

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

**Held October 19, 2021**

Minutes of a Board Meeting of the Board of Directors of Parnassus Preparatory School, a Minnesota non-profit corporation (the “Company” or the “School”), held on October 19, 2021 at Parnassus Preparatory School, Maple Grove, MN.

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

Also present from the School was Ms. Ford, Executive Director and Principal Hamiel.

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

**MISSION STATEMENT**

The next 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.

**APPROVAL OF CONSENT AGENDA**

The next order of business was to approve the Consent 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 Consent Agenda as presented in the Board Packet.

**COMMUNITY COMMENT**

There were no requests from community members to speak to the board.

**ADMINISTRATION UPDATE**

The next order of business was to discuss certain administrative items. Ms. Ford began by announcing the upcoming “Scarecrow Scamper” scheduled for October 29. Ms. Ford updated the board on our strong enrollment (50 students over budget). There is an investor call scheduled for the first week of November. Open Enrollment is currently progressing as expected. The School of

Rhetoric is holding its Course Fair zoom call this week and students will complete registration for next year's courses soon. We have increased time for the college counselor position.

### **COVID RESPONSE TEAM UPDATE**

The next order of business was to hear an update from Principal Hamiel from the latest Covid Response team meeting. The board was provided with charts indicating current levels of Covid infections in surrounding communities as well as the ongoing weekly count of Covid cases at Parnassus. The team wants to collect more data over the coming weeks since our mask mandate was implemented to look for trends. Voluntary Covid testing for staff and students will resume next week. Parnassus hired an employee to oversee the testing and contact tracing responsibilities. No advice was given to the board as to when we could consider changing the mask mandate policy that is currently in place.

### **ACCEPTANCE OF AUGUST 2021 FINANCIAL STATEMENTS**

The next order of business was to accept the August 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. Upon motion duly made and seconded, the Board unanimously approved acceptance of the August 2021 Financials as presented in the Board Packet.

Mr. Friess updated the board about the auditing changes happening this year. There will be two processes going on in this regard triggered by a higher amount of federal dollars allocated to our school.

### **HEALTH AND SAFETY POLICY AND PROCEDURES REVIEW**

The next order of business was to discuss the current situation of Covid cases in our community and school. It was noted that cases in the community have continued to rise since we instituted a mask mandate. More data is needed to assess trends at the school level as they relate to the face covering policy. Discussion about removing the mandate for the School of Rhetoric was entertained, but no policy changes were made at this time.

### **BOARD ELECTION PROCESS**

The next order of business was to discuss the upcoming school board election. Two seats will be up for election; a community member seat and a parent seat. Nomination forms will be mailed out to Parnassus families in November. Interested persons will turn in their paperwork in December. Mail-in voting will happen in January and the votes will be counted during the board meeting in February. Any new board members will "shadow" for the remainder of the school year with the term officially starting in July of 2022.

## **ADJOURNMENT**

The next order of business was to adjourn the meeting. On motion made and duly seconded, the Board of Directors unanimously approved to adjourn the meeting at 7:13 pm.

Respectfully submitted,

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Barbara L. Rose, Board Director