



# ZEST Preparatory Academy Charter School

## Minutes

### Finance Committee Meeting

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**Date and Time**

Monday March 16, 2026 at 5:00 PM

**Location**

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

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**Committee Members Present**

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

**Committee Members Absent**

S. Rankin

**Guests Present**

Candy Yu (remote), Lisa McDonald (remote), M. Carruthers (remote)

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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 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**

H. Ridley Aye

B. Jones Aye

R. Palmer Aye

C. James Aye

S. Rankin Absent

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 committee.

### **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

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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.*