

Academy of Collaborative Education

Governance Committee Meeting

Published on July 11, 2025 at 1:49 PM CDT

Date and Time

Monday July 14, 2025 at 3:30 PM CDT

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			3:30 PM
A. Record Attendance		Kara Maggorie	1 m
B. Call the Meeting to Order		Kara Maggorie	
C. Approval of Committee Meeting Minutes	Vote	Kara Maggorie	2 m
Approval of the meeting minutes for the May Governance committee meeting.			
II. Governance			3:33 PM
A. Report: Executive Director Update	Discuss	Joellen Freeman	10 m

	Purpose	Presenter	Time
Executive Director Update on governance and related issues.			
B.	Discussion: FY26 EdOps Financial Services Contract	Discuss	Joellen Freeman
	Executive Director provides overview of EdOps services and scope of work and contract. Committee discusses and asks clarifying questions.		
C.	Discussion: Governance Committee Calendar	Discuss	Kara Maggiore
	Committee chair provides overview of committee calendar and members discuss. Make any requested additions or changes.		
III.	Action Items		4:18 PM
A.	Recommendation of EdOps SoW + Contract to Full Governing Board	Vote	Kara Maggiore
	Motion: Vote to recommend the approval of the EdOps Scope of Work and Contract as presented in meeting materials.		
B.	Approve Governance Committee Content Calendar for FY26	Vote	Kara Maggiore
	Motion: Approve FY26 governance committee content calendar as updated in board discussion.		
IV.	Other Business		4:24 PM
A.	Committee Meeting Scheduling	Discuss	Kara Maggorie
	Confirm date and time for August 2025 governance committee meeting - Tuesday, August 12, 2025 at 3:30pm.		
V.	Closing Items		4:26 PM
A.	Adjourn Meeting	Vote	Kara Maggorie

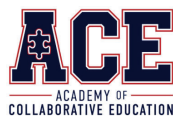
In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of Academy of Collaborative Education, please contact Joellen Freeman at jcfreeman@aceforasd.org describing the assistance that is necessary.

Coversheet

Approval of Committee Meeting Minutes

Section:	I. Opening Items
Item:	C. Approval of Committee Meeting Minutes
Purpose:	Vote
Submitted by:	
Related Material:	Minutes_GovernanceCommittee_June_2025.pdf

DRAFT



Academy of Collaborative Education

Minutes

Governance meeting

Date and Time

Tuesday June 10, 2025 at 3:30 PM

Location

505 Glenmar Ave.
Monroe, LA 71201

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, Joellen Freeman, Kara Maggiore (remote)

Committee Members Absent

Holly Allen

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Kara Maggiore called a meeting of the Governance Committee of Academy of Collaborative Education to order on Tuesday Jun 10, 2025 at 3:40 PM.

C. Approval of Committee Meeting Minutes

Joellen Freeman made a motion to approve the minutes from Governance Committee Meeting on 05-13-25.

Amy Marcus seconded the motion.

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

II. Governance

A. Report: Executive Director Update

- Kara to attend finance meeting.
- Joellen to explore other contract financial support options.
- Seek and use legal guidance from Baker Donelson on attendance issue with LDOE and follow backup with governance committee by email with full report at next committee meeting.

B. Update: Annual Board Meeting + Retreat

- Food will be delivered.
- Board leadership will arrive at 7:30am.
- Joellen to confirm with Anna that doors will be unlocked at 7:30am.

III. Action Items

A. Recommendation of ED Memo to Full Governing Board

Amy Marcus made a motion to Recommend approval as updated in executive session.

Kara Maggiore seconded the motion.

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

IV. Other Business

A. Committee Meeting Scheduling

Next meeting is July 14th at 3:30pm.

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 4:33 PM.

Respectfully Submitted,

Kara Maggiore

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

Discussion: FY26 EdOps Financial Services Contract

Section:	II. Governance
Item:	B. Discussion: FY26 EdOps Financial Services Contract
Purpose:	Discuss
Submitted by:	
Related Material:	ACE - FY26 Finance Proposal - June 2025.pdf



Finance & Accounting Services Proposal | June 2025





Academy of Collaborative Education

FINANCE & ACCOUNTING SERVICES PROPOSAL

Services Offered

I. BUDGETING

EdOps prepares annual and multi-year budgets in consultation with school staff. Beyond performing the technical modeling work, we strive to ensure that the budget is a strategic document that captures the vision and direction of the school.

