

APPROVED



ZEST Preparatory Academy Charter School

Minutes

ZEST Preparatory Academy Governance Board Meeting

Date and Time

Tuesday December 16, 2025 at 6:30 PM

Location

3130 Golf Ridge Blvd. Douglasville, GA 30135

Directors Present

A. Joiner, B. Jones, C. James, H. Ridley, R. Palmer

Directors Absent

A. Olugbala, S. Rankin

Ex Officio Members Present

M. Carruthers

Non Voting Members Present

M. Carruthers

Guests Present

Candy Yu, 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 Dec 16, 2025 at 6:41 PM.

C. Approve Minutes

H. Ridley made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 11-18-25.

R. Palmer seconded the motion.

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

D. Review & Approve Agenda

The Board Chair reviewed the agenda.

H. Ridley made a motion to approve the agenda for the 12/16/2025 governance meeting.

R. Palmer seconded the motion.

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

E. Mission and Vision

The Board Chair read the mission and vision statements of **ZEST Preparatory Academy**.

F. Public Comment

There were no public comments.

II. Executive Directors Report

A. SY2025-26

Enrollment

The school reported an enrollment rate of 86%.

Staffing

- The FY26 Staffing Matrix was presented.
- A projected FY27 Staffing Matrix was reviewed.

LEA School-Based Updates

Updates were provided regarding:

- FY27 Contracts
- CFM Annual Data Collection
- LUA Close Reports
- State Testing
- Academic Recognition

Proposed FY27 School Calendar

Information was presented regarding the proposed FY27 School Calendar, including:

- New Teacher Orientation
- A proposed school start date of August 3, 2026
- Proposed extended breaks in October, November, December, February, and April
- A total of 170 instructional days, supported by an extended school day

The proposed calendar will be shared with stakeholders and presented to the Board for consideration and approval in January.

III. Governance Report

A. FYI: Governance Update

Board Membership

The Board acknowledged the resignation of a Board member. It was noted that the Board currently consists of seven (7) members. The Board will begin engaging in recruitment efforts.

Board Retreat and Strategic Planning

The rescheduled date was shared regarding a Winter Board Retreat/Strategy Meeting.

- Monday, 12/22/2025

Board Stakeholder Listening Tour

An update was provided on the Board's stakeholder listening tour:

- **Employees:** Completed
- **Families:** Upcoming
- **School-Based Administration:** Ongoing/Planned

The Board is gathering stakeholder feedback to be shared with district and school leadership.

Charter Contract Extension

ZEST Preparatory Academy received the charter contract extension from the state authorizer.

Required Board Training

The Board was reminded of the **SCSC required training scheduled for February**.

Leave Policy Discussion

An update was provided regarding the administrative **“use or lose it” leave status**. The Board discussed consideration of a potential update to the current leave policy.

IV. Finance Report

A. FYI: November Financials & Forecast

Financial Report

- The CFO reported that ZEST currently has 36 days cash on hand (COH) and reviewed the financial model and key financial ratios.
- The CFO presented the CFO Snapshot Report, including a review of budget-to-actuals.

Budget Amendment Process

The CFO outlined the budget amendment process, noting that proposed amendments will be reviewed by the Finance Committee in January and presented to the full Board for approval in February.

Financial Systems and Controls

The CFO provided an update to financial processes and system workflows within Bill.com.

The CFO discussed spending and expense management within Bill.com

B. FY25 Audit

The audit was submitted to the DOE in accordance with the communicated deadline, and the FY25 audit finding was fully resolved.

C. Fundraising Update

The Board is in the process of engaging a grant writer to support grant development and fundraising initiatives.

D. Facility Update

An update was provided regarding facility status, maintenance, and operational needs.

V. Closing Items

A. Adjourn Meeting

H. Ridley 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 7:25 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.