

APPROVED



## ZEST Preparatory Academy Charter School

### Minutes

#### ZEST Preparatory Academy Governance Board Meeting

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**Date and Time**

Tuesday November 18, 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, C. James, H. Ridley, S. Rankin

**Directors Absent**

E. Jackson, R. Palmer

**Ex Officio Members Present**

M. Carruthers

**Non Voting Members Present**

M. Carruthers

**Guests Present**

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 Nov 18, 2025 at 6:44 PM.

### **C. Approve Minutes**

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 10-28-25.

S. Rankin seconded the motion.

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

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

S. Rankin made a motion to add an additional discussion item to the agenda for board membership and approve the agenda for tonight's meeting.

H. Ridley seconded the motion.

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

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

The Board Chair read the mission and vision statements.

### **F. Public Comment**

The Executive Director reported that no public comments were submitted for this meeting.

## **II. Executive Directors Report**

### **A. SY2025-26**

#### **Enrollment Projections:**

The Board of Directors reviewed the November enrollment numbers. ZEST will consider opening enrollment in January to fill any remaining seats prior to the March FTE count.

#### **Academic Data Overview:**

The Executive Director shared preliminary academic data, with full internal academic results to be presented in January.

Assessments administered include:

- NWEA MAP (K-5)
- IXL Partner Program (K-5)
- Amira Dyslexia Screener (K-5)
- Lumos Learning Assessments (Grades 3-5)

#### **Staffing & Operational Updates**

#### **Staffing 2025-2026:**

School-level staffing projections for the 2025–2026 academic year were shared with the Board.

**Social Worker Grant:**

ZEST received the GaDOE Social Worker Grant.

**FY26 – Semester 2 Contracts:**

The teacher hiring pool for the upcoming school year will open in December.

**Monitoring Update:**

All monitoring requirements were completed and submitted by **October 31, 2025**.

The training deck and employee sign-in sheets will be submitted by the **December 2, 2025**, deadline for the Child Abuse and Neglect training.

**Ongoing Monitoring Components:**

- 22Beacon Submission – 10/31/2025
- Cross-Functional Monitoring – Annual review as part of the 5-year data cycle
- State Testing oversight and documentation

**GaDOE Deliverables:**

Additional GaDOE deliverables are scheduled for submission next semester.

### **III. Governance Report**

#### **A. FYI: Governance Update**

**Special Education Corrective Action Plan (CAP)**

The Executive Director provided an update on the SPED Corrective Action Plan submitted to the Authorizer.

- Recruitment is underway to fill the SPED position.
- Staff received training on IEP access and expectations.

ZEST will continue to adhere to the CAP requirements.

**Stakeholder Listening Tour**

The Board will conduct a Listening Tour with Faculty/Staff, the Leadership Team, and Parent stakeholders.

**Charter Contract Extension**

The Board confirmed that all required documents for the Year0 Charter Contract Extension Deferment need to be formally submitted and requires a vote to submit to the State Charter Schools Commission.

## **Board Training**

Board members completed the first of two required SCSC governance training sessions. Remaining Board members are expected to attend the February training in Atlanta.

## **Administrative Leave**

The Board reviewed accumulated administrative leave for members of the leadership team and discussed potential options, including a buyout. A called meeting will be scheduled by the end of the week to determine next steps.

### **B. Action: Charter School Extension**

H. Ridley made a motion to submit a formal request for an extension of the charter contract in alignment with the approved Year 0 deferment determination.

S. Rankin seconded the motion.

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

## **IV. Finance Report**

### **A. FYI: October Financials**

The Executive Director reviewed the cash flow projection with the Board:

- Monthly budgeted expenses
- Variances
- Monthly revenue;
- and projected cash flow.

  

- The Executive Director also noted ongoing conversations with the finance team regarding these projections.

### **B. FY25 Audit**

- The FY25 Audit was submitted on time.
- The Corrective Action Plan has been documented in the audit report.
  - The one finding has been addressed and officially ratified.

### **C. Fundraising Update**

The Executive Director and Board Chair shared the fundraising updates on recent fundraising efforts:

- **Topgolf**
- “**Power of 25**” **fundraiser**, and shared the current amount raised to date.
  - The board is considering rerunning the campaign.
- The Winter Ball will be rescheduled to a later date.

- The Board's give-and-get expectations.

#### **D. FYI: FY25 Financial Provider Back-office Update**

The financial provider process is ongoing as the Board continues negotiation and plan for payments to close out this obligation.

#### **E. Facility Update**

- The ZEST Board of Directors discussed the potential of reaching building capacity following the 2025–2026 school year.
- The Board discussed future enrollment considerations connected to long-term facility planning.

#### **F. Update — Food and Nutrition Program**

- FRL data collection was submitted on time ahead of the 11/19/2025 deadline.
- ZEST's FRL demographics have increased, and the school will need to review food expenses for FY26.
- The food and nutrition process rolled out on 11/3/2025, and fluctuations in participation are still anticipated.
- The school has begun collecting revenue from reduced-priced and paid students.
- The Senior Director of Operations recommended that the Finance Committee and the Board explore the process of becoming a School Food Authority (SFA) to support reimbursement for free and reduced lunch costs.

### **V. Closing Items**

#### **A. Adjourn Meeting**

S. Rankin made a motion to adjourn the 11/18/2025 meeting.

H. Ridley 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 8:47 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.*