

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

Held April 9, 2024

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 April 9, 2024, at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors Greg Friess, Surbhi Barber, Ben Ark, Ken Zigrino and Barb Rose. Also present from the School was Ms. Ford, Executive Director, and Mr. Kasowicz, Director of Operations.

The meeting was called to order by Mr. Friess at 6:01 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.

COMMUNITY COMMENT

The next order of business was to hear comments from Community Members in attendance. No Community Members submitted comments to the Board. No formal action was taken.

ADMINISTRATIVE ITEMS – CLEANING PROPOSAL

The next order of business was to discuss certain administrative items. Mr. Kasowicz, Director of Operations, presented an overview of the long-term plan for facility maintenance that he presented last month to the Finance Committee. Following that overview, he reviewed recommendations for a facility cleaning proposal by Service Master (the “Proposal”). Upon

motion duly made and seconded, the Board approved that the School move forward with the Proposal via a roll call vote as follows:

Greg Friess	Aye
Ken Zigrino	Aye
Barb Rose	Aye
Surbhi Barber	Aye
Ben Ark	Aye

ADMINISTRATIVE ITEMS – OTHER

The next order of business was to discuss certain other administrative items. Ms. Ford reported that (i) the administration will do an overview of the English Language (EL) program at the May Board meeting, along with updates on the READ Act from Ms. Good, Director of Academic Affairs and Assessment; (ii) enrollment is holding steady for the current school year. At this point, it is expected that the school will end the year above our projected enrollment and pupil units by several students. Applications for the 2024-2025 school year have exceeded 1,000 for the first time in the school’s history; (iii) we are expecting to have a charter contract draft for the Board to review in May. Ms. Ford noted that a site visit with Friends of Education has been scheduled for later in the month; and (iv) coming up items include: Staff/Board reception for Class of 2024 on Tuesday, May 28, at 5:00pm in the Atrium. Commencement exercises on Friday, June 7, at 6:00pm in the Gymnasium. No formal action was taken.

ACCEPTANCE OF FEBRUARY 2024 FINANCIAL STATEMENTS

The next order of business was to accept the February 2024 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 approved acceptance of the February 2024 Financials as presented in the Board Packet via a roll call vote as follows:

Greg Friess	Aye
Ken Zigrino	Aye
Barb Rose	Aye
Surbhi Barber	Aye
Ben Ark	Aye

COMMITTEE ITEMS

The next order of business was to discuss committee items.

Mr. Ark discussed the Policy and Elections Committee review of School policy number 609-Religion. He presented to the Board a draft of a redline of the School’s current Policy 609, changed to maintain statutory compliance. Upon motion duly made and seconded, the Board approved Policy 609-Religion as presented in the Board Packet via a roll call vote as follows:

Greg Friess	Aye
Ken Zigrino	Aye
Barb Rose	Aye
Surbhi Barber	Aye
Ben Ark	Aye

Mr. Ark then gave a review on the upcoming Zeuss on the Loose to be held by Munera Pro Parnassus. No formal action was taken.

EXECUTIVE DIRECTOR EVALUATION REVIEW

The next order of business was to discuss the Board’s upcoming evaluation of the performance of the School’s Executive Director, Ms. Ford. Mr. Friess noted that the evaluation would be done this coming June. No formal action was taken.

APPROVAL OF DIRECTED DONATION

The next order of business was to discuss the approval of a directed donation proposed to be made by former parent organization out of its remaining funds. Ms. Reed, the representative of the organization, stated that the donation, in the amount of approximately \$27,000, was to be used for musical instruments and equipment for the School (the “Directed Donation”). Upon motion duly made and seconded, the Board approved the Directed Donation via a roll call vote as follows:

Greg Friess	Aye
Ken Zigrino	Aye
Barb Rose	Aye
Surbhi Barber	Aye
Ben Ark	Aye

APPROVAL OF OUT OF STATE TRAVEL

The next order of business was to discuss the approval of two Board members to attend the National Charter School Conference in Boston, MA, from June 30 – July 3. Estimated cost approximately \$2,500 per attendee. Upon motion duly made and seconded, the Board approved the out of state travel as presented, via a roll call vote as follows:

Greg Friess	Aye
Ken Zigrino	Aye
Barb Rose	Aye
Surbhi Barber	Aye
Ben Ark	Aye

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 7:36 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary