

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

**Held November 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 November 9, 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, and Mr. Hamiel, School of Rhetoric Principal. In addition, present were Mr. Andrew Herring of Redpath and Company, the School’s auditors, and Mr. Nick Taintor of Bergan KDV, the School’s management company. 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 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, including the School’s 2021 Annual Report and World’s Best Work Force document. Upon motion duly made and seconded, the Board unanimously approved the items in the Consent Agenda as presented in the Board Packet.

**APPROVAL OF TRANSFER TO FOOD SERVICE FUND**

The next order of business was to approve a transfer of funds from the General Fund to the Food Service Fund. Upon motion duly made and seconded, the Board unanimously approved a transfer from the General Fund to the Food Service Fund in the amount of \$12,579 to cover the operating deficit in the Food Service Fund for the 2020 Fiscal Year.

## **ACCEPTANCE OF 2021 AUDIT**

The next order of business was to accept the 2021 Audit, a draft of which was presented in the Board Packet and reviewed and recommended by the Finance Committee, and original copies of which were presented to the Board at the meeting. Mr. Andrew Herring of Redpath and Company presented Redpath's findings to the Board and entertained questions. He noted that the Audit was issued with a "clean" opinion, meaning that there were no adverse findings. Upon motion duly made and seconded, the Board unanimously approved acceptance of the 2021 Audit 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 School's recent call with investors, which by all accounts went very well; (ii) academics, including the School of Rhetoric scholars picking their speeches for next semester's oratorical competition; (iii) various extracurricular activities currently on the calendar; (iv) the fact that the boy's cross-country team qualified for the State tournament and finished in the top ten; (v) that the School's athletic partnership with Brooklyn Center was strong; and (vi) the fact that the School's busing situation was going well, despite problems with other schools' experiences throughout the State. No formal action was taken.

## **APPROVAL OF 2021 ANNUAL REPORT AND WORLD'S BEST WORK FORCE DOCUMENT**

The next order of business was to approve the 2021 Annual Report and World's Best Work Force document as included in the Board Packet and reviewed by Ms. Good prior to the start of the Regular Meeting. Upon motion duly made and seconded, the Board unanimously approved the 2021 Annual Report and World's Best Work Force document as included in the Board Packet.

## **COVID RESPONSE TEAM REPORT AND APPROVAL OF RECOMMENDATIONS**

The next order of business was to hear a presentation by Principal Hamiel on the recommendations of the Parnassus Task Force and Covid Response Team (the "Task Force") regarding mandatory masking in the School of Rhetoric, as included in the Board Packet. The Board then entered into a lengthy discussion regarding the recommendations, and decided to amend Policies 808 (regarding masking) and 809 (regarding quarantines and contact tracing) to implement changes that differed somewhat from the Task Force recommendations, in that, among other things, weighted community data on Covid cases published on the Wolfson Minnesota School Opening Statistics website would not be considered in the School making masking decisions for the School of Rhetoric. A vote on the matter was postponed for later in the meeting, until language reflecting the decision was drafted and presented to the Board for a vote.

## **COMMITTEE ITEMS**

The next order of business was to discuss committee items. Mr. Ark gave a review on the successful Nostos Homecoming held by Munera Pro Parnassus. No formal action was taken.

Mr. Friess then discussed the upcoming Board election process, and discussed nomination and other materials that would be sent out for the election to be finalized at the Annual Meeting in February. He stated that all nominations were due Tuesday, December 7<sup>th</sup>, 2021. No formal action was taken.

## **ACCEPTANCE OF SEPTEMBER 2021 FINANCIAL STATEMENTS**

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

## **APPROVAL OF AMENDMENTS TO POLICIES 808 AND 809**

The next order of business was to review and vote upon language amending the School's Policies 808 (regarding masking) and 809 (regarding quarantines and contact tracing) to implement changes agreed to by the Board earlier in the meeting. Upon motion duly made and seconded, the Board unanimously approved amending Policies 808 and 809 to provide the following for the School of Rhetoric only:

1. The Task Force will measure the actual number of confirmed Covid-19 cases for students in the School of Rhetoric ("Confirmed Cases") every two weeks, each two-week period beginning on a Wednesday and ending on a Tuesday. These two-week measurement periods (a "Measurement Period") will not be "rolling" two-week periods, so as to include data from a previous Measurement Period, but will be discrete. Data from outside the School of Rhetoric (such as so-called "community data") will not be used for this purpose. The Task Force will notify the Executive Director of the results on the Wednesday immediately following the end of a Measurement Period so as to allow for communication of changes, if any, to School of Rhetoric masking policy effective the following Monday.
2. Policy 808 is hereby amended to provide that:
  - (i) Beginning Monday, November 15, 2021, masking on School property for the School of Rhetoric students will be "recommended" but not mandated, and this will continue so long as Confirmed Cases for a subsequent Measurement Period do not meet or exceed 10 School of Rhetoric Students.

- (ii) Once Confirmed Cases for a subsequent Measurement Period meet or exceed 10 School of Rhetoric Students, masking on School property will be mandated. This will continue until Confirmed Cases for a subsequent Measurement Period are fewer than 10 School of Rhetoric Students, in which case masking on School property will once again be recommended but not mandated.
- 3. Policy 809 is hereby amended to provide that the School will no longer perform contact tracing related to Covid-19 exposure at School for the School of Rhetoric.
- 4. Formal amended Policies 808 and 809, reflecting only the above changes, will be prepared and presented to the Board at its next regular meeting. Except as modified consistent with the foregoing changes, Policies 808 and 809 will continue in full force and effect as currently written.

### **COMMUNITY COMMENT**

The next order of business was to hear comments from Community Members in attendance. Three Community Members submitted comments to Mr. Zigrino and spoke to the Board. In accordance with long-standing Board policy, they were thanked for their input, but no response was given by the Board. 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 7:52 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary