

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

**Held September 10, 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 September 10, 2024, at Parnassus Preparatory School, 11201 96<sup>th</sup> 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.

Also present from the School were Ms. Ford, Executive Director, and Ms. Good, the School’s Director of Academic Affairs and Assessment.

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.

**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.

**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.

**ADMINISTRATIVE ITEMS**

The next order of business was to discuss certain administrative items. Ms. Ford discussed the following (i) the School is back to its normal routine after week 3, with team

changes looking positive; (ii) the finishing of Dibbles reading screenings for the Minnesota Read Act; (iii) the beginning of Classical Learning Tests (CLT) for the whole School, with this being the first full year of CLT; (iv) the beginning of Colloquia in October; and (v) enrollment is looking good, though Grammar is not yet full due to students who haven't actually attended. No formal action was taken.

### **APPROVAL OF LOTTERY AND ENROLLMENT PROCEDURES**

The next order of business was to discuss the approval of the Lottery and Enrollment Procedures as presented in the Board Packet (the "Lottery Procedures"). Upon motion duly made and seconded, the Board unanimously approved the Lottery Procedures.

### **FIRST REVIEW/READING OF POLICIES**

The next order of business was to discuss the first reading and review of proposed Policy 606.5 – Library Materials and Policy 512 – School Sponsored Student Publications (the "Unread Policies"). Ms. Good described the Unread Policies, the Board read through them, and she and answered questions regarding them. She also noted these Unread Policies were subject to further readings prior to Board approval. No formal action was taken.

### **APPROVAL OF POLICIES 516.5 AND 509**

The next order of business was to discuss and approve proposed Policy 516.5 – Overdose Medication, and Policy 509 – Admissions and Enrollment, both as reviewed and recommended by the School's Policy and Elections Committee and included in the Board Packet (the "Reviewed Policies"). Ms. Good talked briefly and answered questions regarding the Reviewed Policies, and noted that this constituted the third reading of the Reviewed Policies. Upon motion duly made and seconded, the Board unanimously approved the Reviewed Policies.

### **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 6:32 p.m.

Respectfully submitted,

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Kenneth D. Zigrino, Secretary