

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

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

Present at the meeting were directors, Greg Friess, Ken Zigrino, Surbhi Barber and Barb Rose. Director Ben Ark was on an excused absence, as he had contacted Mr. Friess earlier about not being able to attend. Also present from the School were Ms. Ford, Executive Director, and Mr. Kasowicz, Director of Operations.

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

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. Mr. Kasowicz gave an update on items such as transportation, food service, facilities and athletics. Ms. Ford gave a review of the state of open enrollment (approximately 200 applications already), current enrollment, which is strong, and current staffing needs. No formal action was taken.

APPROVAL OF ACADEMIC CALENDAR

The next order of business was to approve the proposed 2025-2026 Academic Calendar as contained in the Board Packet. A brief discussion ensued. Upon motion duly made and seconded, the Board unanimously approved the 2025-2026 Academic Calendar as presented in the Board Packet.

CLOSED SESSION

The next order of business was to close the meeting in accordance with Minnesota Statutes Section 13D.05, Subd. 3, as the Board conducted their annual review of the performance of the School's Executive Director, Ms. Constance Ford. Mr. Friess noted that Ms. Ford had waived her right to an open meeting. Upon motion duly made and seconded, at 6:46 p.m., the Board unanimously approved the closing of the meeting in accordance with Minnesota Statutes Section 13D.05, Subd. 3, via a roll call vote as follows:

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|---------------|-----|
| Greg Friess | Aye |
| Ken Zigrino | Aye |
| Barb Rose | Aye |
| Surbhi Barber | Aye |

The discussion was recorded by Mr. Friess.

At approximately 7:10 p.m., Ms. Ford joined the closed session so the Board could share with her the results of her annual evaluation.

OPEN SESSION

Upon motion duly made and seconded, at 7:20 p.m., the Board unanimously approved the bringing the meeting back into open session, via a roll call vote as follows:

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| Greg Friess | Aye |
| Ken Zigrino | Aye |
| Barb Rose | Aye |
| Surbhi Barber | Aye |

ACCEPTANCE OF AUGUST 2023 FINANCIAL STATEMENTS

The next order of business was to accept the August 2023 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 August 2023 Financials as presented in the Board Packet.

COMMITTEE ITEMS

The next order of business was to discuss other committee items. Mr. Zigrino gave an update on the Policy and Election Committee. No formal action was taken.

Mr. Fries then noted that the members of the Munera Pro Parnassus Executive Committee needed to be re-appointed, as set forth in the Agenda. Upon motion duly made and seconded, the Board unanimously approved the reappointment of Ben Ark, Emilia Smith, Mr. Kasowicz and Ms. Ford to serve on the Munera Pro Parnassus Executive Committee.

COMMUNITY COMMENT

No comments were presented by the community members present at the meeting.

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 7:50 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary