



ZEST Preparatory Academy Charter School

Minutes

ZEST Preparatory Academy Governance Board Meeting

Date and Time

Tuesday December 17, 2024 at 7:00 PM

Location

3130 Golf Ridge Blvd. Douglasville, GA 30135

Directors Present

A. Joiner, B. Jones, H. Ridley, T. Stevens

Directors Absent

E. Jackson, K. Green

Ex Officio Members Present

M. Carruthers

Non Voting Members Present

M. Carruthers

Guests Present

A. Parks, M. Felts, R. Davis

I. Opening Items**A. Record Attendance****B.**

Call the Meeting to Order

B. Jones called a meeting of the board of directors of ZEST Preparatory Academy Charter School to order on Tuesday Dec 17, 2024 at 7:11 PM.

C. Approve Minutes

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 11-19-24.

T. Stevens seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Review & Approve Agenda

T. Stevens made a motion to approve the agenda.

H. Ridley seconded the motion.

The board **VOTED** unanimously to approve the motion.

E. Mission and Vision

Chairman Jones provided the Mission and Vision of ZEST Prep Academy.

II. Executive Directors Report

A. Item for Information: School Year 2025 - 2026 Calendar

ED Carruthers presented 2 calendars for consideration. The Board will vote on the final calendar at the January meeting.

The calendars have slight differences in start date, pre-planning days and total school days. Both calendars closely align with Douglas County.

B. Attendance & Enrollment Dashboard

ED Carruthers provided an update on attendance. In FY24 the school experienced roughly 6.5% absenteeism. For FY25 absenteeism is 6.33% currently. ED Carruthers noted an uptick in illness and tardiness and discussed ZEST's response.

ED Carruthers also provided an update on enrollment. Enrollment has not fluctuated much since the November meeting. The school is approximately 90% enrolled with 208 students. ED Carruthers further noted that ZEST opened its enrollment for the 2025-2026 school year. Lastly, ED Carruthers shared an FTE update broken out by educational program.

C. Academic Data Update - MAP Mid-Year

Mr. Parks provided an update on mid-year MAP data. Mid-year results indicate that ZEST students are high achieving, low growth. ZEST plans to focus more on small group instruction to increase growth numbers. Academic scores will be provided in greater detail at the January meeting.

D. Update on Cross Functional Monitoring

ED Carruthers provided an updated on CFM scheduled for March 2025. ZEST worked closely with GaDOE to ensure the school is as prepared as possible. ZEST also utilized PSC to ensure compliance with personnel. Lastly, the school partnered with LAP Kelly Cadman to ensure policies are updated and compliant.

III. Governance Report

A. Meeting Announcement

Chairman Jones announced that, beginning in January 2025, the Board will no longer utilize a virtual option for meetings in order to streamline meeting compliance. ZEST welcomes attendance in person.

B. Committee Announcement

Chairman Jones announced that Finance committee meetings will pickup in January 2025. Finance Committee meetings will take place the week following the Board meeting to ensure the committee is working with the most up-to-date financials. Board on Track will be updated with the regularly-scheduled meeting dates.

C. Item for Information: Reduction In Force (RIF) Policy

Chairman Jones announced that a Reduction In Force policy will be circulated for the Board to review prior to the January meeting. The Board will be asked to formally adopt the Reduction In Force policy at the January meeting.

IV. Finance Report

A. November Financials

Representatives from EdTec presented the November financials.

- EdTec is projecting roughly \$311K operating loss, with roughly \$103K short in cash.
- EdTec is projecting a negative cash flow beginning in April.
- EdTec recommends exploring rent payment deferral, staffing cuts and additional expense cuts.

The Board engaged in discussion with EdTec representatives to address concerns related to timing and accuracy of financials provided to the Board.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:36 PM.

Respectfully Submitted,
B. Jones

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.