

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

**Held April 2, 2020**

Minutes of a Board Meeting of the Board of Directors of Parnassus Preparatory School, a Minnesota non-profit corporation (the “Company” or the “School”), held on April 2, 2020 via web conferencing.

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

Also present from the School was Ms. Ford, Executive Director.

The meeting was called to order by Mr. Friess at 8:21 a.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 by Mr. Ark and seconded by Mr. Shanbhag, the Board unanimously approved the Agenda as presented in the Board Packet (vote was done by roll call).

**DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. Ms. Ford gave an update on enrollment, noting that we continue to trend above the budgeted number of students even though Distance Learning has begun as mandated by the state government. Ms. Ford also updated the board on the details involved in preparing for Distance Learning and implementing the first week of our new reality. She delineated the objectives laid out by the State and noted that the Distance Learning plan created by Parnassus Staff is in compliance with the standards required by the Governor Walz’s education team, including delivery of meals, childcare for Tier 1 and 2 workers, etc. The Parnassus staff is working together with the bus company to deliver learning materials to all families weekly. Ms. Ford assured the board that all funding from the state has continued as expected, and our current budget is on track to meet our needs. The repair projects involving the entryway pavement and Quad drainage repair are still on track to proceed this spring.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Ark updated the board on the cancellation of our spring fundraising event, Zeus on the Loose. It is the opinion of the board that we will not be asking families for contributions at this time due to steep job loss numbers in the community.

Mr. Friess updated the board on financial matters, indicating that Distance Learning has not affected our budget as of yet, but the board should start making plans for any funding decreases that may occur in the future. There was already a budgetary plan for purchasing some new technology items for the school, so those specific needs will be analyzed and met.

## **COMMUNITY COMMENT**

The next order of business was to hear comments from community members. There were no comments from community members.

## **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 9:09 am.

Respectfully submitted,

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Barbara L. Rose, Board Director