

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

Held January 10, 2023

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 January 10, 2023, at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors, Greg Friess, Ravi Shanbhag, Ben Ark, Ken Zigrino and Barb Rose. Director Ravi Shanbhag was absent, having notified the Board Chair in advance. Also present from the School was Ms. Ford, Executive Director, Ms. Good, Director of Academic Affairs and Assessment, and Ms. Omberg, Grammar School Principal.

The meeting was called to order by Mr. Friess at 6:06 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.

COMMUNITY COMMENT

No community members were present at this meeting, and no comments were presented.

CONSENT AGENDA

The next order of business was to approve the Consent Agenda for the meeting included in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the items in the Consent Agenda as presented in the Board Packet.

ADMINISTRATION UPDATE

The next order of business was to discuss certain administrative items.

Ms. Ford began by discussing various items, such as (i) the Colloquium, beginning tomorrow; (ii) the School’s Lottery, which would start on February 9th, and (iii) the School’s Science Fair, which would be held on January 31st, and the need for judges for that event. No formal action was taken.

Ms. Good and Ms. Omberg then gave the Board an update on our CSIP goal for Third Grade reading. The first part of their presentation focused on changes that have been made to the structure of 2G and 3G reading this year, including the use of paraprofessionals to give direct instruction, the institution of Skill Groupings with multi-grade classrooms to allow more targeted skill groupings at the same mastery level, and the institution of additional Intervention groups. They noted that changes were also made to training and support for reading and homeroom teachers, such as Summer in Service for direct intervention training for new staff and a refresh of training for returning staff members, more of a presence of administrators in the classrooms, and the addition of personnel for coaching, observation and feedback. They also reviewed some of the initiatives that they are still working on, including ensuring interrater reliability and fidelity of fluency checkouts by having the strongest teachers assess a whole reading level, the addition of additional measurement programs such as the use of the Classical Learning Test as an informal assessment, the incorporation of Do-Now and intervention activities aligned with test items from the MCA and SATIO, and the institution of additional reading instruction beyond Reading Mastery 3. Finally, they expressed their belief that the School can meet or come very close to meeting its goals, noting particularly that behavioral changes are very much improved from last year due to Ms. Ford's focus on promoting structure and accountability, the fact that there are strong new hires in the School of Grammar, and that there is now more institutional and administrative bandwidth to put into practice the proposed changes. No formal action was taken.

ACCEPTANCE OF NOVEMBER 2022 FINANCIAL STATEMENTS

The next order of business was to accept the November 2022 Financials, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee. Mr. Friess presented the financials to the Board and answered questions. Upon motion duly made and seconded, the Board unanimously approved acceptance of the November 2022 Financials as presented in the Board Packet.

COMMITTEE ITEMS

The next order of business was to discuss other committee items. Mr. Ark gave an update on the Policy and Elections Committee, stating that ballots for the upcoming Board elections went out today. 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 7:42 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary