

Academy of Collaborative Education

Board Meeting

Published on April 15, 2025 at 9:35 AM CDT

Date and Time

Wednesday April 16, 2025 at 3:30 PM CDT

Location

Academy of Collaborative Education
505 Glenmar Avenue
Monroe, LA 71201

Amy Marcus is inviting you to a scheduled Zoom meeting.

Topic: ACE Board Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us06web.zoom.us/j/86737566368>

Meeting ID: 867 3756 6368

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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.

In accordance with La. R.S. 42:17.2, this board meeting will be held virtually. Members of the public can access it to the link referenced on the website. Anchor location for the meeting will be the school, Academy for Collaborative Education, 505 Glenmar Ave, Monroe, LA 71201.

Agenda

	Purpose	Presenter	Time
I.	Opening Items		3:30 PM
A.	Record Attendance	Holly Allen	2 m
	President requests Secretary record attendance of board members and guest participants.		
B.	Call the Meeting to Order	Kara Maggorie	1 m
	President, or President's designated officer, calls meeting to order.		
C.	Approve Minutes	Approve Minutes Kara Maggiore	1 m

	Purpose	Presenter	Time
Approve minutes for Board Meeting on March 19, 2025			
D. Approval of April Meeting Agenda	Vote	Kara Maggorie	1 m
Approval of March Meeting Agenda as presented.			
II. Reports			3:35 PM
A. Executive Director Report	FYI	Joellen Freeman	10 m
Executive Director reports on the organization's performance, strategic progress, financial health, and any significant risks or opportunities.			
B. Committee Reports	Discuss	Kara Maggorie	30 m
Board committees report on any critical business related to their committee, including any proposed action items to be voted on by the full board. Draft minutes of the April committee meetings are attached for reference.			
Committees will report in the following order:			
<ul style="list-style-type: none"> • Governance <ul style="list-style-type: none"> ◦ ED Support and Evaluation Process ◦ Board Retreat • Finance <ul style="list-style-type: none"> ◦ Update on addressing the deficit • Facilities <ul style="list-style-type: none"> ◦ Update on the sixth-grade addition, safety and compliance relative to the lobby, etc. • Academic Excellence 			
III. Action Items			4:15 PM
A. Approval of the ACE 2025-2026 school year calendar	Vote	Joellen Freeman	5 m
IV. Other/Old Business			4:20 PM
A. Upcoming: May Board Meeting	FYI	Amy Marcus	2 m
The next meeting of the board will be held on May 21, 2025, at 3:30pm. Recurring committee dates are posted on the website and will be updated, if necessary, by the end of this month.			

	Purpose	Presenter	Time
At the May meeting, the board will be voting on the following items: Budget Approval, ED Support and Evaluation Process, and the Annual Board Retreat agenda.			
B. Annual Meeting/Retreat Scheduling	FYI	Kara Maggiore	1 m
ACE's Annual Board Retreat will be held on June 14, 2025.			

V.	Closing Items		4:23 PM
A.	Adjourn Meeting	Vote	Kara Maggorie 1 m

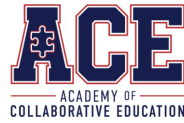
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Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on March 19, 2025

DRAFT



Academy of Collaborative Education

Minutes

Board Meeting

Date and Time

Wednesday March 19, 2025 at 3:30 PM

Location

Academy of Collaborative Education
505 Glenmar Avenue
Monroe, LA 71201

Amy Marcus is inviting you to a scheduled Zoom meeting.

Topic: ACE Board Meeting

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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Directors Present

Amy Marcus, Carmen Parks, Holly Allen (remote), Kara Maggiore (remote), Latner McDonald, Richard Cannon

Directors Absent

Anna Grimmatt, Rob Turner

Ex Officio Members Present

Joellen Freeman, Karen Roberson, Mike Dunn (remote)

Non Voting Members Present

Joellen Freeman, Karen Roberson, Mike Dunn (remote)

Guests Present

Davy Mize, Madison Bachhofer (remote), Melissa Grand (remote), Tiamyra Howard (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Kara Maggiore called a meeting of the board of directors of Academy of Collaborative Education to order on Wednesday Mar 19, 2025 at 3:31 PM.

C. Approve Minutes

Motion to approve the minutes of February meeting.

Amy Marcus motioned to approve the minutes and Richard Cannon seconded the motion.

Opportunity given for Board Comment, Public Comment and Board Comment. No comments received.

Vote taken with unanimous approval.

Meeting minutes approved.

Amy Marcus made a motion to approve the minutes from Board Meeting on 02-26-25.

Richard Cannon seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Approval of March Meeting Agenda

Motion to approve the March meeting agenda as presented.

Carmen Parks motioned to approve the agenda and Latner McDonald seconded the motion.

Opportunity given for Board Comment, Public Comment and Board Comment. No comments received.

Vote taken with unanimous approval.

March Meeting agenda approved.

II. Reports

A. Executive Director Report

Staff and Enrollment:

- Current enrollment 93 students with 88.38% attendance rate. Application process 2025-26 school year is now closed. Lottery took place where applicable with a wait list on some grades. Increased class size to 9 students for a total of 126 students. 2 existing students declined seat for the following year. Total of 9 open seats for 2025-26 school year.
- Currently: 11 teachers, short 1.
- Returning: Existing teachers all returning. Due to addition of 6th grade, 2 additional 2 teachers needed for total of 3 open positions. 9 paraprofessionals are returning. 1 therapist confirmed to return. All administrative positions and cafeteria staff to return.
- Total retention rate of 75%.

Academics:

- Dibbles assessment complete. 29 students tested with another 34 students testing under the LAR. Information learned guides academic intervention efforts and creation of IEP. goals.
- LEAP will start in April.

Field Trips:

- Looking forward to upcoming field trip to see Moccasins hockey practice. Transport provided by bus through Monroe City Schools. A field trip to Moccasins hockey game will follow. Staff and parents will be in attendance.

Other News:

- Charter authorizers audit week of April 23, 2025.

Budget:

- Mike Dunn reporting. Currently dealing with two issues: CSP grant and preparation of budget moving forward due to anticipated deficit. Have put together a working group to include relevant board members and outside advisors in planning and preparing budget moving forward.

B. Committee Reports

Governance:

Kara Maggiore provided overview of each of the below with board members having copy prior to meeting for review and consideration. Opportunity for questions given.

- Amendment to Bylaws re: Committee Ratification
- Seconded Amended and Restated Bylaws

- Resolution on Contract Signing Authority
- Resolution for Provision of Background Checks for Board Members

Finance: No new news

Facilities: Bid(s) received for remodeling of 6th grade space which will be presented at a later date.

Academic Excellence: No additional news.

III. Action Items

A. Ratification of formation of Board Committees

Motion to approve ratification of formation of board committees effective June 8, 2024.

Richard Cannon motioned to approve the motion and Amy Marcus seconded the motion.

Opportunity given for Board Comment, Public Comment and Board Comment. No comments received.

Vote taken with unanimous approval

Motion passed.

B. Approval of Seconded Amended and Restated Bylaws

Motion to approve second amended and restated bylaws as presented.

Carmen Parks motioned to approved the motion and Kara Maggiore seconded the motion.

Opportunity given for Board Comment, Public Comment and Board Comment. No comments received.

Vote taken with unanimous approval

Motion passed.

C. Resolution regarding Contract Signature Authority

Motion to approve the Resolution re: contract signature authority as presented.

Latner McDonald motioned to approve the motion and Holly Allen seconded the motion.

Opportunity given for Board Comment, Public Comment and Board Comment. No comments received.

Vote taken with unanimous approval

Motion passed.

D. Approval of Resolution regarding Board Member Background Checks

Motion to approve resolution re: board member background checks as presented

Amy Marcus motioned to approve the motion and Richard Cannon seconded the motion.

Opportunity was given for Board Comment, Public Comment, and Board Comment. No comments received.

Vote taken with unanimous approval.

Motion Passed.

E. Approval of Davy Mize as Board Member

Motion to approve Davy Mize as new Board Member.

Amy Marcus presented Davy Mize as potential new member to Board.

Latner McDonald motioned to approve Davy Mize and Carmen Parks seconded the motion.

Opportunity was given for Board Comment, Public Comment, and Board Comment. No comments received.

Vote taken with unanimous approval of Davy Mize to the ACE Board.

IV. Other/Old Business

A. Upcoming: April Board Meetings

Board Meeting - April 16, 2025 (in person)

Those appearing virtually will not be able to vote.

B. Annual Meeting/Retreat Scheduling

Survey circulated re: scheduling of Annual Meeting/Retreat Scheduling. Firm date to be set once all surveys received and reviewed.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:23 PM.

Respectfully Submitted,
Holly Allen

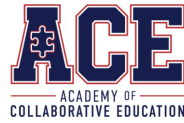
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Coversheet

Committee Reports

Section:	II. Reports
Item:	B. Committee Reports
Purpose:	Discuss
Submitted by:	
Related Material:	2025_04_08_april_governance_committee_meeting_minutes-2.pdf 2025_04_09_finance_committee_meeting_minutes.pdf 2025_04_10_facility_development_committee_meeting_minutes.pdf 2025_04_02_academic_excellence_committee_meeting_minutes.pdf 4days1halfdayoption.jcf.4.1.25.pdf

DRAFT



Academy of Collaborative Education

Minutes

April Governance Committee Meeting

Date and Time

Tuesday April 8, 2025 at 3:30 PM

Location

Join Zoom Meeting

<https://us06web.zoom.us/j/86737566368>

Meeting ID: 867 3756 6368

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Committee Members Present

Amy Marcus (remote), Holly Allen (remote), Joellen Freeman, Kara Maggiore (remote)

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Joellen Freeman called a meeting of the Governance Committee of Academy of Collaborative Education to order on Tuesday Apr 8, 2025 at 3:37 PM.

C. Approval of Committee Meeting Minutes

Holly Allen made a motion to approve the minutes from Governance Committee Meeting - March 2025 on 03-17-25.

Joellen Freeman seconded the motion.

The committee **VOTED** to approve the motion.

II. Governance

A. Report: Executive Director Update

GuideOne Insurance has exited Louisiana, so churches and schools it previously insured are left searching for other options.

Instead of consolidating policies as in GuideOne, ACE is now forced to purchase different policies through different companies.

And the price increase is substantial.

The main questions to bring before multiple committees for advice are: Do we renew our cybersecurity insurance? And do we purchase Non-Owned Auto insurance for the staff that pick up school lunches daily?

Holly suggested checking with organizations associated with our population, such as the National Autism Association, to see if they may have insurance-related resources.

Joellen will discuss this with the team at SFACS next week.

Update on Medicaid: ACE will move forward with billing Medicaid with the assistance of HEAL.

Update on possible ABA Clinic leasing space from Friends of ACE: An ABA contractor would lease space from Friends of ACE, and our students would receive therapy on the ACE campus via said clinic. The clinic would manage the line techs and RBTs.

Joellen will research compliance and insurance relative to an on-site ABA clinic.

Holly will review contracts as they are constructed and inform the Governance Committee when questions arise.

Joellen will research how Emerge in Baton Rouge transitions students from clinic to the academic day and vice versa.

Currently, two ABA contractors are being considered.

Before this can happen, the ACE Board of Directors must approve a resolution finalizing the on-site ABA clinic.

B. Report: Update on Executive Director Evaluation Progress

Members of the Governance Committee received a sampling of CEO/ED evaluation questions obtained from BoardOnTrack.

The members will consider the content of the documents before the next meeting.

Dr. Beck will make her recommendations using the same documents for reference.

The Governance Committee will present to the full board for approval at the May board meeting.

III. Other Business

A. Update: Annual Board Meeting / Retreat

The annual board retreat will be held June 14th in Monroe 8-5.

The agenda will be roughly:

Board business, budgeting and contracts, school-leader evaluation and goal-setting, committee work, and how to ask good questions in board meetings.

B. Committee Meeting Scheduling

The next Governance Committee Meeting will be held May 13th @ 3:30.

IV. Closing Items

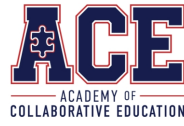
A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:20 PM.

Respectfully Submitted,
Amy Marcus

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DRAFT



Academy of Collaborative Education

Minutes

Finance Committee Meeting

Date and Time

Wednesday April 9, 2025 at 2:00 PM

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.

Committee Members Present

Amy Marcus (remote), Anna Grimmett (remote), Joellen Freeman, Latner McDonald (remote), Mike Dunn (remote)

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Latner McDonald called a meeting of the Finance Committee of Academy of Collaborative Education to order on Wednesday Apr 9, 2025 at 2:02 PM.

C. Approve Minutes

Amy Marcus made a motion to approve the minutes from Finance Committee Meeting on 03-12-25.

Latner McDonald seconded the motion.

The committee **VOTED** to approve the motion.

II. Finance Committee Goals for 2025/2026

A. Amendment and Changes recommended by LAPCS (See attachment)

The committee reviewed the proposed edits to the ACE Finance and Accounting Policy and Procedures Manual (per Melissa Carollo).

Pg. 11-The Ex. Dir. and/or Principal have the authority to: 5th bullet-change from approval from Finance Committee to read "from Board" ilo of Finance Committee.

Pg. 11—The CFO has the authority to change the 6th bullet point to Approval "from the board" ilo of the Finance Committee.

Page 12-C-Annual Operating Budget-change date to July 15th

Page 13-Contracts: Add a new bullet point to read, "Vendor RFP's to be approved by the Board."

Page 13-Credit Card Policy: Finance Committee approval of Executive Director's expenses

Page 14-A. Budget Development and Approval-Under 2nd bullet point-change date for Board approval of the budget to July 15th ilo 31st

Page 15-F. Bank Reconciliations- Add a new bullet point to state: Check images to be included with the monthly statement for the Finance Committee review.

Page 16—Credit Card Expenses—Add a sixth bullet point: The finance committee will review and approve the monthly credit card statement. Also, add a separate Expense Policy for staff members.

Clarification was gained around the titles of Controller, CFO, etc.

The language will be changed to state that ACE is outsourcing to a third party.

Mike Dunn will make the required and agreed-upon edits and send a revised copy to the committee members.

III. Finance

A. 2024/2025 Final Budget

The committee discussed the final 2024/2025 budget outlook based on corrected enrollment numbers, staffing changes, payroll, etc. (actual vs. budgeted).

Expected shortfalls and deficit projections were discussed. The special Finance Committee/ Budget Committee (working group) is still working on numbers and will have another meeting next week. The "working group" hopes to reach a final budget at next week's meeting.

Medicaid billing was discussed, and changes to billing for High-Cost Services (ABA) will be invoiced to Medicaid to free up CSP funds for other costs.

The current deficit as of 3/15/2025 was \$232,047, and with the expected Medicaid reimbursement of \$116,000, we should be able to reduce that figure substantially. (Medicaid funds will vary)

There are a few key questions that, when answered, will aid in this process.

B. Grant Updates

Joellen has worked with Javonda to submit further expenses for reimbursement to the CSP.

C. ABA Services and Payments

Medicaid will be billed for ABA services rendered this school year.

D. ABA status for 2025/2026

This item was tabled until the next regularly scheduled meeting.

E. LDOE Stipend- Update and Closure

This item was tabled until the next regularly scheduled meeting.

F. Budget Forecasting for 2025/2026

This item was tabled until the next regularly scheduled meeting.

IV. Other Business

A. 2025/2026 Budget Planning (Carry over from March 12th meeting)

This item will be revisited during the upcoming "working group" meeting.

Discussions on projected CSP balance, estimated Medicaid reimbursement, MFP funding, ABA staffing or contracting, enrollment, staffing changes, other high-cost services and additional HR expenses were tabled until Mike and Joellen can dig deeper into the numbers.

Mike had to drop off the call, but Anna, Amy, Joellen, and Latner continued to discuss budget concerns, loans, grants, financial scenarios for the 2024-2025 budget, and the movement of line items on the P&L statement to represent a more positive cash-flow.

V. Closing Items

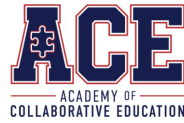
A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:25 PM.

Respectfully Submitted,
Latner McDonald

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DRAFT



Academy of Collaborative Education

Minutes

Facility/Development Committee Meeting

Date and Time

Thursday April 10, 2025 at 3:30 PM

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Committee Members Present

Amy Marcus (remote), Davy Mize, Joellen Freeman, Richard Cannon (remote), Rob Turner

Committee Members Absent

Karen Roberson

Guests Present

Katie Kahmann

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Rob Turner called a meeting of the Facility/Development Committee of Academy of Collaborative Education to order on Thursday Apr 10, 2025 at 3:35 PM.

C. Approve Minutes

Joellen Freeman made a motion to approve the minutes from January Facility / Development Meeting on 01-30-25.

Davy Mize seconded the motion.

The committee **VOTED** to approve the motion.

II. Facility/Development

A. 6th Grade Expansion

The Facility/Development Committee discussed expanding the school to accommodate sixth-grade classes, including adding two classrooms, improvements to the reception area, and potential clinic space.

Plans include removing two walls and adding three to create four classrooms along the fifth-grade corridor.

Key points included the need for a secure testing room, relocating Dr. Dawn Stanfield's office or office door, and improving the reception area for security and compliance.

B. Additional building alteration for pricing

The committee emphasized the importance of minimizing costs and maximizing cash flow.

Joellen discussed the need for a quiet testing room for state and individual testing and the need for secure storage for testing materials.

The multipurpose room and other spaces are being considered for potential alterations.

Rob outlined the budget and timeline for the expansion, emphasizing the need to handle as much of the work with cash as possible.

The current contractors are considered reliable and cost-effective, but additional bids will be sought for best practices.

Rob Turner plans to present itemized pricing and a timeline for the mandatory items by the next board meeting.

The possibility of a T-building for additional space was also considered, with discussions on utilities and cost-effectiveness.

C.

Volunteer workdays

Rob suggests involving volunteers for specific tasks, such as demolition and finishing work, to reduce costs and expedite the project.

Rob notes the need to document the work and ensure compliance with safety standards.

III. Other Business

A. Revised committee meeting schedule

The committee agreed that, at this critical point, meetings need to remain monthly.

IV. Closing Items

A. Adjourn Meeting

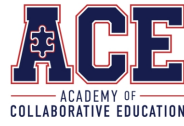
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:45 PM.

Respectfully Submitted,
Amy Marcus

B. Action Items:

- [] Explore the possibility of adding a temporary "T-building" or modular structure to provide additional space.
- [] Present the itemized pricing and timeline for the "have to" items (classroom expansion, reception area, administrative office door) at the next board meeting.
- [] Continue vetting general contractors and subcontractors to get additional bids.
- [] Reach out to the community to identify any volunteers with specialized skills (e.g., welding, masonry) who could assist with the renovation.

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DRAFT

Academy of Collaborative Education

Minutes

Academic Excellence Committee Meeting

Date and Time

Wednesday April 2, 2025 at 3:00 PM

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.

Committee Members Present

Amy Marcus, Carmen Parks, Joellen Freeman, Karen Roberson

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Carmen Parks called a meeting of the Academic Excellence Committee of Academy of Collaborative Education to order on Wednesday Apr 2, 2025 at 3:05 PM.

C.

Approve Minutes

Amy Marcus made a motion to approve the minutes from Academic Excellence Committee Meeting on 03-05-25.

Karen Roberson seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Academic Excellence

A. Advisor addition

Carmen Parks made a motion to Add Faith Gremillion to ACE's advisory committee.

Amy Marcus seconded the motion.

Faith is respected by all members of the Academic Excellence Committee, and all agreed that she would be a valuable addition to ACE's Advisory Committee.

The committee **VOTED** to approve the motion.

Roll Call

Amy Marcus Aye

Joellen Freeman Aye

Carmen Parks Aye

Karen Roberson Aye

B. Charter Promises

Carmen continued working on the ACE Charter Promises document with the committee.

C. Last 9 weeks survey

Joellen stated that, disappointingly, there was not a strong enough response to the last 9-week survey to glean any significant information.

D. Testing update

Karen Roberson updated the committee on LEAP Connect, LEAP, and DIBELS testing.

E. 2025-26 school year

Joellen Freeman offered calendar options for the 2025-2026 ACE school year, and the committee gave input in order to help with decision making.

F. End of year 24-25 school year

The committee discussed "check-out" procedures to be used at the close of the school year for all ACE staff.

The committee discussed having Big Boyz Barbecue feed staff at ACE on April 23 or 30th @ 12:30.

The committee discussed having Thurman's feed the staff June 4th at 12:30.

Amy will check on these dates with both establishments and facilitate.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:25 PM.

Respectfully Submitted,
Carmen Parks

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.

Academy of Collaborative Education						
2025 - 2026 School Calendar						
August '25						
Su	M	Tu	W	Th	F	S
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School Closed/ Holidays



Teacher in-Service Day (no school for students)



Half Day



First and Last Day of School



Parent Night



End of nine weeks



Summer School (Extended School Year)

Total Days = 171

Total Minutes @ school = 71,500

Total Minutes for full days = 450 (410 Instructional minutes)

Total Minutes for half days = 300 (270 Instructional minutes)

Full day total instructional minutes = 55,350 (410 minutes * 135 full days)

Half day total instructional minutes = 9,720 (270 minutes * 36 half days)

Total instructional minutes 65,070

Total REQUIRED instructional minutes 63,720

Additional minutes for weather, etc 1350 = about 3.5 days of instructional minutes or 5 half days of instructional minutes

School hours 7:47 - 3:17 full day

School hours 7:47 - 12:47 half day

Drop off all students - 7:35 - 7:47

Pick up - Kinder - 3:05

Pick up - K - 6th - 3:17

Staff arrival: 7:20

Strong Start: 7:25 - 7:30

August 1st - new employee orientation

August 4-8 - professional development

December 12 - PD day

January 15 - Parent Conference Night

January 16 - ½ day PD

February 17 - PD day

Dibels/Numeracy Screening

BOY: first 30 days of school

MOY: December 1-31

EOY: April 1-30

LEAP

April 15-17 ela/math

April 20-22 Science and social studies

LEAP Connect

February 23-march 27

ELPS students

Coversheet

Approval of the ACE 2025-2026 school year calendar

Section:	III. Action Items
Item:	A. Approval of the ACE 2025-2026 school year calendar
Purpose:	Vote
Submitted by:	
Related Material:	4days1halfdayoption.jcf.4.1.25.pdf

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