

## CHARTER FOR ZEST PREPARATORY ACADEMY

This charter for ZEST Preparatory Academy Charter School ("Charter") is entered into by and between ZEST Preparatory Academy, Inc. ("Petitioner") and the State Charter Schools Commission ("SCSC") (collectively referred to as "the parties").

WHEREAS, the Petitioner submitted a petition proposing to establish a state charter school pursuant to O.C.G.A. § 20-2-2060 *et seq.*, the Charter Schools Act of 1998 ("Charter Schools Act") and O.C.G.A. § 20-2-2084;

WHEREAS, the SCSC finds that the petition complies with the provisions of the Charter Schools Act, and the rules, regulations, policies and procedures promulgated in accordance with O.C.G.A. § 20-2-2063 and O.C.G.A. § 20-2-2084 and further finds that the petition is in the public interest; and

WHEREAS, pursuant to Article 31 and Article 31A of Chapter 2 Title 20 of the Official Code of Georgia Annotated, the SCSC grants this Charter to permit Petitioner to operate ZEST Preparatory Academy Charter School ("the Charter School") in accordance with the terms and conditions of this Charter.

NOW THEREFORE, in consideration of the promises, mutual agreements, and covenants contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Definitions. The terms below will be interpreted in accordance with the following definitions, unless and until federal or state law, or the state accountability system, is amended otherwise:

a. Education Service Provider: means a nonprofit or for-profit organization that contracts with charter schools to provide multiple educational, operational, or comprehensive management services, including, but not limited to, curriculum design, instructional resources, professional development, financial and operational management, facilities management, or any combination thereof.

b. Georgia Department of Education (GaDOE or Department): means the state agency charged with the fiscal and administrative management of certain aspects of K – 12 public education, including the implementation of federal and state mandates. Such management is subject to supervision and oversight by the State Board of Education.

c. Governing Board: means the governing board of the nonprofit organization for a state charter school and which is the same as the governing board of the state charter school which is involved in school-level governance of the state charter school.

d. Local Educational Agency (LEA): means a public authority legally constituted with Georgia for administrative control or direction of public elementary or secondary schools. The Charter School shall act as its own LEA pursuant to O.C.G.A. § 20-2-2090 and SBOE Rule 160-4-9.04, including but not limited to data reporting, student enrollment counting procedures, student achievement reporting, and funding allocations.

e. School Leader: means the individual with the highest authority in school administration regardless of title.

f. State Board of Education (SBOE or State Board): means the constitutional authority which defines education policy for public K – 12 education agencies in Georgia.

g. State Charter Schools Commission (SCSC): means the state-level authorizing entity working in collaboration with the GaDOE under the authority of the SBOE.

## **ZEST PREPARATORY ACADEMY**

2. Charter Term. The SCSC grants this Charter to Petitioner to operate the Charter School for a five-year term beginning on July 1, 2022 and expiring on June 30, 2027.
3. Grade Range. The Charter School shall serve grades K-5. The Charter School's total enrollment shall be at least 183 students but shall not exceed 520 students at any point during the charter term.
4. Mission Statement. Provide an academically rigorous, supportive, and joyful learning environment that develops the leader inside every student for lifelong educational achievement and impactful community service.
5. Essential or Innovative Features. The Charter School shall provide a college preparatory model rooted in language and literacy development to increase critical thinking and mitigate reading challenges for underserved students. Through discovery-based learning and intentional leadership development including a daily leadership class, the students will connect learning to real world needs as well as apply real-world skills to their overall growth.
6. Open Enrollment and Admissions. The Charter School shall comply with the open enrollment and admissions provisions set forth in O.C.G.A. § 20-2-2066. Enrollment shall be open to any student in accordance with the following criteria:
  - a. Attendance Zone. Enrollment shall be open to any grade level eligible student who resides within the Douglas County School District.
  - b. Application. To be eligible for enrollment at the Charter School, students residing in the attendance zone must submit a timely application to the Charter School in accordance with the deadline set by the Charter School. The Charter School may not use admissions criteria or applications that would not otherwise be used at a traditional public school, including requests for letters of recommendation, essays, resumes, or information regarding a student's school or community activities, grades, test scores, attendance record, or disciplinary history. The Charter School may use applications for the purpose of verifying the student's residence within the school's attendance zone and grade level, provided the application is consistent with SCSC Rule 691-2-.05. The Charter School may gather other relevant information from students after enrollment is determined.
  - c. Random Lottery. If the number of timely applicants received by the Charter School exceeds the capacity of a program, class, grade level, or building, the Charter School shall ensure that such applicants have an equal chance of being admitted through a random selection process in accordance with O.C.G.A. § 20-2-2066(a)(1)(A) and SCSC Rule 691-2-.05. The Charter School shall not conduct more than one lottery per grade per admissions cycle.
  - d. Statutory Enrollment Priorities. In accordance with O.C.G.A. § 20-2-2066(a)(1)(A) and SCSC Rule 691-2-.05, the Charter School may give enrollment priority to the following categories of applicants and in the following priority:
    - i. A sibling of a student enrolled in the Charter School; and

## **ZEST PREPARATORY ACADEMY**

- ii. A student whose parent or guardian is a member of the governing board of the Charter School or is a full-time teacher, professional, or other employee at the Charter School.
  - e. Outreach and Marketing. The Charter School shall utilize reasonable outreach and marketing measures to make all potential applicants aware of opportunities for enrollment at the Charter School, including, but not limited to, seeking the enrollment of a cross section of the school-age population throughout the attendance zone, consistent with the requirements of O.C.G.A. § 20-2-2066. The SCSC, upon a finding that the outreach and marketing measures taken by the Charter School are inconsistent with applicable law or the representations made by the Charter School in the Application and/or other representations or submissions to the SCSC, may require the Charter School to take further action, including but not limited to, requiring the Charter School to extend its enrollment period, delay or void its random lottery, and/or conduct further specified outreach and marketing steps.
  - f. Use of Parental Agreements for Withdrawal or Reenrollment. The Charter School may adopt policies setting forth parental volunteer or service expectations and may require parent to sign an acknowledgement of those expectations. The Charter School may not withdraw, decline to reenroll, or otherwise discipline a student for a parent's failure to meet such expectations. The Charter School may not communicate to a student or parent that it has the authority to withdraw, decline to reenroll, or otherwise discipline a student for a parent's failure to meet volunteer or service expectations.
  - g. Enrollment Opportunity. The Charter School shall also ensure open enrollment for each grade served for which space is available and shall not adopt any policy or practice that restricts enrollment to specific grade levels within the grade span served by the school or to a particular class of students served by the school. The Charter School must offer at least one annual enrollment opportunity for each grade served for which space is available
7. Maximum Flexibility Allowed by Law. In exchange for the Charter School's agreement to meet or exceed the performance-based goals and measurable objectives set forth in Section 9 below, the SCSC grants the maximum flexibility allowed by law to the Charter School. Pursuant to O.C.G.A. § 20-2-2065(a), the Charter School shall be entitled to the maximum flexibility allowed by law from the provisions of Title 20 of the Official Code of Georgia Annotated and from any state or local rule, regulation, policy, or procedure established by a local board of education, the SBOE, or the GaDOE. Notwithstanding this maximum flexibility, the Charter School shall comply with the terms of this Charter, the Charter Schools Act, including the provisions set forth in Section 16 below, and any rules, regulations, policies, or procedures established by the SCSC consistent with the Charter Schools Act.
8. Comprehensive Performance Framework and Performance Expectations.
- a. Incorporation into Charter Contract. The Comprehensive Performance Framework (CPF) adopted by the SCSC shall be incorporated into the Charter as Exhibit A. The CPF shall supersede and replace any and all assessment measures, educational goals and objectives, financial operations metrics, and organizational performance metrics set forth in the Application and not explicitly incorporated into the CPF or this charter contract. The specific terms, form and requirements of the CPF, including any required indicators, measures, metrics, and targets, are maintained and

## ZEST PREPARATORY ACADEMY

disseminated by the SCSC and will be binding on the Charter School. Material amendments to the CPF shall require approval by the SCSC and shall be automatically incorporated into this Charter Contract upon SCSC approval without further amendment to the Charter Contract. In the event that such modifications or amendments are required, including modifications to address amended laws, the SCSC will use best efforts to apply expectations for school performance in a manner as consistent as possible with those set forth in the CPF.

b. Monitoring and Reporting. In accordance with SCSC Rule 691-2-.03, the SCSC shall monitor the Charter School's progress in relation to the indicators, measures, metrics and targets set out in the CPF, as well as other applicable rules and laws. The SCSC shall publicly report the Charter School's achievement and compliance at least annually following the completion of the Charter School's first year of operation.

c. Performance Expectations. **The Charter School's performance in relation to the indicators, measures, metrics and targets set forth in the CPF shall provide the basis upon which the SCSC will decide whether to renew the Charter School's Charter Contract at the end of the charter term. This section shall not preclude the SCSC from considering other factors when relevant.**

4. Mission-Specific Goals. The operational portion of the CPF incorporated as Exhibit A, holds the Charter School accountable for the following mission-specific goals:

- i. In each year of the charter term, 80% of each grade level K-2 will achieve on-grade level reading status by the end of the year, as evidenced by the F&P reading assessment (i.e., Level D for Kindergarten, Level J for 1st Grade, and Level M for 2nd grade).
- ii. In each year of the charter term, 75% of students will meet or exceed individualized "typical growth" target on the Reading section of NWEA MAP or similar nationally norm-referenced test.
- iii. In each year of the charter term, 75% of students will meet or exceed individualized "typical growth" target on the Math section of NWEA MAP or similar nationally norm-referenced test.
- iv. In each year of the charter term, no more than 10% of students will be chronically absent, missing 10% or more of enrolled days.

e. Performance Review Presentations. In the event that the Charter School fails to meet standards in accordance with the CPF, the Charter School may be required to make an annual, in-person report to the Commission. At least one Board member and one staff member must attend the Annual Performance Review Presentation. Presentations shall be in a form and manner as requested by the Commission.

9. Assessment and Accountability. Notwithstanding Sections 7 and 8 above, the Charter School is subject to all accountability and assessment requirements set forth within Title 20 of the Official Code of Georgia Annotated and any corresponding State Board Rules, including but not limited to the accountability provisions of O.C.G.A. §§ 20-14-30 through 41. The Charter School is further subject to all federal accountability requirements under the Elementary and Secondary Education Act, including its reauthorization as the Every Student Succeeds Act and any subsequent amendment thereto and provisions of state law or regulation that implement the federal law.

## **ZEST PREPARATORY ACADEMY**

10. Annual Report. The Charter School shall submit an annual report by the deadline established by O.C.G.A. § 20-2-2067.1(c) of each year to the GaDOE and to the SCSC that complies with all requirements established by the GaDOE or applicable law.

11. Withdrawal Without Penalty. The Charter School shall comply with the provisions of O.C.G.A. § 20-2-2066(d) for withdrawing students. The Charter School agrees that a student may withdraw without penalty from the Charter School at any time and enroll in another public school in the local school system in which such student resides.

### 12. State and Federally Mandated Educational Services.

- a. Students with Disabilities. The Charter School shall comply with all federal special education laws and regulations, including Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Individuals with Disabilities Education Act.
- b. English Language Learners. The Charter School shall comply with all applicable federal laws and regulations relating to the provision of educational services to English Language Learners.
- c. Supplemental Education. The Charter School shall provide supplemental education services in required cases pursuant to the Elementary and Secondary Education Act, including its reauthorization as the Every Student Succeeds Act and any subsequent amendment thereto and provisions of state law or regulation that implement the federal law.
- d. Remediation. The Charter School shall provide remediation in required cases pursuant to the Elementary and Secondary Education Act, including its reauthorization as the Every Student Succeeds Act and provisions of state law or regulation that implement the federal law.

