

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

**Held March 9, 2021**

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 9, 2021 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. Ms. Shannon Hinz from Friends of Education was also present.

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) the upcoming Spring Break (March 22-26) and certain building improvements that will begin during that time; (ii) upcoming MCA tests and the fact that Distance Learners will be allowed to take these tests in the School building on certain days, but that the tests would not be available by video remote; (iii) the upcoming National Latin tests; (iv) the upcoming Standard & Poors call; and (v) the upcoming School of Rhetoric Oratory presentations. In addition, she stated that all scholars who want In Person Learning have that option available. Finally, she stated Staff would be able to have Covid testing available at the School. (No formal action was taken.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Ark gave an update on the upcoming Zeus on the Loose fundraiser. He also noted progress to date on fundraising by Munera Pro Parnassus, stating that the School had received over \$120,000 thus far this School Year. No formal action was taken.

### **ACCEPTANCE OF JANUARY 2021 FINANCIAL STATEMENTS**

The next order of business was to accept the January 2021 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 January 2021 Financials as presented in the Board Packet.

### **APPROVAL OF REVISED 2021 BUDGET**

The next order of business was to approve the revised 2021 Budget (designated as the “Working Budget” in the January 2021 Financial Report and reviewed and recommended by the Finance Committee) as presented in the Board Packet. Mr. Friess presented the revised 2021 Budget to the Board and he and answered questions. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) acceptance said revised 2021 Budget.

### **APPROVAL OF SALARY AND BENEFIT BUDGET**

The next order of business was to approve the Salary and Benefit budget contained in the Long- Range Budget dated 3.2.21 for staffing purposes in Fiscal year 2022, as presented in the Board Packet. Mr. Friess presented the Salary and Benefit Budget to the Board and he and answered questions. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) said Salary and Benefit Budget.

### **APPROVAL OF 2023 SCHOOL CALENDAR**

The next order of business was to approve the 2023 School Calendar, as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) said 2023 School Calendar.

### **PARNASSUS BUILDING COMPANY APPOINTMENTS**

The next order of business was to approve the appointment of Ms. Laura Bottenfield, Mr. Joe Piket, and Mr. Rob Dyer (Bios attached) to the Parnassus Building Company Board of Directors for a one-year term, to expire at the March 2022 meeting of the Parnassus Preparatory School Board of Directors. Upon motion duly made and seconded, the Board unanimously

approved (by roll call vote) the appointment Ms. Laura Bottenfield, Mr. Joe Picket, and Mr. Rob Dyer to the Parnassus Building Company Board of Directors for said one-year term.

### **COMMUNITY COMMENT**

The next order of business was to hear comments from Community Members in attendance. The Board heard comments from one parent regarding challenges of Hybrid/Distance Learning; from one regarding the Spring Break shown on the School Calendar not coinciding with the MEA break; and from one concerning general matters and suggestions. In accordance with long-standing practice and Board policy, the Board of Directors thanked all attendees making comments for their valuable input. No formal action was taken.

### **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 7:32 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary

## **Parnassus Building Company (PBC) Board Roster**

### **Ms. Laura Bottenfield**

Ms. Bottenfield holds a B.A. in International Relations with a minor in marketing from the University of St. Thomas, a Master of Business Administration with an International Business concentration from the University of Minnesota, Carlson School of Management, and a Master of Education Leadership from the University of Minnesota Department of Organizational Leadership, Policy, and Development. Ms. Bottenfield is the original founder of Parnassus and served as the Board Chair for five years from its initial development until 2013 when she resigned from the Board Chair position to accept the Director of Academics position.

### **Mr. Robert Dyer**

Mr. Dyer is a Vice President, Insurance Portfolio Management at Guggenheim Investments. In his role at Guggenheim, Mr. Dyer is responsible for managing general account assets of insurance firms totaling \$25 bn. Mr. Dyer holds an AB cum laude in

Economics from Wabash College in Crawfordsville, Indiana, and his passion for the liberal arts extends to classical education. Mr. Dyer served as an intern at Parnassus assisting with curriculum development in 2012.

**Mr. Joseph Piket**

Mr. Piket owns and operates two Minnesota childcare centers and preschools in Maple Grove (opened in 2008) and Brooklyn Park (opened in 2012). Prior to owning his own businesses, Mr. Piket had a 20-year career in Information Technology as an independent consultant through 2008. Mr. Piket holds a Bachelors of Business Administration degree from the University of Wisconsin at Eau Claire where he majored in Management Information Systems. He stays busy by serving on several boards and commissions, has been a high school basketball official for 27 years, and has served on the Parnassus Finance Committee since its inception.