

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

**Held April 12, 2016**

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 12, 2016 at Parnassus Preparatory School, 11201 96<sup>th</sup> Street, Maple Grove, Minnesota.

Present at the meeting were directors, Greg Friess, Heather Ross, Barb Rose, and Nancy Rigby. Also present on behalf of the school were Ms. Constance Ford, Executive Director and Mr. Taintor.

The meeting was called to order by Mr. Friess at 7:00 p.m.

**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 and CONSENT 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 and Consent Agenda.

**ADMINISTRATION ITEMS**

The next order of business was to hear from Mrs. Ford about enrollment numbers and operation updates. Our current enrollment continues to be right on track with the numbers reflected in our budget. We have our highest waiting list to date for next school year.

The Q-Comp application will be finalized in May and funds are scheduled to be approved in July. This money is not part of the budget yet since it has not yet officially been granted.

Ms. Ford recapped many of the recent community events enjoyed by Parnassus staff and families.

**APPROVAL OF POLICY 515-PROTECTION AND PRIVACY OF PUPIL RECORDS  
ACT**

The next order of business was to discuss the changes recommended by the Policy and Elections committee to Policy 515. Ms. Rigby explained that the change will ensure that the student directory information will be inaccessible to outside entities, and the information would only be made available to Parnassus families and staff. Upon motion duly made and seconded, the

Board unanimously approved Policy 515-Protection and Privacy of Pupil Records as recommended by the Policy and Elections Committee.

### **MARKETING COMMITTEE UPDATE**

The next order of business was to hear from Ms. Ross an update from the Marketing Committee. Ms. Ross explained that the committee has been working on strategies to keep new families informed and connected over the summer.

### **FINANCE UPDATE AND ACCEPTANCE OF FEBRUARY FINANCIAL REPORT**

The next order of business was to hear the report regarding the February financial report. Mr. Taintor presented the information to the board. Upon motion duly made and seconded, the Board unanimously accepted the February Financials as reviewed and recommended by the Finance Committee.

Mr. Taintor also presented a preliminary overview of the 2017 budget and a preliminary long-range forecast.

### **BOARD ITEMS**

Ms. Ford and Mr. Friess previewed the April site visit by Friends of Education. Ms. Ford gave a facility update, including information about the Cunningham and Mohagen (architects) listening sessions. Mr. Friess updated the board on details about the new lease that will be negotiated and next steps in that process.

### **COMMUNITY COMMENT**

The next order of business was to allow time for comments from the community. No comments were made.

### **ADJOURNMENT**

Mr. Friess adjourned the meeting at 8:43 p.m.

Meeting notes prepared by Barbara Rose