



ZEST Preparatory Academy Charter School

Minutes

ZEST Preparatory Academy Governance Board Meeting

Date and Time

Tuesday March 18, 2025 at 7:00 PM

Location

3130 Golf Ridge Blvd. Douglasville, GA 30135

Directors Present

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

Directors Absent

A. Joiner

Ex Officio Members Present

L. McDonald, M. Carruthers, M. Felts

Non Voting Members Present

L. McDonald, M. Carruthers, M. Felts

Guests Present

A. Parks, Erin Wright, Other Members of the General Public, 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 Mar 18, 2025 at 7:12 PM.

C. Approve Minutes

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy July Governance Board Meeting and Retreat on 07-13-24.

E. Jackson seconded the motion.

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

D. Approve Minutes

E. Jackson made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 08-20-24.

H. Ridley seconded the motion.

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

E. Approve Minutes

E. Jackson made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 09-17-24.

H. Ridley seconded the motion.

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

F. Approve Minutes

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 10-15-24.

E. Jackson seconded the motion.

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

G. Approve Minutes

E. Jackson made a motion to approve the minutes from ZEST Prep Governing Board Called Meeting on 10-30-24.

H. Ridley seconded the motion.

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

H. Approve Minutes

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 02-11-25.

E. Jackson seconded the motion.

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

I. Review & Approve Agenda

H. Ridley made a motion to approve the agenda.

E. Jackson seconded the motion.

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

H. Ridley made a motion to approve the agenda.

E. Jackson seconded the motion.

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

J. Mission and Vision

B. Jones reviewed the Mission and Vision of ZEST Preparatory Academy.

K. Public Comment

No public comment.

II. Executive Directors Report

A. Attendance & Enrollment Dashboard

Enrollment

M. Carruthers provided an update on enrollment for the FY26 school year. Following the initial round of applications, many grades are poised to have a waitlist. M. Carruthers is optimistic that with additional marketing events that ZEST will have a robust enrollment for FY26.

Attendance

M. Carruthers highlighted the ongoing work to engage families around attendance.

B. FY24 CPF

M. Carruthers discussed ZEST's performance on the FY24 CPF as well as plans to improve performance. ZEST is currently performing below it's SCSC comparison zone and therefore "Did Not Meet" Academic CPF standards. M. Carruthers highlighted that FY24 measured students that only attended ZEST for a single year. Additionally, ZEST did not receive a progress score due to only testing 3rd grade.

The FY24 CPF Finance score is not yet available.

ZEST received an "Approaches" designation on the Ops CPF for FY24.

Academic interventions include a focus on literacy and additional individualized supports. ZEST also conducted a curriculum review to ensure the chosen curriculum was serving needs well. Additionally for FY26, ZEST will departmentalize to allow teachers additional focus on their particular students.

C. Update on Cross Functional Monitoring

M. Carruthers provided an update on Cross Functional Monitoring. On-site monitoring occurred on March 5th and ZEST is awaiting the report from GaDOE. Based on the report, ZEST may need to make modifications. M. Carruthers will provide a further update at the April meeting.

III. Governance Report

A. Board Recruitment

E. Jackson provided an update on Board recruitment activities. The Board currently has 13 interested persons. The Board has made initial contact with those interested individuals.

B. Item for Information: Board Election & Onboarding Policy

B. Jones identified that the Board Election & Onboarding Policy will be up for a vote at the April meeting.

C. SCSC Probation

B. Jones provided an update on the Probation CAP. The first submission was made and ZEST continues to address further CAP needs.

D. Board Member Conflict of Interest

M. Carruthers stated that the COI policy has been updated to align with requirements under the law. Board members will need to sign the new COI forms.

IV. Finance Report

A. January & February Financials & Forecast

Ed Tec deferred presentation of January & February financials pending confirmation of amended budget allotment.

B. Jones noted that the Board will need to hold a special called meeting in early April to review updated financials. The Board generally discussed availability with April 3rd preliminarily identified. ZEST will provide official notice in accordance with the Georgia Open Meetings Act.

B. Facility Update

M. Carruthers provided a facility update in anticipation of FY26.

V. Action Items

A. Financial Provider RFP

E. Jackson made a motion to approve the release of the identified RFP for Financial Service providers.

H. Ridley 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.

E. Jackson 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 8:01 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.