



## ZEST Preparatory Academy Charter School

### Minutes

#### ZEST Preparatory Academy Governance Board Meeting

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**Date and Time**

Tuesday August 26, 2025 at 6:30 PM

**Location**

3130 Golf Ridge Blvd. Douglasville, GA 30135

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**Directors Present**

A. Joiner, A. Olugbala, B. Jones, E. Jackson, H. Ridley, R. Palmer

**Directors Absent**

A. Williams, D. Randolph, S. Rankin

**Ex Officio Members Present**

M. Carruthers

**Non Voting Members Present**

M. Carruthers

**Guests Present**

R. Davis, candy Yu

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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 Aug 26, 2025 at 6:39 PM.

### **C. Approve Minutes**

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 07-29-25.

R. Palmer seconded the motion.

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

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

Board Chair reviewed the agenda with the Board of Directors.

A. Joiner made a motion to approve the 8/26/2025 Board Agenda.

H. Ridley seconded the motion.

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

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

Board Chair read the ZEST Prep Mission and Vision statements.

### **F. Public Comment**

There were no public comments.

## **II. Executive Directors Report**

### **A. SY2025-26 Start-up**

The Executive Director provided an overview of the 2025–2026 staffing, noting that all instructional positions have been filled, and also reviewed any remaining open vacancies.

- Planning to post and hire the remaining open positions.

Enrollment Update:

The ED provided an update on enrollment, sharing seat availability for each grade level and the potential impact of recent student withdrawals, and efforts currently underway.

### **B. FYI: FY26 Academic Updates**

The Executive Director shared updates on the following initiatives and upcoming events:

- Comprehensive Local Improvement Plan (CLIP)
- Family Engagement Surveys
- Stakeholder Breakfast
- Title I Meeting – September 9, 2025

- Curriculum Night – September 16, 2025
- ZEST Connection (PTSO) - Family interest Night

The Executive Director reviewed the Assessment Calendar, which included:

- NWEA MAP assessments
- Gifted Testing
- Launch of the Amira Dyslexia Screener
  - Amira data will need to be reported by September 4th.
- GKIDS
- Lumos Pre-Assessment (GMAS 3-5)

ZEST is expecting an increase in Specialized Services and support for the student community.

- EIP Assurances are due 9/1/2025
- Gifted Assurances are due 9/1/2025

### **C. High Quality Curriculum & Instructional Materials**

The Executive Director reviewed the High Quality Curriculum Materials

### **D. FYI: Operational Update**

ZEST Prep is preparing for the SCSC Annual Monitoring. The school will attend the required training and has been actively monitoring compliance and readiness in preparation for the review.

## **III. Governance Report**

### **A. FYI: Governance Committee Updates**

The Board Chair discussed establishing the LEA workflow to ensure compliance. The upcoming SCSC Board Trainings in Macon and Atlanta were also highlighted as opportunities to support this effort.

The Board Chair reminded new board members of the two-day required SCSC governance training.

LKES Goal setting for a Leadership evaluation tool to monitor school-based leadership.

## IV. Finance Report

### A. FYI: July Financials & August Forecast

The CFO provided and discussed the ZEST Prep financials:

- Finalized financials will be available once the completion of the audit; all current figures are preliminary.
- July reflected year-end close and audit preparation
- Current year-to-date results show a surplus.
- Discussed district assets.
- Reviewed compliance YTD Ratios
  - Administration Vs. Academic Vs. Facilities (Discussed each function of these metrics)
- Reviewed finance indicators for the CPF -
- Reviewed duplication ratios to compare local LEA charter vs a State Authorized Charter School

Implemented the Quickbase and Bill.com systems and features to automate the requisition and purchase order processes by the end of October.

### B. Facility Update

The Executive Director shared minor facility updates.

- Suite 120
- Classroom 3
- Landscapping

### C. FY24 Audit Update

- The Audit Report was finalized and recommended for the Board of Directors' approval.
- The CFO discussed the financial audits, discussed the findings, and presented the associated Corrective Action Plans.
- ZEST Prep Board Chair has provided a written response regarding the FY24 audit.

H. Ridley made a motion to approve the finalized FY24 audit report.

A. Olugbala seconded the motion.

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

### D. FY25 Audit

The FY25 Audit launched as scheduled and is currently a work in progress.

- On-time due date

## V. Closing Items

### A. Adjourn Meeting

E. Jackson made a motion to adjourn the meeting.

R. Palmer seconded the motion.

The board **VOTED** 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 7:50 PM.

Respectfully Submitted,

R. Davis

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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.*