

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

Held September 10, 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 September 10, 2019 at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Ken Zigrino, Barb Rose, Ravi Shanbhag and Ben Ark.

Also present from the School were Ms. Ford, Executive Director, and Principals Hamiel, Kasowicz and Omberg. 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 move the Finance portion of the agenda to right after approval of the Consent Agenda. 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. It was proposed to remove the May Management Report and May Financial Statements, which were both for 2018 and 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. Of note, this approval specifically contained approval of the following language:

Designation of Identified Official with Authority for the MDE External User Access Recertification System The Minnesota Department of Education (MDE) requires that

school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Constance Ford to act as the Identified Official with Authority (IOwA) and Katherine Good to act as the IOwA to add and remove names only for Parnassus Preparatory School 4199-07.

ACCEPTANCE OF PRELIMINARY JUNE 2019 FINANCIAL STATEMENTS

The next order of business was to accept the Preliminary June 2019 Financials, as presented in the Board Packet. Mr. Taintor presented the financials to the Board and answered questions. Upon motion duly made and seconded, the Board unanimously approved acceptance of the Preliminary June 2019 Financials as presented in the Board Packet.

DISCUSSION OF ADMINISTRATIVE ITEMS

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

Ms. Ford gave an update on various issues, including an operational and enrollment update. No formal action was taken.

Principals Omberg (School of Grammar), Kasowicz (School of Logic) and Hamiel (School of Rhetoric), then each made a Principal's Report presentation to the Board. Discussions ensued with each Principal's presentation, and questions were answered. No formal action was taken.

APPROVAL OF MUNERA PRO PARNASSUS FUNDRAISING STRATEGY

The next order of business was to discuss committee items. Mr. Ark gave an update on upcoming fundraising activities planned by Munera Pro Parnassus. He asked the Board to consider the request for recommendations to execute the fundraising plans contained in the Memorandum circulated in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved execution of the fundraising plans contained in the Munera Pro Parnassus Memorandum circulated in the Board Packet.

ELECTION OF BOARD OFFICERS

The next order of business was to elect officers of the Board. Upon motion duly made and seconded, the Board unanimously elected Mr. Friess as Board Chair and Treasurer, Mr. Ark as Board Vice Chair, and Mr. Zigrino as secretary.

APPROVAL OF 2020-2021 ADMISSIONS POLICY

The next order of business was to discuss the approval of the proposed 2020-2021 Admission and Lottery Policy, as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the 2020-2021 Admission and Lottery Policy as presented.

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 7:52 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary