

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

Held October 9, 2012

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 October 9, 2012 at Parnassus Preparatory School, 11201 96th Street, Maple Grove, Minnesota.

Present at the meeting were directors Laura Bottenfield, Greg Friess, Heather Ross, Ken Zigrino and Barb Rose. Mr. Randy Vetsch, Principal and Mrs. Constance Ford, Executive Director were also in attendance. Some community members were present.

The meeting was called to order by Ms. Bottenfield at 7:00 p.m. All directors present waived notice of meeting, and Ms. Bottenfield noted the presence of a quorum.

MISSION STATEMENT

The first order of business was to recite the mission statement of the School, which was done by Ms. Bottenfield.

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”). Mr. Friess proposed to remove the approval of the minutes from the consent agenda, and Ms. Bottenfield proposed to remove all items from the consent agenda and to take up each separately. Upon motion duly made and seconded, the Board unanimously approved the Agenda with the foregoing deletions.

APPROVAL OF MEETING MINUTES

The next order of business was to discuss the approval of the September 11, 2012 meeting minutes as presented in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the September 11, 2012 Minutes.

APPROVAL OF DONATION

The next order of business was to discuss the approval of a donation of \$1,000 made by a parent. Upon motion duly made and seconded, the Board unanimously approved the \$1,000 parent donation.

APPROVAL OF BUS CONTRACT

The next order of business was to discuss the approval of the busing contract with the Osseo-Brooklyn Bus Company d/b/a American Transportation, as presented in the Board Packet

(the "Bus Contract"). Ms. Bottenfield proposed that the language in the second line of Section 2.1(a) should be changed from "three (6) 77 passenger school busses" to "six (6) 77 passenger school busses." Mr. Friess then passed around Adendum No. 1, whereby Section 1.1 of the Bus Contract was amended to include a \$60 per day per bus Kindergarten Mid-Day Transportation surcharge. Upon motion duly made and seconded, the Board unanimously approved the Bus Contract, with the change proposed by Ms. Bottenfield and the inclusion of Adendum No. 1, provided, before execution Mr. Friess ensured that there were no additional Tech and Administration Fees assessed.

APPROVAL OF DONE RIGHT FOOD SERVICES CONTRACT

The next order of business was to discuss the approval of the Done Right Food Services contract included in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved the Done Right Food Services contract.

ACCEPTANCE OF AUGUST FINANCIAL STATEMENTS

The next order of business was to discuss the acceptance of the August financial statements included in the Board Packet. Mr. Friess spent some time explaining the financial statements and a discussion ensued. Upon motion duly made and seconded, the Board unanimously agreed to accept the August financial statements as presented.

APPROVAL OF ENROLLMENT FOR 2013-14

The next order of business was to discuss the school's enrollment for the 2013-2014 school year. It was proposed to (i) add a new section for 2013, so that there would be a new First Grade, Fifth Grade and two new Eighth Grade sections; and (ii) begin enrollment for the 2013 school year for all grades (K-8), on November 15, 2012. Upon motion duly made and seconded, the Board unanimously approved the foregoing proposals.

APPROVAL OF ENROLLMENT POLICY

The next order of business was to discuss and approve the Enrollment Policy included in the Board Packet. Ms. Bottenfield proposed to (i) change "section" to "grade" where appropriate in the policy, to avoid confusion; (ii) change the publishing date for the enrollment period from October 1 to September 15; and (iii) under "Other Conditions," second paragraph, to change "upon the enrollment and actual attendance" to "upon the enrollment." Upon motion duly made and seconded, the Board unanimously approved the Enrollment Policy with the foregoing changes.

APPROVAL OF SECTIONS AND CLASS SIZE POLICY

The next order of business was to discuss and approve the Sections and Class Size Policy included in the Board Packet. It was proposed to (i) change "section" to "grade" where appropriate in the policy, to avoid confusion; and (ii) under "Other Conditions," Section C, amend to state that the over-enrollment will not exceed 5 students per section/classroom and

remove the Administration's discretion to decide otherwise. Upon motion duly made and seconded, the Board unanimously approved the Sections and Class Size Policy with the foregoing changes.

APPROVAL OF DRAFT AUDIT REPORT

The next order of business was to discuss and approve the draft audit report included in the Board Packet. Upon motion duly made and seconded, the Board unanimously approved to refer the matter to the Finance Committee for a more detailed review and edit and the submission of the proposed changes to the auditor.

UPDATES AND OTHER MATTERS

The next order of business was to discuss the school's enrollment for 2014-2015 and new board member on-boarding procedures, which were in process. Mrs. Ford then gave a report to update the board on various matters. Ms. Ross then gave the board an update on the Marketing Committee. Ms. Bottenfield then gave the board an update on the Policy and Elections Committee. No formal action was taken on any of these matters.

COMMUNITY COMMENT

The next order of business was to take comments from community members. No comments were offered. No formal action was taken.

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 9:58 p.m.

Respectfully submitted,

Kenneth Zigrino – Board Secretary