

Academy of Collaborative Education

Board Meeting

Published on October 28, 2025 at 11:18 AM CDT

Date and Time

Wednesday October 29, 2025 at 3:30 PM CDT

Location

The Center for Children and Families, Inc.
622 Riverside Dr.
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

One tap mobile

+16465588656,,86737566368# US (New York)

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Dial by your location

• +1 646 558 8656 US (New York)

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• +1 312 626 6799 US (Chicago)

- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 689 278 1000 US

Meeting ID: 867 3756 6368

Find your local number: <https://us06web.zoom.us/j/ksFZV05P9>

According to the 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 rescheduled meeting, open to the public as specified below. To ensure compliance with the Open Meetings Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

Members of the public can access the board meeting through the link on the website or attend in person. The meeting's anchor location will be The Center for Children and Families, Inc., located at 622 Riverside Dr., Monroe, LA 71201.

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The names of all individuals submitting public comments in person and via email shall be recorded in the meeting minutes.

It is the practice of the board to hear public comments but not respond instantly. The board will confer with the ED, and, depending on the issue, either the Board Chair or ED will respond to you within 24 hours.

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:30 PM
A. Record Attendance		Holly Allen	1 m
B. Call the Meeting to Order		Amy Marcus	1 m
C. Approve Minutes from 9.17.25 and 10.22.25 (Special)	Approve Minutes	Amy Marcus	1 m
D. Approval of Agenda Request for amendment to the agenda, or approval of the agenda as presented.	Vote	Amy Marcus	1 m
II. Reports			3:34 PM
A. Executive Director Report The Executive Director reports on the organization's performance, strategic progress, financial health, and any significant risks or opportunities. 1. Enrollment statistics 2. Staffing Update 3. Updated Financials 4. Audit progress 5. Sixth-grade expansion update 6. Update on accounting firm transition	Discuss	Joellen Freeman	45 m

	Purpose	Presenter	Time
7. Progress—Toward Goals for SY25-26			
8. Cross Keys Resolution to withdraw funds and close account			
9. Progressive Resolution to change signatories			
10. State Police Background Check Policy			
11. Wood Electronics Proposal			
12. Differentiated Compensation Plan (Stipend)			
13. SPED Strategies Contract			
B. Committee Reports	FYI	Amy Marcus	20 m
Board committee chairs will report on important business, including proposed actions needing full board approval. Committee Chairs will also give an update on their goals. Draft minutes from the last committee meeting are attached for your review.			
Committees will report in the following order:			
• Governance (Holly Allen) • Finance (Latner McDonald) • Academic Excellence (Amy Marcus) • Facilities (Davy Mize)			
C. Board Chair Report: Proposed Committee Schedule Changes	Discuss	Amy Marcus	15 m
Proposed change to November Governance meeting date: Move from November 26th to November 11th due to Thanksgiving Break			
Proposed updates to the Academic Excellence meeting schedule: quarterly on Dec. 3, March 2, and May 6.			
Proposed changes to the Finance Committee meeting schedule: The meetings will be held every other month.			

	Purpose	Presenter	Time
	The November meeting will still occur as scheduled, and then the meetings will continue on an every-other-month basis.		
	Proposed changes to the Facilities Committee meeting schedule: The meetings will be held every other month. The November meeting will still occur as scheduled, and then the meetings will continue on an every-other-month basis.		

III. Other/Unfinished Business (Previously visited from an earlier agenda)

IV. Action Items 4:54 PM

A.	Vote on Cross Keys Resolution Resolution to withdraw funds and close the Cross Keys account	Vote	Amy Marcus	5 m
B.	Vote on Progressive Resolution Resolution to remove Amy as signatory and add Anna and Latner	Vote	Amy Marcus	5 m
C.	Vote on State Police Background Check Policy Adopt this policy for Academy of Collaborative Education	Vote	Amy Marcus	5 m
D.	Vote on Wood Electronics Proposal Fire Safety proposal for Grace site	Vote	Amy Marcus	5 m
E.	Vote on Differentiated Compensation Plan (Stipend) Vote to approve stipend for certified SPED teachers	Vote	Amy Marcus	5 m
F.	Vote to approve SPED Strategies Contract	Vote	Amy Marcus	5 m
G.	November Governance meeting change due to Thanksgiving Break Vote to move from 26th to 11th	Vote	Amy Marcus	5 m
H.	Vote to approve the Academic Excellence Committee calendar changes Quarterly on December 3, March 2, and May 6th of 2025	Vote	Amy Marcus	5 m

	Purpose	Presenter	Time
I. Vote to approve changes to the Finance Committee Calendar Change to every other month after their November meeting	Vote	Amy Marcus	5 m
J. Vote to approve changes to the Facilities Committee Calendar Move to every other month after the November meeting	Vote	Amy Marcus	5 m
K. Nomination of Kara Maggiore to the ACE Board of directors Vote to nominate and approve Kara Maggiore as a board member for the Academy of Collaborative Education	Vote	Amy Marcus	5 m
L. Nominate Kara Maggiore for Interim Board Chair for the Academy of Collaborative Education Vote to approve Kara as the Interim Board Chair through June 2026	Vote	Amy Marcus	5 m

V. **D.O.N.**

DECISIONS made:

OWNERS:

NEXT steps:

VI. **Closing Items**

5:54 PM

A. Adjourn Meeting	Vote	Amy Marcus	1 m
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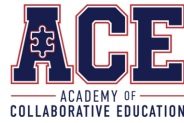
In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of Academy of Collaborative Education, please contact Joellen Freeman at jcfreeman@aceforasd.org describing the assistance that is necessary.

Coversheet

Approve Minutes from 9.17.25 and 10.22.25 (Special)

Section:	I. Opening Items
Item:	C. Approve Minutes from 9.17.25 and 10.22.25 (Special)
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on September 17, 2025 2025_10_22_board_meeting_minutes.pdf

APPROVED



Academy of Collaborative Education

Minutes

Board Meeting

Date and Time

Wednesday September 17, 2025 at 3:30 PM

Location

The Center for Children and Families, Inc.
622 Riverside Dr.
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

One tap mobile

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 - +1 301 715 8592 US (Washington DC)
 - +1 305 224 1968 US
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 - +1 312 626 6799 US (Chicago)
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- +1 719 359 4580 US
- +1 720 707 2699 US (Denver)
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 669 444 9171 US
- +1 689 278 1000 US

Meeting ID: 867 3756 6368

Find your local number: <https://us06web.zoom.us/j/86737566368>

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Directors Present

Amy Marcus, Anna Grimmert, Davy Mize, Holly Allen (remote), Latner McDonald, Richard Cannon

Directors Absent

None

Ex Officio Members Present

Joellen Freeman

Non Voting Members Present

Joellen Freeman

Guests Present

Allison Dickens (remote), Allison Dickens (remote), Cody Bourque, Madison Bachhofer (remote), Seth Hall

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Amy Marcus called a meeting of the board of directors of Academy of Collaborative Education to order on Wednesday Sep 17, 2025 at 3:39 PM.

Amy Marcus called a meeting of the board of directors of Academy of Collaborative Education to order on Wednesday Sep 17, 2025 at 3:39 PM.

C. Approve Minutes

Richard Cannon made a motion to approve the minutes from Board Meeting on 08-20-25. Davy Mize seconded the motion.

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

Richard Cannon made a motion to approve the minutes from Board Meeting on 08-20-25. Davy Mize seconded the motion.

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

D. Approval of Agenda

A motion to amend agenda by A. Marcus. H. Grimmert presented to board. R. Cannon second motion. Unanimous vote to amend agenda to nominate Seth Hall as board member.

Amend Agenda to add action item to discuss/nominate Seth Hall to ACE Board

No Opposition by Board and vote was unanimous.

II. Reports

A. Executive Director Report

Executive Director Report of Joellen Freeman:

1. Enrollment Statistics: 114 enrolled. Students on waiting list and screening continues. 126 total capacity.

2. Staffing Update: Teachers fully staffed by end of month. Continue to work to put in place needed services agreements (PT and APE agreements before the Board today).

3. Updated Financials: Received stipend money for SY2024-25 and SY2025-26 and will work with financial firm to disburse to staff. Working to obtain Title I Grant funding for current year. CSP Grant remains in place and ACE drawing down as appropriate.

4. Audit Progress: In first stages of audit with Lori Woodard and she is working with Mike Dunn to wrap up audit for current year. Board discussion of communication flow between Dunn and Woodard.

5. Sixth-grade Expansion Update - Discussion of fire marshall plan.

6. Update on Accounting Firm Transition: Transitioning from Dunn Financial to Ed Ops. D

7. Progress toward Goals SY 25-26: Other: Discussion of upcoming River Rat Challenge and Golf Tournament. Discussion of Parent Resource Meeting this Saturday and going forward, to be held every 2nd Saturday of each month. Last meeting attendance was 11 parents in person and more online.

B. Committee Reports

Academic Excellence Committee Report by Amy Marcus: On target with most of goals and continue to work toward progress on others. Working to put in place a Staff Retention Plan

Facilities Committee Report by Davy Mize: Continue to work on 6th grade expansion. On target with SMART goals but now waiting on Fire Marshall. Expect to be in new facility November 1, 2025. Facilities - professionals to look at HVAC; drainage issues,

Governance Committee Report by Holly Allen: Last meeting cut short due to school emergency. Continue to work on SMART goals and specifically goals to guide contract/agreement review. Will present to Board ASAP.

Finance Committee Report by Latner McDonald: Consider funding required to be placed in expansion facility ("Grace Facility") as it relates to lease. May call special meeting to review/approve lease for expansion facilities - need 24-hour notice by law. Working through SMART goals and progress on same. Discussed other costs/agreement/quotes as it relates to insurance, safety and security, professional services agreements.

III. Action Items

A. Vote on Professional Services Agreement — Riley Physical Therapy

Richard Cannon made a motion to Approve PSA by Riley Physical Therapy.

Latner McDonald seconded the motion.

No Board, Public or Board comments.

Holly Allen did not vote due to "remote"

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

B. Vote on Provision Quote (Safety and Security at Grace site)

Davy Mize made a motion to Approve Provision Quote.

Anna Grimmatt seconded the motion.

No further Board, Public or Board Comment.

Holly Allen did not vote due to "remote"

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

C. Vote on APE (Adapted/Adaptive Physical Education) Contract

Richard Cannon made a motion to Approve APE Contract.

Davy Mize seconded the motion.

No Board, Public, Board Comment

Holly Allen "remote" so not voting

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

Amy Marcus nominated Seth Hall as new Board member. Discussion of qualifications.

No other Board, Public, or Board comments.

Holly Allen "remote" so not voting

The board **VOTED** unanimously to approve Seth Hall to the ACE Board.

Discussion by Joellen Freeman that ACE Board received best new board by LAPCS. Awarded small monetary gift to school and tickets to the convention. Will announce at annual convention in New Orleans.

IV. Closing Items

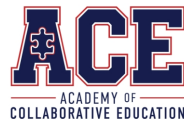
A. Adjourn Meeting

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,
Holly Allen

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DRAFT



Academy of Collaborative Education

Minutes

Board Meeting

Date and Time

Wednesday October 22, 2025 at 4:30 PM

Location

The Center for Children and Families
622 Riverside Dr.
Monroe, LA 71201

This is a special meeting of the ACE Board of Directors. According to the 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 rescheduled meeting, open to the public as specified below. To ensure compliance with the Open Meetings Law, recipients of this message should not forward it to other Board members, and Board members should not reply to this message.

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Directors Present

Amy Marcus, Anna Grimmett, Davy Mize (remote), Holly Allen (remote), Latner McDonald, Richard Cannon, Seth Hall

Directors Absent

None

Directors who arrived after the meeting opened

Anna Grimmett

Guests Present

Allison Dickens

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Amy Marcus called a meeting of the board of directors of Academy of Collaborative Education to order on Wednesday Oct 22, 2025 at 4:33 PM.
Anna Grimmett arrived.

C. Approval of Agenda

Amy Marcus made a motion to Amend the dates on the agenda item IV A.
Richard Cannon seconded the motion.
The board **VOTED** to approve the motion.
Amy Marcus made a motion to Exclude the Grace Lease, Section IV B, from the agenda.

Anna Grimmiett seconded the motion.

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

Anna Grimmiett made a motion to Exclude discussion of the Differentiated Compensation Distribution Plan portion of Section II B.

Richard Cannon seconded the motion.

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

II. Reports

A. Executive Director Report

B. Stipend Distribution

Joellen Freeman discussed the amended copy of the Certificated (certified) and Support Staff Compensation Plan with the board.

This special meeting was called to approve the disbursement of these funds on Oct. 27 and Nov. 24, which is two weeks earlier than previously planned.

C. Grace Lease

The agenda was amended to exclude discussion of the Grace Lease at this time.

III. Action Items

A. Vote on Stipend Distribution

Seth Hall made a motion to Approve Certificated and Support Staff Compensation Plan stipend distribution dates of Oct. 27 and Nov. 24 of 2025.

Latner McDonald seconded the motion.

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

Roll Call

Anna Grimmiett	Aye
Davy Mize	Absent
Richard Cannon	Aye
Amy Marcus	Aye
Seth Hall	Aye
Holly Allen	Absent
Latner McDonald	Aye

B. Vote on Grace Lease

IV. Closing Items

A. Adjourn Meeting

Richard Cannon made a motion to Adjourn meeting.

Amy Marcus seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:41 PM.

Respectfully Submitted,
Allison Dickens

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Coversheet

Executive Director Report

Section:	II. Reports
Item:	A. Executive Director Report
Purpose:	Discuss
Submitted by:	
Related Material:	Board_of_Directors__Resolution_to_close_Cross_Keys.docx Progressice Signatories Change Resolution.pdf State Police Background Check:NCJP.CHRIP_P.jcf.9.7.35.docx-2.pdf ACE School Propsal - Fire Alarm for New Expansion.pdf DifferentiatedCompensation.FY26.jcf.10.8.25.docx Academy_of_Collaborative_Education__ACE__Agreement_2025__2_.pdf ACE_x_SPED_Strategies_Proposal_2025.pdf



Resolution of the Academy of Collaborative Education Board of Directors

Academy of Collaborative Education
505 Glenmar Ave.
Monroe, LA 71201

Withdrawal of Funds and Account Closing at Cross Keys Bank

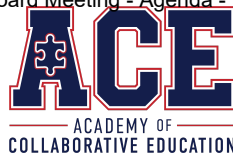
It is hereby resolved that the Board of Directors of the Academy of Collaborative Education approves the decision to withdraw all funds and close the account at Cross Keys Bank, assigning Joellen Freeman as Executive Director and Latner McDonald as Treasurer to carry out the withdrawal and closure.

Secretary's Certification:

I certify that the foregoing resolution was properly adopted by the Academy of Collaborative Education Board of Directors at a duly noticed open meeting held on October 29, 2025, where a quorum was present.

By: _____

Board Secretary



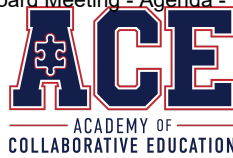
Resolution of the Academy of Collaborative Education Board of Directors
Academy of Collaborative Education
505 Glenmar Avenue
Monroe, LA 71201

Removal of Progressive Bank Signatory: Amy Marcus as of October 29, 2025
Assignment of Progressive Bank Signatories: Anna Grimmett, Vice-Chair and Latner
McDonald, Treasurer

BE IT RESOLVED, that the Board of Directors ratifies the decision to remove Amy Marcus as a signatory on the Academy of Collaborative Education Progressive Bank checking account and add Anna Grimmett and Latner McDonald as signatories on the account.

Secretary's Certification: I certify that the foregoing resolution was duly adopted by the Board of Directors at a properly publicly noticed open meeting held on the ____ day of , , at which a quorum was present.

By: _____
Holly Allen, Secretary



POLICY GOVERNING FINGERPRINT-BASED CRIMINAL HISTORY RECORD INFORMATION (CHRI) CHECKS MADE FOR NON-CRIMINAL JUSTICE PURPOSES

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for the purpose of employment at ACE. All staff members are required to be subject to state and federal background check prior to employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by the FBI and LSP, in accordance with all applicable state and federal rules and regulations. If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, they shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment.

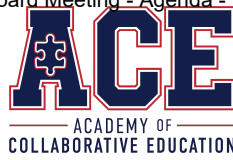
Acceptable Use

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Louisiana State Police (LSP) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at Academy of Collaborative Education will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies.

In addition to the above, all personnel authorized to receive and/or review CHRI must undergo Security Awareness Training on an annual basis. This training will be accomplished using the training provided by CJIS Online.



Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, Academy of Collaborative Education will take the following steps prior to making a final adverse determination:

- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with the information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time of 15 days to correct or complete the CHRI.

Non-Criminal Agency Coordinator (NAC)

The Academy of Collaborative Education NAC is Joellen Freeman. The NAC is responsible for the following:

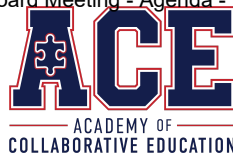
- Maintaining an updated Authorized Personnel List on file with LSP Bureau ([here](#) last page)
 - Ensuring everyone included on this list must undergo the appropriate level of CJIS Security Awareness Training.
- Inform the LSP Bureau of changes in the agency head or any relevant business information (agency name changes, mailing/physical address changes, etc.)
 - Contact the LSP Bureau immediately to update the User Agreement and, if necessary, submit the new authorization to the LSP Bureau.
 - Submit a NAC change form to the LSP Bureau in the event of a change in roles.

Local Agency Security Officer (LASO)

The Academy of Collaborative Education LASO is Joellen Freeman. The LASO is responsible for the following:

- Identifying who is using or accessing CHRI and/or systems with access to CHRI.
- Ensuring that personnel security screening procedures are being followed as stated in this policy.
- Ensuring the approved and appropriate security measures are in place and working as expected.
-

When changes in the LASO appointment occur, Academy of Collaborative Education shall notify the Louisiana State Police of the change.



Personnel Security

All Personnel

All personnel requiring access to CHRI must first be deemed “Authorized Personnel.” The LSP will review and determine if access is appropriate. Access is denied if the individual has ever had a felony conviction, of any kind, no matter when it occurred. Access may be denied if the individual has one or more recent misdemeanor convictions.

In addition to the above, an individual believed to be a fugitive from justice, or having an arrest history without convictions, will be reviewed to determine if access to CHRI is appropriate. The LSP will take into consideration extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

Persons already having access to CHRI and who are subsequently arrested and/or convicted of a crime Will:

- Have their access to CHRI suspended until the outcome of the arrest is determined and reviewed by the LSP in order to determine if continued access is appropriate.
- Have their access suspended indefinitely if a conviction results in a felony of any kind.
- Have their access denied by the LSP where it is determined that access to CHRI by the person would not be in the public’s best interest.

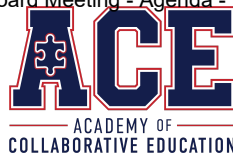
All access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need arises for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit); they will be escorted by, or be under the supervision of, authorized personnel at all times while in these area(s).

Personnel Termination

The LASO shall terminate access to CHRI immediately upon notification of an individual’s termination of employment.

Academy of Collaborative Education CHRI access termination process:

- Notification will be sent via email to the LSP
- This is to be done within 24 hours of receiving notification of termination
- All keys, email accounts, etc will be obtained/disabled from the user within 24 hours



Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent LSP and FBI Security Policy, have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

Media/Physical Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Physical Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

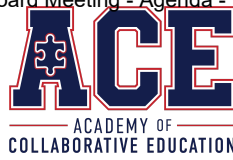
- Is to be stored within employee records when feasible or by itself when necessary
- Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault or other secure container

Media Storage and Access

Electronic CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Electronic CHRI media:

- Is to be stored on Google secure cloud storage and security is maintained and monitored by the IT Department of Academy of Collaborative Education.



Destruction of CHRI

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed by Academy of Collaborative Education, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. Academy of Collaborative Education will ensure such destruction is witnessed or carried out by authorized personnel:

- The LASO shall witness or conduct disposal.
- Cross-cut shredding will be the method of destruction used by the Academy of Collaborative Education.

Media Sanitization and Disposal (Disposal of Electronic Media)

To compliantly destroy and sanitize electronic CHRI, a NCJA has three options. The NCJA must choose one of these options to destroy the electronic CHRI and ensure it is properly documented in the agency policies.

Once electronic CHRI media (data stored on computers) is determined to be no longer needed by Academy of Collaborative Education, it shall be destroyed and disposed of appropriately.

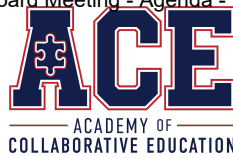
*Agency must choose one option below to use in this policy:

If the computer/device that the CHRI data is stored on is no longer operational, the NCJA must physically destroy the device. Destruction of the device containing electronic CHRI must be completed or witnessed by authorized personnel within the agency.

Retention of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests
- Dispute of the record
- Evidence of any subsequent proceedings based on information contained in the CHRI.



CHRI will be kept for the above purposes in:

- Hard copy form in personnel located in the locked filing cabinet located in the Human Resources Office (currently in the Executive Director's Office who serves as the Human Resources Officer).
 - CHRI will be maintained
- Hard copy form in personnel files located in the locked filing cabinet located in the locked in the Human Resources Office.
 - CHRI will be maintained for three (3) years. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy.

Disciplinary

If an individual at Academy of Collaborative Education has misused or is currently misusing CHRI, the following requirements will be adhered to.

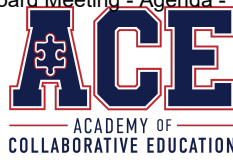
- Using CHRI for any purpose other than what is allowed by state statute or Federal code is considered misuse.
- Intentional misuse of CHRI can result in:
 - Loss of access to CHRI
 - Loss of employment and/or
 - Criminal prosecution
- Misuse of CHRI shall be reported to the state.

Incident Response

The security of information and systems in general, and of CHRI in particular, is a top priority for Academy of Collaborative Education. Therefore, we have established appropriate operational incident handling procedures for instances of an information security breach. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

- All incidents will be reported directly to the LASO.
- If any records were stolen, the incident will also be reported to appropriate authorities.
- Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy.

In addition to the above, the LASO shall report all security-related incidents to the LSP within 24 Hours.



All agency personnel with access to FBI and/or LSP CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and Academy of Collaborative Education regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

Reviewed by: Governance Committee

Date:

Adopted by: Board of Directors

Date:

WOOD Electronics, LLC

P. O. Box 1737 • 117 Royal • West Monroe, LA 71291
(318) 362-0128 • Fax (318) 361-9527 • LA-F386

PROPOSAL

DATE: October 11, 2025

JOB: ACE School
Fire Alarm for New Expansion

TO: Joellen Freeman

1	NFC-50/100	Voice Panel
49	SPSCWLED	Speaker Strobe
11	SCWLED	Strobe
70	NP-200	Smoke Detector
13	NOT-BG12LX	Manual Pull Station
1	NFW-100X	Fire Panel
3	NC-100R	Relay Module
11	NH-200	Heat Detector
2	NZM-100	Zone Module
1	NFC-BDA-25V	Backup Amp
1	NFC-1250A	Distribution Amp
1	NFC-CE6	Voice Expander
14	STI-1100	Stopper Pull Cover

This proposal is to replace the existing fire alarm panel that cannot support the needed additional detection and voice requirements.

The proposal includes 100% smoke protection of first and second floors with voice alarm throughout per SFM requirement.

Total: \$65,395.00

Sixty-Five Thousand, Three Hundred Ninety-Five Dollars and No Cents

THIS PROPOSAL IS HEREBY ACCEPTED:

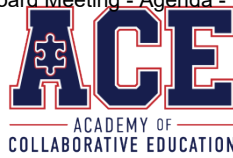
(Purchaser)

By _____

Date _____

Wood Electronics, LLC

zachary Wood



Resolution of the Academy of Collaborative Education Board of Directors
Academy of Collaborative Education
505 Glenmar Avenue
Monroe, LA 71201

Adoption of Differentiated Compensation Distribution Plan

WHEREAS, the Louisiana Department of Education (LDOE) has issued guidance regarding the statewide allocation made by the Louisiana Legislature in 2025 for *Differentiated Compensation*; and.

WHEREAS, the Academy of Collaborative Education (ACE) qualifies as a high-need school and seeks to utilize its Differentiated Compensation allocation to support recruitment and retention efforts for key instructional and special education roles; and

WHEREAS, the Louisiana Department of Education has allocated to ACE the following funds under this program:

- **FY25 Allocation:** \$1,761
- **FY26 Allocation:** \$1,858; and

WHEREAS, the ACE administration has recommended a distribution plan providing a stipend of **\$480** to each eligible full-time employee serving in the following position:

- Full-time Special Education Teacher

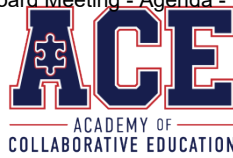
NOW, THEREFORE, BE IT RESOLVED, that the **Board of Directors of the Academy of Collaborative Education** hereby approves the Differentiated Compensation Distribution Plan as presented, with the following terms of eligibility and distribution:

1. Eligibility:

- Staff members eligible for the FY25 allocation who joined ACE between **July 1, 2025, and October 1, 2025**, shall receive the stipend on the **January 30, 2026** paycheck.
- Staff members who begin employment at ACE after **October 1, 2025**, or who separate from employment prior to the distribution date, or who change to a non-eligible position before the distribution date, shall **not** be eligible for the stipend.

2. Distribution Amount:

- Each eligible employee shall receive a one-time **\$480 stipend** in accordance with this plan.



3. Distribution Date:

- Eligible Special Education Teachers will receive a one-time allocation on January 30, 2026.

4. Purpose:

- These stipends are designated solely for the recruitment and retention of educators in critical instructional and special education positions in alignment with LDOE guidance.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute and administer the Differentiated Compensation Plan in accordance with this resolution and LDE requirements.

Adopted this ____ day of _____, 2025, by the Board of Directors of the Academy of Collaborative Education.

Board President

Executive Director

Board Secretary



Consultant Services Agreement

Prepared for Academy of Collaborative Education (ACE)

Created by SPED Strategies, LLC

Project Title: ACE - Systems Improvement - 25_26

Project Focus: Systems Audit

Project Timeline: 2025-2026

This Consulting Services Agreement (the “Agreement”) states the terms and conditions that govern the contractual agreement between SPED Strategies, LLC having its principal place of business at 2932 Calanne Ave. Baton Rouge, LA 70820 (the “Consultant”) and the Academy of Collaborative Education (the “Client”), who agree to be bound by this Agreement.

WHEREAS, the Consultant offers consulting services in the field of special education; and

WHEREAS, the Client desires to retain the services of the Consultant to render consulting services with regard to professional learning focused on meeting the needs of students with disabilities according to the scope of work outlined in Exhibit A terms and conditions outlined herein.

NOW, THEREFORE, In consideration of the mutual covenants and promises made by the parties hereto, the Consultant and the Client (individually, each a “Party” and collectively, the “Parties”) covenant and agree as follows:

1. Term

This Agreement shall begin on October 16, 2025 and end by June 30, 2026 unless mutually agreed upon by Client and Consultant.

2. Scope of Services

The Consultant agrees that it shall provide its expertise to the Client for all things pertaining to the scope of consulting services outlined in Exhibit A.

3. Billings, Compensation and Status

In consideration for the Consulting Services, the Client shall pay the Consultant for successful completion of services outlined according to Exhibit A. The Consultant shall invoice the Client based on the schedule outlined in Exhibit B and such invoices shall be due and payable within 15 business days of the Client receipt of the invoice.

4. Final Agreement and Severability

This agreement terminates and supersedes all prior understanding or agreements on the subject matter hereof. This agreement may be modified only by a further writing that is duly executed by both parties. If any provision herein or the application of thereof any part or circumstance is held invalid or unenforceable, the remainder of the contract and application of such provision or provisions to the other parties and circumstances will not be affected thereby, the provisions of this contract being severable in any such instance.

5. Notice of Intellectual Property Rights

Consultant grants to Client a royalty-free nonexclusive license to use anything created or developed by Consultant for Client under this Contract (hereinafter “Contract Property.”). The license shall have a perpetual term and Client may not transfer it. Consultant shall retain all copyrights, patent rights, and other intellectual property rights to the Contract Property.

6. Consultant’s Reusable Materials

Consultant owns or holds a license to use and sublicense various materials in existence before the start date of this Contract (hereinafter “Consultant’s Materials”). Consultant may, at its option, include Consultant’s Materials in the work provided and in ongoing marketing campaigns under this Contract. Consultant retains all right, title, and interest, including all copyrights, patent rights, and trade secret rights, in Consultant’s Materials. Consultant grants Client a royalty-free nonexclusive license to use any of Consultant’s Materials incorporated into the work provided by Consultant under this Contract. The license shall have a perpetual term and may not be transferred by Client.

7. Termination

In the event of termination of this agreement, the Client shall be responsible only for payment of the contract amount attributable to services and activities completed and accepted as of the effective date of termination. No payment shall be due for unperformed services or the unexpired portion of the agreement.

8. Indemnification

The Contractor shall indemnify, defend, and hold harmless the Academy of Collaborative Education (“ACE”), its agents, employees, and representatives from and against any and all claims, damages, liabilities, losses, costs, and expenses (including reasonable attorney’s fees) arising out of or relating to:

1. **Notification Events** – Contractor agrees to promptly notify ACE of any actual or suspected data breach, security incident, or other “Notification Event” as defined under applicable law, and shall assume full responsibility for informing all affected individuals in compliance with legal requirements. Contractor shall indemnify, hold harmless, and defend ACE from any claims or damages related to such Notification Event.
2. **Negligence or Misconduct** – Any negligent act, omission, willful misconduct, or breach of this agreement by the Contractor, its employees, agents, or subcontractors.

This indemnification obligation shall not apply to the extent that claims, damages, or expenses are caused by the sole negligence or willful misconduct of ACE.

9. Administration

The duly-authorized designee shall have the authority to administer this Agreement on behalf of the Consultant and to act as its duly-authorized signatory.

10. Venue and Jurisdiction

Client and Consultant agree and stipulate that the exclusive venue and jurisdiction for any action arising from this contract shall be in the 4th Judicial Court, parish of Ouachita Parish, State of Louisiana.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be subscribed on the day, month, and year first above written.

SPED Strategies, LLC

Jamie Wong

President/Founder

Signature

Name

Title

Academy of Collaborative Education

Signature

Name

Title

EXHIBIT A- SCOPE OF SERVICES

Below, you will find an outline of the scope of services and tentative timeline.

Activity	Description	Frequency*
Establishing a Current State	To diagnose successes and opportunities for strategic refinement, our team will conduct a special education audit. This will include a review of existing student files and corresponding policy documents, onsite observations of special education leaders in their daily work, and interviews with special education staff. Our team will consolidate the findings from these activities to create a summary of high leverage actions that will serve as the goal posts for our year long partnership.	Up to 3 days onsite at the beginning of the school year.
Strategic Consultation	With a current state of special education policies and practices at ACE established, our team will shift into supporting ongoing planning and implementation efforts. This will kick off with a one day leadership retreat, during which our team will facilitate workshops for ACE leadership. The goal of this leadership retreat will be to refine a year-long strategic plan focused on special education systems and practices improvement and embedded with key milestones and monitoring activities. To build on this our team will establish a monthly meeting cadence in which we will check in on progress to stated goals and interim milestones. A key component of the strategic plan will be the refinement of existing or creation of new guidance documents that outline policies and practices. Once determined, our team will support ACE in making the changes needed in alignment with the agreed upon opportunities. All drafts will be shared one week in advance of monthly collaborative meetings and feedback will be solicited in google docs via the comment feature as well as live at the meetings. Final versions of the guidance documents will be shared with the project lead and will serve as the foundation to innovative professional learning for all special education staff at ACE.	1 day onsite paired with monthly virtual collaboration meetings.

Innovative Professional Learning	We know that policy documents are only as good as their consistent and cohesive use. As such, our team will use the refined and/or newly created guidance documents to collaborate with ACE leaders in developing and leading professional learning for all staff who will be expected to use them. The training will include practical scenarios from which they will have to consider how to apply the guidance. To ensure fidelity, our team will pair this training with onsite walkthroughs to check-in and share recommendations for ongoing use.	Up to five 3-hr workshops at determined intervals throughout the school year.
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EXHIBIT B- PAYMENT TERMS

Below, you will find an outline of the deliverables, associated costs, and payment terms in service of the Scope of Work.

October 2025-June 2026	
Activity	Total Cost
Establishing a Current State	\$21,500
Strategic Consultation	\$20,000
Innovative Professional Learning	\$17,500
Total Cost	\$59,000

*Pricing is inclusive of all travel and materials for all onsite engagements.

Payment for services outlined above will be invoiced and paid in **two payments** based on the schedule below:

Invoice Schedule	
Invoice Date	Cost
November 28, 2025	\$29,500
March 27, 2026	\$29,500

Cancellation Notice

ACE must provide written notice 7 days prior to a scheduled engagement should they need to reschedule. In the event that ACE needs to cancel or reschedule and a written notice is sent less than 7 days prior to the engagement with SPED Strategies unable to accommodate an alternative date, ACE will be billed for 50% of the cost associated with the missed engagement.

Inclement Weather Notices

In the event of inclement weather, ACE and/or SPED Strategies must provide written notice of cancellation and/or request to reschedule at least 24 hours prior to a scheduled engagement. If a reschedule request is made, ACE agrees to identify a new date within the timeline of the current contract terms. If the ACE and SPED Strategies are unable to agree upon a reschedule date(s), ACE will be billed for 50% of the cost associated with

the missed engagement.



BACKGROUND

Academy of Collaborative Education (ACE) is an innovative, specialty charter school dedicated to ensuring students with Autism Spectrum Disorder have every opportunity to become lifelong learners by providing an academically-rich educational environment designed to support the unique learning needs of its students, grades K-5. Starting in SY25-26, ACE will also support 6th grade.

In its incubator year, ACE participated in a program run collaboratively between SPED Strategies and Attuned. During this program, ACE leaders explored high impact strategies for establishing a school community focused on ensuring students with disabilities were successful. Upon conclusion of the program, leaders left with tools needed in their first year of operation.

After one year in implementation, ACE is uniquely positioned to partner with SPED Strategies to refine their systems and procedures to build on what they have learned.

ORGANIZATIONAL BACKGROUND

At SPED Strategies, we work to transform how students with disabilities experience school everyday by training leaders and educators across the nation on the tools, practices, and mindsets they need to support all learners. Every member of our team has experience providing direct support to students with disabilities, their families, and the leaders and educators who support them. In addition to our work in the classroom, our team has decades of leadership experience, with the majority of our members having served as school administrators, district leaders, graduate school and education preparation program leaders, and/or state special education directors. Our team is deeply familiar with federal and state special education law, as well as best practices in inclusion and instruction. We regularly help state, regional, and district teams evaluate the quality and compliance of their programs, providing recommendations and next steps to help them ensure students with disabilities are achieving outcomes at or above their peers.



Academy of Collaborative Education

2025-26 Scope of Work

SCOPE OF WORK

Based on our expertise in conducting support for educators and leaders around the country, our team proposes the following approach.

Activity	Description	Frequency*
Establishing a Current State	To diagnose successes and opportunities for strategic refinement, our team will conduct a special education audit. This will include a review of existing student files and corresponding policy documents, onsite observations of special education leaders in their daily work, and interviews with special education staff. Our team will consolidate the findings from these activities to create a summary of high leverage actions that will serve as the goal posts for our year long partnership.	Up to 3 days onsite at the beginning of the school year.
Strategic Consultation	With a current state of special education policies and practices at ACE established, our team will shift into supporting ongoing planning and implementation efforts. This will kick off with a one day leadership retreat, during which our team will facilitate workshops for ACE leadership. The goal of this leadership retreat will be to refine a year-long strategic plan focused on special education systems and practices improvement and embedded with key milestones and monitoring activities. To build on this our team will establish a monthly meeting cadence in which we will check in on progress to stated goals and interim milestones. A key component of the strategic plan will be the refinement of existing or creation of new guidance documents that outline policies and practices. Once determined, our team will support ACE in making the changes needed in alignment with the agreed upon opportunities. All drafts will be shared one week in advance of monthly collaborative meetings and feedback will be solicited in google docs via the comment feature as well as live at the meetings. Final versions of the guidance documents will be shared with the project lead and will serve as the foundation to innovative professional learning for all special education staff at ACE.	1 day onsite paired with monthly virtual collaboration meetings.
Innovative Professional Learning	We know that policy documents are only as good as their consistent and cohesive use. As such, our team will use the refined and/or newly created guidance documents to collaborate with ACE leaders in developing and leading professional learning for all staff who will be expected to use them. The training will include practical scenarios from	Up to five 3-hr workshops at determined intervals throughout the school year.



Academy of Collaborative Education

2025-26 Scope of Work

	which they will have to consider how to apply the guidance. To ensure fidelity, our team will pair this training with onsite walkthroughs to check-in and share recommendations for ongoing use.	
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DELIVERABLES AND ESTIMATED COSTS

To deliver on the above activities, you can find the projected deliverables and costs.

July 2025-June 2026	
Activity	Total Cost
Establishing a Current State	\$21,500
Strategic Consultation	\$20,000
Innovative Professional Learning	\$17,500
Total Cost	\$59,000

*Pricing is inclusive of all travel and materials for all onsite engagements.

PAYMENT TERMS

Payment for services will be invoiced and paid in two payments based on the schedule below.

Invoice Schedule	
Invoice Date	Cost
October 24, 2025	\$29,500
March 27, 2026	\$29,500

Cancellation Notice

ACE must provide written notice 7 days prior to a scheduled engagement should they need to reschedule. In the event that ACE needs to cancel or reschedule and a written notice is sent less than 7 days prior to the engagement with SPED Strategies unable to accommodate an alternative date, ACE will be billed for 50% of the cost associated with the missed engagement.

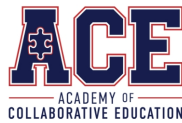
Inclement Weather Notices

In the event of inclement weather, ACE and/or SPED Strategies must provide written notice of cancellation and/or request to reschedule at least 24 hours prior to a scheduled engagement. If a reschedule request is made, ACE agrees to identify a new date within the timeline of the current contract terms. If the ACE and SPED Strategies are unable to agree upon a reschedule date(s), ACE and will be billed for 50% of the cost associated with the missed engagement.

Coversheet

Committee Reports

Section:	II. Reports
Item:	B. Committee Reports
Purpose:	FYI
Submitted by:	
Related Material:	2025_10_22_governance_committee_meeting_minutes.pdf 2025_10_08_finance_committee_meeting_minutes.pdf 2025_10_09_facility_development_committee_meeting_minutes.pdf 2025_10_01_academic_excellence_committee_meeting_minutes.pdf

DRAFT

Academy of Collaborative Education

Minutes

Governance Committee Meeting

Date and Time

Wednesday October 22, 2025 at 3:30 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

Allison Dickens, Amy Marcus (remote), Holly Allen (remote), Joellen Freeman

Committee Members Absent

None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Holly Allen called a meeting of the Governance Committee of Academy of Collaborative Education to order on Wednesday Oct 22, 2025 at 3:33 PM.

C.

Approval of Committee Meeting Minutes

Amy Marcus made a motion to approve the minutes from Governance Committee Meeting on 09-24-25.

Joellen Freeman seconded the motion.

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

D. Approval of agenda

Amy Marcus made a motion to Approve agenda.

Joellen Freeman seconded the motion.

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

II. Governance

A. Report: Executive Director Update

Joellen provided an update on the SPED Strategies contract. The venue and jurisdiction were changed to the 4th Judicial Court, Ouachita Parish, Louisiana.

Holly still had concerns about the contract not including a detailed list of costs. Page 15 of the scope of services did not specify the price of each item or the services being provided. Holly suggested adding a sentence to the scope stating "each service provided is 1/7 of the total value of \$20,000."

She would like a similar sentence to be included in the innovative professionals and strategic consultation sections as well, for presentation at the October 29th Board meeting. "Each workshop is valued at a fraction of the total charge."

Joellen said she would request the revisions, but the contract was a standard agreement from the company and the state. If the revisions cannot be made, Holly does not want this to delay the approval process at the upcoming board meeting.

B. Stipend

Joellen requested that the agenda be amended to correct the FY 26 Differentiated Compensation payout date. The only change in this resolution is updating the distribution date in section 3 from January 5, 2026, to January 30, 2026.

She also requested that the amendment include the Certificated and Support Staff Compensation Plan to correct the dates on the attached copy. The correct dates are Oct. 27 and Nov. 24.

Holly Allen made a motion to approve Joellen's emergency agenda amendment.

Amy Marcus seconded the motion.

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

Amy Marcus made a motion to Recommend the adoption of the Differentiated Compensation FY 26 and the Certificated and Support Staff Compensation Plan with date corrections.

Holly Allen seconded the motion.

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

C. Grace Lease

Deferred to the next Governance Committee meeting or special meeting if called.

D. Resolution to Close Cross Keys Account

Joellen presented the bank resolution allowing Latner McDonald and herself to sign all necessary papers to withdraw all funds and close the Cross Keys Bank account.

The resolution was discussed, and the decision was made to present it to the board for approval.

E. Resolution to Remove and Assign Progressive Bank Signatories

Joellen submits the bank resolution to remove Amy Marcus as a signatory and to add new signatories, Anna Grimmert and Latner McDonald, for the Progressive Bank accounts.

The resolution is discussed, and the decision is made to present it to the board for approval.

F. Website Complaint Update

Deferred

G. State Police Policy for Background Checks

Joellen presents the state police policy for background checks, explaining the extensive training and procedures required.

Holly Allen asks about the policy's origin, and Joellen confirms it came directly from the state police.

The policy is discussed, and the decision is made to present it to the board for review and approval.

III. Progress Toward SMART Goals:

A. Governance SMART Goals for SY25-26

Deferred

B.

Board and Governance Committee Meeting Scheduling

The next Governance Committee meeting will be held on November 26th at 3:30.

*The subject of the Board and Governance Committee Schedule was deferred to the next Governance Committee meeting.

The proposed amendments to the schedule are as follows:

Academic Excellence will meet quarterly on Dec. 3, March 2, and May 6. The AE committee has already approved this.

The Facilities Committee will meet every other month. The committee has already approved a November meeting and will hold meetings every other month thereafter.

The Finance Committee will meet every other month. The committee has already approved a November meeting and will hold meetings every other month thereafter.

The Governance Committee will discuss meeting quarterly at its November meeting.

The Governance Committee will also discuss the prudence of the full Board meeting every other month at its next meeting.

IV. Progress Toward Dashboard Goals:

A. Review of Board Composition

Deferred

B. One-Hour Training with the Board of Ethics

Deferred

C. Review and Revision of board job descriptions and bylaws

Deferred

D. Board Member Recruitment Documents

Deferred

E. EDSaE (Subcommittee of Governance)

Deferred

V. Action Items

A. D.O.N.

The Governance Committee will hold a special meeting to review the updated Grace Episcopal lease agreement before presenting it to the full board.

Joellen will call Brittany at Sped Strategies to discuss adding clarifying language about how services will be itemized and valued if the contract is terminated early.

Joellen will update the distribution date in the differentiated compensation distribution plan to January 30, 2026, and present it to the board for approval.

Joellen will update the dates on the Certificated and Support Staff Compensation Plan to October 27, 2025, and November 24, 2025, and then present it to the board for approval.

Joellen will review the Grace Episcopal lease agreement thoroughly with Sarah and provide an updated version to the Governance Committee for further review.

Joellen will present to the full board for approval the bank account signatory changes for Progressive Bank and the closure of the Cross Keys Bank account.

Joellen will present the fingerprint and background check policy provided by the Louisiana State Police to the full board for approval.

Regarding the Grace Lease agreement, Joellen will ensure that the language is changed to state that if we cancel with 90 days' notice, it will be without penalty and there will be no requirement to payout the remaining terms of the lease.

VI. 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 4:31 PM.

Respectfully Submitted,

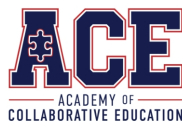
Allison Dickens

Joellen Freeman made a motion to Adjourn meeting.

Amy Marcus seconded the motion.

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

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.

DRAFT

Academy of Collaborative Education

Minutes

Finance Committee Meeting

Date and Time

Wednesday October 8, 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

Allison Dickens, Amy Marcus (remote), Anna Grimmertt (remote), Joellen Freeman, Katie Kahmann, Latner McDonald (remote), Seth Hall (remote), Sherah LeBoeuf (remote)

Committee Members Absent

None

Committee Members who arrived after the meeting opened

Latner McDonald

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Anna Grimmiett called a meeting of the Finance Committee of Academy of Collaborative Education to order on Wednesday Oct 8, 2025 at 2:05 PM.

C. Approve Minutes

Katie Kahmann made a motion to approve the minutes from Finance Committee Meeting on 09-10-25.

Joellen Freeman seconded the motion.

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

D. Approval of Agenda

Joellen made motion to amend agenda to include Wood Electronics quote and asked that the quote be emailed to the committee members.

Anna Grimmiett made a motion to approve amendment to agenda to include quote from Wood Electronics.

Latner McDonald seconded the motion.

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

A motion to amend agenda to include the updated SPED Strategies contract.

Joellen Freeman made a motion to amend agenda to update SPED Strategies contract.

Latner McDonald seconded the motion.

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

II. Finance

A. Lease for Middle School with Grace

Latner McDonald arrived.

Joellen stated the wait on the lease was due to the fire marshal. Joellen stated Holly had a conflict with what happens if the school went insolvent or was not able to pay the rent. No revisions have been received to this provision. The amount of money for the three year term stays the same. Smoke detectors will have to go in every room and there has to be a change from strobe horns to strobe voice. Anna stated the school is good from a fiscal standpoint and once voted on by finance it becomes a governance topic for the changes Holly requested.

B. SPED Strategies contract

SPED Strategies contract was amended to show a decrease in price from \$80,000 to \$59,000. The scope of services includes professional development for teachers, paraprofessionals, and IEP compliance. This contract is funded by CSP. The agenda was amended to include the updated contract.

Joellen Freeman made a motion to approve the SPED contract as written from financial perspective.

Anna Grimmiett seconded the motion.

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

C. EDOPS

D. CSP Funding

E. Stipend Updates

F. New contract for APE

Joellen stated ACE has a new APE Coach and this contract will not need to be voted on. This contract will be less than \$10,000.

Agenda amended to include quote for Wood Electronics to include more smoke detectors on first and second floors and a new fire panel in the church office. Original bid under \$10,00 but the bid has increased to \$65,395, due to the need for more smoke detectors and new panel. CSP funds can be used for enhancements.

Seth Hall made a motion to approve Wood Electronic proposal.

Latner McDonald seconded the motion.

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

G. Demonstration Model with Medicaid

H. Medicaid/ABA

Joellen stated ABA billing is expected to start on the Monday following fall break.

I. Foward funding

Approved for 16 students after amendment.

III. Progress-Toward-Goals:

A. Finance SMART Goals

Anna discussed the progress of SMART Goals. Goal #1 is reported to be behind target but still on track. Goal #2 is on-target with Sherah working to clean it up. Goal #3 is reported as on-target. Goal #5 is on-target and will be revisited in 6 months.

IV. Unfinished Business (Previously visited from an earlier agenda)

A. Moving Finance Committee to every other month

A recommendation to move finance committee meetings to every other month was made to allow time for more accurate financial reporting. The motion to move the meeting to every other month was made by Latner and second by Anna.

Latner McDonald made a motion to move finance committee meeting to every other month.

Anna Grimmatt seconded the motion.

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

V. Closing Items

A. Adjourn Meeting

Anna Grimmatt made motion adjourn meeting. Motion was second by Joellen Freeman.

Meeting adjourned at 3:57 PM.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 3:57 PM.

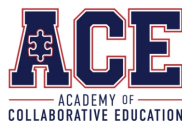
Respectfully Submitted,

Allison Dickens

Documents used during the meeting

- Provision.pdf
- ACE - Monthly Presentation - August 2025(3).pptx
- ACE - Supplemental Report - August 2025(1).xlsx
- Certificated&SupportStaffAllocation.FY25&FY26.Board Resolution.pdf

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DRAFT

Academy of Collaborative Education

Minutes

Facility/Development Committee Meeting

Date and Time

Thursday October 9, 2025 at 4:00 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

Allison Dickens, Amy Marcus (remote), Davy Mize, Joellen Freeman, Richard Cannon (remote)

Committee Members Absent

Karen Roberson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Davy Mize called a meeting of the Facility/Development Committee of Academy of Collaborative Education to order on Thursday Oct 9, 2025 at 4:00 PM.

Davy Mize made a motion to Call meeting to order.

Joellen Freeman seconded the motion.
The committee **VOTED** to approve the motion.

C. Approve Minutes

Joellen Freeman made a motion to approve the minutes from Facility/Development Committee Meeting on 09-11-25.
Amy Marcus seconded the motion.
The committee **VOTED** to approve the motion.

D. Approval of Agenda

Joellen made motion to amend agenda to add changing the scheduled monthly meetings.
Unanimous vote on this to add to agenda

II. Facility/Development

A. Grace Lease Agreement

Fire marshal came in and gave updates. Bid went from under \$10,000 to \$65,000 for Wood Electronics. Finance approved to go to board. Provisions and Wood Electronic submitted proposal to fire marshal for approval. Still waiting on revision on lease with language providing provisions if school is no longer in operation from Amanda Spain to present to governance at October 22 meeting. Joellen stated we may call full board for lease only. Smoke detectors can be installed in 2 weeks according to Wood Electronics. Provisions estimate is \$85,000.

B. Time frame on the move

Estimated move in time is first of December to allow time for upgrades to the facility and installation of security systems and a gate.

C. HVAC on Main Campus & Plumbing

No plumbing issues to report. Davy has something to bring to school during Fall Break. TBA and Rob Turner did one year walkthrough. They were sent all invoices from Byrnes Mechanical to ensure there is no money owed back to ACE.

D. Ordering other set of Attic Stairs

Davy & Mr. McClinton put in attic stairs in staff room. Davy found another set of stairs for the other attic at Home Depot. Stairs in Ms. Jones room will be put in during fall break.

III. Other Business

A. Progress towards Smart Goals

Davy stated ACE Facilities Committee is on-target with goals, and the second set of attic stairs will be replaced during fall break.

B. Change occurrence of facilities committee meeting

Joellen asked to move meetings to either quarterly or every other month. Davy agreed to the moving of the meeting every other month. Joellen stated the biggest topic is what is the plan for the school after the charter renewal.

IV. Closing Items

A. Adjourn Meeting

Richard Cannon made a motion to adjourn meeting.

Allison Dickens seconded the motion.

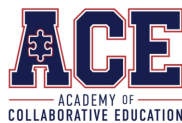
The committee **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:27 PM.

Respectfully Submitted,
Allison Dickens

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DRAFT



Academy of Collaborative Education

Minutes

Academic Excellence Committee Meeting

Date and Time

Wednesday October 1, 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

Allison Dickens, Amy Marcus (remote), Carmen Parks, Dawn Stanfield, Jessica Burkett, Joellen Freeman, Karen Roberson

Committee Members Absent

None

Committee Members who arrived after the meeting opened

Carmen Parks

I. Opening Items

A. Record Attendance

B.

Call the Meeting to Order

Amy Marcus called a meeting of the Academic Excellence Committee of Academy of Collaborative Education to order on Wednesday Oct 1, 2025 at 3:02 PM.

C. Approve Minutes

Joellen Freeman made a motion to approve the minutes from Academic Excellence Committee Meeting on 09-03-25.

Dawn Stanfield seconded the motion.

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

Carmen Parks arrived.

II. Progress-Toward-Goals:

A. Progress-Toward-Goals:

Goal 1: Improve parent knowledge of and involvement in student assessment data through ACE's Pizza Box portfolio and digital portfolios.

- On Target
- Pizza boxes have been delivered to classrooms, and teachers have started adding items, i.e. data, artwork, and classwork)
- Pizza boxes will go home end of year.

Goal 2: Increase Reading and Literacy Scores by 35% school-wide compared to the previous year.

- On-Target
- Karen reports that ACE is on target and benchmarks are showing progress. She will reassess in October when benchmarks are done.

Goal 3: Integrate ABA principles more fully for improved behavior management.

- Jessica reported several new line techs and two RBTs have been added.
- Models have been shown in the classrooms, including first/then, pod transition, and reinforcements by Jessica.
- BCBAs have now been licensed in Louisiana and onboarding of RBTs and RLTs has started.
- Jessica will get licensed as RLT in case of absences.
- Once all techs have been placed under the BCBAs they will begin PEAK goals that were in place last year, as well as starting PEAK assessments for the new students, and adding students to their caseloads.

At least 80% of ACE personnel will be trained in fundamental ABA by 9/30/25, and will maintain expertise through ongoing training and professional development

initiatives, advancing our mission to foster a positive and effective learning environment.

- On-Target

Goal 4: Integrate Communication Boards school-wide.

- On-Target
- Communication boards have been placed throughout the school and more will be added.

Goal 5: Implement Parent Training and Enhance Participation and Effectiveness of said training.

- On-Target
- First parent meeting was held on Saturday, September 13, 2025 with a 13% attendance rate.
- Quarterly surveys will be sent out and due back at the end of the month through BOT
- The committee agreed that these trainings should not be limited to just ACE parents, bur to everybody.

Goal 6: Strengthen Communication Systems.

- On-Target
- Joellen explained the difficulty in getting a percentage. The school is putting out information electronically and on paper, but parents are stating they are not getting communications.
- N. Lard, a parent suggested communications should come from the school and teachers in a form of mass communication.

Goal 7: Increase Volunteer Engagement

- Off-Target, no longer at risk
- Dawn reported there has been more engagement from staff and parents at recent events.
- Joellen mentioned using Signup Genius to track hours, and she asked what would be the easiest way to sign up for events.

III. Academic Excellence Committee Progress on Dashboard Items:

A. SY25-26 Teacher surveys

Teacher surveys will be done through BOT. Surveys will be anonymous. Amy will teach Allison how to create and send surveys.

B. Committee Expansion

The plan for committee expansion is found in Board Documents

C. Written staff retention plan:

The AE Committee will discuss strategies

IV. Principal's Report

A. Benchmark Testing Date

Karen reported numeracy & DIBELS testing will be done by October 3, 2025. Benchmark testing will continue. State numeracy and DIBELS testing for grades K-3 closes October 3, 2025 and has to be compiled to create beginning of year data.

V. Pupil Progression Plan

A. Update on Pupil Progression Plan

Plan is due by end of October. There is a template provided by LDOE. The ACE plan will be revised to include what is used in CSP, the addition of 6th grade, and a section with 3rd grade submission entitled "Promotion for Good Cause".

VI. Executive Director's Report

A. Charter Renewal Process with LDOE

Joellen reported Shantel Reynard stopped by the school on 10/01/25, and the charter renewal process was discussed. Shantel stated a group is getting together as a department to come up with how the ACE renewal requirements and targets will be. Renewal framework has not been sent as of date.

B. Student Growth Data relative to the CSP Grant

No data available at this time due to testing. State testing, numeracy and DIBELS will not be complete until October 3, 2025.

VII. Other/Unfinished Business (goals/responsibilities/previous agenda)

A. Changing Monthly Meeting

The committee discussed changing meeting from monthly to quarterly to be able to have comparable data. Meeting schedule will be amended to December 3, 2025, March 2, 2026, and May 6, 2026. This decision will be presented to the board for a vote. If approved, notice of calendar amendments will be sent to LDOE

VIII. Committee Member Research and Preparation (Homework)

A. Review all documents regarding Interim Assessment Check-Ins in the AE committee docs

Documents for check ins are located in AE committee documents.

IX. 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 4:14 PM.

Respectfully Submitted,

Allison Dickens

Dawn Stanfield moved to adjourn meeting. Joellen Freeman second the motion. Meeting adjourned Wednesday, October 1, 2025 at 4:14 pm

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