

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

Held July 30, 2024

Minutes of a Special Meeting of the Board of Directors of Parnassus Preparatory School, a Minnesota non-profit corporation (the “Company” or the “School”), held on July 30, 2024, at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors, Greg Friess, Barb Rose, Ben Ark and Ken Zigrino. Dr. Barber was on an excused absence, being out of town. 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 4:04 p.m. Mr. Friess noted the presence of a quorum. All directors waived notice of 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.

APPROVAL OF POLICY 700

Mr. Kasowicz discussed the proposed School Policy 700 – Purchasing, Procurement and Contracting, which was included in the Board Packet. He explained that his policy was being proposed to maintain statutory compliance, and he and Ms. Ford explained that the draft had been reviewed by and was recommended to the Board by the School’s administration. Upon motion duly made and seconded, the Board approved the recommended Policy 700 – Purchasing, Procurement and Contracting, via a roll call vote as follows:

Greg Friess	Aye
Ken Zigrino	Aye
Barb Rose	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 4:40 p.m.

Respectfully submitted,

Kenneth D. Zigrino, Secretary