

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

Held September 25, 2018

Minutes of a Special Meeting of the Board of Directors of Parnassus Preparatory School, a Minnesota non-profit corporation (the “Company” or the “School”), held on September 25, 2018 at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors, Greg Friess, Heather Ross (5:45), Ben Ark, Ken Zigrino and Barb Rose. Also present was Ms. Ford, executive director, and Andrew Hering of the firm of Redpath and Company, the School’s Auditors.

The meeting was called to order by Mr. Friess at 5:35 p.m. Mr. Friess noted the presence of a quorum.

MISSION STATEMENT

The first 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.

COMMITTEE ITEMS

The next order of business was to discuss committee items. Neither the Marketing Committee nor the Policy and Elections Committee had anything to report. Mr. Ark talked briefly about Munera Pro Parnassus’ activities, including the upcoming Fall Festival and other events. No formal action was taken.

APPROVAL OF TRANSFER TO FOOD SERVICE FUND

The next order of business was to approve transfer of \$28,404 from the General Fund to the Food Service Fund. 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 \$28,404 to cover the operating deficit in the Food Service Fund for the 2018 Fiscal Year.

ACCEPTANCE OF 2018 AUDIT

The next order of business was to accept the 2018 Audit, as presented in the Board Packet and at the meeting, and as reviewed and recommended by the Finance Committee. Mr.

Andrew Hering 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 2018 Audit as presented in the Board Packet and at the meeting.

APPROVAL OF ANNUAL REPORT

The next order of business was to approve the proposed 2017-2018 Annual Report, a draft of which was presented in the Board Packet. Upon motion duly made and seconded, the Board (i) unanimously approved the draft Annual Report as presented in the Board Packet, and (ii) empowered Ms. Ford and Mr. Friess to make any final changes to the draft prior to publishing.

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 7:14 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary