

**MINUTES OF ANNUAL MEETING OF MEMBERS
OF
PARNASSUS PREPARATORY SCHOOL**

Held February 8, 2022

Minutes of the Annual Meeting of the Members of Parnassus Preparatory School, a Minnesota non-profit corporation (the “Company” or the “School”), held on February 8, 2022, at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the Annual Meeting were (i) Mr. Zigrino, a member of the School’s Board and Chairman of the School’s Policy and Elections Committee (“PEC”), who presided over the meeting and the election, (ii) Ms. Good, the School’s Director of Academic Affairs and Assessment, who also acted as coordinator of the elections process under the supervision of the PEC; and (iii) Mr. Friess, Chairman of the Board of Directors.

Also present at the Annual Meeting were (i) Mr. Ark and Mr. Daniels, candidates for the open parent Board seat; (ii) a number of volunteers, including School staff and others, who would be sorting, opening and counting ballots; (iii) representatives of the League of Women Voters, who were acting as observers of the election; and (iv) a number of community members and others in attendance.

CALL TO ORDER

The meeting was called to order by Mr. Friess at 4:30 p.m.

MISSION STATEMENT

The next order of business was to recite the mission statement of the School, which was done by Mr. Friess.

PRESENTATION OF PROCEDURES

Ms. Good then presented to all persons in attendance at the Annual Meeting the balloting and counting procedures that would be followed to determine the vote and outcome of the election.

Ms. Good noted to the audience the three separate stations, where a “sorter” and observer at each station would be examining and moving ballots through the process. She explained the procedure for separating into bins, marked for that purpose, those ballots that were not able to be counted due to defects. These defects, such as unsealed or unsigned envelopes, etc., were those that had been outlined in the voting memoranda included with the ballots previously mailed out to parents and others eligible to vote. Finally, she explained to the volunteers how to signal for Mr. Zigrino to be called to make a determination as to whether a ballot was invalid, in the event of uncertainty.

Ms. Good made sure the volunteers who would be sorting, opening and counting ballots understood these procedures. A “dry run”, using sample ballots, was then conducted in the sight of all in attendance, so that the volunteers would be able to practice their tasks and resolve issues raised by the sample ballots.

CONDUCT OF VOTING

Being satisfied that the procedures were understood by all volunteers and attendees, the sealed ballot box was brought into the counting area. Under the supervision of Mr. Zigrino of the PEC, the seal was broken, and the process of sorting, opening and counting ballots began.

PRESENTATION OF ELECTION OUTCOME

After the voting process was completed, the results were taken to Mr. Zigrino for announcement. Before proceeding with the declaration of the winner, Mr. Zigrino addressed the audience: he thanked Ms. Good for all of her hard work in coordinating the election process over a several-month period, all staff and volunteers for taking the time to make the election a success, the representatives from the League of Women Voters for their assistance and oversight, and the audience for attending the Annual Meeting.

He then announced to all present that Mr. Ark had won the vote, and would begin his new term as a Director in August, 2022.

In closing, he thanked both candidates for their participation in the School’s election process.

ADJOURNMENT

Mr. Friess then thanked all in attendance and adjourned the Annual Meeting.

Respectfully submitted,

Kenneth D. Zigrino, Secretary