from the General Fund to the Food Service Fund in the amount of \$16,577 to cover the operating deficit in the Food Service Fund for the 2017 Fiscal Year.

REVIEW OF LONG RANGE BUDGET FORECASTS

The next order of business was to discuss the Long Range Budget Forecasts, as presented in the Board Packet. Mr. Taintor presented the forecasts to the Board and answered questions. No formal action was taken.

APPROVAL OF 2018-19 ACADEMIC CALENDAR

The next order of business was to discuss the approval of the proposed 2018-2019 Academic Calendar, as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the 2018-2019 Academic Calendar as presented.

APPROVAL OF REVISED 2017-2018 ADMISSION POLICY

The next order of business was to discuss the approval of the proposed 2017-2018 revised Admission and Lottery Policy, as presented in the Board Packet. Changes from the previously approved policy were noted in yellow. Ms. Ford also proposed to change the third paragraph to show that there would be no over-enrollment in Prima, with final wording to be in the discretion of the Executive Director. Upon motion duly made and seconded, the Board unanimously approved the 2017-2018 Admission and Lottery Policy as presented, with the additional change requested by Ms. Ford.

APPROVAL OF 2018-2019 ADMISSION POLICY

The next order of business was to discuss the approval of the proposed 2018-2019 Admission and Lottery Policy, as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the 2018-2019 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 8:10 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary