



# ZEST Preparatory Academy Charter School

## Minutes

### ZEST Prep Board Retreat Meeting

(Rescheduled from 12/11/2025)

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#### Date and Time

Monday December 22, 2025 at 9:00 AM

#### Location

3130 Golf Ridge Blvd. Douglasville, GA 30135

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The Board of Directors of ZEST Preparatory Academy announces that a meeting of the Board will be held on Saturday, July 13, 2024. The meeting will occur at ZEST Preparatory Academy Charter School's Leadership Room, 3130 Golf Ridge Blvd. Douglasville, GA 30135 from 8:00AM- 5:00PM.

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#### Directors Present

A. Joiner (remote), A. Olugbala, B. Jones, C. James, H. Ridley, R. Palmer, S. Rankin (remote)

#### Directors Absent

*None*

#### Ex Officio Members Present

M. Carruthers

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## **Non Voting Members Present**

M. Carruthers

## **Guests Present**

R. Davis

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## **I. Opening Items**

### **A. Welcome and Attendance**

### **B. Call the Meeting to Order**

B. Jones called a meeting of the board of directors of ZEST Preparatory Academy Charter School to order on Monday Dec 22, 2025 at 9:27 AM.

## **II. Public Comment**

### **A. Public Comment**

There was no public comment.

## **III. Strategic planning, organizational alignment, and long-term sustainability.**

### **A. F26 & FY27 Strategic Planning**

#### **Enrollment Overview**

The Senior Director of Operations presented a high-level overview of ZEST's enrollment cycle:

- General enrollment patterns
- Planning considerations
- FY26 enrollment for March Count
- Recruitment and retention efforts

The presentation supported broader discussions related to program capacity and strategic growth.

#### **Facilities Considerations**

The Board engaged in discussion regarding facility needs to support current operations and future planning. Topics included:

- Classroom capacity, shared spaces, and general facility improvements.
- Facilities were discussed in relation to program delivery, operational efficiency, and overall student experience.

## **Strategic Planning Discussions**

### **Programming**

- The Board discussed programmatic priorities at a strategic level, emphasizing alignment with ZEST's mission and long-term goals.
- FY26 Staffing Matrix
- FY27 Projected Staffing Matrix
- Board Support

### **System Refinement and Goal Setting**

The Board reviewed opportunities for refining organizational systems and establishing strategic goals.

### **Work Session: Committee Engagement**

Board members participated in a work session focused on the strategic priorities.

## **B. Finance and Fundraising**

### **Financial Overview and Budget**

The Board reviewed ZEST's financial overview:

- General budget considerations
- QBE Funding
- March Enrollment Count
- FY26 remaining fiscal priorities.

Discussion focused on maintaining financial stability while supporting the organization's strategic goals.

### **Compensation and Staffing Considerations**

Preliminary considerations related to a potential FY27 pay scale and future staffing needs.

Review of the CSGF Compensation Study.

### **Board Contributions**

The Board discussed expectations and shared responsibility related to Board member contributions in support of the organization's mission and sustainability.

### **Fundraising Planning**

The Board engaged in discussion regarding fundraising strategy and planning, including the role of the Board in supporting development efforts and advancing organizational priorities.

## **IV. Closing Items**

**A. Adjourn Meeting**

H. Ridley made a motion to adjourn the meeting.

R. Palmer seconded the motion.

The board **VOTED** 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 1:12 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.*