APPROVED

ZEST Preparatory Academy Charter School

Minutes

Governance Committee Meeting

Date and Time
Thursday September 11, 2025 at 5:00 PM

Location
3130 Golf Ridge Blvd. Douglasville, GA 30135

Committee Members Present
B. Jones, H. Ridley, R. Palmer

Committee Members Absent
None

Ex Officio Members Present
M. Carruthers

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Jones called a meeting of the Governance Committee of ZEST Preparatory Academy Charter School to order on Thursday Sep 11, 2025 at 5:37 PM.
The meeting started late due to a significant traffic accident on I-20 causing Board member delay in arrival.

R. Palmer made a motion to approve the minutes from Governance Committee Meeting on 07-24-25.
B. Jones seconded the motion.
The committee **VOTED** to approve the motion.

II. Governance

A. LEA Leadership Work Flow 2025-2026

The Governance Committee reviewed LEA workflow tasks, including open meeting compliance documents, website compliance requirements from the SCSC checklist, and preparations for monitoring, including the September 15th training. The website will be updated to include an finance documents, board files, and adding to the academic section to include assessments.

B. FY26 SCSC Monitoring Planning

The ZEST Leadership Team is registered for the SCSC Monitoring Training on September 15, 2025. The submission portal opens on September 16, and the team is prepared to begin uploading required documentation. Board members will also review the SCSC Monitoring Manual to remain aligned with compliance expectations.

C. SCSC Required Training Calendar

Board members discussed the upcoming required state governance training sessions. The Board Chair and Vice Chair will attend the November 5–6, 2025 training in Macon, GA. Remaining members will attend either the November or February 11–12, 2026 session. Board members will follow school policies and state guidelines for any needed reimbursements.

2024-2025 Board Training Certification is due by October 3, 2025. Executive Director and Board Chair will upload all certificates to the state portal. Board members will follow state guidelines for any reimbursement.

D. SCSC Visit to ZEST

ZEST Preparatory Academy is preparing for an SCSC site visit on October 1, 2025. The visit will include SCSC staff, SCSC Commissioners, and ZEST Prep Board members. The school team will provide a school tour and the Board will plan to discuss the overall position of ZEST including finances, facilities and academics.

E. School Based Updates

Executive Director, MCarruthers shared information regarding upcoming fundraisers with the PTSO, community based volunteers and visits, and a student disciplinary incident requiring further investigation and school-wide notification.

III. 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 7:37 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.