

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

**Held August 9, 2022**

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 August 9, 2022 at Parnassus Preparatory School, Maple Grove, MN.

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

Also present from the School was Ms. Ford, Executive Director, and other members of the administration team.

The meeting was called to order by Mr. Ark at 4:00 p.m. All directors present waived notice of meeting, and Mr. Ark 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. Ark.

**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**

No community comments were made at this meeting.

**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.

**ADMINISTRATION UPDATE**

The next order of business was to discuss certain administrative items. Ms. Ford introduced new members of the administrative team as follows:

Ms. Stafford is now the special education director.

Ms. Steeber is now the School of Grammar assistant director.  
Principal Boegel is now the Assistant Principal of the Schools of Logic and Rhetoric.

Each administrator gave a short synopsis of their past experience and outlined goals for the upcoming school year.

Ms. Ford shared the following information about the preparations being made for a strong start to the school year.

- At this time, 14 new employees have been hired and will start training on Aug. 10.
- All general education teacher positions are filled.
- 4 internal substitute teachers are hired.
- Busing is ready
- Enrollment is full with a robust waiting list at all available grade levels.
- Friday, August 19, will be the open house, with school starting on August 22.

### **CSIP OVERVIEW**

Ms. Good went through the Continuous School Improvement Plan with the board, highlighting updated strategies to meet the goals, including additional hiring of staff to provide remedial instruction.

### **FINANCIAL COMMITTEE**

The next order of business was to hear an update for Mr. Shanbhag from the finance committee. The audit will be available for our review later in the fall. The year end financial update is not finalized yet, but no concerns are foreseen.

### **POLICY COMMITTEE**

The next order of business was to hear from Mr. Ark about three standard policies to be approved. The policies were discussed by the board. Upon motion duly made and seconded, the Board unanimously approved Policy 620 (PSEO). Upon motion duly made and seconded, the Board unanimously approved Policy 722 (Data Requests). Upon motion duly made and seconded, the Board unanimously approved Policy 903 (Visitors to the School).

### **MUNERA PRO PARNASSUS**

The next order of business was to hear from Mr. Ark about updates from the MpP committee. Changes in administrative roles this year necessitate a change in administrative

membership on the committee. Upon motion duly made and seconded, the board unanimously voted to replace Principal Hamiel with Mr. Kasowicx as an MpP-EC board committee member.

### **BOARD ITEMS**

The next order of business was summarize the closed meeting held in June regarding Executive Director, Ms. Ford's, evaluation review. Mr. Ark summarized the review as very positive and outlined the goals set forth in the review.

### **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 5:06 pm.

Respectfully submitted,

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Barbara L. Rose, Board Director