



## ZEST Preparatory Academy Charter School

### Minutes

#### ZEST Preparatory Academy Board June Governance & Retreat Meeting

---

**Date and Time**

Saturday June 28, 2025 at 8:15 AM

**Location**

3130 Golf Ridge Blvd. Douglasville, GA 30135

---

The Board of Directors of ZEST Preparatory Academy announces that a meeting of the Board will be held on Saturday, June 28, 2025. The meeting will occur at ZEST Preparatory Academy Charter School's Lunch Room, 3130 Golf Ridge Blvd. Douglasville, GA 30135 from 8:30AM-3:00PM.

---

**Directors Present**

A. Joiner, B. Jones, E. Jackson, H. Ridley

**Directors Absent**

*None*

**Ex Officio Members Present**

M. Felts

**Non Voting Members Present**

M. Felts

**Guests Present**

---

A. Olugbala, A. Williams, Candy Yu, D. Randolph, K. Rhodes, R. Davis, R. Palmer, S. Rankin

---

I. Opening Items

A. Call the Meeting to Order

B. Jones called a meeting of the board of directors of ZEST Preparatory Academy Charter School to order on Saturday Jun 28, 2025 at 9:10 AM.

B. Approve Minutes from June 3, 2025

E. Jackson made a motion to approve the minutes from ZEST Preparatory Academy Governance Board Meeting on 06-03-25.  
H. Ridley seconded the motion.  
The board **VOTED** unanimously to approve the motion.

C. Public Comment

There are no public comments.

D. Welcome/Team Building Board Introductions

E. Break

5-minute break

II. (AM) Strategic Planning and Working Sessions

A. State of the School: Academics, Operations, and Financial Snapshot

The facilitator (MF) presented the *State of the School – FY24 CPF Performance*, breaking down the SY23-24 metrics across Academics, Operations, and Finance.

A key challenge identified is ZEST Prep’s overspending on facilities, which limits available funding for personnel and directly impacts academic and operational performance. Additionally, efforts to address these issues come with added costs.

The session concluded with a review of the **SCSC Renewal Criteria by Term**.

B. Facilities Deep Dive: Current State and Impact on Budget

Facilities & Financial Outlook Overview

The facilitator—ZEST Prep’s new CFO—provided a high-level facility and Financial Outlook presentation, with a focus on long-term sustainability and planning for future facility needs.

Current Financial Overview

- Enrollment is expected to increase over the next two years, contributing to overall revenue growth.
- Revenue is expected to increase from \$3.05M (FY24) to \$3.76M (FY26), primarily driven by QBE funding.
- Facility costs continue to rise and represent a significant portion of the school's operating budget.
- The school experienced a small surplus in the prior year, followed by a deficit, with a return to a projected surplus in the coming fiscal year.

**Key Financial Trends**

- State funding now makes up a larger share of total revenue, aligning with standard funding benchmarks.
- Grant revenue has declined.
- Facility costs are projected to reach 29% of the total budget by FY26—significantly above the recommended 15%.
- Instructional spending has historically been lower and is still decreasing below the 70% ideal benchmark.
- Overall, financial health is improving, with projections showing a positive shift in net income.

**Facility Debt & Capacity Analysis**

A debt affordability analysis was shared, outlining potential borrowing capacity. To support this range, enrollment would need to increase.

**Next Steps**

Final facility decisions are expected within the next 6–12 months. Planning will remain focused on:

- Supporting academic sustainability
- Maintaining healthy cash flow reserves and meeting CPF financial metrics
- Discussions regarding enrollment strategy vs charter term enrollment

**C. Break for Working Lunch**

Break for working lunch at 11:47 am

**III. Working Lunch**

**A. Executive Session**

E. Jackson made a motion to enter executive session for the purpose of personnel and contracts.

H. Ridley seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**B. Adoption of Executive Director Contract**

The discussion took place during Executive Session.

**C. Adoption of Executive Director Contract**

H. Ridley made a motion to adopt the Executive Director contract as discussed in the Executive Session.  
E. Jackson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Approval of FY24 Audit**

**Audit Summary**

- Total Assets: \$5.9M
- Change in Net Position: +\$238K is also subject to change based on the final submission.

The audit identified four findings related to internal controls and back office provider.

1. Failure to Record QBE Revenue
2. Unrecorded Debt and Capital Assets
3. Improper Recording of Grant Revenues related to recording CSP grants received over multiple fiscal years.
4. Budgetary Concerns

All findings will be addressed and will be rectified by Avolon, LLC.

ZEST Prep is responding to the FY24 Audit via a Management Discussion and Analysis.

**E. Approval of FY24 Audit**

H. Ridley made a motion to approve the audit as a draft form pending no additional changes to the finalized version.  
E. Jackson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**F. Election of Officers for FY26**

The Board Chair provided a brief overview of the responsibilities associated with each officer's role on the Board of Directors.

**Officer Nominations:**

**Board Chair:** BJ – no additional nominations; nomination accepted

**Vice Chair:** RP – no additional nominations; nomination accepted

**Secretary:** AO – no additional nominations; nomination accepted  
**Treasurer:** HR– no additional nominations; nomination accepted

All nominations were acknowledged and recorded accordingly.

**G. Election of Officers for FY26**

H. Ridley made a motion to adopt the slated candidates for the FY26 Board of Directors officers.  
A. Joiner seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**IV. (PM) Strategic Planning and Working Sessions**

**A. Exploring Facility Options**

**Facility Scenario**

ZEST Prep evaluated the facility options that were presented, comparing total cost, financing structure, and cost per square foot. All scenarios were evaluated for long-term affordability and alignment with projected growth.

**B. Next Steps and Action Planning**

Next steps are tabled for further discussion.

**C. Fundraising Planning**

Events by Kenna provided a session on short-term and long-term planning for the ZEST Prep Board of Directors.

- Galas
- Community Fairs/Festivals
- Online Glving Days/Virtual Fundraisers

The Board of Directors is considering several events:

- 5K
- Capital Campaign for playground
- Top Golf

The Board of Directors discussed the *Give or Get* minimum contribution amount at \$1000.00 and by December 31st of this calendar year.

**V. Closing Items**

**A. Adjourn Meeting**

H. Ridley made a motion to adjourn the 6.28.25 Board Meeting and Retreat.  
A. Joiner seconded the motion.  
The board **VOTED** unanimously 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 3:19 PM.

Respectfully Submitted,  
R. Davis

**VI. Other Business**

**A. Board of Directors Headshots**

The Board of Directors began taking professional headshots at 3:19 pm.

---

*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.*