



ZEST Preparatory Academy Charter School

ZEST Preparatory Academy Governance Board Meeting

Published on October 21, 2025 at 4:18 PM EDT

Date and Time

Tuesday October 28, 2025 at 6:30 PM EDT

Location

3130 Golf Ridge Blvd. Douglasville, GA 30135

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
A. Record Attendance		Renee Davis	1 m
B. Call the Meeting to Order		Brannon Jones	1 m
C. Approve Minutes	Approve Minutes	Brannon Jones	2 m
Approve minutes for ZEST Preparatory Academy Governance Board Meeting on September 29, 2025			
D. Approve Minutes	Approve Minutes	Brannon Jones	2 m
Approve minutes for ZEST Preparatory Academy Governance Board Meeting on August 26, 2025			

	Purpose	Presenter	Time
E. Approve Minutes	Approve Minutes	Brannon Jones	2 m
Approve minutes for Amended FY26 Budget Hearing #1 on July 17, 2025			
F. Approve Minutes	Approve Minutes	Brannon Jones	2 m
Approve minutes for ZEST Preparatory Academy Governance Board Meeting on May 20, 2025			
G. Review & Approve Agenda	Vote	Brannon Jones	3 m
H. Mission and Vision		Brannon Jones	3 m
I. Public Comment		Abena Olugbala	3 m
II. Executive Directors Report			6:49 PM
A. SY2025-26	FYI	Monique Carruthers	5 m
<ul style="list-style-type: none"> • Enrollment • Attendance • The ZEST Connection - PTSO 			
B. FYI: FY26 Academic Updates	FYI	Monique Carruthers	10 m
<ul style="list-style-type: none"> • BOY Data • Academic Programming • Field Experience 			
C. FYI: Operational Update	FYI	Monique Carruthers	5 m
<ul style="list-style-type: none"> • FY26 SCSC Monitoring Prep & Dashboard • Human Resources • Policy Updates 			
III. Governance Report			7:09 PM
A. FYI: Governance Committee Updates	Discuss	Brannon Jones	15 m

	Purpose	Presenter	Time
<ul style="list-style-type: none"> • Discussion — Board Member Recruitment • SCSC Visit • Recommendation — School-based Field Experience • Policy Update Discussions <ul style="list-style-type: none"> ◦ Meal Charge Policy ◦ Wellness Policy ◦ Civil Rights Policy -update ◦ Title IX Policy - update ◦ FMLA Policy -update ◦ Insurance Policy (Facility-based and employee Medical/Health benefits) - update ◦ Debit, Credit, & P-Card Purchasing Policy - update ◦ Bank Account Signer Policy ◦ Auto Controls Policy ◦ Bank Resolution Policy ◦ Board Financial Transition Policy ◦ Emergency Purchasing Policy Update ◦ School Volunteer Training and Eligibility Requirements Policy ◦ School Health Nurse Program Policy ◦ Identifying and Reporting Child Abuse Policy ◦ Suicide Prevention Policy ◦ Infectious Disease Policy 			
IV. Finance Report			7:24 PM
A. FYI: September Financials	FYI	Candy Yu	10 m
<ul style="list-style-type: none"> • September FY25 Budget • October Forecast 			
B. FY25 Audit	FYI	Candy Yu	3 m
Bambo Sonaike, CPA presenting FY25 Audit			
C. Action: FY25 Audit	Vote	Brannon Jones	5 m
D. Facility Update	FYI	Monique Carruthers	5 m
<ul style="list-style-type: none"> • Facility Visit • Short-term 			

	Purpose	Presenter	Time
• Long-term			
E. Fundraising	FYI	Monique Carruthers	5 m
• Power of 25 Spirit Week			
F. FYI: FY25 Financial Provider Back-office Update	FYI	Brannon Jones	5 m
V. Governance Policy Approvals			7:57 PM
A. Action: Consent Vote	Vote	Brannon Jones	5 m
<ul style="list-style-type: none"> • Civil Rights Policy -update • Title IX Policy - update • FMLA Policy -update • Insurance Policy (Facility-based and employee Medical/Health benefits) - update • Debit, Credit, & P-Card Purchasing Policy - update • Emergency Purchasing Policy Update 			
B. Action: Food and Nutrition Policies	Vote	Brannon Jones	3 m
1. Meal Charge Policy 2. Civil Rights Policy 3. Wellness Policy			
C. Action: Policy Votes	Vote	Brannon Jones	5 m
<ul style="list-style-type: none"> • Bank Account Signer Policy • Auto Controls Policy • Bank Resolution Policy • Board Financial Transition Policy • School Volunteer Training and Eligibility Requirements Policy • School Health Nurse Program Policy • Identifying and Reporting Child Abuse Policy • Suicide Prevention Policy • Infectious Disease Policy 			

	Purpose	Presenter	Time
VI. Closing Items			8:10 PM
A. Adjourn Meeting	Vote		

ZEST Preparatory Academy Charter School is a K-5 elementary school community that provides an academically rigorous, supportive, and joyful learning environment to develop the leader inside every student for lifelong educational achievement and impactful community service.