

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

Held June 23, 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 June 23, 2021 at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

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

The meeting was called to order by Mr. Friess at 5:04 p.m. Mr. Friess noted the presence of a quorum.

CLOSED SESSION

The first order of business was to close the meeting in accordance with Minnesota Statutes Section 13D.05, as the Board conducted their annual review of the performance of the School’s Executive Director, Ms. Constance Ford. Mr. Friess noted that Ms. Ford had waived her right to an open meeting. The discussion was recorded.

At approximately 5:50, Ms. Ford joined the closed session so the Board could share with her the results of her annual evaluation.

OPEN SESSION

The meeting was brought into open session at approximately 6:18 p.m. 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 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 the items in the Consent Agenda as presented in the Board Packet.

ACCEPTANCE OF MAY 2021 FINANCIAL STATEMENTS

The next order of business was to accept the May 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, stating that the School was strong financially, and he answered questions. Upon motion duly made and seconded, the Board unanimously approved acceptance of the May 2021 Financials as presented in the Board Packet.

APPROVAL OF TRANSFER TO BUILDING COMPANY

The next order of business was to discuss and approve a transfer of \$100,000 from the Parnassus Building Company to the School. Mr. Friess stated that this was to reduce the debt from the Building Company to the School and that it was only a balance sheet item. Mr. Friess answered questions posed by the Board concerning the transaction. Upon motion duly made and seconded, the Board unanimously approved the transfer of \$100,000 from the Parnassus Building Company to the School.

APPROVAL OF ADDITIONAL EARNED INCOME

The next order of business was to discuss and approve the granting of additional earned income (AEI) to Staff. A discussion ensued. Upon motion duly made and seconded, the Board unanimously approved (i) the grant of \$5,000 of AEI to Ms. Ford, and (ii) the grant of up to \$100,000 of AEI to other Staff members, the amounts and recipients to be determined at the discretion of Ms. Ford.

APPROVAL OF BERGEN KDV CONTRACT

The next order of business was to discuss and approve the proposed Financial Management Services Contracts, one for the School and one for the Parnassus Building Company. A discussion of the terms of the contracts and the performance of Bergen KDV ensued. Upon motion duly made and seconded, the Board unanimously approved (i) the acceptance of the Bergen KDV Contract for the School, and the authorization of Ms. Ford to sign on the School's behalf; and (ii) the acceptance of the Bergen KDV Contract for Parnassus Building Company, and the authorization of Parnassus Building Company to sign on its behalf.

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 7:25 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary