



ZEST Preparatory Academy Charter School

Minutes

ZEST Preparatory Academy Governance Board Meeting

Date and Time

Tuesday April 15, 2025 at 7:00 PM

Location

3130 Golf Ridge Blvd. Douglasville, GA 30135

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

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.

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.