

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

**Held June 11, 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 June 11, 2019 at Parnassus Preparatory School, 11201 96<sup>th</sup> Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Ken Zigrino, Heather Ross and Ben Ark.

Also present from the School were Ms. Ford, Executive Director, Ms. Good, Academic Community Coordinator, Ms. Richardson, Human Resources consultant and Principal Hamiel.

The meeting was called to order by Mr. Friess at 6:03 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”). 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 approve the items on the Consent Agenda for the meeting as presented in the Board Packet. It was proposed to include a new version of the May 14, 2019 minutes, as the March minutes had been included by mistake. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet, with the change noted above.

**DISSOLUTION OF CURRENT AND APPROVAL OF NEW ATHLETIC  
PARTNERSHIP**

The next order of business was to discuss (i) dissolving the current athletic partnership with PACT and (ii) approving the formation of a new athletic partnership with Brooklyn Center, all as presented in the Board Packet. Principal Hamiel presented the proposal to the Board and

answered questions. Upon motion duly made and seconded, the Board approved (i) dissolving the current athletic partnership with PACT and (ii) approving the formation of a new athletic partnership with Brooklyn Center, with all directors except Ms. Ross (who abstained) voting in favor.

### **APPROVAL OF EMPLOYEE HANDBOOK**

The next order of business was to discuss approval of an updated employee handbook, as presented in the Board Packet. Ms. Richardson presented the changes to the Board and answered questions. Upon motion duly made and seconded, the Board unanimously approved the handbook changes as presented.

### **DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items.

Ms. Good presented to the Board the School's switching the National Assessment test it uses from the NWEA MAP test to the Stanford STAT-10 test, and gave the reasons underlying the change. No formal action was taken.

Ms. Ford then gave an update on various issues, including enrollment and the School's upcoming graduation ceremonies. She gave the Board information on the graduation ceremony, the guest speaker, Tracy Lee (author of *Climbing Parnassus*), times to arrive and other information. 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, which had reached over \$50,000. No formal action was taken.

Mr. Friess discussed the recommendation by the Finance Committee that the Building Company follow the same procedures for cash management and investments as the School. No formal action was taken.

### **ACCEPTANCE OF APRIL 2019 FINANCIAL STATEMENTS**

The next order of business was to accept the April 2019 Financials, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee. Mr. Friess presented the financials to the Board and answered questions. Upon motion duly made and seconded, the Board unanimously approved acceptance of the April 2019 Financials as presented in the Board Packet.

## **APPROVAL OF 2020-2021 ACADEMIC CALENDAR**

The next order of business was to approve the 2020-2021 Academic Calendar as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the Board Calendar as presented in the Board Packet.

## **DESIGNATION OF MR. FRIESS AS COMMUNITY BOARD MEMBER**

The next order of business was to discuss the designation of Mr. Friess as a “Community” rather than a “Parent” Board Member, as his son would be graduating from the School. Upon motion duly made and seconded, the Board unanimously approved (with Mr. Friess abstaining) designating Mr. Friess as a Community Board member effective July 1, 2019.

## **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 7:35 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary