



## ZEST Preparatory Academy Charter School

### Minutes

#### ZEST Preparatory Academy Governance Board Meeting

---

**Date and Time**

Tuesday February 11, 2025 at 7:00 PM

**Location**

3130 Golf Ridge Blvd. Douglasville, GA 30135

---

**Directors Present**

A. Joiner, B. Jones, E. Jackson, H. Ridley

**Directors Absent**

K. Green, T. Stevens

**Ex Officio Members Present**

M. Carruthers, M. Felts

**Non Voting Members Present**

M. Carruthers, M. Felts

**Guests Present**

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 Feb 11, 2025 at 7:07 PM.

### **C. Approve Minutes**

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 01-21-25.

E. Jackson seconded the motion.

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

### **D. Review & Approve Agenda**

#### **E. Mission and Vision**

#### **F. Public Comment**

No public comment

## **II. Executive Directors Report**

### **A. Attendance & Enrollment Dashboard**

#### **Attendance**

- Tracking attendance for absentees
- Sickness contributing to the absence numbers

#### **Enrollment**

- 208 students currently enrolled
- Active enrollment season
- 295 target for SY25-26
- 124 current applications (Not including re-enrollees)
- Facility concerns are a main reason for not enrolling

### **B. Academic Data Update - SY23-24 CCRPI**

#### **SY23-24 CCRPI Data**

- ED Carruthers gave a CCRPI update
- Continue focus on closing gaps

#### **School Testing Data**

- ED Carruthers gave specific interventions in place
- ED Carruthers gave update on school IXL and MAP data

- School team focused on closing gaps

### **CPF Rating**

- Academic: DNM
- Finance: TBD
- Ops: Approaches

### **C. Update on Cross Functional Monitoring**

ED Carruthers gave update on CFM

## **III. Governance Report**

### **A. Board Recruitment**

- EJ recommends recruitment of additional board members
- EJ discussed timeline and ways to recruit from networks, social media etc.
- Voting on May 20th

### **B. SCSC Probation**

- Zest submitted corrective action plan to SCSC awaiting response

## **IV. Finance Report**

### **A. January Financials & Forecast**

- EdTec Finance report not available at this time
- Updated report will be available for March meeting

### **B. Facility Update**

- ED discussed Suite 120 needs and plans for renovation
- ED will have update for March meeting

## **V. Action Items**

### **A. Adoption: Federal Programs Handbook**

E. Jackson made a motion to Adopt Federal Programs Handbook updates.

H. Ridley seconded the motion.

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

### **B. Adoption: Sexual Harassment Policy**

H. Ridley made a motion to Adopt Sexual Harrassment Policy.

E. Jackson seconded the motion.

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

**C. Adoption: Conflict of Interest Policy**

E. Jackson made a motion to Adopt Conflict of Interest Policy.

H. Ridley seconded the motion.

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

**D. Adoption: McKinney-Vento Policy**

A. Joiner made a motion to Adopt McKinney-Vento Policy.

E. Jackson seconded the motion.

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

**E. Adoption: Fiscal Policy Manual**

H. Ridley made a motion to Adopt Fiscal Policy Manual.

E. Jackson seconded the motion.

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

**VI. Closing Items**

**A. Adjourn Meeting**

E. Jackson made a motion to Adjourn Meeting.

H. Ridley 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 8:19 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.*