### 13. Governance Structure.

- a. Governing Board. The Charter School shall utilize an autonomous governing body in the form of a governing board (Governing Board), which shall operate in accordance with its bylaws and which shall be responsible for complying with and carrying out the provisions of this Charter, including compliance with all applicable law. The Governing Board shall exercise substantive control over such areas as personnel decisions, financial decisions, curriculum and instruction, resource allocation, establishing and monitoring the achievement of school improvement goals, and school operations, which are listed by way of example and not by limitation. Pursuant to O.C.G.A. § 20-2-2084(e), all members of the Governing Board shall be United States citizens, residents of Georgia, and shall not be employees of the Charter School.
- b. Function. It shall be the function of the Governing Board to uphold the Charter School's mission and vision, to set policy for the Charter School, to work collaboratively with school officials to

## **ZEST PREPARATORY ACADEMY**

ensure the Charter School complies with the performance goals enumerated in Section 8 above, to ensure effective organizational planning, and to ensure financial stability of the Charter School.

c. Public Meetings.

- i. Open Meetings Act. The Governing Board is subject to and shall comply with the Open Meetings Act, O.C.G.A. § 50-14-1 et seq., and any subsequent amendment thereof.
- ii. Regular Meetings. The Governing Board shall conduct regular meetings consistent with principles of transparency and avoidance of actual or apparent conflicts of interest in the governance of the Charter School. The Governing Board shall conduct no less than ten (10) regular meetings each state fiscal year.
- iii. Called Meetings with Less than 24 Hours' Notice. In addition to adhering to the specific notice requirements in the Open Meetings Act, if the Governing Board schedules a called meeting (i.e., a meeting that is not regularly scheduled) with less than twenty-four (24) hours' notice, the Governing Board shall also notify the SCSC Executive Director or his or her designee of the meeting via electronic mail or phone immediately after scheduling the called meeting.

d. Public Records and Transparency. The Governing Board is subject to and shall comply with the Open Records Act, O.C.G.A. § 50-18-70 *et seq.*, and any subsequent amendment thereof. Pursuant to O.C.G.A. § 50-18-70(b)(2) the Governing Board shall ensure that all public records that are maintained or received by a private person or entity in the performance of a service or function for or on behalf of the Charter School are available to the public in the same manner and extent as records collected or maintained by the Charter School. The Governing Board shall maintain its adopted policies, budgets, meeting agendas and minutes, financial audits, and annual reports, and shall make such documents available for public inspection. Additionally, to promote transparency, the Charter School shall ensure that the following information, at a minimum, is easily accessible on the Charter School's website:

- i. Governing Board membership;
- ii. Governing Board meeting calendar;
- iii. Meeting agendas for upcoming Governing Board meetings;
- iv. Meeting minutes for past Governing Board meetings unless the Georgia Open Meetings Act limits their publication;
- v. Procedure for contacting School Leader;
- vi. Procedure for contacting the Governing Board;
- vii. Any admissions application utilized by the school;

## **ZEST PREPARATORY ACADEMY**

- viii. Notification of enrollment and admission procedures required by SCSC Rule 691-2-.05, including the date, time, and location of any upcoming enrollment lottery;
  - ix. Annual operating budget or summary thereof as required by O.C.G.A. § 20-2-167.1; and
  - x. The Charter School's charter contract.
- e. Communication with Stakeholders. The Charter School, including the Governing Board, and School Leader, must communicate in a timely manner with stakeholders, including, but not limited to: the SCSC, families, students, and other government agencies. The Governing Board or School Leader must use all reasonable efforts to promptly and expeditiously respond to and address stakeholder communications, complaints, and requests for information received via the procedures listed in Paragraph 13(d).
- f. Conflicts of Interest. The Governing Board shall establish a formal policy to prevent and disclose conflicts of interest and compliance with the requirements of O.C.G.A. § 20-2-2084(e). Members of the Governing Board and all individuals employed at the Charter School shall abide by such conflicts of interest policy. Upon request, the Charter School shall provide conflict of interest forms to the SCSC demonstrating that governing board members are in compliance with the conflicts of interest policy.
- g. Public Status. Petitioner assures that the Charter School shall be a public, nonsectarian, nonreligious, nonprofit school organized and operated under the laws of the State of Georgia. Petitioner further assures that the Charter School shall not be home-based; however, this does not preclude the Charter School from using virtual-based instruction in a remote setting.
- h. Director Compensation. No member of the Governing Board shall receive compensation for his or her service on the Governing Board in excess of reasonable expenses incurred in connection with actual attendance at board meetings or with performance of duties associated therewith.
- i. Contractual Interference. No party to this Charter may interfere with the legal right(s) and/or obligation(s) of another party to execute the provisions of this Charter.

### **14. Fiscal Control.**

- a. Financial Reporting Requirements. The Charter School shall follow the financial requirements of the GaDOE's Financial Management for Georgia Local Units of Administration Manual, for all funds received by the school. This expressly includes, but is not limited to, developing and adhering to financial policies, preparing and adhering to operating budgets, accounting procedures, managing cash and investments, and segregation of duties and internal controls. The Charter School shall submit all information required by the State Accounting Office for inclusion in the State of Georgia Comprehensive Annual Financial Report.

## **ZEST PREPARATORY ACADEMY**

- b. Annual Audit. The Charter School shall have an annual financial audit conducted by an independent certified public accountant licensed in the State of Georgia. The Charter School will submit their annual financial audit to the SCSC by November 1 each year. If the Charter School does not meet standards on the financial or operational sections of the CPF in the previous year, the SCSC may require the Charter School to utilize an independent certified public accountant selected by the SCSC to perform the subsequent year's annual audit.
- c. Financially At-Risk Schools. If the Charter School does not meet standards on the financial section of the CPF and/or demonstrates negligence which may lead to material financial misstatements of the Charter School's fiscal performance, the Charter School may be designated as financially at-risk and require more frequent financial monitoring. The nature of the additional financial monitoring will be determined by the SCSC Executive Director.
- d. Chief Financial Officer. The Charter School shall designate a Chief Financial Officer. The Chief Financial Officer may be a contractor rather than a school employee; however, the SCSC will hold the Charter School accountable for all financial operations of the Charter School. The Chief Financial Officer shall possess the following minimum qualifications:
  - i. A baccalaureate or higher degree in business, accounting, or finance from an accredited college or university and a minimum of four (4) years' experience in a field related to business or finance; or
  - ii. Documented experience of ten (10) or more years in the field of business and financial management.
- e. Federal Monitoring Requirements. The Charter School shall comply with all federal monitoring requirements related to the receipt of federal funds.
- f. Charter School Program Eligibility. In the event the Charter School seeks grant funds under the Federal Charter School Program, the Charter School must satisfy all federal eligibility requirements as a prerequisite to applying for and receiving such funds.
- g. Insurance. Prior to opening, the Charter School shall secure adequate insurance coverage and the Charter School shall maintain such coverage throughout the charter term in accordance with the laws of the State of Georgia. The Charter School shall submit such documentation upon request by SCSC and the adequacy of such insurance coverage shall be in the sole discretion of SCSC.
- h. Surplus Funds. Any surplus funds remaining at the close of each fiscal year will be used to enhance the Charter School's academic program. Under no circumstances shall any surplus be distributed



## **ZEST PREPARATORY ACADEMY**

to the Charter School's employee(s), board member(s), educational service provider or educational management organization. Nothing in this subsection shall be construed to prevent the Charter School from setting aside surplus funds in a reserve account or budgeting and awarding performance bonuses as part of their annual operating expenses.

- i. Responsibility for Debts. The Charter School is solely responsible for all debts incurred by the Charter School and its Governing Board. Except as agreed hereto, the SCSC shall not be contractually bound to the Charter School or to any third party with whom the Charter School has a contract or from whom the Charter School has purchased goods or services.
  - j. Distribution of Funds and Assets. In the event the Charter School ceases operation for any reason, the Charter School and its Governing Board will be responsible for concluding the business and affairs of the Charter School and will cooperate with the SCSC to the extent necessary to provide an orderly return of the students to their local school. Cease Operations shall occur upon (1) the expiration of the Charter term; (2) the transfer/withdrawal of all students enrolled within the School in the current academic calendar; and/or (3) the vote of the SCSC to revoke, terminate and/or accept the Charter School's surrender of the Charter contract. Any public surplus remaining at the time the Charter School ceases operation shall be remitted to the SCSC, within sixty (60) days of ceasing operations. Any furniture and equipment purchased with public funds shall be delivered to the SCSC within thirty (30) days of ceasing operations. The SCSC shall not be responsible for the Charter School's unpaid debts in the event the Charter School does not have sufficient funds to pay all of its debts at the time it ceases operation.
  - k. Preference in Contracting. The Charter school shall give preference in contracting and purchasing of services and materials to businesses identified in O.C.G.A. § 20-2-2084(d)(2).
  - l. Acquiring Debt. The Charter School shall inform the SCSC Executive Director before acquiring debt with a repayment schedule that exceeds the length of the current charter term, including but not limited to: monies derived from loans from financial institutions or through the sale of bonds.
  - m. Deficit Reduction. If at any time during the charter term the SCSC determines that the Charter School has a negative cash balance or an unrestricted days cash of less than fifteen (15) days, the Charter School may be required to submit a financial risk-avoidance plan, monthly SCSC Fiscal Compliance Template reports and monthly bank statements from all banks utilized by the Charter School. Submission shall be in a form and manner as requested by the SCSC Executive Director. This subsection shall not be construed to limit any other SCSC authority to require the Charter School to submit additional financial reports not related to deficit reduction.
15. Compliance with Other Laws, Rules, and Regulations. The Charter School shall operate in accordance with the United States Constitution, the Constitution of the State of Georgia, and all applicable federal, state, and local laws that may not be waived pursuant to O.C.G.A. § 20-2-2065, including the following, which are listed by way of example and not by way of limitation.

## **ZEST PREPARATORY ACADEMY**

- a. Civil Rights, Insurance, Health, Safety, and Conflicting Interests. The Charter School shall operate in accordance with all applicable federal, state, and local rules, regulations, court orders and statutes relating to civil rights; insurance; the protection of the physical health and safety of students, employees, and visitors; conflicting interest transactions and the prevention of unlawful conduct.
- b. Asbestos Remediation. The Charter School shall comply with the terms of any applicable asbestos remediation plan.
- c. Unlawful Conduct. The Charter School shall be subject to all laws relating to unlawful conduct in or near a public school.
- d. Student Conduct and Discipline. The Charter School shall maintain and implement a written policy regarding student discipline, which policy shall be consistent with due process.
- e. State Board of Education Rules. The Charter School shall operate in accordance with all SBOE Rules promulgated in accordance with O.C.G.A. § 20-2-240 during the term herein that are not subject to any waiver granted in Section 7 above.
- f. Prohibition on Discrimination. The Charter School shall not discriminate against students on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, marital status, academic ability, the need for special educational services, or any other characteristic protected by local, state, or federal law.
- g. Reporting Requirements. The Charter School shall be subject to all reporting requirements of O.C.G.A. §§ 20-2-160, 20-2-161(e), 20-2-320, and 20-2-740.
- h. Tuition. The Charter School shall not charge tuition or fees to its students except as may be authorized for local boards pursuant to O.C.G.A. § 20-2-133.
- i. Brief Period of Quiet Reflection. The Charter School shall comply with O.C.G.A. § 20-2-1050, which requires a brief period of quiet reflection.
- j. Individual Graduation Plans. The Charter school shall comply with O.C.G.A. § 20-2-327 related to Individual Graduation Plans.
- k. Family Educational Rights and Privacy Act. The Charter School is subject to all provisions of the Federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g. In the event the Charter

## **ZEST PREPARATORY ACADEMY**

School closes, it shall transmit all official student records in the manner prescribed by the State Board.

- l. QBE Formula Earnings. The Charter School acknowledges that the criteria used to calculate Quality Basic Education (QBE) funding may not be waived.
  - m. School Nursing Program. The Charter School shall implement a nursing program in accordance with O.C.G.A. § 20-2-771.2.
  - n. Student Fees and Charges. The Charter School shall comply with SBOE Rule 160-5-1-.12 to preserve the rights of students regarding payments and fees.
16. SCSC Administrative Withhold: Pursuant to O.C.G.A. § 20-2-2089, the SCSC is authorized to withhold up to three (3) percent of the Charter School's funds received through O.C.G.A. § 20-2-2089(a)(1) for administering the duties required of the SCSC pursuant to O.C.G.A. § 20-2-2083.
- a. Return of SCSC Administrative Withhold Funds. Upon satisfaction of annually budgeted expenses, the SCSC may vote to return any surplus funds from its authorized administrative withhold to its Charter Schools on a pro rata basis. The SCSC does not guarantee any surplus of funds.
  - b. Restrictions on Returned SCSC Administrative Withhold Funds. Pursuant to a vote by the SCSC, the SCSC may place reasonable restrictions on any returned administrative withhold funds for reasons including, but not limited to, the failure to meet performance expectations based on the CPF and material breaches of its Charter Contract.
17. Education Service Providers. If the Charter School elects to contract or amend a contract with an Education Service Provider at any point during the term of the Charter, the Charter School shall seek and receive approval of the contract or amendment from the SCSC Executive Director prior to the execution of the contract or amendment.
18. Compliance with the Rules, Practices, Policies, and Procedures of the SCSC. The Charter School shall operate in accordance with the rules, practices, policies, and procedures established by the SCSC under the authority granted by O.C.G.A. §§ 20-2-2080 *et seq.*
19. Employment Matters. Individuals employed at the Charter School shall not be considered employees of the State Board, Department, or the SCSC.
- a. Criminal Record Checks. The Charter School shall adopt criminal record check procedures. The Charter School shall comply with all provisions of O.C.G.A. § 20-2-211.1 relating to fingerprint

## **ZEST PREPARATORY ACADEMY**

and criminal record checks for all prospective staff members or any individual that will have substantial contact with students prior to beginning work at the Charter School or having contact with students.

- b. Clearance Certificates. The Charter School shall comply with O.C.G.A. § 20-2-211.1 which requires all teachers, school administrators, and other education personnel employed by a local unit of administration to hold a valid clearance certificate issued by the Georgia Professional Standards Commission (PSC).
- c. Teachers' Retirement System. All qualified teachers at the Charter School shall be members of the Teachers Retirement System of Georgia ("TRS") and subject to its requirements. The Charter School is responsible for making arrangements with TRS and making monthly contributions for its teachers in accordance with state requirements. For the purposes of this subsection, the term "teacher" shall have the definition provided in O.C.G.A. § 47-3-1.
- d. Employment Preference. The Charter School shall comply with O.C.G.A. § 20-2-2084(d)(1) regarding employment preference. The Charter School shall maintain and provide the SCSC, upon request, documentation to support the Charter School's compliance with O.C.G.A. § 20-2-2084(d)(1), including but not limited to: all advertisements for open positions, resumes received by the Charter School and records of interviews conducted by the Charter School. The Charter School shall not use third-party contractors to circumvent the requirements of this subsection.
- e. Performance Evaluation System. The Charter School shall utilize the performance evaluation system adopted by the State Board pursuant to O.C.G.A. § 20-2-210 for all personnel for which it is required by rule or law, including personnel employed by an educational management organization or other educational service provider. At least two individuals employed by the Charter School shall be credentialed to administer the teacher evaluation system. At least two (2) individuals employed by the Charter School or on the Charter School Governing Board shall be credentialed to administer the leader evaluation system. The Charter School may not delegate the evaluation of its School Leader to any individual or entity who is not a member of the Charter School Governing Board.
- f. School Personnel. Teachers and other instructional staff and faculty must be employees of the Governing Board and may not be employed by an Educational Service Provider or other entity affiliated with an Educational Service Provider. The School Leader may be employed by an Educational Service Provider only if the Governing Board retains the authority to select and dismiss that individual from service at the Charter School. Non-instructional staff, such as the Chief Financial Officer, business manager, bookkeeper, maintenance personnel, may be employed by entities other than the Governing Board; however, the Governing Board shall remain responsible and accountable for all operations, compliance, and performance of any and all selected contractors. The Governing Board shall ensure that the School Leader establishes a regular and ongoing physical presence in the school that allows the individual to oversee daily operations.

## **ZEST PREPARATORY ACADEMY**

20. Record Inspection. Subject to state and federal laws, the SBOE, the GaDOE and their agents, the SCSC and their agents and the State Auditor's office shall have the right to examine and copy all records, reports, documents, and files relating to any activity, program, or student of the Charter School. Any records maintained by a vendor for the services it performs on behalf of the Charter School that relate to school-level operations (such as personnel and financial records) shall be available for immediate access by the school as well as the State Board, Department, SCSC, and State Auditor in accordance with this section.
21. Record Retention. In the event of closure, the Charter School shall ensure the maintenance and retention of appropriate records and shall provide for such maintenance and retention at the school's expense. The Charter School shall adopt a records retention policy that aligns with the requirements of SBOE Rule 160-5-1-.14 "Transfer of Student Records" and accompanying Guidance. Neither the GaDOE nor the SCSC shall be required to assume possession of school-level records. Failure to comply with or appropriately delegate this duty may be considered a breach of contract. Upon exhaustion of applicable retention schedules and upon request from the Charter School or its authorized representative, the SCSC may facilitate coordination for the transfer of remaining permanent records to the Georgia Archives.
22. Facilities.
- a. Approval of Site and/or Facility. The Charter School shall obtain proper approval in accordance with SCSC Rule 691-2-.06 for all sites and/or facilities prior to committing to any certificate of lease or ownership, prior to commencing any construction and prior to student occupation. If the Charter School contracts with an architect, construction manager, or other construction professional to manage the site or facility selection and development process, the SCSC will continue to hold the Charter School accountable for adhering to the requirements for site and facility approval. The Charter School shall not add or change facilities without approval from both the SCSC Executive Director and GaDOE's Facilities Services Division. The Charter School shall contact the GaDOE's Facilities Services Division regarding the following:
    - i. Site Approval. The Charter School shall contact the Facilities Services Division to obtain site approval as soon as practicable. Failure to provide at least a six (6) months' notice to the Facilities Services Division prior to the proposed site's occupation may delay the Charter School's opening date. Once site approval has been granted, the Charter School will be issued a site code. The Charter School shall not commit to any certificate of lease or ownership, commence any construction, nor allow student occupation prior to site approval.
    - ii. Architectural Review. The Charter School shall submit and have approved by the Facilities Services Division all architectural plans for any facility that will house the Charter School during the charter term. The Charter School shall not commit to any certificate of lease or

## **ZEST PREPARATORY ACADEMY**

ownership, commence any construction, nor allow student occupation prior to architectural review.

- iii. School Code Approval. After securing both site approval and architectural review approval a school code shall be obtained. The Charter School shall contact the GaDOE and make a request for a school code. The Charter School shall properly obtain a school code prior to occupancy of the site and/or facility.
- b. Prior to opening the Charter School and prior to students occupying any proposed facility, including new facilities to be occupied during the charter term, the Charter School shall obtain and submit the following documents to the SCSC:
- i. Documentation of Ownership or Lease Agreement. The Charter School shall obtain documentation of ownership or the lease agreement for the facility that will house the Charter School.
  - ii. Certificate of Occupancy. The Charter School shall obtain a Certificate of Occupancy for the facility in which the Charter School shall be located.
  - iii. Emergency Safety Plan. The Charter School shall prepare a safety plan in accordance with O.C.G.A. § 20-2-1185, which plan shall be submitted to the local emergency management agency that oversees the area in which the school is located.
23. Transportation. To the extent the Charter School offers a transportation program for its students, the Charter School shall ensure that the program complies with all applicable laws governing transportation of students.
24. Food Services. To the extent the Charter School offers a food service program, the Charter School shall ensure that the program complies with all applicable laws governing food service for students.
25. Projected Enrollment. For the purpose of funding students enrolled in the Charter School in the first year of the Charter School's operation and each year the Charter School offers a new grade level, the Charter School may be required to provide the SCSC a projected student enrollment count that includes prospective student names, Georgia Testing Identifier (GTID), if available, and any other information as requested by the SCSC. The Charter School shall provide this information by the deadline established by the SCSC and in the form and manner as requested by the SCSC. The information provided by the Charter School pursuant to this section may be verified by the SCSC through an onsite visit or by other means.
26. Data Collections. The Charter School assumes sole responsibility for accurate and timely collection and transmission of required data submissions to the SCSC and other government agencies, including but not

## **ZEST PREPARATORY ACADEMY**

limited to: the GaDOE, the Georgia Professional Standards Commission, and the United States Department of Education. The Charter School shall utilize a Student Information System that is compatible with the system utilized by the GaDOE. Upon signature of the charter contract, the Charter School affirms its understanding that inaccurate or untimely data may have an adverse impact to the academic, financial and operational standing of the school and further affirms its understanding that the SCSC does not guarantee any opportunity or ability to correct any data reporting errors made by the Charter School.

### **27. Required Trainings.**

- a. Data Collections Conference. The Charter School shall send at least one representative to the annual Data Collections Conference held by the GaDOE each year of the Charter School's charter term.
- b. Federal Programs Conference. In each year the Charter School accepts federal funds from the United States Department of Education, the Charter School shall send at least one representative to the annual Federal Programs Conference held by the GaDOE.
- c. Governance Training. Each member of the Governing Board shall fulfill all training requirements required by rule and law, including the annual governance training obligation required by O.C.G.A. § 20-2-2084(f) and SCSC Rule 691-2-.03(4). In the Charter School's year prior to opening for students, in any year in which the school voluntarily defers its opening, or in any year its opening is suspended by the SCSC, the Governing Board must receive governance training by the SCSC rather than an alternate provider approved by the SCSC.

### **28. Termination of Charter.**

- a. Termination Procedures. The parties acknowledge and agree that this Charter may be terminated following the procedures set forth in O.C.G.A. § 20-2-2068, any applicable rule of the State Board, or SCSC Rule 691-2-.04.
- b. Grounds for Termination. The Charter School acknowledges that this Charter may be terminated for any reason set forth in law or any applicable rule of the State Board or SCSC, which includes, but are not limited to:

## **ZEST PREPARATORY ACADEMY**

- i. The Charter School's failure to comply with any material provision set forth in this Charter, provided that they shall be notified by certified mail and be given thirty (30) days from receipt of notice to cure the breach. The nature and outcome of the breach shall be memorialized and maintained by the SCSC in accordance with applicable record retention schedules;
- ii. The Charter School's failure to comply with any recommendation or direction of the State Board with respect to O.C.G.A. § 20-14-41;
- iii. The Charter School's failure to adhere to any material term of this Charter, including but not limited to the performance goals set forth in Section 8 above;
- iv. The Charter School's failure to meet generally accepted standards of fiscal management;
- v. The Charter School's violation of applicable federal, state, or local laws, or court orders;
- vi. The existence of competent substantial evidence that the continued operation of the Charter School would be contrary to the best interests of the students or the community;
- vii. The Charter School's failure to comply with any provision of the Charter Schools Act; or
- viii. The existence of conditions that place the health, safety, or welfare of students or staff of the Charter School in danger.

29. School Closure. In the event the school ceases operations, either through non-renewal, early termination, voluntary closure, or other means, the school must, at minimum, take the following actions:

- a. Student Transition Plan. The Charter School shall create a transition plan to facilitate its students' transition to other educational institutions. The transition plan shall outline a variety of educational options students may be eligible to attend including traditional public schools, locally-approved charter schools, state charter schools, and private educational options. The transition plan shall include protocols to ensure the appropriate transfer of student records. The Charter School shall provide the transition plan to the SCSC and parents of enrolled students within fourteen (14) calendar days of its governing board's decision to cease operations or the SCSC's notice to terminate or non-renew the Charter School's charter contract;
- b. School Website. The Charter School shall maintain the website of the Charter School for a minimum of six (6) months from the date education operations cease. For the purposes of this section only, education operations mean any period during which instruction is provided by the Charter School to enrolled students. At minimum, the website shall include contact information and instructions regarding requests for student and employee records;



## **ZEST PREPARATORY ACADEMY**

- c. Notification. The Charter School shall make reasonable efforts to inform stakeholders of the school's closure, including the staff and parents, general public, appropriate local districts, and creditors;
- d. Closure Monitor. The SCSC Executive Director will appoint an individual to monitor the closure activities of Charter School ("Closure Monitor") within fourteen (14) calendar days of the governing board's decision to cease operations or the SCSC's decision to terminate or non-renew the school's charter contract. The SCSC shall be responsible for all costs and expenses of the Closure Monitor;
- e. Duties of Closure Monitor. The Charter School shall remain responsible for fulfilling all legal and contractual duties, including those arising from this Charter. The role of the Closure Monitor shall be to review the Charter School's actions to conclude its financial affairs, settlement of accounts, disposition of assets, return of surplus to the SCSC, and provision for maintaining student, employee, and school in accordance with applicable retention schedules beyond the operation of the school. The Closure Monitor shall notify the SCSC of any action taken by the Charter School that is inconsistent with the school's legal or contractual obligations. The Charter School shall allow the Closure Monitor access to all records, reports, documents, and files pertaining to any activity or program of the Charter School;
- f. Closure Process. The Charter School shall align closure activities to the SCSC Closure Guide in a form and manner as requested by the SCSC to ensure orderly closure of the Charter School; and
- g. Surety. The Charter School shall maintain a surety bond throughout the entirety of its charter term and six months following the conclusion of the charter term to assure the faithful performance of the duties of the school and its employees, including the fulfillment of Charter School's obligations in closing the financial affairs in the event the school ceases operation. The bond shall be in an amount no less than \$100,000 to be payable to the State of Georgia through the State Charter Schools Commission. The bond shall be furnished by a company authorized to do business in Georgia. The provisions of this subsection shall not be interpreted to preclude Charter School from obtaining liability insurance coverage or surety or fidelity bonds in addition to or in excess of the requirements of this subsection.

### **30. Pre-Opening Suspension.**

- a. Demonstration of Adequate Preparation. The Charter School shall demonstrate its preparation for operations through the significant progress in completing the SCSC Pre-Opening Checklist in a form and manner as requested by the SCSC. If the Charter School fails to demonstrate significant progress in completing the SCSC Pre-Opening Checklist by the time in which the SCSC determines the school will be unable to meet its obligations under this Charter upon serving

## **ZEST PREPARATORY ACADEMY**

students, the SCSC may suspend the opening of the Charter School until a time after the Charter School demonstrates its ability to meet its obligations under this Charter. The determination of the Charter School's significant progress in completing the SCSC Pre-Opening Checklist and the school's ability to meet its obligations under this Charter shall be in the sole discretion of the SCSC.

- b. Violation of Law or Contract. In the event the Charter School fails to comply with applicable law or any material provision set forth in this Charter, including, but not limited to, facilities requirements outlined in Section 21, or enrollment requirements outlined in Sections 3, 6, and 24, the SCSC may suspend the opening of the Charter School until a time after all requirements have been fulfilled by the Charter School as determined by the SCSC. The determination of the Charter School's violation of applicable law or any material provision set forth in this Charter shall be in the sole discretion of the SCSC.
- c. Any pre-opening suspension imposed under this Section shall not result in an extension of the charter term set forth above in Section 2.

### **31. Renewal, Non-Renewal, and Probationary Term.**

- a. Renewal. The Charter may be renewed by agreement of the parties following the procedures set forth in the Charter Schools Act and accompanying SCSC Rule. The parties recognize that the renewal process will commence prior to the conclusion of the final year of the charter term and, as a result, the SCSC renewal decision will likely not include student achievement and school operational data from the final year of the charter term.
- b. Non-Renewal. Any grounds for termination stated in Section 25b above also may be grounds for non-renewal. In addition, the SCSC may elect not to renew the Charter if the petition for renewal does not comply with the Charter Schools Act and the rules, regulations, policies, and procedures promulgated in accordance with the Charter Schools Act or if the SCSC deems that the Charter School has not sufficiently increased student achievement or is no longer in the public interest notwithstanding the Charter School's performance on the SCSC Comprehensive Performance Framework.
- c. Probationary Term. In the event the SCSC determines that the Charter School has failed to comply with any provision of this Charter, the SCSC may elect to grant a renewal for a probationary term, within which term the Charter School must come into compliance satisfactory to the SCSC.

### **32. Temporary Extension. At the discretion of the SCSC, this Charter may be extended for a grace period not exceeding sixty (60) days.**

## **ZEST PREPARATORY ACADEMY**

33. Amendments to the Charter. Any material term of this Charter, to be determined by the SCSC, may be amended in writing upon the approval of the SCSC and a majority of the Governing Board of the Charter School. Any proposed amendment shall be made in accordance with SCSC Rule.
34. Administrative Clarifications. Any clarification to a non-material term of this Charter, as determined by the SCSC, shall be submitted in writing to the SCSC for review. Any non-material term of this Charter may be clarified upon in writing by SCSC staff.
35. Indemnification.
- a. The Charter School agrees to indemnify, defend and hold harmless the GaDOE, the SCSC, and the State Board, their officials, officers, employees, agents, volunteers, and assigns (all of whom hereinafter may collectively be referred to as "Indemnitees"), from any and all claims, demands, suits, actions, legal or administrative proceedings, losses, liabilities, costs, interest, and damages of every kind and description, including any attorneys' fees and/or litigation and investigative expenses, for bodily injury, personal injury, (including but not limited to the Charter School's employees), patent, copyright, or infringement on any intellectual property rights, or loss or destruction of property (including loss of use, damage or destruction of Indemnatee owned property) to the extent that any such claim or suit was caused by, arose out of, or contributed to, in whole or in part, by reason of any act, omission, professional error, fault, mistake, or negligence whether active, passive or imputed, of the Charter School, their employees, agents, representatives, or subcontractors, their employees, agents, or representatives in connection with or incidental to their performance of this Charter regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by an Indemnatee.
  - b. The Charter School shall be excused from their indemnification obligations above: (a) If the claims, demands, suits, actions, proceedings, losses, liabilities arise solely and exclusively out of the negligence of the Indemnatee seeking indemnification; or (b) If the Indemnatee fails to (i) provide written notice of the third party claim or suit within a reasonable time, (ii) cooperate with reasonable requests of the Charter School related to the indemnification; or (iii) assist the Charter School with the defense of such claim or suit.
  - c. The Charter School's obligations to indemnify any Indemnatee shall survive the completion, expiration, or termination of this Agreement for any reason.
36. Non-Agency. The parties expressly acknowledge and agree that the Charter School is not acting as the agent of the State Board, Department, or SCSC except as required by law or this Charter. The Charter School acknowledges that it is without authority to, and will not, extend the faith and credit of the State Board, Department or SCSC to any third party.

## ZEST PREPARATORY ACADEMY

37. Delegation. The Charter School acknowledges and agrees that the functions and powers provided for in this charter may be exercised only by the Charter School and may not be delegated to a third party without written agreement by the parties.
38. Assignment. This Charter shall not be assigned or transferred by the Charter School unless consented to in writing by the SCSC.
39. Third-Party Beneficiaries. There are no third-party beneficiaries to this Charter. The Charter School's staff, students, parents, or related organizations are not beneficiaries to this Charter.
40. Application of Amended Law. This Charter is subject to applicable federal and state laws, rules and regulations and shall be deemed amended to reflect applicable changes to those laws upon the effective date of any such change.
41. Non-Waiver. No waiver of any breach of this Charter shall be held as waiver of any other or subsequent breach.
42. Severability. If any provision of this Charter is determined to be unenforceable or invalid for any reason, the remainder of the Charter shall remain in full force and effect.
43. Contradicting or Conflicting Provisions. If any provision of the Charter is determined to contradict or conflict with any other provision of the Charter, the contradiction or conflict shall be resolved in favor of the broad flexibility guaranteed pursuant to O.C.G.A. § 20-2-2065 *et seq.*
44. Governing Law and Venue. This Charter shall be governed by, subject to, and construed under the laws of the State of Georgia. This Charter shall be interpreted in accordance with O.C.G.A. §§ 20-2-2060 *et seq.* and §§ 20-2-2080 *et seq.*, as amended within the term of this Charter. Any action brought by one party to this Charter against another party shall be brought in the Superior Court of Fulton County.
45. Entire Agreement. This Charter sets forth the entire agreement between the Petitioner, and the SCSC with respect to the subject matter of this Charter. All prior contracts, representations, statements, negotiations, understandings, and undertakings between the Petitioner and the SCSC are superseded by this Charter. The Charter shall not preclude the Charter School from entering into or maintaining any agreement with the Local Board provided no such agreement supersedes, overrides or conflicts with any provision of this Charter. The petition submitted to the SCSC serves only as the formal application for the Charter School and does not constitute a contract between the SCSC and the Petitioner. This Charter supersedes and overrides any provisions contained in the petition that conflict with this Charter.

ZEST PREPARATORY ACADEMY

George S. Brockway III  
George S. Brockway III (Jul 13, 2021 13:46 EDT)

Jul 13, 2021

Chairperson,  
STATE CHARTER SCHOOLS COMMISSION

(Date)

Brian K. Ashford

06/21/2021

Governing Board President,  
ZEST PREPARATORY ACADEMY, INC.

(Date)






# Zest Prep Charter Contract

Final Audit Report

2021-07-13

Created:	2021-07-13
By:	Erica Acha-Morfaw (erica.achamorfaw@scsc.georgia.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsR4BhmudUwYYKzg9ul5vuaUez-3lBR4

## "Zest Prep Charter Contract" History

-  Document created by Erica Acha-Morfaw (erica.achamorfaw@scsc.georgia.gov)  
2021-07-13 - 5:39:46 PM GMT- IP address: 32.140.210.178
-  Document emailed to George S. Brockway III (buzz.brockway@scsc.georgia.gov) for signature  
2021-07-13 - 5:40:59 PM GMT
-  Email viewed by George S. Brockway III (buzz.brockway@scsc.georgia.gov)  
2021-07-13 - 5:44:58 PM GMT- IP address: 74.125.213.21
-  Document e-signed by George S. Brockway III (buzz.brockway@scsc.georgia.gov)  
Signature Date: 2021-07-13 - 5:46:29 PM GMT - Time Source: server- IP address: 47.5.171.108
-  Agreement completed.  
2021-07-13 - 5:46:29 PM GMT



## COMPREHENSIVE PERFORMANCE FRAMEWORK *for State Charter School Evaluation*

<b>Comprehensive Performance Framework Overview . . . . .</b>	<b>2</b>
<b>Section I: Academic Performance</b>	
Measure 1: CCRPI Single Score. . . . .	4
Measure 2: CCRPI Content Mastery . . . . .	4
Measure 3: CCRPI Progress. . . . .	4
Measure 4: CCRPI Grade Band Score. . . . .	5
Measure 5: Value-Added Model (VAM) Impact Scores . . . . .	5
Measure 6: Beating the Odds Designation . . . . .	5
Overall Determination of Academic Compliance . . . . .	6
Comparison Score Calculation Methods . . . . .	6
<b>Section II: Financial Performance</b>	
Indicator 1: Near-Term Measures. . . . .	7
Indicator 2: Sustainability Measures . . . . .	8
Overall Determination of Financial Compliance . . . . .	8
<b>Section III: Operational Performance</b>	
Indicator 1: Educational Program Compliance. . . . .	9
Indicator 2: Financial Oversight. . . . .	11
Indicator 3: Governance and Transparency. . . . .	12
Indicator 4: Students and Employees . . . . .	14
Indicator 5: School Environment. . . . .	16
Indicator 6: Additional and Continuing Obligations. . . . .	17
Overall Determination of Operational Compliance . . . . .	18
<b>Appendix: Data Sources Compiled . . . . .</b>	<b>19</b>

# OVERVIEW:

## *Comprehensive Performance Framework for State Charter Schools*

---

### PURPOSE

---

Quality charter school authorizers establish standards for school performance that are clear, quantifiable, rigorous, and attainable. The SCSC Performance Framework includes academic, financial, and organizational performance measures that establish expectations, guide practice, assess progress, and inform decision making over the course of the charter term and at renewal or revocation.

The three areas of performance covered by the frameworks—academic achievement, financial management, and organizational compliance— correspond directly with the three components of a strong charter school application and are the three areas on which a charter school’s performance should be evaluated. In each of the three areas, the framework asks a fundamental question:

1. Academic Performance: Is the educational program offering students a better educational opportunity than they would otherwise receive at a traditional public school?
2. Financial Performance: Is the school financially viable?
3. Organizational Performance: Is the organization effective, compliant, and well run?

---

### SCSC PERFORMANCE EXPECTATIONS

---

State Charter Schools are expected to meet academic, financial, and operational standards during every year of the charter term. However, schools that demonstrates a consistent track record of strong performance over multiple years may earn a standard five-year renewal. Additionally, schools that finish their first charter term strong (despite early struggles), and schools that consistently perform on par with the attendance zone they serve may earn an abbreviated three-year charter renewal. The intent of an abbreviated charter term is to assess the school’s ability to sustain the requisite performance level.

SCSC renewal eligibility criteria are meant to serve as a guideline to inform renewal decisions. However, the SCSC may exercise discretion in approving renewal terms outside of these guidelines.

#### **A New School (i.e. a school concluding its first/initial charter term):**

To earn for a standard five-year renewal, a school must:

- A. meet financial and operational standards at least 50% of the time (2 of 4 years), OR
- B. meet financial and operational standards in Year 4 of the charter term, AND
  - meet academic standards at least 75% of the time (3 of the first 4 years of a 5-year charter contract term).

To earn an abbreviated three-year renewal, a school must:

- must meet financial and operational standards in Year 4 of the charter term, AND
- A. perform at least as well as<sup>1</sup> (no more than 3% below) the attendance on any one or combination of the CCRPI indicators in all relevant grade bands in Year 4 of the charter term, OR
- B. outperform on the VAM or be designated BTO in Year 4 of the charter term, OR
- C. perform at least as well as the attendance zone on any one or combination of the CCRPI indicators outlined within the CPF, 75% of the time.

---

<sup>1</sup> The phrase “as well as” in terms of state charter school renewal eligibility equates to having a score that is no more than 3% below the comparison attendance zone score.



**A Tenured School (i.e. a school concluding a second or subsequent charter term):**

To earn a standard five-year renewal, a school must:

- meet academic, financial and operational standards for a majority of the contract term (3 of the first 4 years of a 5-year charter contract term or 2 out of 3 years of a 3-year charter contract term).

To earn an abbreviated three-year renewal, a school must:

- meet financial and operations standards 75% of the time AND
- meet academic standards or perform at least as well as the attendance zone on any one or combination of the CCRPI indicators outlined within the CPF 75% of the time.

## SECTION I: ACADEMIC PERFORMANCE

## FUNDAMENTAL QUESTION

Is the educational program offering students a better educational opportunity than they would otherwise receive at the traditional public school?

## INDICATORS

To answer the above question, the SCSC uses performance metrics derived from:

- the [College and Career Readiness Performance Index \(CCRPI\)](#), the statewide accountability tool. The CCRPI includes a content mastery component that assess student proficiency and a progress component that uses student growth percentiles to assess student growth. And from,
- Two statistical predictive measures that take into consideration the school's student body make-up, the [Value-Added Model \(VAM\)](#) and the [Beating the Odds \(BTO\)](#) measure.

## MEETING GOALS

A state charter school can meet annual SCSC academic accountability standards by outperforming its attendance zone<sup>2</sup> in terms of student achievement or growth as measured by the CCRPI Single Score, CCRPI Content Mastery, CCRPI Progress, CCRPI Grade Band Score, Value-Added Model impact scores, Beating the Odds designation.

**A state charter school only needs to outperform the attendance zone on one, *not all*, of the academic metrics.** For schools that serves multiple grade bands, a combination of grade band measures (CCRPI Content Mastery, CCRPI Progress, CCRPI Grade Band, and Value-Added Model (VAM) scores) can be used to demonstrate performance. The school must outperform the attendance zone on any one or combination of grade band measures in all grade bands served.

## SECTION I, ACADEMIC PERFORMANCE MEASURES

<u>Measure 1, CCRPI Single Score</u>		<u>Designation</u>
Is the school annually outperforming the attendance zone (as measured CCRPI single score)?		<u>Earned</u>
<b>Meets Standard:</b> <ul style="list-style-type: none"><li>The charter school earned a higher CCRPI “single score” than the attendance zone</li></ul>		<i>i.e. Meets Standard</i>
<b>Approaches Standard:</b> <ul style="list-style-type: none"><li>The charter school earned a CCRPI “single score” that is the same as<sup>2</sup> the attendance zone</li></ul>		
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"><li>The charter school earned a lower CCRPI “single score” than the attendance zone</li></ul>		

Measure 2, Student Achievement	Designation Earned
Is the school annually outperforming the attendance zone (as measured by grade-band CCRPI content mastery scores)?	
<p><i>Meets Standard:</i></p> <ul style="list-style-type: none"> <li>The charter school earned a higher “content mastery” score on the CCRPI than the attendance zone in all grade bands served (elementary, middle, and/or high school).</li> </ul>	
<p><i>Approaches Standard:</i></p> <ul style="list-style-type: none"> <li>The charter school earned a CCRPI “content mastery” score that is the same as<sup>2</sup> or higher than the attendance zone in at least one—but not all—of the grade bands served (elementary, middle, and/or high school).</li> </ul>	
<p><i>Does Not Meet Standard:</i></p> <ul style="list-style-type: none"> <li>The charter school earned a lower “content mastery” score on the CCRPI than the attendance zone in all of the grade bands served (elementary, middle, and/or high school).</li> </ul>	

<sup>2</sup> A description of the methods used to calculate attendance zone comparisons scores can be found on page 5.

<b>Measure 3, Student Growth</b> Is the school annually outperforming the attendance zone (as measured by grade-band CCRPI progress scores)?	<u>Designation Earned</u>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a higher “student progress” score on the CCRPI than the attendance zone in all grade bands served (elementary, middle, and/or high school) OR in all grade bands in which the school did not earn a higher CCRPI “content mastery” score.</li> </ul>	
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a CCRPI “student progress” score that is the same as<sup>2</sup> or higher than the attendance zone in at least one—but not all—of the grade bands served (elementary, middle, and/or high school).</li> </ul>	
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a lower “student progress” score on the CCRPI than the attendance zone in all the grade bands served (elementary, middle, and/or high school).</li> </ul>	
<b>Measure 4, Grade Band Score</b> Is the school annually outperforming the attendance zone (as measured by grade-band CCRPI grade band scores)?	<u>Designation Earned</u>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a higher “grade band score” on the CCRPI than the attendance zone in all grade bands served (elementary, middle, and/or high school) OR in all grade bands in which the school did not earn a higher CCRPI “content mastery” or “progress” score.</li> </ul>	
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a CCRPI “grade band” score that is the same as<sup>2</sup> or higher than the attendance zone in at least one—but not all—of the grade bands served (elementary, middle, and/or high school).</li> </ul>	
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a lower “grade band” score on the CCRPI than the district(s) it serves in all the grade bands served (elementary, middle, and/or high school).</li> </ul>	
<b>Measure 5, Value-Added Model (VAM) Impact Scores</b> Is the school annually outperforming the attendance zone (as measured by value-added impact scores)?	<u>Designation Earned</u>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a higher “impact score” on the VAM than the attendance zone in all grade bands served (elementary, middle, and/or high school) OR in all grade bands in which the school did not earn a higher CCRPI “content mastery”, “progress”, or “grade band” score.</li> </ul>	
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The charter school earned a lower “impact” score on the VAM than the attendance zone in all the grade bands served (elementary, middle, and/or high school).</li> </ul>	
<b>Measure 6, Beating the Odds</b> Is the school “beating the odds” as determined by the Georgia Department of Education?	<u>Designation Earned</u>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The charter school was designated as “beating the odds.”</li> </ul>	
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The charter school was not designated as “beating the odds.”</li> </ul>	

---

## SECTION I: OVERALL DETERMINATION OF COMPLIANCE

---

As measured by the indicators and measures set forth in this section, is the school meeting academic performance standards? The school only needs to outperform the district(s) it serves on one, *not all*, of the academic metrics in order to meet standards.

### SCORING CATEGORIES:

Meets Standards	Outperforms the district(s) it serves
Approaches Standards	Performs the as well as the district(s) it serves
Does Not Meet Standards	Performs below the district(s) it serves

---

### ATTENDANCE ZONE- COMPARISON SCORE CALCULATION METHODS

---

The SCSC uses three methods to calculate comparison attendance zone scores when assessing state charter school performance on the CCRPI:

- **District Average:** The state charter school's score is compared to the score of the district(s) included in its attendance zone. If a school serves a single district, it is compared to that district's score. If it serves multiple districts it is compared to the simple average of those districts. If the school has a statewide attendance zone, then the school is compared to the state average. The SCSC uses GaDOE CCRPI reports to determine the comparison scores.
- **District Weighted:** The state charter school's score is compared to a "District Weighted" score that uses the proportion students the school enrolls from each district served. If a school serves a single district, it is compared to that district's score because 100% of students enrolled in the state charter school are zoned to attend that district. However, if a school serves multiple districts or has a statewide attendance zone, a district weighted comparison score is generated based on the proportion of students the school actually enrolls from each district. For instance, if a school enrolls 80% of its students from District A and 20% from District B, then the comparison score will be comprised of 80% of District A's CCRPI score and 20% of District B's CCRPI score. The SCSC uses the GaDOE Data Collections FTE System of Residency report to determine district enrollment proportions.
- **School Weighted:** The state charter school's score is compared to a "School Weighted" score that uses the proportion of students the school enrolls from each school attendance zone served. The student -level address element in the GaDOE Data Collections Student Record report, is used to determine which school each student enrolled in a state charter school is actually zoned to attend (the school the student would attend if they were not enrolled in the charter school). The SCSC weights those schools' CCRPI scores based on the proportion of students enrolled. This is same process that is used to generate the District Weighted comparison scores just at the more granular, school level.

NOTE: A school is considered meeting standards if it outperforms any on one or combination of the comparison calculations across academic metrics.

---

## SECTION II: FINANCIAL PERFORMANCE

### Fundamental Question

Is the school fiscally responsible and financially viable?

### Indicators

To answer the above question, the SCSC uses a data, mostly derived from each school's independent financial audit, to assess a schools performance on near-terms measures, which are used to calculate a charter school's ability to cover its short term (less than 1 year) financial obligations and sustainability measures which are used to determine a charter school's ability to cover long term obligations as well as their ability to effectively control cost.

1. The near-term measures include current ratio, unrestricted days cash, enrollment variance, debt to income ratio and a default measure.
2. The sustainability measures include an efficiency margin and debt to asset ratio.

### Meeting Goals

In any year of the charter term, a state charter school will satisfy annual financial accountability requirements by earning enough points across near-term and sustainability measures to secure of financial score of at least 80 which equates to meeting financial standards.

### SECTION II, INDICATOR 1: NEAR-TERM MEASURES

<b>Measure 1a, Current Ratio (Working Capital Ratio): Current assets divided by current liabilities</b>	<b>Points Available</b>
Does the school have the ability to cover short-term financial obligations?	
<i>Meets Standard:</i>	15
<ul style="list-style-type: none"> <li>Current Ratio is greater than 1.0</li> </ul>	
<i>Approaches Standard:</i>	10
<ul style="list-style-type: none"> <li>Current Ratio is between 0.9 and 1.0 or equal to 1.0</li> </ul>	
<i>Does Not Meet Standard:</i>	0
<ul style="list-style-type: none"> <li>Current Ratio is less than or equal to 0.9</li> </ul>	
<b>Measure 1b, Unrestricted Days Cash: Unrestricted Cash divided by (Total Expenses/365)</b>	<b>Points Available</b>
Does the school maintain an appropriate balance of cash on hand?	
<i>Meets Standard:</i>	15
<ul style="list-style-type: none"> <li>Days Cash is greater than 45 days</li> </ul>	
<i>Approaches Standard:</i>	10
<ul style="list-style-type: none"> <li>Days Cash is between 15 and 45 days</li> </ul>	
<i>Does Not Meet Standard:</i>	0
<ul style="list-style-type: none"> <li>Less than 15 Days Cash</li> </ul>	
<b>Measure 1c, Enrollment Variance: [Actual Enrollment during the October FTE Count (fiscal year x) – school enrollment projection (fiscal year X)] / school enrollment projection (fiscal year X)</b>	<b>Points Available</b>
Is the school able to project enrollment in a way that enables them to adequately budget?	
<i>Meets Standard:</i>	15
<ul style="list-style-type: none"> <li>Enrollment Variance equals less than 2 percent</li> </ul>	
<i>Approaches Standard:</i>	10
<ul style="list-style-type: none"> <li>Enrollment Variance is between 2 and 8 percent</li> </ul>	
<i>Does Not Meet Standard:</i>	0
<ul style="list-style-type: none"> <li>Enrollment Variance is greater than 8 percent</li> </ul>	
<b>Measure 1d, Annual Debt to Income (DTI): Total Annual Debt Payments (Debt Service) / Total Revenue</b>	<b>Points Available</b>
Does the school have enough income to cover short-term debt payments?	
<i>Meets Standard:</i>	15
<ul style="list-style-type: none"> <li>Annual DTI is below 5 percent</li> </ul>	

<b>Approaches Standard:</b> • Annual DTI is between 5 and 15 percent	10
<b>Does Not Meet Standard:</b> • Annual DTI is above 15 percent	0
<b>Measure 1e, Default</b> Is the school repaying debts in a timely manner?	<u>Points Available</u>
<b>Meets Standard:</b> • School is not in default of loan covenant(s) and/or is not delinquent with debt service payments or the school does not have any outstanding debt	10
<b>Does Not Meet Standard:</b> • School is in default of loan covenant(s) and/or is delinquent with debt service payments	0

**Total Points Available—Section II, Indicator 1: 70 points**

**Section II, Indicator 2: Sustainability Measures**

<b>Measure 2a, Efficiency Margin: (Change in Net Assets+Change in Pension Related Accts) divided by Total Revenues</b> Does the school manage costs appropriately?	<u>Points Available</u>
<b>Meets Standard:</b> • Aggregated Three-Year Efficiency Margin is greater than 0.	15
<b>Approaches Standard:</b> • Aggregated Three-Year Efficiency Margin is between -.01 and -10 percent	10
<b>Does Not Meet Standard:</b> • Aggregated Three-Year Efficiency Margin is less than -10 percent	0
<b>Measure 2b, Debt to Asset Ratio: (Total Liabilities-Deferred Pension Liability) divided by Total Assets</b> Does the school maintain an appropriate balance between assets and liabilities over time?	<u>Points Available</u>
<b>Meets Standard:</b> • Debt to Asset Ratio is less than 95 percent	15
<b>Approaches Standard:</b> • Debt to Asset Ratio is between 95 and 100 percent	10
<b>Does Not Meet Standard:</b> • Debt to Asset Ratio is greater than 100 percent	0

**Total Points Available—Indicator 2: 30 points**

---

**SECTION II: DETERMINATION OF COMPLIANCE**

---

As measured by the indicators and measures, is the school meeting financial performance standards?

**SCORING CATEGORIES:**

<b>80-100 pts.</b>	<b>Meets Financial Performance Standards</b>
<b>70-79 pts.</b>	<b>Approaches Financial Performance Standards</b>
<b>0-69 pts.</b>	<b>Does Not Meet Financial Performance Standards</b>



## SECTION III: OPERATIONAL PERFORMANCE

### Fundamental Question

Is the organization effective, compliant, and well run?

### Indicators

In order to answer the question above, the SCSC uses data from agency monitoring and other sources as noted in the appendix of this document to determine compliance with the indicators listed below.

1. The school's educational program, such as adherence to its essential or innovative features and implementation of required programs;
2. Financial oversight such as adherence to GAAP standards;
3. Governance capacity and transparency
4. Protecting students and employees through the appropriate use of compensatory programs and employee qualifications
5. Maintaining a positive school environment by promoting student retention and support services
6. Any additional obligations including the timely remediation of previous noncompliance.

### Meeting Goals

In any year of the charter term, a state charter school will be deemed operationally compliant if it adheres to the requirements of its charter contract as well as all applicable rules and laws as measured by indicators 1-6 listed above, thus earning a score of at least 80 in the Operations section of the CPF.

### Section III, Indicator 1: Educational Program Compliance

A charter school's overall purpose is to provide its students a quality and innovative educational program. Schools must adhere to the educational program identified in its charter contract that was awarded on the basis of the program outlined in its petition.

<b>Measure 1a, Essential or Innovative Features and Mission-Specific Goals</b> Is the school implementing all essential or innovative features of its program as defined in its current charter contract, and is the school's curricular and educational program aligned with its stated mission as evidence through the attainment of mission-specific goals?	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"><li>The school has fully implemented all essential or innovative features of its education and operational program as defined in the charter contract in all material respects and the school has met all mission-specific goals included in its charter contract (if applicable)</li></ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"><li>The school has at least fully implemented one essential or innovative features of its education and operational program as defined in the charter contract in all material respects or the school has met at least one mission-specific goals included in its charter contract (if applicable).</li></ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"><li>The school failed to fully implement any essential or innovative features of its education and operational program as defined in the charter contract in all material respects and the school failed to meet any mission-specific goals included in its charter contract (if applicable).</li></ul>	0
<b>Measure 1b, State Education Requirements</b> Is the school complying with applicable state education requirements?	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"><li>The school complied with all applicable state laws, rules, regulations, provisions of its charter contract, and the school's own policies and procedures relating to state education requirements, including but not limited to:<ul style="list-style-type: none"><li>Provided all state mandated programs;</li><li>Adhered to graduation requirements;</li><li>Implemented state-adopted content standards; and</li><li>Administered state assessments in the manner required by law and rule.</li></ul></li></ul>	4

<b><i>Approaches Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply at least one applicable state law, rule, regulation, provision of the charter contract, or the school's own policies and procedures relating to state education requirements during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b><i>Does Not Meet Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable state law, rule, regulation, provision of the charter contract, or the school's own policies and procedures relating to state education requirements.</li> </ul>	0
<b><u>Measure 1c, Federal Education Requirements</u></b> <b>Is the school complying with applicable federal education requirements?</b>	<b><u>Points Available</u></b>
<b><i>Meets Standard:</i></b> <ul style="list-style-type: none"> <li>The school complied with all applicable federal laws, rules, regulations, and the school's own policies and procedures relating to federal education requirements, including but not limited to: <ul style="list-style-type: none"> <li>Federal assessment security and reporting of accountability requirements; and</li> <li>Charter School Program grant, Title I, IV, and V requirements.</li> <li>McKinney-Vento Homeless Assistance Act, Charter School Program grant, Title I, IV, and V requirements.</li> </ul> </li> </ul>	4
<b><i>Approaches Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable federal law, rule, regulation, provision of the charter contract, or the school's own policies and procedures relating to federal education requirements.</li> </ul>	2
<b><i>Does Not Meet Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with two or more applicable federal laws, rules, regulations, provisions of the charter contract, or the school's own policies and procedures relating to federal education requirements.</li> </ul>	0
<b><u>Measure 1d, Data Reporting</u></b> <b>Is the school complying with all data and financial reporting requirements?</b>	<b><u>Points Available</u></b>
<b><i>Meets Standard:</i></b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, and provisions of its charter contract relating to relevant reporting requirements, including timelines and deadlines, to the SCSC, GaDOE, and/or federal authorities, including but not limited to: <ul style="list-style-type: none"> <li>QBE/FTE Data Reporting;</li> <li>Personnel Reporting;</li> <li>Student Record Reporting;</li> <li>CCRPI Data Reporting;</li> <li>Consolidated LEA Implementation Plan (CLIP) for federal programs;</li> <li>Special Education Data Reporting;</li> <li>Required Data Surveys;</li> <li>Complete and on-time submission of financial reports, such as its annual budgets, revised budgets, and/or DE 046, in the manner prescribed by GaDOE or the SCSC;</li> <li>Timely periodic financial reports as required by the SCSC, GaDOE, or other state agency;</li> </ul> </li> </ul> <p>On-time submission and completion of its annual independent audit by the deadline established by the SCSC.</p>	5
<b><i>Approaches Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with one applicable law, rule, regulation, or provision of its charter contract relating to relevant reporting requirements, including timelines and deadlines, to the SCSC, GaDOE, and/or federal authorities.</li> </ul>	3
<b><i>Does Not Meet Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with two or more laws, rules, regulations, or provisions of its charter contract relating to relevant reporting requirements, including timelines and deadlines, to the SCSC, GaDOE, and/or federal authorities.</li> </ul>	0

**Total Points Available—Section III, Indicator 1: 17 points**



### Section III, Indicator 2: Financial Oversight

Charter schools must be faithful stewards of public funding and must adhere to stringent standards in the management of its assets. Failure to do so is one of the leading causes of charter school closure.

<b>Measure 2a, Adherence to GAAP Standards</b> <b>Is the school following Generally Accepted Accounting Principles (GAAP)?</b>	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, and provisions of the charter contract relating to financial management and oversight expectations as evidenced by an annual independent audit that includes: <ul style="list-style-type: none"> <li>An unqualified audit opinion;</li> <li>An audit devoid of significant findings and conditions, material weaknesses, or significant internal control weaknesses;</li> <li>An audit that does not include a going concern disclosure in the notes or an explanatory paragraph; and</li> <li>No other adverse statement indicating noncompliance with applicable laws, rules, regulations, and provisions of the charter contract relating to financial management and oversight.</li> </ul> </li> </ul>	5
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to financial management and oversight expectations as evidenced by an annual independent audit.</li> </ul>	0
<b>Measure 2b, Adherence to Federal Financial Requirements</b> <b>Is the school following all applicable financial requirements when expending federal funds?</b>	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, and provisions of the charter contract relating to proper internal controls, expenditures, inventory, drawdowns, and cost principles when expending federal funds, including but not limited to: <ul style="list-style-type: none"> <li>Proper segregation of duties;</li> <li>Source documentation for expenditures paid with federal funds;</li> <li>Complete and on-time submission of program budgets (Title I, IDEA, and grant budgets); and</li> <li>Maintaining inventory controls and documentation in accordance with federal regulations for items purchased with federal funds.</li> </ul> </li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with all applicable laws, rules, regulations, and provisions of the charter contract relating to proper internal controls, expenditures, inventory, drawdowns, and cost principles when expending federal funds during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with all applicable laws, rules, regulations, and provisions of the charter contract relating to proper internal controls, expenditures, inventory, drawdowns, and cost principles when expending federal funds.</li> </ul>	0
<b>Measure 2c, Adherence to the Local Units of Administration Manual</b> <b>Is the school following the Local Units of Administration (LUA) Manual?</b>	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all material provisions of the LUA manual.</li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one material provision of the LUA manual during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with one or more material provisions of the LUA manual.</li> </ul>	0
<b>Measure 2d, Adherence to the School's Own Financial Policies and Procedures</b> <b>Is the school adhering to its own financial policies and procedures?</b>	<b>Points Available</b>

<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school adhered to its own financial policies and procedures approved by the school's governing board and/or developed by school staff.</li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one of its own financial policies and/or procedures approved by the school's governing board and/or developed by school staff, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one of its own financial policies and/or procedures approved by the school's governing board and/or developed by school staff.</li> </ul>	0
<b>Measure 2e, Budget Approved in Accordance with State Law</b> Did the school approve its budget in accordance with state law?	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school's budget was approved in accordance with state law, including but not limited to performing the following items from O.C.G.A. § 20-2-167.1 related to the school's budget approval: <ul style="list-style-type: none"> <li>Conducting two public meetings to provide an opportunity for public input on the proposed budget; <b>New Measure Added</b></li> <li>Advertising the two public meetings in the school's legal organ; and</li> <li>Making a summary of the proposed annual operating budget a publicly available area of the school's website.</li> </ul> </li> </ul>	4
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable state law requirement regarding the passage of the school's annual budget.</li> </ul>	0

**Total Points Available—Section III, Indicator 2: 21 points**

**Section III, Indicator 3: Governance and Transparency**

A charter school's governing board must provide adequate oversight of school management and operations to ensure that the school is fulfilling its duties to students, employees, parents, and the general public.

<b>Measure 3a, General Governance</b> Is the governing board complying with all applicable general governance requirements?	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, provisions of its charter contract, and its policies relating to governance by its board, including but not limited to: <ul style="list-style-type: none"> <li>Board policies;</li> <li>Board bylaws;</li> <li>Code of ethics;</li> <li>Conflicts of interest;</li> <li>Board composition and/or membership laws and rules; and</li> <li>Restrictions on compensation.</li> </ul> </li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, provision of the charter contract, or its policies relating to governance by its governing board during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, provision of the charter contract, or its policies relating to governance by its board.</li> </ul>	0
<b>Measure 3b, Open Governance</b> Is the governing board complying with all applicable open governance requirements?	<b>Points Available</b>
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, provision of its charter contract, and its policies relating to the Georgia Open Meetings Act and Open Records Act requirements.</li> </ul>	4

<b><i>Approaches Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with all applicable laws, rules, regulations, provision of its charter contract, or its policies relating to the Georgia Open Meetings Act and Open Records Act requirements during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b><i>Does Not Meet Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with all applicable laws, rules, regulations, provision of its charter contract, or its policies relating to the Georgia Open Meetings Act and Open Records Act requirements.</li> </ul>	0
<b><u>Measure 3c, Governance Training</u></b> <b>Is the governing board complying with all applicable governance training requirements?</b>	<b><u>Points Available</u></b>
<b><i>Meets Standard:</i></b> <ul style="list-style-type: none"> <li>The school took action to ensure that all governing board members comply with all applicable laws, rules, regulations, provision of its charter contract, and its policies relating to the participation of its governing board in required trainings, including, but not limited to, annual attendance by the entire governing board at SCSC provided or approved training pursuant to O.C.G.A. § 20-2-2084(f).</li> </ul>	4
<b><i>Does Not Meet Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to take action to ensure that all governing board members comply with all applicable laws, rules, regulations, provision of its charter contract, and its policies relating to the participation of its governing board in required trainings, including, but not limited to, annual attendance by the entire governing board at SCSC provided or approved training pursuant to O.C.G.A. § 20-2-2084(f).</li> </ul>	0
<b><u>Measure 3d, Transparent Governance and Communication with Stakeholders</u></b> <b>Is the governing board operating transparently and effectively communicating with stakeholders?</b>	<b><u>Points Available</u></b>
<b><i>Meets Standard:</i></b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, provisions of its charter contract, or its policies relating to operating transparently and effectively communicating with stakeholders, including but not limited to:               <ul style="list-style-type: none"> <li>Following provisions in SCSC rule 691-2-.03 regarding providing the public easy access to informational items on the school's website;</li> <li>Communicating school leadership and other major school changes in a timely and transparent matter; and</li> <li>Appropriately and promptly responding to stakeholder complaints, questions, and concerns.</li> </ul> </li> </ul>	4
<b><i>Approaches Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with all applicable laws, rules, regulations, provisions of its charter contract, or its policies relating to operating transparently and effectively communicating with stakeholders during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b><i>Does Not Meet Standard:</i></b> <ul style="list-style-type: none"> <li>The school failed to comply with all applicable laws, rules, regulations, provisions of its charter contract, or its policies relating to operating transparently and effectively communicating with stakeholders.</li> </ul>	0

**Total Points Available—Section III, Indicator 3: 16 points**

(continued on next page)

### III, Indicator 4: Students and Employees

Families entrust schools with the education and welfare of their children, and the school must afford those children the appropriate rights and care. The school must respect its employees and ensure that they are duly qualified to further the education and welfare of students.

<u>Measure 4a, Rights of All Students</u>	<u>Points Available</u>
Is the school protecting the rights of all students?	
<p><i>Meets Standard:</i></p> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, provisions of its charter contract, and its policies relating to the rights of students, including but not limited to: <ul style="list-style-type: none"> <li>Policies and practices related to admissions, lottery, waiting lists, fair and open recruitment, and enrollment (including rights to enroll or maintain enrollment);</li> <li>The collection and protection of student information (that could be used in discriminatory ways or otherwise contrary to law);</li> <li>Due process protections, privacy, civil rights, and student liberties requirements, including First Amendment protections and the Establishment Clause restrictions prohibiting public schools from engaging in religious instruction; and</li> <li>Conduct of discipline (discipline hearings and suspension and expulsion policies and practices).</li> </ul> </li> </ul>	5
<p><i>Approaches Standard:</i></p> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, provision of its charter contract, or its policies relating to the rights of students during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	3
<p><i>Does Not Meet Standard:</i></p> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, provision of its charter contract, or its policies relating to the rights of students.</li> </ul>	0
<u>Measure 4b, Rights of Students with Disabilities</u>	<u>Points Available</u>
Is the school protecting the rights of students with disabilities?	
<p><i>Meets Standard:</i></p> <ul style="list-style-type: none"> <li>Consistent with the school's status and responsibilities as a Local Education Agency (LEA), the school complied with all applicable laws, rules, regulations, and provisions of the charter contract (including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act) relating to the treatment of students with identified disabilities and those suspected of having a disability, including but not limited to: <ul style="list-style-type: none"> <li>Identification and referral of students who may have a disability;</li> <li>Operational compliance regarding the academic program, assessments, and all other aspects of the school's program and responsibilities;</li> <li>Discipline, including due process protections, manifestation determinations, and behavioral intervention plans;</li> <li>Appropriately implementing student Individualized Education Programs and Section 504 plans;</li> <li>Ensuring appropriate access to the school's facilities and programs to students and parents.</li> </ul> </li> </ul>	5
<p><i>Approaches Standard:</i></p> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to the treatment of students with identified disabilities and those suspected of having a disability during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	3
<p><i>Does Not Meet Standard:</i></p> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to the treatment of students with identified disabilities and those suspected of having a disability.</li> </ul>	0
<u>Measure 4c, Rights of Students who are English Learners (ELs)</u>	<u>Points Available</u>
Is the school protecting the rights of English Learners (ELs)?	
<p><i>Meets Standard:</i></p>	5



<ul style="list-style-type: none"> <li>The school complied with all applicable provisions of Title III of the Every Student Succeeds Act (ESSA) and all applicable state and federal laws, rules, regulations, and provisions of its charter contract relating to EL requirements, including but not limited to: <ul style="list-style-type: none"> <li>Required policies related to the service of EL students;</li> <li>Proper steps for identification of students in need of EL services;</li> <li>Appropriate and equitable delivery of services to identified students;</li> <li>Appropriate accommodations on assessments;</li> <li>Exiting of students from EL services; and</li> <li>Ongoing monitoring of exited students.</li> </ul> </li> </ul>	
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to EL requirements during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	3
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to EL requirements.</li> </ul>	0
<b>Measure 4d, Employee Qualifications, Evaluations, and Criminal Records Checks</b> Is the school meeting teacher and other employee qualification and criminal background check requirements?	Points Available
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, and provisions of its charter contract relating to employee qualifications, employee evaluations, and criminal background checks, including but not limited to: <ul style="list-style-type: none"> <li>Title II, Part A requirements;</li> <li>Implementation of the Teacher and Leader Keys Effectiveness Systems (TKES and LKES);</li> <li>Ensuring staff have a proper background check or clearance certificate issued by the Georgia Professional Standards Commission.</li> </ul> </li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to employee qualifications, employee evaluations, criminal background checks requirements during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to employee qualifications, employee evaluations, and criminal background checks requirements.</li> </ul>	0
<b>Measure 4e, Employee Rights</b> Is the school respecting employee rights?	Points Available
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, provisions of its charter contract, and its governing policies relating to employment considerations, including those relating to the Family Medical Leave Act, the Americans with Disabilities Act, employment contracts, and employee termination.</li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, provision of its charter contract, or its governing policies relating to employment considerations, including those relating to the Family Medical Leave Act, the Americans with Disabilities Act, employment contracts, and employee termination during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, provision of its charter contract, or its governing policies relating to employment considerations, including those relating to the Family Medical Leave Act, the Americans with Disabilities Act, employment contracts, and employee termination.</li> </ul>	0

**Total Points Available—Section III, Indicator 4: 23 points**

**Section III, Indicator 5: School Environment**

A safe and healthy school environment is critical to creating a conducive learning environment and protecting the well-being of students and employees.

<b>Measure 5a, Facility</b>	<b>Points Available</b>
Is the school complying with facilities requirements?	
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, and provisions of its charter contract relating to the school's facilities including but not limited to:                             <ul style="list-style-type: none"> <li>Fire inspections and related records;</li> <li>Viable certificate of occupancy;</li> <li>Documentation of requisite insurance coverage;</li> <li>Approval from GaDOE regarding initial site selection and facility requirements; and</li> <li>Subsequent approvals as necessary from GaDOE regarding facility maintenance, expansion, or other facility changes.</li> </ul> </li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to the school's facilities during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to the school's facilities.</li> </ul>	0
<b>Measure 5b, Health and Safety</b>	<b>Points Available</b>
Is the school complying with health and safety requirements?	
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, and provisions of its charter contract relating to safety and the protection of student and employee health, including, but not limited to:                             <ul style="list-style-type: none"> <li>School Health Nurse Program;</li> <li>Conducting child abuse and neglect training;</li> <li>Annual health assessments of students;</li> <li>Diabetes Medical Management Plans;</li> <li>Access to auto-injectable epinephrine and automated external defibrillators as appropriate;</li> <li>Scoliosis screening; and</li> <li>A physically safe and secure environment.</li> </ul> </li> </ul>	5
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to safety and the protection of student and employee health during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	3
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>The school failed to comply with at least one applicable law, rule, regulation, or provision of its charter contract relating to safety and the protection of student and employee health.</li> </ul>	0
<b>Measure 5c, Information, Data, and Communication</b>	<b>Points Available</b>
Is the school maintaining student and employee information and data securely and communicating with stakeholders appropriately?	
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>The school complied with all applicable laws, rules, regulations, provisions of its charter contract, governing board policies, and SCSC directives relating to providing required federal notices and the handling of information and stakeholder communication, including but not limited to:</li> </ul>	4

<ul style="list-style-type: none"> <li>○ Giving appropriate notices and maintaining the security of providing access to student records under the Family Educational Rights and Privacy Act and other applicable authorities;</li> <li>○ Transferring of student records; and</li> <li>○ Confidentiality of personnel records not subject to open records requirements.</li> </ul>	
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>• The school failed to comply with at least one applicable law, rule, regulation, provision of its charter contract, governing board policy, or SCSC directive relating to providing required federal notices and the handling of information and stakeholder communication during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>• The school failed to comply with at least one applicable law, rule, regulation, provision of its charter contract, governing board policy, or SCSC directive relating to providing required federal notices and the handling of information and stakeholder communication.</li> </ul>	0

**Total Points Available—Section III, Indicator 5: 13 points**

**Section III, Indicator 6: Additional and Continuing Obligations**

A charter school must faithfully fulfill all its obligations and quickly remedy any instance of noncompliance.

<b>Measure 6a, Additional Obligations</b>	<b>Points Available</b>
<b>Is the school complying with all other obligations?</b>	
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>• The school complied with all other legal, statutory, regulatory, or contractual requirements, including those contained in its charter contract, that are not otherwise explicitly addressed in these Operational Performance Standards, including but not limited to requirements from the following sources: <ul style="list-style-type: none"> <li>○ Revisions to state charter law;</li> <li>○ Consent decrees;</li> <li>○ Provisions of the National School Lunch Program, School Breakfast Program, and/or After-School Snack Program, including nutritional and reimbursement requirements thereof, if food service is provided;</li> <li>○ School bus specifications, bus driver training and licensing requirements, and transportation survey deadlines, if transportation is provided;</li> <li>○ Intervention requirements by the authorizer; and</li> <li>○ Requirements by other entities to which the charter school is accountable (e.g., Georgia Department of Education, Professional Standards Commission, Department of Labor, etc.)</li> </ul> </li> </ul>	4
<b>Approaches Standard:</b> <ul style="list-style-type: none"> <li>• The school failed to comply with at least one other legal, statutory, regulatory, or contractual requirement, including those contained in its charter contract that is not otherwise explicitly addressed in these Operational Performance Standards during its SCSC onsite or desk monitoring visit, but the school adequately remedied its finding(s) and regained compliance.</li> </ul>	2
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>• The school failed to comply with at least one other legal, statutory, regulatory, or contractual requirement, including those contained in its charter contract that is not otherwise explicitly addressed in these Operational Performance Standards.</li> </ul>	0
<b>Measure 6b, Continuing Obligations</b>	<b>Points Available</b>
<b>Is the school remedying noncompliance after proper notification?</b>	
<b>Meets Standard:</b> <ul style="list-style-type: none"> <li>• The school corrected noncompliance with legal, statutory, regulatory, contractual requirements, or SCSC directives after notification from the SCSC of noncompliance or the school has no matters of material noncompliance for which it received notification from the SCSC.</li> </ul>	6
<b>Does Not Meet Standard:</b> <ul style="list-style-type: none"> <li>• The school failed to correct at least one matter of noncompliance with legal, statutory, regulatory, contractual requirements, or SCSC directives after notification from the SCSC of noncompliance.</li> </ul>	0

**Total Points Available—Section III, Indicator 6: 10 points**

---

---

### Section III: OVERALL DETERMINATION OF COMPLIANCE

---

As measured by the indicators and measures, is the school meeting operational performance standards?

#### SCORING CATEGORIES:

80-100 pts.	Meets Operational Performance Standards
70-79 pts.	Approaches Operational Performance Standards
0-69 pts.	Does Not Meet Operational Performance Standards



## Appendix: Data Sources Compiled

### Academic Performance:

Indicator	Data Source
1.	GaDOE: CCRPI Single Score, FTE System of Residency Report, Student Record
2.	GaDOE: CCRPI Content Mastery Sub-Score, FTE System of Residency Report, Student Record
3.	GaDOE: CCRPI Progress Sub-Score, FTE System of Residency Report, Student Record
4.	GaDOE: CCRPI Grade Band Score, FTE System of Residency Report, Student Record
5.	SCSC: Value-Added Impact Score
6.	GaDOE: Beating the Odds designation

### Financial Performance:

Indicator	Data Source
1. Near-Term Measures	School Audit Report: Governmental Funds-Balance Sheet School Audit Report: Statement of Revenues, Expenditures, and Changes in Fund Balance SCSC Annual Enrollment Projection Form GaDOE: Data Collections, Student Enrollment by Grade Level School Audit Report: Notes
2. Sustainability Measures	School Audit Report: Statement of Activities/Change in Net Position and Audit Notes School Audit Report: Statement of Net Position

### Operational Performance:

Indicator	Data Source
1. Educational Program Compliance	GaDOE: Charter School Annual Report, SEA Program Monitoring SCSC: Monitoring Activities, Complaint Investigations Other: Reports of Noncompliance from a State or Federal Agency, Independent Audit Report
2. Financial Oversight	GaDOE: Charter School Annual Report, SEA Program Monitoring, Financial Reports SCSC: Monitoring Activities, Complaint Investigations Other: Reports of Noncompliance from a State or Federal Agency, Independent Audit Report
3. Governance	GaDOE: Charter School Annual Report, SEA Program Monitoring SCSC: Monitoring Activities, Complaint Investigations, Training Rosters Other: Reports of Noncompliance from a State or Federal Agency, Independent Audit Report
4. Students and Employees	GaDOE: Charter School Annual Report, SEA Program Monitoring, Data Reports SCSC: Monitoring Activities, Complaint Investigations, Other: Reports of Noncompliance from a State or Federal Agency, Independent Audit Report
5. School Environment	GaDOE: Charter School Annual Report, SEA Program Monitoring, Data Reports SCSC: Monitoring Activities, Complaint Investigations, Training Rosters Other: Reports of Noncompliance from a State or Federal Agency, Independent Audit Report
6. Additional and Continuing Obligations	GaDOE: Charter School Annual Report, SEA Program Monitoring SCSC: Monitoring Activities, Complaint Investigations, Training Rosters Other: Reports of Noncompliance from a State or Federal Agency, Independent Audit Report

## FIRST CHARTER AMENDMENT FOR ZEST PREPARATORY ACADEMY

This amendment to the charter for ZEST Preparatory Academy Charter School (“Amendment”) is entered into by and between ZEST Preparatory Academy, Inc. (“Petitioner”) and the State Charter Schools Commission (“SCSC”) to amend the charter for ZEST Preparatory Academy Charter School (“Charter School”) as follows:

WHEREAS, Petitioner operates the Charter School pursuant to a charter contract executed on or about July 13, 2021 (the “Charter Contract”);

WHEREAS, Petitioner’s current charter term expires June 30, 2027;

WHEREAS, Petitioner deferred the Charter School’s 2022-2023 opening until the 2023-2024 school year;

WHEREAS, Petitioner seeks to amend its charter term to add an additional year to account for the Charter School’s deferred opening;

WHEREAS, the SCSC voted to approve the Petitioner’s request to extend its charter term to allow the Charter School an additional year to obtain adequate performance data for renewal consideration;

NOW THEREFORE, in consideration of the promises, mutual agreements, and covenants contained herein and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Petitioner and the SCSC agree as follows:

1. Paragraph 2 of the Charter Contract shall be stricken in its entirety and be replaced with the following:

Charter Term. The SCSC grants this Charter to Petitioner to operate the Charter School for a five-year term beginning July 1, 2023, and expiring on June 30, 2028.

2. Except as amended herein, all other terms and conditions of the Charter Contract, including any prior amendments, shall remain in full force and effect.

WITNESS the hands and seals of the undersigned as of the date set forth next to each signature. This Amendment shall be effective as of the date of the last signature below.



Michael Dudgeon (Dec 12, 2025 13:33:29 EST)

Mike Dudgeon, Chairperson

STATE CHARTER SCHOOLS COMMISSION

12/12/2025

(Date)



Brannon Jones (Dec 12, 2025 13:25:39 EST)

Brannon Jones, Governing Board President

ZEST PREPARATORY ACADEMY, INC.

12/12/2025

(Date)










# FY26 Zest Prep Amendment.term extension

Final Audit Report

2025-12-12

Created:	2025-12-12
By:	Kiara Thompson (kiara.thompson@scsc.georgia.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfQt9IARSaruyhEXAooPz6ke0CqLwF4al

## "FY26 Zest Prep Amendment.term extension" History

-  Document created by Kiara Thompson (kiara.thompson@scsc.georgia.gov)  
2025-12-12 - 4:16:39 PM GMT
-  Document emailed to bjones@zestprep.org for signature  
2025-12-12 - 4:16:52 PM GMT
-  Email viewed by bjones@zestprep.org  
2025-12-12 - 6:24:06 PM GMT
-  Signer bjones@zestprep.org entered name at signing as Brannon Jones  
2025-12-12 - 6:25:37 PM GMT
-  Document e-signed by Brannon Jones (bjones@zestprep.org)  
Signature Date: 2025-12-12 - 6:25:39 PM GMT - Time Source: server
-  Document emailed to Michael Dudgeon (mjdudgeon@gmail.com) for signature  
2025-12-12 - 6:25:42 PM GMT
-  Email viewed by Michael Dudgeon (mjdudgeon@gmail.com)  
2025-12-12 - 6:32:42 PM GMT
-  Document e-signed by Michael Dudgeon (mjdudgeon@gmail.com)  
Signature Date: 2025-12-12 - 6:33:29 PM GMT - Time Source: server
-  Agreement completed.  
2025-12-12 - 6:33:29 PM GMT