

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

**Held April 10, 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 April 10, 2018 at Parnassus Preparatory School, 11201 96<sup>th</sup> Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Barb Rose, Heather Ross and Ben Ark. Also present from the School was Executive Direction, Ms. Constance Ford.

The meeting was called to order by Mr. Friess at 6:02 p.m. 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 open the meeting and 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. Ms. Ford updated the board on enrollment numbers which are still over the budgeted amount. Ms. Ford informed the board about recent hiring practices, including offering contracts for the 2018-19 school year and hiring new staff members for the upcoming year. 95% of offered contracts have been accepted. An update was also given about the progress of the MCA exams. One final topic of discussion was school safety. The government is expected to give schools a small budget for making security improvements. A committee is brainstorming options for improvements. No formal action was taken.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. There were no updates from the Policy and Elections committee. There also no Marketing Committee updates. Mr. Friess presented the February 2018 financial statements. He also gave a short construction update noting that the dispute between Roshan Construction and their sub-contractor has been settled.

### **ACCEPTANCE OF FEBRUARY 2018 FINANCIALS**

The next order of business was to accept the February 2018 Financials. Upon motion duly made and seconded, the Board unanimously accepted the February Financial report as reviewed and recommended by the Finance Committee and presented in the board packet.

## **BOARD ITEMS**

The next order of business was to review the Executive Director Evaluation. This review is included at the end of these minutes.

## **BUS CONTRACT**

The next order of business was to review the bus contract. Upon motion duly made and seconded, the Board unanimously authorized Ms. Ford to execute the contract with Northstar Bus Lines, LLC, including non-material edits as presented in the Board Packet.

## **MUNERA PRO PARNASSUS (MPP)**

The next order of business was to review the proposed list of members for the Munera pro Parnassus Executive Committee. Upon motion duly made and seconded, the Board unanimously approved the membership list as indicated in the memo attached to the end of these minutes.

## **BOARD MEETING DATES**

The next order of business was to review the list of board meeting dates for the 2018-19 school year. Upon motion duly made and seconded, the Board unanimously approved the 2018-19 Board Meeting Dates as presented in the Board Packet.

## **BROKERAGE ACCOUNT**

The next order of business was to review the need for a brokerage account. Upon motion duly made and seconded, the Board unanimously authorized Ms. Ford and/or Mr. Friess to open a brokerage account to accept publicly traded securities for Parnassus in accordance with our gift policy.

## **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 7:10 p.m.

Respectfully submitted,

---

Barbara L. Rose, Board Director

## 2017-2018 ED Evaluation Statement for April Board Meeting

At our March 13, 2018 board 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. Mrs. 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
- Academic results and school culture.

The board commented that Ms. Ford continues to be a strong leader for Parnassus. Her performance with regard to the management of the bond and subsequent construction project to complete and bring to fruition a K-12 campus is commendable. Additional areas the board commented on were the successful operations of the school, supported by a strong financial position, and the focus on academic growth.

Areas of focus for 2018-2019:

- Academic growth, we are a school and this is our most important work
- Continue to build and develop the school staff and faculty
- Renewed focus on Fundraising

## Memorandum

TO: Parnassus Preparatory School Board of Directors  
FROM: Ben Ark, Board Member  
CC: Mrs. Ford, Executive Director  
DATE: April 5, 2018  
SUBJECT: Munera pro Parnassus Executive Committee Members

In accordance with our newly-adopted Fundraising and Grant Application Policy and approved Charter for Munera pro Parnassus, I recommend the Board approve the following members of the Munera pro Parnassus Executive Committee (MpP-EC). As a reminder, the MpP-EC is a board-level committee responsible for overseeing the activities of Munera pro Parnassus and implementing the provisions and objectives of the aforementioned policy. This committee is subject to MN Statute 13D (open meeting law) and will be chaired by a board member.

Proposed Members:

- Mr. Ben Ark, Parnassus Board Member and parent, committee chair
- Ms. Laura Bottenfield, Parnassus Director of Academics and Programs, committee member
- Ms. Constance Ford, Parnassus Executive Director and parent, committee member
- Ms. Martha Weaver West, Parnassus parent, committee member

All proposed members of this committee have a passion for classical education and have a long history of supporting our school's mission. It is my belief that this group will execute the board's vision for fundraising in accordance with our character pillars and the goals outlined in policy and board meeting discussions.