Academy of Collaborative Education

Facility/Development Committee Meeting

Published on October 7, 2025 at 5:19 PM CDT

Date and Time

Thursday October 9, 2025 at 4:00 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**			**4:00 PM**
A.	Record Attendance		Davy Mize	1 m
B.	Call the Meeting to Order		Davy Mize	1 m
C.	Approve Minutes	Approve Minutes	Davy Mize	1 m
	Approve minutes for Facility/Development Committee Meeting on September 11, 2025			
D.	Approval of Agenda	Vote	Davy Mize	1 m
	Request for amendment to the agenda or approval of the agenda as presented.			

		Purpose	Presenter	Time
II.	**Facility/Development**			**4:04 PM**
A.	Grace Lease Agreement	Discuss	Joellen Freeman	15 m

-Amanda Spain is scheduled to get that back to us Monday to send to the churc.

B.	Time frame on the move	Discuss	Joellen Freeman	10 m

Joellen will be able to speak to this better on Thursday, but wanted to discuss it on the agenda for this meeting.

C.	HVAC on Main Campus & Plumbing	Discuss	Joellen Freeman	10 m
D.	Ordering other set of Attic Stairs	Discuss	Davy Mize	5 m

When can we schedule to get this project completed? Possibly Fall Break?

III.	**Other Business**			**4:44 PM**
A.	Progress towards Smart Goals	Discuss	Davy Mize	5 m

Facilities Committee SMART GOALS Draft for SY 25-26

The ACE Facilities Committee will ensure completion of repairs and maintenance projects across the building, addressing critical areas such as patching, painting, roofing, plumbing, and electrical systems to ensure safety and functionality. These projects will be executed within the assigned budget, with progress monitored through monthly inspections and reports. Led by Davy Mize (Facilities Chair), the team will coordinate with Joellen Freeman (ED), Latner McDonald (Treasurer and Finance Chair), and contractors to secure the necessary permits and resources, ensuring all work meets compliance standards. This initiative supports the school's commitment to providing a safe and conducive learning environment. The repairs and maintenance will commence within one week of submission from the Executive Director and be completed within three weeks of the submission mentioned above, minimizing disruption to school operations.

The school will add two sixth-grade classrooms to accommodate nine students per room, meeting educational standards and supporting ACE’s model. The project will adhere to a budget of $40,000 out of pocket for ACE, excluding funds that the CSP will reimburse. Progress will be tracked through monthly financial reviews and milestones, from planning to final inspection. Led by Davy Mize (Facilities Chair), the team will coordinate with Joellen Freeman (ED), Latner McDonald (Treasurer and

		Purpose	Presenter	Time
	Finance Chair), and relevant stakeholders to secure resources and permits, ensuring the timely completion of the expansion. This initiative aligns with the school's mission to enhance educational opportunities and address the growth of its student population. The project is scheduled to commence on August 1, 2025. and conclude by October 1, 2025.			
IV.	**Closing Items**			**4:49 PM**
A.	Adjourn Meeting	Vote	Davy Mize	1 m

In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of Academy of Collaborative Education, please contact Joellen Freeman at jcfreeman@aceforasd.orgdescribing 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 Facility/Development Committee Meeting on September 11, 2025

APPROVED

Academy of Collaborative Education

Minutes

Facility/Development Committee Meeting

Date and Time
Thursday September 11, 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), Davy Mize, Joellen Freeman, Karen Roberson, Richard Cannon (remote)

Committee Members Absent
None

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 Sep 11, 2025 at 4:01 PM.

C. Approve Minutes

Joellen Freeman made a motion to approve the minutes from Facility/Development Committee Meeting on 08-14-25.
Richard Cannon seconded the motion.
The committee **VOTED** to approve the motion.

II. Facility/Development

A. Grace Lease Agreement

Joellen spoke with Father Don and is awaiting the final revisions. The tentative signing dates for the lease are between October 15 and November 1. A special session for governance and finance committees may be held to discuss the lease if the lease is presented on 09/12/25, to be approved and presented to the board at the next scheduled board meeting on 09/17/25.

B. Time frame on the move

Proposed time frame to move, once approved, is mid November to Thanksgiving break. It will take 3 weeks to order equipment with an additional 2 weeks to get equipment installed. Joellen proposed the use of 2 Men and a Truck moving company to complete the move in process. Davy suggested he would also call in some of the dads of ACE to help with the move.

C. HVAC on Main Campus & Plumbing

The committee discussed the need for an overhaul in the ductwork for the HVAC system. The maintenance costs will not be covered by CSP funds and would require fundraising to allocate the funds for the repairs. Quotes will be taken from HVAC service providers which would include Byrnes Mechanical and Albrittons. Classrooms mentioned as having problems with air conditioning are the second kindergarten class and the 2nd EAP class.

ACE is working with the staff to refrain from flushing non-flushable items. There was discussion of contacting Kelly Plumbing about routine maintenance that can be performed in-house on monthly basis.

D. Hanging Communication Board in the gym

Communication Boards were hung in the gym by Chris McClinton. There are more communication boards in the works to be placed around the school.

E. Attic Stairs

The condition of the attic stairs were discussed. Both, the stairs in classroom 11 and the staff lounge located on the kinder hall, were deemed to be in unsafe condition and would require replacing. Davy proposed repairing the stairs on a weekend or over fall break.

III. Other Business

A. Progress towards Smart Goals

The committee agreed that they are on target for Smart Goals.

B. Facilities Maintenance

The committee discussed the need to follow up on TBA warranty work with Traxler. This would include dampers and non-functioning light sensors. Joellen stated she would email Rich regarding these items.

C. Meeting Changes

The committee discussed changing the meeting to every other month once ACE has been moved and settled in the new location as this move will be in effect for three years.

IV. Closing Items

A. Adjourn Meeting

DON (Decisions, Owners, Next Steps)

Next steps

- Davy to contact a professional to get quotes for overhauling the ductwork in the building.
- Davy to call Kelly plumbing to ask for recommendations on monthly maintenance products for the plumbing system.
- Davy to schedule the repair/installation of attic access stairs during the fall break .
- Davy to email Rich to follow up on the TBA warranty work with Traxler regarding the roof, damper, and non-functioning sensors.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:21 PM.

Respectfully Submitted,
Allison Dickens

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