

APPROVED



ZEST Preparatory Academy Charter School

Minutes

ZEST Preparatory Academy Governance Board Meeting

Date and Time

Tuesday January 21, 2025 at 7:00 PM

Location

Virtual Only

Join Zoom Meeting

<https://us06web.zoom.us/j/82435668903>

Meeting ID: 824 3566 8903

Dial-In

Phone Number: +13126266799

Meeting ID: 824 3566 8903#

Directors Present

A. Joiner (remote), B. Jones (remote), E. Jackson (remote), H. Ridley (remote), T. Stevens (remote)

Directors Absent

K. Green

Ex Officio Members Present

L. McDonald (remote), M. Carruthers (remote), M. Felts (remote)

Non Voting Members Present

L. McDonald (remote), M. Carruthers (remote), M. Felts (remote)

Guests Present

A. Parks (remote), Gregg Stevens (remote), K. Rhodes (remote), R. Davis (remote), Sabrina Silver (remote)

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 Jan 21, 2025 at 7:05 PM.

C. Approve Minutes

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 12-17-24.

T. Stevens seconded the motion.

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

D. Review & Approve Agenda

H. Ridley made a motion to approved the agenda as presented for January 21, 2025.

A. Joiner seconded the motion.

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

E. Mission and Vision

F. Public Comment

No public comment.

II. Executive Directors Report

A. Action Item: School Year 2025 - 2026 Calendar

A. Joiner made a motion to Approve the proposed calendar #1 with a start date of August 4, 2025.

H. Ridley seconded the motion.

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

B. Attendance & Enrollment Dashboard

ED Carruthers provided an update on student attendance. ZEST ended the calendar year with an average of 90% or above for all grade levels. Chronic absenteeism is currently at 6.4%.

ED Carruthers also gave an update on enrollment and new applications.

C. Academic Data Update - SY23-24 CCRPI

ED Carruthers provided a CCRPI update for SY23 - 24. Additional academic data will be shared at the February meeting.

ED Carruthers reminded the Board that only the 3rd graders were tested last school year. As a result, ZEST does not have Progress or Closing Gaps data.

D. Update on Cross Functional Monitoring

ED Carruthers provided an update on Cross Functional Monitoring (CFM). Monitoring date is March 5, 2025. ED Carruthers informed the Board of upcoming Board actions and support that will be needed before the CFM date.

III. Governance Report

A. Committee Announcement

The Finance Committee held a called meeting last week and established a regular schedule. The Finance Committee will hold regularly scheduled meetings on the 4th Monday of each month at 5:00 pm through the end of the fiscal year.

Finance Chair, Mr. Horace Ridley, recommended to the Board that FY26 Board meetings be moved to later in the month so that the Finance Committee can review most recent financials *before* the monthly Board meeting.

B. Board Recruitment

The Board is recruiting new members. Ms. Jackson is spearheading the recruitment process.

C. Action Item: Reduction In Force (RIF) Policy

Chairman Jones noted the need to adopt policies to ensure ZEST is well equipped to make decisions.

E. Jackson made a motion to adopt the Reduction In Force (RIF) policy as presented.

H. Ridley seconded the motion.

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

D. SCSC Probation

Chairman Jones shared that ZEST has been placed on probation by the SCSC. ZEST is in progress of responding to the notice with the requested Corrective Action Plan (CAP).

Ms. Carruthers emphasized the need for the support and responsiveness of the Board with regard to the CAP.

IV. Finance Report

A. December Financials & Forecast

Ms. Silver provided actuals through December 31, 2024 and a forecast through the remainder of the fiscal year.

- FY25 Forecast Update - Ms. Silver shared that there's been an increase in expected QBE revenue due to news from the SCSC that ZEST would not experience a reduction in funds. Current forecast is that ZEST will end the year with \$315K operating income surplus.
- FY25 Cash Flow - updated revenue has also stabilized forecasted cash balances. Expected ending days COH for June 30th is 40.
- FY26 Cash Flow - very preliminary but FY26 has also stabilized cash flow.
- SCSC CPF Indicators - Dashboard demonstrates how ZEST would perform on indicators as of December 31st.

V. Executive Session

A. Vote to Enter Executive Session

H. Ridley made a motion to enter Executive Session to discuss the authorization of negotiations to purchase, dispose of, or lease property.

A. Joiner seconded the motion.

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

B. Placeholder - Executive Session Vote

H. Ridley made a motion to authorize the ZEST Administration to enter into prospective lease negotiations with an interested party.

A. Joiner seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

H. Ridley made a motion to adjourn the meeting.

A. Joiner seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:34 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.