

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

**Held November 13, 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 November 13, 2017 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 Ben Ark. Director Heather Ross arrived at approximately 6:49 p.m.

Also present from the School were Ms. Ford, Executive Director, and Messrs. Bagwell, Dechert and Hanson, all Latin instructors. Also present was Mr. Nick Taintor from Bergan KDV, and representatives from Redpath and Company, the School’s auditors.

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 directors agreed, however, that the Agenda would be amended to include a talk by Mr. Ark regarding his recent mandatory Board training. Upon motion duly made and seconded, the Board unanimously approved the Agenda as presented in the Board Packet, with the changes above-noted.

**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.

**ACCEPTANCE OF 2017 AUDIT**

The next order of business was to accept the 2017, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee. Ms. Jackie Kotilinek of Redpath and Company presented Redpath’s findings to the Board and entertained questions. Upon motion duly

made and seconded, the Board unanimously approved acceptance of the 2017 Audit as presented in the Board Packet.

### **DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. First, Messrs. Bagwell, Dechert and Hanson, all Latin instructors at the School, reviewed the progress and accomplishments of Parnassus scholars in Latin and Greek, and expressed their anticipation for continued excellence. Ms. Ford then addressed enrollment and gave a construction update. Among other things, she stated that current School enrollment stands at 1,094, as opposed to 1070 budgeted. She stated the School was already accepting applications for 2018 and 2019, with the number of applications being the strongest ever. Then, she generally discussed construction progress.

Finally, Ms. Good presented to the Board concerning the School's Academic Governance Plan. She gave a very detailed review, and outlined the school's areas of focus for the remainder of the academic year. Ms. Good presented the data from the fall administration of the NWEA MAP assessments and summarized all current academic interventions and support systems that are in place for struggling students, as well as how the school's content-rich curriculum benefits students of all backgrounds and abilities. Ms. Good also discussed Parnassus' academic goals pertaining to college readiness, classical languages, and school culture. The next academic governance plan update will be presented to the board in March.

### **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Zigrino reported that the upcoming election timeline was being followed, with nominations for open Board seats sent out. There was a general discussion of items from the Marketing Committee. Mr. Fries discussed the activities of the Finance Committee, stating that cash was being managed tightly to minimize the impact of any increases in construction costs.

### **ACCEPTANCE OF SEPTEMBER 2017 FINANCIALS**

The next order of business was to accept the September 2017 Financials, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee. Mr. Taintor presented to the Board and fielded questions. Upon motion duly made and seconded, the Board unanimously approved acceptance of the July August 2016 Financials as presented in the Board Packet.

### **APPROVAL OF AFFILIATED BUILDING COMPANY BOARD**

The next order of business was to consider and vote upon the Board members of the affiliated building company presented in the Board Packet, and to ratify the name of the company. Upon motion duly made and seconded, the Board unanimously approved the election

of directors to serve on the affiliated building company, as presented in the Board Packet and as recommended by Ms Ford, and approved naming the company Parnassus Building Company.

### **PRESENTATION BY MR. ARK**

The next order of business was to hear from Mr. Ark regarding his recent mandatory Board training. He gave a good review of the training, and communicated his impressions that the School Board was doing a good job of being a “supervisory” board rather than a “management” board. No formal action was taken.

### **COMMUNITY COMMENT**

The next order of business was to hear comments from community members. The Board heard from four community members regarding various issues. The Board heard their statements, thanked them for their comments, and reiterated that the Board’s long-standing policy is not to comment on issues presented. 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 7:41 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary