

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

**Held August 10, 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 August 10, 2021 at Parnassus Preparatory School, 11201 96<sup>th</sup> Street, Maple Grove, Minnesota.

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 the Agenda as presented in the Board Packet.

**COMMUNITY COMMENT**

The next order of business was to hear comments from Community Members in attendance. No comments were submitted. No formal action was taken.

**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.

**DISCUSSION OF ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. Ms. Ford first noted that this marked the School’s 11<sup>th</sup> year of operation. She commented that staff positions were being filled, that there had been a good retention of staff, and mentioned the many summer field trips and events that had been held. She announced that enrollment was going very well, with the School being full in every level, including 1R for the first time. Finally, she discussed various state recommendations regarding Covid protocols. No formal action was taken.

## **COMMITTEE ITEMS**

The next order of business was to discuss certain Committee items. The first item discussed was the fact that the School had renewed its \$500,000 line of credit. Other items were discussed. No formal action was taken.

## **BOARD ITEMS**

The next order of business was to discuss certain Board items. First discussed was a review of the Board's Executive Director Evaluation. Mr. Friess read the following narrative summarizing the Board's findings. No formal action was taken.

During the month of June 2021, the Parnassus Board of Directors performed an evaluation of the performance of our Executive Director, Ms. Constance Ford, over the previous year. The process culminated in a Board Review held on June 23rd, 2021. Consistent with past practice and Minnesota Open Meeting Law, the review was held in closed session. The process included each board member filling out an evaluation sheet and a board member discussion. The full results of the evaluation will be included in Ms. Ford's personnel file. This is a summary of the process.

Ms. Ford received strong marks in all areas as part of this year's evaluation. Overall, the Board continues to be pleased with our continually developing classical culture and strong operational performance under Ms. Ford. We look forward to continued success as we deliver and improve upon our mission: to provide students with a classical education grounded in the classical Trivium that demands their best in intellectual achievement and character development.

The next item discussed was the Board's policy regarding Community Comment to the Board. It was suggested that, to allow the Board to more efficiently conduct its business, the time allowed for comments should be limited to 3 minutes, with no discretion to increase this time, and to require longer comments to be submitted in writing. 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 7:26 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary

