

Academy of Collaborative Education

Finance Committee Meeting

Published on May 13, 2025 at 8:38 AM CDT

Amended on May 14, 2025 at 1:56 PM CDT

Date and Time

Wednesday May 14, 2025 at 2:00 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			2:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order	Discuss	Latner McDonald	
C. Approve Minutes	Approve Minutes	Latner McDonald	1 m
Approve minutes for Finance Committee Meeting on April 9, 2025			
II. Finance			2:02 PM

	Purpose	Presenter	Time
A. 2025/2026 FY budget update	Discuss	Joellen Freeman	5 m
B. Update on Special Committee	Discuss	Mike Dunn	5 m
III. Other Business			2:12 PM
Review current finacials			
Update on Line of Credit increase with Progressive Bank.			
A. Contract review for PT & ABA	Discuss	Joellen Freeman	10 m
IV. Closing Items			2:22 PM
A. Adjourn Meeting	Vote		

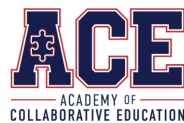
In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of Academy of Collaborative Education, please contact Joellen Freeman at jcfreeman@aceforasd.org describing the assistance that is necessary.

Coversheet

Approve Minutes

Section:	I. Opening Items
Item:	C. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Finance Committee Meeting on April 9, 2025 2025_04_09_finance_committee_meeting_minutes.pdf

APPROVED



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

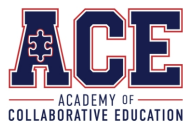
A. Adjourn Meeting

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

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Respectfully Submitted,
Latner McDonald

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Coversheet

Contract review for PT & ABA

Section:	III. Other Business
Item:	A. Contract review for PT & ABA
Purpose:	Discuss
Submitted by:	
Related Material:	Contract ex 1.docx-3.pdf Jason Riley.OTcontract-2.pdf

TELEHEALTH SERVICE AGREEMENT (BCBA Supervision for RLTs)

This Service Agreement ("Agreement") is entered into on this 16th day of June, 2025 ("Effective Date") by and between:

Charter School:

Academy Of Collaborative Education
505 Glenmar Ave, Monroe, LA 71201
("School")

and

Providers:

Alanna Hollborn, BCBA, and Molly Roberston, BCBA
(Collectively referred to as "Providers")

RECITALS:

WHEREAS, the School requires professional behavior analytic services, including telehealth supervision for RLTs (Registered Line Technicians);

WHEREAS, the Providers are qualified Board Certified Behavior Analysts (BCBAs) authorized to practice in Louisiana and to provide telehealth services;

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the Parties agree as follows:

1. Scope of Services

Providers agree to deliver the following services via telehealth:

- Supervision of Registered Line Technicians (RLTs) and/or Registered Behavior Therapist (RBTs) assigned by the School, at a minimum of 5% as required by Louisiana Behavioral Analyst Board.
- Development of supervision plans based on BACB and Louisiana state guidelines.
- Direct telehealth observations and performance feedback sessions.
- Review and analysis of recorded incidents, classroom videos, or other relevant behavioral data from the school building.
- Formal performance evaluations of RLTs conducted at regular intervals (at minimum, twice per academic year), using tools approved by the School.
- Regular reporting and documentation of supervision activities.
- Attendance at virtual team meetings, when necessary.
- Collaboration with School personnel regarding the progress, strengths, and areas of improvement for RLTs

- Review RLTs/RBTs notes to ensure content is accurate and viable for billing purposes.
- Complete all documentation for billing on a timely basis, at a minimum of every 2 weeks.
- Provide State and Federal Background check information to the School.
- Provide all documentation for Louisiana Licensure and proof of RLT supervision under BCBA licensure.
- Attend IEP and/or Behavior Plan meetings with 15 day notice for IEP's and 5 day notice for Behavior Plan meetings when availability allows.
- Attend other meetings as available.
- Meet with the Executive Director on a monthly basis for updates.

All services shall comply with applicable laws, BACB ethical standards, and Louisiana regulations.

2. Term

This Agreement shall commence on the Effective Date and continue through _____ (e.g., June 30, 2026), unless terminated earlier in accordance with Section 8.

3. Payment Terms

- Providers shall be compensated at the rate of \$75 per supervision hour.
 - Invoices will be submitted monthly, and payment shall be due within 30 days of invoice receipt.
 - Any additional services outside of the agreed scope must be pre-approved in writing by the School and may be subject to separate billing.
-

4. Responsibilities of the Providers

- Maintain current BCBA certification and Louisiana licensure throughout the term of this Agreement.
- Ensure all telehealth technology and storage are HIPAA-compliant.
- Maintain appropriate liability and professional malpractice insurance.
- Provide monthly supervision summaries and individual performance evaluation reports for each RLT at the designated times.

- Review and maintain confidentiality of any school-provided recordings, data, or documents accessed.
 - Utilize School-approved evaluation forms and provide objective, constructive feedback.
-

5. Responsibilities of the School

- Assign RLTs for supervision and facilitate initial introductions.
 - Ensure RLTs have access to appropriate technology for telehealth services.
 - Ensure Providers access a documentation platform to record incidents, behavioral data, and other necessary documentation.
 - Supply evaluation templates/forms or approve Providers' proposed evaluation formats prior to use.
 - Notify Providers promptly of any concerns, changes in assignments, or technology issues.
 - Provide school issued computers to conduct telehealth services
 - Provide ACE emails to BCBA for communication purposes.
 - Provide timely payment for services rendered.
-

6. Confidentiality

Both parties agree to maintain strict confidentiality of all student, RLT/RBT, incident recording, evaluation, and supervision information in accordance with HIPAA, FERPA, BACB, and all applicable Federal and State privacy laws.

Providers shall not share, download, or disseminate recordings or evaluation data outside of the agreed professional use without express written consent.

7. Independent Contractor Status

The Providers shall perform all services as independent contractors. Nothing in this Agreement shall be construed as creating an employer-employee relationship, partnership, or joint venture between the Providers and the School.

8. Termination

This Agreement may be terminated by either party:

- For any reason, with thirty (30) days' written notice.

- Immediately for cause, including but not limited to breach of Agreement terms, loss of licensure, or violation of ethical guidelines.

Upon termination, Providers shall be compensated for all services performed up to the termination date **once all documentation is received and approved and technology is returned to ACE.**

9. Indemnification

Each Provider agrees to indemnify and hold harmless the School from any claims, damages, or expenses arising from the Provider's acts, errors, or omissions under this Agreement.

10. Governing Law

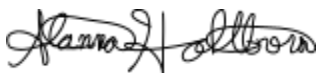
This Agreement shall be governed and construed in accordance with the laws of the State of Louisiana.

11. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions, agreements, or understandings of any kind.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

Alanna Hollborn, BCBA



Molly Robertson, BCBA

Molly Robertson

[Authorized Representative of the School]
[Title]

OCCUPATIONAL THERAPY AGREEMENT

This agreement ("Agreement") is entered into effective as of the _____, ("Effective Date"), by and between Academy of Collaborative Education, which operates a charter school in Monroe, LA ("ACE") and Jason Riley Physical Therapy, which is a Louisiana limited liability company.

WHEREAS, ACE's operation of its charter school requires the services of those professionals who are duly licensed by the State of Louisiana in the provision of occupational therapy ("OT").

WHEREAS, ACE desires to engage Jason Riley Physical Therapy to provide the needed OT evaluation and supervision services for its students and Jason Riley Physical Therapy is willing and able to provide the said services.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and for other valuable consideration the receipt and sufficiency of which are acknowledged, intending to be legally bound, ACE and Jason Riley Physical Therapy agree as follows:

- 1. Services.** OT services ("Services") required by ACE shall be provided by Jason Riley Physical Therapy through its employed Occupational Therapist. The Services provided shall be designed, developed, and delivered in a professional and skillful manner. The Services will be tailored for students in need and will be rendered on ACE's campus. Appropriate documentation will be maintained as to the Services rendered. In providing the said Services, the parties agree and intend that Jason Riley Physical Therapy and its personnel shall, collectively, serve as an independent contractor.
- 2. Term.** The term of this Agreement shall commence upon the Effective Date and continue for twelve (12) months and thereafter will automatically renew annually for additional 12-month terms unless either party provides sixty days notice prior to a renewal date ("Term").
- 3. Compensation.** During the Term of this Agreement, Jason Riley Physical Therapy shall bill ACE for its Services on a bi-weekly basis. Upon receipt of an invoice, ACE shall pay Jason Riley Physical Therapy, by direct deposit, within 10 days of the invoice. The parties agree that the Services provided by an OT shall be billed at a rate of \$70.00 per hour/16.25 per unit. Jason Riley Physical Therapy's invoices shall specify the hours billed for OT. No withholdings shall be deducted from amounts paid by ACE to Jason Riley Physical Therapy for taxes or any other purpose.

4. Termination. This Agreement may not be terminated by either party for convenience.

The parties agree that this Agreement may only be terminated for good cause.

5. Collaborative Effort. The parties acknowledge and agree that they will work together in a collaborative manner for the best interests of the children receiving Services. If any dispute should arise between the parties, each agrees to work in good faith to resolve the issue as expeditiously as possible.

6. Governing Law. This Agreement shall be governed and construed in accordance with the laws of the State of Louisiana.

7. Notices. All notices shall be given to the parties at the following addresses:

(a) To ACE, at: (To Be Completed)
505 Glenmar Avenue
Monroe, LA 71201

(b) To Jason Riley Physical Therapy, at: Jason Riley, CEO/President
Need Address

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by its duly authorized representatives, all as of the date written above.

ACE

By: _____
Joellen Freeman, Executive Director

Date: _____

Jason Riley Physical Therapy

By: _____
Jason Riley, CEO/President

Date: _____