

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

Held May 14, 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 May 14, 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 were: Ms. Ford, Executive Director; Principal Omberg, principal of the School of Grammar; Principal Hamiel, principal of the Schools of Logic and Rhetoric; Ms. Stafford, the School’s Special Education Director; and Ms. Good, the School’s Director of Academic Affairs and Assessment. Also present were Ms. Richardson, the School’s HR consultant and Ms. Kelly Rimpila, Senior Advisor, Creative Planning LLC, the School’s financial management firm.

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.

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 – 2024-2025 EMPLOYEE HANDBOOK

The next order of business was to discuss the approval of the 2024-2025 Employee Handbook as presented in the Board Packet (the “Handbook”). Ms. Richardson presented an overview of the proposed changes from the previous year’s handbook and answered questions. Upon motion duly made and seconded, the Board approved the Handbook.

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 hear presentations from School Principals and Staff. Principal Omberg discussed: measures to increase retention of scholars: adding additional behavioral support: trying to shrink the gap between new scholars and returning scholars in 4G: and adding Reading Mastery Level 4 (writing) for everyone. Principal Hamiel discussed measures: to more fully engage parents, such as by doing summer “check-ins”; taking various measures to improve behavior by, among other things, ensuring parents get behavior reports from multiple teachers; and increasing academic interventions for such students and making them part of their schedule. Ms. Stafford, the School’s Special Education Director, spoke about various issues regarding the School’s Special Education program, such as how, under current law, the School can only address learning disabilities and not the behavior of Special Education scholars. Ms. Good, the School’s Director of Academic Affairs and Assessment, discussed some of the requirements of the READ Act, noting that quite a bit of training will have to be done. No formal action was taken.

APPROVAL OF REVISED 2024-2025 ACADEMIC CALENDAR

The next order of business was to discuss the approval of the Revised 2024-2025 Academic Calendar as presented in the Board Packet (the “Calendar”). Upon motion duly made and seconded, the Board unanimously approved the Calendar.

ACCEPTANCE OF MARCH 2024 FINANCIAL STATEMENTS

The next order of business was to discuss the acceptance accept the March 2024 Financials, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee. Ms. Kelly Rimpila, Senior Advisor, Creative Planning, presented the financials to the Board and she and Mr. Friess answered questions. Upon motion duly made and seconded, the Board approved acceptance of the March 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

ACCEPTANCE OF REVISED FISCAL YEAR 2024 BUDGET

The next order of business was to discuss the acceptance of the Revised Fiscal Year 2024 Budget, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee (the “Revised Budget”). Ms. Rimpila presented the Revised Budget to the Board and she and Mr. Friess answered questions. Upon motion duly made and seconded, the Board approved acceptance of the Revised Budget 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

ACCEPTANCE OF FISCAL YEAR 2025 BUDGET

The next order of business was to discuss the acceptance of the Fiscal Year 2025 Budget, as presented in the Board Packet, and as reviewed and recommended by the Finance Committee (the “2025 Budget”). Ms. Rimpila presented the 2025 Budget to the Board and she and Mr. Friess answered questions. Upon motion duly made and seconded, the Board approved acceptance of the 2025 Budget 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 801-Equal Access to Facilities of the School. He presented to the Board a draft of a redline of the School’s current Policy 801, changed to maintain statutory compliance, as presented in the Board Packet and recommended for approval by the Policy and Elections Committee. Upon

motion duly made and seconded, the Board unanimously approved Policy 801-Equal Access to Facilities of the School.

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

APPROVAL OF CLARIFICATION OF BYLAW LANGUAGE

The next order of business was to discuss a clarification of language in the School's current bylaws as set forth in the Board Packet. The clarification was proposed to adjust language in Article IV, Section 3 of the current bylaws to identify the Board's structure as "no clear majority" in order to bring them in line with current and proposed statutes and reflect the actual composition of the Board. However, after Board discussion, it was decided that more language would need to be clarified to make the bylaws consistent. Language clarifications were made as the document as a whole was reviewed by the Board, and Mr. Ark volunteered to draft a revised version for consideration by the Board at a special meeting to be called for that purpose by the Chair. Upon motion duly made and seconded, the Board approved the clarification of the language in Article IV, Section 3 of the current bylaws to identify the Board's structure as "no clear majority," via roll call vote as follows:

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

APPROVAL OF FRIENDS OF EDUCATION CHARTER SCHOOL CONTRACT

The next order of business was to discuss the approval of the Charter School Contract between the School and Friends of Education, the School's authorizer, as presented in the Board Packet (the "Charter School Contract"). It was proposed that the Charter School Contract be approved with the new bylaw language being worked on. Upon motion duly made and seconded, the Board approved the Charter School Contract with the inclusion of the clarified bylaw language, and authorized Mr. Friess to finalize the document with Friends of Education, 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 8:30 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary