

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

**Held April 8, 2025**

**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 8, 2025, at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.**

**Present at the meeting were directors Greg Friess, Ben Ark, Dr. Surbhi Barber and Barbara Rose. Also present from the School was Ms. Good, the School’s Interim Executive Director. 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 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.

## **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”). Upon motion duly made and seconded, the Board unanimously approved the Consent Agenda.

## **COMMUNITY COMMENT**

There were no comments made at this meeting.

## **ADMINISTRATION UPDATE**

The next order of business was to discuss certain administrative items. Ms. Good gave an update to the board regarding the following items:

- The annual art show took place last month and was a well-attended, community-building event.
- We sent a large delegation to the Model UN assembly.
- MCA Testing is currently taking place in many grade levels. ACT and AP Exams are scheduled for the spring.

- Shakespeare Day is coming up on April 23.
- U.S. Department of Education issued a request for statements ensuring that we are not engaging in any unfair DEI practices.
- Ms. Good updated the board on her intentions to stay on the administrative team to onboard the next executive director.
- Read Act (Required by Minnesota) update: teacher compensation stipends are available. \$1200 per teacher if training was completed. Stipends will be saved for the people receiving training next year.

Upon motion duly made and seconded, the Board unanimously approved, via roll call vote, the Read Act Memorandum of Understanding and authorized associated stipend payments to teachers in May.

*Aye\_\_ Mr. Ark*

*Aye\_\_ Dr. Barber*

*Aye\_\_ Ms. Rose*

*Aye\_\_ Mr. Friess, Chair*

## **FINANCIAL COMMITTEE**

The next order of business was to hear an update from the Finance Committee represented by Mr. Friess. A review of the February 2025 financials was given. Upon motion duly made and seconded, the Board unanimously accepted the February 2025 Financial Report as reviewed and recommended by the Finance Committee via roll call vote.

*Aye\_\_ Mr. Ark*

*Aye\_\_ Dr. Barber*

*Aye\_\_ Ms. Rose*

*Aye\_\_ Mr. Friess, Chair*

## **POLICY AND ELECTIONS COMMITTEE**

The next order of business was to discuss Policy 299 (health insurance coverage procedures for procurement). It is unnecessary as a policy and redundant. Upon motion duly made and seconded, the Board unanimously approved the motion to rescind Policy 299 and direct the administration to publish its procedures for health insurance coverage procurement to the school website in accordance with state statute, as recommended by the Policy and Elections Committee.

The next order of business was to review Policy 401 presented by Mr. Ark on behalf of the Policy and Elections Committee. Upon motion duly made and seconded, the Board unanimously approved revisions to Policy 401 as reviewed and recommended by the Policy and Elections Committee.

## **MUNERO PRO PARNASSUS**

The next order of business was to hear an update on Zeus on the Loose. Permits have been obtained. Detailed plans are in the works. It is the kick-off to Teacher Appreciation Week.

Donations to the school have met the budgetary goal for the year. The Boelter Company made a generous donation to the school, and the Board wants to express their thanks.

### **BOARD ITEMS**

The next order of business was to discuss items related to the upcoming search for our next Executive Director.

#### **A. Interim Executive Director Contract Review**

The next order of business was to review the Interim Executive Director Contract as included in the Board's packet circulated prior to the meeting. Upon motion duly made and seconded, the Board unanimously approved the contract via roll call vote.

*Aye\_\_ Mr. Ark*

*Aye\_\_ Dr. Barber*

*Aye\_\_ Ms. Rose*

*Aye\_\_ Mr. Friess, Chair*

#### **B. Discussion of Additional Earned Income for Ms. Ford**

The next order of business was to discuss the Additional Earned Income to be given in memoriam to Ms. Ford. Upon motion duly made and seconded, the Board unanimously approved the Additional Earned Income payment of \$30,000 via roll call vote.

*Aye\_\_ Mr. Ark*

*Aye\_\_ Dr. Barber*

*Aye\_\_ Ms. Rose*

*Aye\_\_ Mr. Friess, Chair*

#### **C. Creation of a Memorial Planning Work Group to form a plan to honor Ms. Ford's legacy**

The next order of business was to discuss the formation of a work group to plan an event to honor Ms. Ford's legacy. The planning committee will be led by Ms. Good.

#### **D. Search Process for Executive Director**

The next order of business was to discuss the process for hiring our next executive director. The formation of a work group will be led by Ms. Good and Mr. Friess. They will invite additional members to join the group. The goal of the group is to generate interest in the position, search for possible applicants, and vet the most qualified candidates to bring to the board for final consideration and ultimate decision.

**E. 2025 Audit Engagement Memo**

The next order of business was to discuss the 20% increase in cost to have Redpath and Company audit the financials of the school. New procurement rules from the state of Minnesota require us to call for multiple bids since the cost is now over \$25,000.

**F. Closed Session**

- i. The meeting will be closed as permitted by Minnesota Open Meeting law section 13D.05, subdivision 3 (a), to evaluate an asset transaction.**

**After conclusion of closed session, the following is a summary of the discussion:**

**Reviewed ongoing negotiations for an asset purchase.**

**ADJOURNMENT**

The next order of business was to adjourn the meeting. On motion made and duly seconded, the Board of Directors unanimously approved to adjourn the meeting at 7:30 pm.

Respectfully submitted,

---

Barbara L. Rose, Board Director