

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

Held March 10, 2020

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 10, 2020 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 was Ms. Ford, Executive Director. Mr. Bakke, from Friends of Education, was also present.

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 pull the version of the February 11, 2020 Board minutes and handle them separately, as they had mistakenly been designated as Minutes of a “Special” meeting instead of a “Regular” meeting. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda as presented in the Board Packet, with the change noted above.

APPROVAL OF FEBRUARY 11, 2020 MINUTES

The next order of business was to review and approve the February 11, 2020 Board minutes as presented in the Board Packet. It was proposed to change the title, and any references therein, to designate them as Minutes of a “Regular” meeting of the Board of Directors. Upon

motion duly made and seconded, the Board unanimously approved the February 11, 2020 Board minutes with the title and other language changed to show that they were in fact minutes of a Regular meeting of the Board .

APPROVAL OF WELLNESS POLICY

The next order of business was to discuss approval of the proposed Wellness Policy, as presented in the Board Packet. Ms. Ford presented the proposed policy to the Board and answered questions. She informed the Board that the School is required to establish such a policy. Upon motion duly made and seconded, the Board unanimously approved the Wellness Policy as presented.

DISCUSSION OF ADMINISTRATIVE ITEMS

The next order of business was to discuss certain administrative items. Ms. Ford gave an update on various issues, including enrollment and the School's upcoming play to be presented this weekend. She also gave the Board information on the School's ongoing measures to prepare the School (as well as its staff, its vendors and others), for the Coronavirus pandemic, preparations that have been ongoing since January. No formal action was taken.

ACCEPTANCE OF JANUARY 2020 FINANCIAL STATEMENTS

The next order of business was to accept the January 2020 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 January 2020 Financials as presented in the Board Packet.

APPROVAL OF SALARY AND BENEFIT BUDGET

The next order of business was to review and approve the Salary and Benefit budget contained in the Long Range Budget dated 1.31.20 for staffing purposes in Fiscal year 2021 (the "Salary and Benefit Budget") as presented in the Board Packet. Mr. Friess presented the budget to the Board and answered questions. Upon motion duly made and seconded, the Board unanimously approved the Salary and Benefit Budget as presented in the Board Packet.

COMMITTEE ITEMS

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

BOARD ITEMS

The next order of business was to review certain Board items. Mr. Friess discussed the upcoming Executive Director Review, as well as a potential Colloquium series and the School's ongoing MACS membership. No formal action was taken.

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 7:15 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary