

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

**Held December 8, 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 December 8, 2020 via telephone 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, Ravi Shanbhag, Ben Ark, Ken Zigrino and Barb Rose. Also present from the School was Ms. Ford, Executive Director.

The meeting was called to order by Mr. Friess at 6:00 p.m. Mr. Friess noted the presence of a quorum. All directors present waived notice of the meeting.

**MISSION STATEMENT**

The first 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.

**CONSENT AGENDA**

The next order of business was to approve the Consent Agenda for the meeting included in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) the items in 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 discussed (i) enrollment numbers, which are currently at 1312 Pupil Units, and stated that open enrollment for next year was ongoing and consistent with numbers for last year; (ii) academic matters, including that the SAT 10 tests are almost finished and going well; (iii) that the School of Grammar was in its second week of full Distance Learning and that it was going well and that the SOG would remain in Distance Learning through the end of the semester; and (iv) that the School will attempt to build a “virtual library: to allow students access to books online. No formal action was taken.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Ark gave an update on progress to date on fundraising by Munera Pro Parnassus. He stated that the School had raised \$5,200 through Give to the Max Day, and that year-to-date the School had raised a total of over \$15,000. No formal action was taken.

Mr. Zigrino then discussed a memorandum that had been circulated to, and which he shared online with, the Board stating that Ms. Rose was the sole nominee for the open Board position to be filled in the upcoming election in February of 2021. As such, he stated there would be no need for a Candidate Forum or other election proceedings, and that Ms. Rose is thereby re-elected to another 4-year term on the Board. No formal action was taken.

## **ACCEPTANCE OF OCTOBER 2020 FINANCIAL STATEMENTS**

The next order of business was to accept the October 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 he and answered questions. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) acceptance of the October 2020 Financials as presented in the Board Packet.

## **BOARD ITEMS**

The next order of business was to review and discuss the School's Learning Model. On motion made and duly seconded, the Board of Directors unanimously approved to adjourn the meeting at approximately 7:18 p.m.

## **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 7:18 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary