DRAFT

ZEST Preparatory Academy Charter School

Minutes

Finance Committee Meeting

Date and Time
Monday March 16, 2026 at 5:00 PM

Location
Due to inclement weather, the meeting will be hosted virtually.

Committee Members Present
B. Jones (remote), C. James (remote), H. Ridley (remote), R. Palmer (remote)

Committee Members Absent
S. Rankin

Ex Officio Members Present
M. Carruthers (remote)

Guests Present
Candy Yu (remote), Lisa McDonald (remote)

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 Mar 16, 2026 at 5:12 PM.

C. Approve Minutes

B. Jones made a motion to Approve February 9, 2026 Finance Meeting.
R. Palmer seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

S. Rankin	Absent
R. Palmer	Aye
H. Ridley	Aye
C. James	Aye
B. Jones	Aye

B. Jones made a motion to approve the minutes from.
R. Palmer seconded the motion.
The committee **VOTED** to approve the motion.

II. Finance

A. Financial Overview & Updates

The CFO shared the February financials. Current Days Cash on Hand: 58; Anticipated End of Year Cash on Hand 31 Days. A closure budget will be completed in collaboration with the closure monitor.

B. FY26 Budget Amendment

The Board will conduct an FY26 budget amendment. Two public meetings will be held. The first meeting is scheduled to occur in April.

C. FY26 Staffing and Contracts

The finance team discussed FY26 staffing and contract needs through the end of the 2025-2026 academic school year. An expected administrative transition will occur effective 3.31.2026. The finance team also discussed a contract for a substitute administrator to support school operations.

D. Specialized Services

The contract Director of Specialized Services is working with GaDOE to support all corrective action planning, inclusive of compensatory services agreements.

E. Closure Budget

Closure budget planning is underway. The CFO and administrative team will work alongside the closure monitor in determining an adequate budget to present to the finance committee.

F.

Policy Updates

The Board discussed potential updates to the Leave Policy and Bylaws. Policy update recommendations will be shared with the commitee.

III. Facilities

A. Facility Planning — FY26 & FY27

The Board and CFO have communicated the closure the building owners, 22Beacon.

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 6:33 PM.

Respectfully Submitted,
H. Ridley

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.