

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

Held March 12, 2019

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 March 12, 2019 at Parnassus Preparatory School, 11201 96th 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. Good, Academic Community Coordinator. Also present was Mr. Nick Taintor of Bergan KDV, 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”). It was proposed to add to “Administrative Items” the topic of the discussion of fees for out of state travel, and to add to “Committee Items” the discussion of Finance Committee membership, both as referred to in the Board Packet. 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, with the previously-noted deletions. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet, with the deletions noted above.

DISCUSSION OF ADMINISTRATIVE ITEMS, INCLUDING REVIEW OF ACADEMIC GOVERNANCE PLAN

The next order of business was to discuss certain administrative items. Mr. Friess presented to the Board potential increases in fees for extracurricular activities as well as for the Animus and Accendo programs. A discussion ensued, but no formal action was taken.

Ms. Good then gave the Board an update on and review of the School's Academic Governance Plan. 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.

Ms. Ford then gave an update on various issues, including added athletic programs and enrollment. No formal action was taken.

COMMITTEE ITEMS

The next order of business was to discuss committee items. Mr. Ark gave an update on progress to date on fundraising by Munera Pro Parnassus. No formal action was taken.

ACCEPTANCE OF JANUARY 2019 FINANCIAL STATEMENTS

The next order of business was to accept the January 2019 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 January 2019 Financials as presented in the Board Packet.

FORM 990

The next order of business was to discuss Form 990. The matter was tabled.

ADD MEMBER TO FINANCE COMMITTEE

The next order of business was to discuss the addition of Mr. Ravi Shanbhag to the Finance Committee. Upon motion duly made and seconded, the Board unanimously approved the addition of Mr. Ravi Shanbhag to the Finance Committee.

EXECUTIVE DIRECTOR EVALUATION

The next order of business was to discuss the results of the recent evaluation by the Board of Ms. Ford, Executive Director. Mr. Friess read a memorandum regarding the results of the evaluation. The memorandum will be a part of Ms. Ford's personnel file. No formal action was taken.

LONG RANGE BUDGET – SALARY AND BENEFITS

The next order of business was to review the proposed long Range Budget contained in the Board Packet, with particular reference to the Salary and Benefits budget contained therein. Upon motion duly made and seconded, the Board unanimously approved the Salary and Benefits budget contained in the Long Range Budget dated 2/26/19 for staffing purposes in Fiscal Year 2020.

COMMUNITY COMMENT

The next order of business was to hear comments from community members. No members were present.

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 8:14 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary