



Academy of Collaborative Education

Governance Committee Meeting

Published on October 20, 2025 at 1:41 PM CDT

Date and Time

Wednesday October 22, 2025 at 3:30 PM CDT

Pursuant to Louisiana Open Meetings Law - La. R.S. 42:19, notice is hereby given to the members of the Board of Directors of Academy of Collaborative Education and to the general public that the Board will hold a regular, special, or re-scheduled meeting, open to the public as specified below. To ensure compliance with the Open Meeting Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:30 PM
A. Record Attendance		Amy Marcus	1 m
B. Call the Meeting to Order		Holly Allen	1 m
C. Approval of Committee Meeting Minutes	Approve Minutes	Holly Allen	1 m
Approval of the meeting minutes for the September Governance committee meeting.			
Approve minutes for Governance Committee Meeting on September 24, 2025			
D. Approval of agenda	Vote	Holly Allen	1 m

	Purpose	Presenter	Time
Request for amendment to the agenda or approval of the agenda as presented.			

II. Governance 3:34 PM

A.	Report: Executive Director Update Executive Director Update on governance and related issues.	Discuss	Joellen Freeman	5 m
B.	Stipend	Vote	Joellen Freeman	5 m
C.	Grace Lease Joellen will update committee on Grace lease.	Discuss	Joellen Freeman	5 m
D.	Resolution to Close Cross Keys Account A resolution to close the Cross Keys Bank account and withdraw the funds.	Discuss	Joellen Freeman	5 m
E.	Resolution to Remove and Assign Progressive Bank Signatories Resolution to remove Amy Marcus as signatory for Progressive Bank and assign Latner McDonald and Anna Grimmatt as of October 29, 2025	Discuss	Joellen Freeman	5 m
F.	Website Complaint Update A verbal update will be given on website complaint that was filed.	FYI	Joellen Freeman	5 m
G.	State Police Policy for Background Checks	Discuss	Joellen Freeman	5 m

III. Progress Toward SMART Goals: 4:09 PM

A.	Governance SMART Goals for SY25-26 Holly has revised the proposed SMART goals and will create a "checklist" to be used for all new contract oversight. *If the committee approves the goals, they will be presented to the full board for approval on October 29th.	Discuss	Holly Allen	5 m
B.	Board and Governance Committee Meeting Scheduling What new meeting schedule has been agreed upon by the Finance and Facilities committees?	Discuss	Holly Allen	5 m

	Purpose	Presenter	Time
Would it be prudent to move Governance Committee meetings to quarterly? If approved by the board, when is the next meeting?			
Would it be prudent to move the Board meetings to every other month? And if approved by the board, when is the next meeting?			
All of these proposed changes need to be on the next board meeting agenda for approval, and then edited on the ACE website and sent to LDOE.			

IV. Progress Toward Dashboard Goals: 4:19 PM

A.	Review of Board Composition	Discuss	Holly Allen	5 m
	Governance will review:			
	Board Composition			
	Officer and trustee terms			
	3-year board analysis			
	* If approved by the committee, the Governance Chair will share the 3-year Board Analysis with the board of directors at the October 29th monthly board meeting.			
B.	One-Hour Training with the Board of Ethics	Discuss	Holly Allen	5 m
	<u>Governance will begin reminding board members via email and during monthly board meetings to complete their one hour of training on the Louisiana Board of Ethics Online Portal.</u>			
	Each trustee must complete 1 hour of Ethics Training by Dec.31, 2026. https://eap.ethics.la.gov/EthicsTraining/login.aspx			
C.	Review and Revision of board job descriptions and bylaws	Discuss	Holly Allen	10 m
	Revise board job descriptions and Bylaws and revise, if necessary.			
	* If the Governance Committee revises bylaws and/or job descriptions, the Governance Chair will bring them to the full board for approval at the October 29th monthly board meeting.			

	Purpose	Presenter	Time
D. Board Member Recruitment Documents <u>The Governance Committee will review the board member recruitment documents in the board documents and edit as necessary.</u>	Discuss	Holly Allen	5 m
E. EDSaE (Subcommittee of Governance) 1. Review and approve a short-term and long-term ED succession plan with the ED. *If approved, the EDSaE chair will present to the full board at the October board meeting. 2. *The EDSaE chair will present the Annual ED Evaluation Process to the full board at the October board meeting. 3. *The EDSaE chair will present its first "check-in" with the ED to the full board at the October board meeting.	Discuss	Amy Marcus	5 m
V. Action Items			4:49 PM
A. D.O.N. Decisions made: Owners: Next steps: Holly will update the SMART Goals	Discuss	Holly Allen	5 m
VI. Other Business			
VII. Closing Items			4:54 PM
A. Adjourn Meeting	Vote	Holly Allen	1 m

In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of Academy of Collaborative Education, please contact Joellen Freeman at jcfreeman@aceforasd.org describing the assistance that is necessary.