

APPROVED



# ZEST Preparatory Academy Charter School

## Minutes

### Finance Committee Meeting

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**Date and Time**

Monday September 15, 2025 at 5:00 PM

**Location**

3130 Golf Ridge Blvd. Douglasville, GA 30135

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**Committee Members Present**

B. Jones, H. Ridley, R. Palmer

**Committee Members Absent**

E. Jackson

**Guests Present**

Candy Yu (remote), L. McDonald, M. Carruthers, R. Davis

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**I. Opening Items****A. Record Attendance****B. Call the Meeting to Order**

H. Ridley called a meeting of the Finance Committee of ZEST Preparatory Academy Charter School to order on Monday Sep 15, 2025 at 5:09 PM.

H. Ridley made a motion to amend the agenda to discuss facilities.

R. Palmer seconded the motion.

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

### **C. Approve Minutes**

H. Ridley made a motion to approve the minutes from Finance Committee Meeting on 08-18-25.

R. Palmer seconded the motion.

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

## **II. Finance**

### **A. FYI: FY24 Audit**

The FY24 Audit, together with the Corrective Action Plan, has been submitted to the SCSC for review.

### **B. FYI: FY25 Audit**

The FY25 Audit is underway, with the school-based team submitting the requested documents to the CFO and the auditor team.

- The audit is on track for an on-time submission.
- Discussed the procurement approval process, development of independent systems and procedures.
- The finance team is recommending a special board meeting to prepare for SCSC monitoring and audit.

### **C. Financials for FY26 August and September forecast**

FYI and Discussion regarding the budget snapshot and CPF metric.

- The Debit-to-Asset Ratio is favorable.
- The CFO will conduct a TRS Reconciliation to be completed by early October.

### **D. FY26 Enrollment Update**

ZEST is currently 92% enrolled towards the enrollment projection.

Discussion Topics:

- Enrollment Waitlist
- Student retention
- Enhancing programming and facilities to support enrollment growth.
- The student and family experience
- After school and extracurricular activities
- FTE, CPI as we approach the October Data Collections
- Launching Club/ASP stipends to focus on retention

### **E. FY26 Staffing Update**

Staff updates:

- Potential Staffing Change
- Additional academic support
- Gifted staffing
- EIP staffing
- Academic support
- Operational support
- Custodial Support

#### **F. Update on DE046**

DE046 is a work in progress and will be submitted as a one-time report.

#### **G. Food and Nutrition Planning**

ZEST is planning to begin charging for meals in early to mid-October. The school is ensuring all required policies are in place and is working closely with the vendor to launch this process.

- Parent Communication
- Logistics
- Pricing Structure

### **III. Facilities**

#### **A. Short-Term Facility Planning - FY26**

Discussion topics:

- Suite 120
- Classroom 3
- Preparing for the October health and safety visit

#### **B. Long-Term Facility Planning - FY27 & Beyond**

Discussion regarding the long-term options of the school to support enrollment.

H. Ridley made a motion to adjourn the meeting.

B. Jones seconded the motion.

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

### **IV. 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 7:10 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.*