

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

**Held August 8, 2023**

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 8, 2023 at Parnassus Preparatory School, Maple Grove, MN.

Present at the meeting were directors Barb Rose, Ken Zigrino, Greg Friess, and Ben Ark.

Also present from the School was Ms. Ford, Executive Director, Ms. Good, and Mr. Kasowicz (Parnassus Administrators).

The meeting was called to order by Mr. Friess at 6:00 p.m. All directors present waived notice of meeting, and Mr. Friess 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.

**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 shared the following information:

- Enrollment full for next year is full with a waiting list of approximately 800 students.
- New staff is coming for training on August 9.

- Facility updates have taken place over the summer.
- Mr. Kasowicz updated the board in regards to the Crisis Management plan.
- Ms. Good reviewed the adjustments to the 2023-24 Student and Family Handbook  
Upon motion made and duly the board unanimously approved the 2023-24 Student and Family Handbook.
- Ms. Good reviewed the CSIP goals in-depth for the 2023-24 school year. Reading and math proficiency goals remain the same as last year. Examples of many new strategies were shared, including adding Reading Mastery 4 into 3G instead of exclusively novels, using Do-Nows for targeted skill work, and adopting the new Core Knowledge curriculum across the topics of history, science, and language arts.

### **FINANCIAL COMMITTEE**

The next order of business was to hear an update for Mr. Friess from the finance committee.

- The annual audit will be taking place this fall. Redpath will present results in November.
- Line of credit renewal has been executed for another year.
- We are above the required 25% fund balance at this point.
- Year-end June financials were strong with no areas of concern.

### **BOARD ITEMS**

- Executive Director Evaluation Review; we will plan to hold this review in September.
- Board Resignation; Mr. Shanbhag resigned from the board in July. We will operate as a four-person board until we appoint a new member.

### **COMMUNITY COMMENT**

No community comments were made at this meeting.

### **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 8:12 pm.

Respectfully submitted,

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Barbara L. Rose, Board Director