

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

**Held April 14, 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 April 14, 2020 via video/audio conference where all directors and other participants could hear each other, in accordance with Minn. Stat. 13D.021.

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

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

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. The meeting was recorded by Mr. Ark.

**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 (by roll call vote) 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. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) the Consent Agenda 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 enrollment and the progress the School was making on delivering its distance learning program. She stated that the school was receiving lots of positive feedback on delivering the program. Child care was continuing to be provided for personnel that

have to work on-site, and the School was delivering around 250 meals/snacks per day. She also stated the School was named as a defendant in a lawsuit concerning a playground-related accident. No formal action was taken.

### **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Friess gave an update on the S&P Ratings Questionnaire the School filled out. No formal action was taken.

### **ACCEPTANCE OF FEBRUARY 2020 FINANCIAL STATEMENTS**

The next order of business was to accept the February 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 (by roll call vote) acceptance of the February 2020 Financials as presented in the Board Packet.

### **BOARD ITEMS**

The next order of business was to review certain Board items. Mr. Friess discussed the School's current operating environment, as well as training priorities. Training opportunities were discussed, including Board members possibly learning Latin through the Wheelock Latin courses, and more training on Classical topics. Board members were encouraged to share their own ideas on potential training topics. 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 7:00 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary