

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

**Held September 8, 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 September 8, 2020 via web conferencing.

Present at the meeting were directors Barb Rose, Greg Friess, Ravi Shanbhag 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.

**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 (vote was done by roll call).

**APPROVAL OF CONSENT AGENDA**

The next order of business was to approve the Consent 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 Consent 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 numbers and an operational review. Enrollment numbers are strong with approximately 100 students enrolled above budget. Busing is not at capacity yet for hybrid learners. Staff retention numbers were strong this fall.

## **FINANCIAL REVIEW**

The next order of business was to review the 2021 budget as presented by Mr. Friess. He also gave an update on the next audit. No motions were made.

## **ENROLLMENT POLICY 2021-2022**

The next order of business was to review the enrollment policy for 2021-2022. Upon motion duly made and seconded, the Board unanimously approved the policy as presented in the Board Packet and presented by Ms. Ford (vote was done by roll call).

## **FUNDRAISING GOAL DISCUSSION**

The next order of business was to discuss fundraising. There was general agreement that we should not try to increase our goals this year, but some fundraising would be appropriate. No motions were made.

## **PROCEDURES FOR ADDRESSING THE BOARD**

The next order of business was to discuss updating our procedures for addressing the board in regards to web conferencing. Community members will be allowed to submit a form in the comments section to indicate that they would like to address the board. No motions were made.

## **ADJOURNMENT**

The next order of business was to adjourn the meeting. On motion made and duly seconded, the Board of Directors unanimously approved to adjourn the meeting at 7:07 pm.

Respectfully submitted,

---

Barbara L. Rose, Board Director