

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

**Held April 13, 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 April 13, 2021 via video conference where all directors and other participants could hear each other, and in many cases see 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. Mr. Nick Taintor of Bergan KDV, the School’s management company. was also present. Finally, several community members were also present on the conference call.

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 fact that 39 days remained in the School academic year, and that current safety procedures would continue to be adhered to; (ii) upcoming activities and events, such as spring sports beginning, the School’s yearly Shakespeare event on April 24, Zeus on the Loose on May 1, the Spring Formal on May 15, and graduation on June 10; (iii) academic events that had occurred or would be occurring, such as the Third Level Rhetoric students having taken the ACT, the upcoming SAT and MCA exams, AP testing in May, the Classics (Latin, Greek and

Mythology) exams, as well as upcoming Thesis papers and the School essay contest. No formal action was taken.

### **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Ark gave a short update on the upcoming Zeus on the Loose fundraiser. No formal action was taken.

### **ACCEPTANCE OF FEBRUARY 2021 FINANCIAL STATEMENTS**

The next order of business was to accept the February 2021 Financials, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee. Mr. Taintor presented the financials to the Board and he and Mr. Friess answered questions. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) acceptance of the February 2021 Financials as presented in the Board Packet.

### **APPROVAL OF INITIAL FISCAL YEAR 2022 BUDGET**

The next order of business was to approve the initial Fiscal Year 2022 Budget (hereinafter, the “Budget”) as reviewed and recommended by the Finance Committee, and as presented in the Board Packet. Mr. Taintor presented the Budget to the Board and he and Mr. Friess answered questions. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) said Budget.

### **APPROVAL OF FORM 990**

The next order of business was to discuss the approval of Form 990, as presented in the Board Packet. Mr. Friess discussed Form 990 briefly and he and Mr. Taintor answered questions. Upon motion duly made and seconded, the Board unanimously approved (by roll call vote) Form 990.

### **COMMUNITY COMMENT**

The next order of business was to hear comments from Community Members in attendance. The Board heard comments from one parent regarding Covid regulations and his concerns about what the School had planned for next year; and another parent discussed the School’s mask policy and her concerns. 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 7:30 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary