



## ZEST Preparatory Academy Charter School

### Minutes

#### ZEST Preparatory Academy Governance Board Meeting

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**Date and Time**

Tuesday April 15, 2025 at 7:00 PM

**Location**

3130 Golf Ridge Blvd. Douglasville, GA 30135

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**Directors Present**

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

**Directors Absent**

*None*

**Ex Officio Members Present**

L. McDonald, M. Carruthers

**Non Voting Members Present**

L. McDonald, M. Carruthers

**Guests Present**

Christine Yang (remote), K. Cadman, R. Davis

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**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 Apr 15, 2025 at 7:13 PM.

### **C. Approve Minutes**

B. Jones made a motion to approve the minutes from (3.18) ZEST Preparatory Academy Governance Board Meeting on 03-18-25.

H. Ridley seconded the motion.

Minutes approved

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

### **D. Approve Minutes**

B. Jones made a motion to approve the minutes from 4.3.25 Called Board Meeting on 04-03-25.

E. Jackson seconded the motion.

Motion approved (Special Called Meeting)

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

H. Ridley made a motion to approve the minutes from (Meeting Minutes 2023-2024 Academic Year).

A. Joiner seconded the motion.

Motion Approved

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

### **E. Approve Minutes**

### **F. Review & Approve Agenda**

E. Jackson made a motion to Approve Agenda.

H. Ridley seconded the motion.

Approve agenda as it stands. No additions.

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

### **G. Mission and Vision**

Board Chair, B. Jones read the mission and vision of ZEST Preparatory Academy.

### **H. Public Comment**

No Public Comment

## **II. Executive Directors Report**

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

- M. Carruthers reviewed the current enrollment status and detailed it by grade level.

- 291 seats available/ 176 applicants/ 189 fully complete registrations as of today.
- New Families: All new incoming families have completed full registration
- Returning Families: Taking longer for registration
- There is a waitlist for enrollment at all grade levels.

## **B. Academic Update**

- M. Carruthers gave an update on upcoming testing. GMAS preparation is underway. GMAS administration window dates are April 29th-May 6th.
  - GMAS rescheduled dates May 12th- May 21st with the capability to test students into the summer months.
  - K-2 MAP testing April 29th - May 2nd.
  - Grades K-5 will be tested throughout these weeks.
- Upcoming community events (Teacher Appreciation/ College and Career Day/ EOY Field Day/ Kindergarten Promotion Ceremony)
- Board support requested for school-based activities.

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

- M. Carruthers gave an update on cross-functional monitoring status.
- ZEST received notice from GaDOE regarding an update on CFM on 3 out of 45 indicators.
  - April 21st results will be finalized by the school-based team. ZEST will be given 30 (thirty) days allowed for a corrective action plan after this deadline.
  - ED, M. Carruthers, feels confident about submission and indicators.
- 3 areas for additional review with additional documentation.
  - Title I, Part A,B,C
  - Family Engagement Plan
  - Student Support System
- **Areas of Focus:**
  - *Internal controls and expenditure* -Developing a system to improve segregation of duties despite small capacity numbers and back office provider questions. Adequate documentation of time and effort by a staff member.
  - Providing opportunities for Parents & External Stakeholders-(CLIP)- ZEST will commit to hosting more sessions for families to address and meet this metric.

## **III. Governance Report**

### **A. Board Recruitment**

- E. Jackson provided a report on board applicant status
- 3 Interviewed applicants were invited to 4/15 board meeting

- Board will vote in May meeting on final invitations extended.

## **B. Candidate Presentations**

- A. Olugbala introduced herself and shared board interests
- Interested in community and school advocacy
- Currently serves on PTA and as treasurer

## **C. SCSC Probation**

- B. Jones gave updates on SCSC probation status.
- Submitted monthly cap on April 4th
- On track for all corrective action submissions
- Next submission May 5th

# **IV. Finance Report**

## **A. March Financials & Forecast**

- C. Yang shared the financial update as follows:
- QBE funds were reduced by 58% effective March. To address this reduction, ZEST, with the support of the EdTech team, has made drastic budget cuts to expenses and consider a bridge loan.
- C. Yang shared that we are operating loss of 156,00K.
- The school was awarded a security grant of 22K.
- 22-day cash on hand projected to go cash negative in June
- ZEST Prep has applied for hardship grants, personnel contracts, and other cuts to address the shortfall. If adjustments are made, school will end above zero.
- M. Carruthers gave an update on the financial climate of charter schools. The school team continues to seek solutions to budget challenges and will look for answers.
- Additional reimbursements and grants for Federal funds.

## **B. Facility Update**

- ZEST annual lease payment is \$500,000
- 22Beacon (CSDC) will defer lease payments until June 2025.
- M. Carruthers, the school team, and board chair are in continued negotiations regarding renovating suite 120 with 22Beacon.
- The financial contingency plan is to turn the cafeteria into a classroom with a wall and the use of suite 120 as a cafeteria.
- Agreements for renovation are to be finalized before the end of the school year.

# **V. Action Items**

## **A.**

**Action Item: Board Election & Onboarding Policy**

E. Jackson made a motion to Board Election and Onboarding Policy.

H. Ridley seconded the motion.

Policy to govern new board members and onboarding processes

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

**VI. 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 7:57 PM.

Respectfully Submitted,

A. Joiner

H. Ridley made a motion to Adjourn Meeting.

B. Jones seconded the motion.

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

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*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.*