

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

**Held December 14, 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 December 14, 2021 at Parnassus Preparatory School, Maple Grove, MN.

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

The meeting was called to order by Mr. Friess at 6:00 p.m.

**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 which included the following: A. Board Minutes 11.09.21 B. Finance Committee Minutes 21\_11\_05 C. October 2021 Supplemental Financial Information D. Policy 808 (revised) E. Policy 809 (revised) F. 2023-2024 Academic Calendar

**COVID RESPONSE TEAM UPDATE**

The next order of business was to hear an update read by Mr. Friess from the latest Covid Response team meeting. The board was provided with the following information: most identified positive cases of Covid-19 in the school are the result of family and/or community exposure and not school spread; cases in the School of Rhetoric for a 2-week period were below 10 therefore no change is recommended to the face covering practice for School of Rhetoric; vaccines are becoming more available and accessible for students ages 5-12. Ms. Hahn will compile vaccination rates for this age group. The vaccine requires two doses (three weeks apart). Recipients will be considered fully vaccinated two weeks after the second shot.

## **ADMINISTRATION UPDATE**

The next order of business was to discuss certain administrative items. Mr. Friess read an update from Ms. Ford to the board. Information included the following:

- 4R student, Trinity Dunlap, was the chosen recipient of a \$1000 scholarship from the Adam Thielen Foundation. Ms. Dunlap played on the Parnassus-Brooklyn Center Girls soccer team for three seasons and served as captain of the team.
- Student enrollment continues to remain strong and is above our budgeted projections at this point. Our waiting list is strong. Applications for next year are being steadily received in all grade levels eligible for enrollment. The lottery will be held virtually on February 10<sup>th</sup>.
- Per our contract with Friends of Education, we are required to directly market to low-income families which we are doing in January with a direct mailing campaign.
- In November, we had a Property Condition Assessment which resulted in a report that considers our property to be in good overall condition. The school will use the report to continue recommended maintenance and replacements along a suggested timeline.

## **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. Board nominations have been received and the board candidate instruction memo has been sent to all nominees. Nominees must complete and return the questionnaire and background check by January 4, 2022 to become an official candidate. On January 6, the voting guide will be sent to all voters (families and staff) with a list of candidates and their responses to the questionnaire. A candidate forum will be held on January 10. Ballots will be distributed on January 13 and must be returned to school by February 3. Ballots will be tallied and results publicly announced at the Annual Meeting of the school board on February 8.

## **ACCEPTANCE OF OCTOBER 2021 FINANCIAL STATEMENTS**

The next order of business was to accept the October 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 October 2021 Financials as presented in the Board Packet.

Mr. Friess explained that the annual surplus is strong as enrollment stays strong. The next step will be to look at a list of possible ways to reinvest the surplus into our program and/or building.

## **MpP-EC UPDATE**

The next order of business was to hear an update from Mr. Ark. Total fundraising efforts so far this year add up to \$13,800. Our Zeus on the Loose spring fundraising event will be held in May.

Upon motion duly made and seconded, the Board voted to replace Ms. Martha West with Ms. Emelia Smith as an MpP-EC board committee member.

## **COMMUNITY COMMENT**

There were 2 requests from community members to speak to the board. Ms. Betsy Bickel spoke about mask choice for Schools of Logic and Grammar. Ms. Barbara Kochendorfer spoke about eliminating contract tracing.

## **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 6:54 pm.

Respectfully submitted,

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Barbara L. Rose, Board Director