

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

Held January 9, 2024

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 January 9, 2024 at Parnassus Preparatory School, Maple Grove, MN.

Present at the meeting were directors Mr. Friess, Mr. Ark, and Dr. Barber.

Also present from the School was Ms. Ford, Executive Director.

The meeting was called to order by Mr. Friess at 6:00 PM. All directors present waived notice of the 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. 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.

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”). No items were removed from the Consent Agenda. Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda.

ADMINISTRATION UPDATE

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

Ms. Richardson, the School’s HR director, was invited to address the board and present changes to the Employee Handbook to incorporate and reflect changes required to ensure compliance with the new MN Earned Sick and Safe Time (ESST) statute. While Parnassus was already providing the required amount of time, there were provisions in how it was accrued, made available to staff, and allowed to roll over that required revisions.

Upon motion duly made and seconded, the Board unanimously approved the Employee Handbook addition for ESST compliance as recommended by the Administration.

Ms. Ford, Executive Director, presented revisions to the 2024-25 Admissions Procedures which would reduce the over-enrollment numbers per class. A brief discussion was held regarding the history of our admissions process and procedures.

Upon motion duly made and seconded, the Board unanimously approved the revised 2024-25 Admissions Procedures, as recommended by the Administration.

FINANCIAL COMMITTEE

The next order of business was to hear an update from the Finance Committee, presented by Mr. Friess. Mr. Friess noted that the committee did not have a December meeting. Mr. Friess provided an overview of the November 2023 Financial Report, as provided in the board packet. Mr. Friess noted that enrollment remains strong and above budgeted targets. The School's fund balance and bond covenant targets are all being met. The Food Service Fund balance currently reflects amounts received from state reimbursement but lacks accrual for state funding receivables.

Upon motion duly made and seconded, the Board unanimously accepted the November 2023 Financial Report as reviewed and recommended by the Finance Committee.

POLICY AND ELECTION COMMITTEE

Mr. Ark presented a brief overview of revisions to policies 415 and 516, which incorporated changes resulting from statutory changes.

Upon motion duly made and seconded, the Board unanimously approved the revised Policy 419 (Tobacco Free Environment), as revised, revised, and commended by the Policy and Election Committee.

Upon motion duly made and seconded, the Board unanimously approved the revised Policy 516 (Student Medications), as revised, revised, and commended by the Policy and Election Committee.

MUNERA PRO PARNASSUS EXECUTIVE COMMITTEE

Mr. Ark presented a brief overview of plans for the upcoming Zeus on the Loose 5k fun run/walk fundraiser, scheduled for Saturday, April 27, 2024. No formal action was taken.

COMMUNITY COMMENT

No community comments were made at this meeting.

ADJOURNMENT

The next order of business was to adjourn the meeting. Upon motion duly made and seconded, the Board of Directors unanimously approved to adjourn the meeting at 7:12 PM.

Respectfully submitted,

Ben Ark, Board Vice Chair