II. ACCOUNTING AND MONTHLY CLOSE

The foundation of the budgeting and analytical work we perform is strong basic accounting and bookkeeping executed in accordance with Generally Accepted Accounting Principles. Our work maintaining the general ledger for our clients includes reconciling cash accounts, maintaining balance sheet schedules, and completing the monthly accounting close. We strive to carry out our accounting engagements with staff that is not only technically skilled and personable, but also is passionate about and understands schools.

III. FINANCIAL STATEMENTS, ANALYSIS, AND BOARD SUPPORT

One of the cornerstones of the EdOps approach is that we go beyond simply producing generic backwards-looking financial reports. We work to make financial data relevant and actionable for school leaders and Board members by accompanying the historical data with forward-looking analytics and explanatory narrative.

IV. AUDIT AND 990 SUPPORT

EdOps plays a lead role in the annual financial audit to reduce the impact of that process on school staff. We prepare all financial items on pre-audit PBC lists and respond to requests that come up during field work. We also assist the auditor in preparing the school's annual 990 tax filing.

V. PAYROLL REVIEW

EdOps clients generally use a full-service payroll processor (e.g. ADP or Paychex) to manage payroll and associated tax remittances.

VI. ACCOUNTS PAYABLE

EdOps encourages schools to use an online accounts payable system to improve the efficiency of payables management. We support our clients with the implementation and ongoing management of that solution, including reviewing invoice coding and transferring data from the payables system into the general ledger.



VII. FEDERAL GRANTS ADMINISTRATION

EdOps assists schools with the financial portion of federal grants applications as well as completing reimbursement requests associated with spending under those grant programs.

Note that a draft statement of work offering a more detailed description of our services in each of the categories above is included at the end of this proposal.



Pricing

We will provide Services I-III and V-VII described above at a monthly rate of \$6,566. We have excluded Section IV (Audit & 990 Support) from the monthly rate, but we can provide our support hourly in FY26. Accordingly, we have adjusted our annual rate downward by \$12,000 as the FY25 audit is excluded. There is a one-time implementation fee of \$6,566 for work needed to successfully onboard the School.

Services may be extended to additional years through mutual written agreement of the parties with respect to price, scope, and period of service.

Data Migration & Transition Process

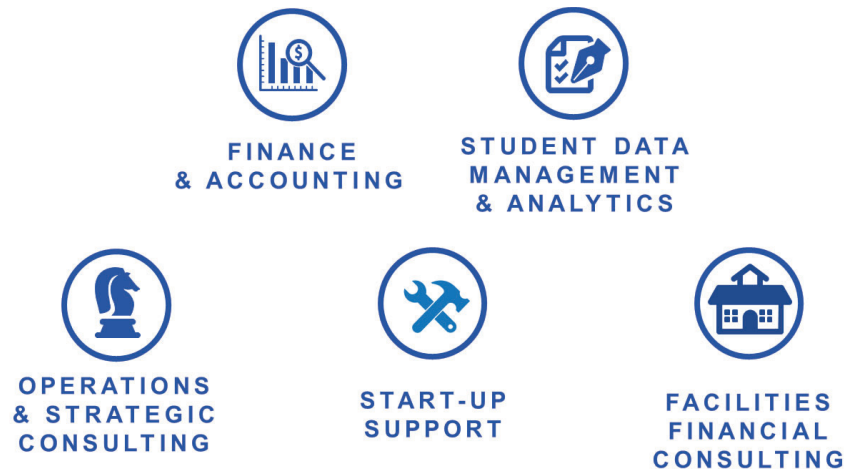
We can begin full services on July 1, 2025 with implementation beginning on June 23, 2025. Below is a list of requested systems access and other information to support a smooth transition:

- Accounting system credentials
- A/P system (Bill.com / Anybill) credentials
- Payroll system credentials
- Bank account login credentials
- Cash payment, i.e., Paypal system credentials
- Board and finance committee meeting dates
- Fixed asset and other balance sheet schedules updated through most recent close
- Work papers for most recent financial audit



About EdOps

Our experience with a wide variety of schools, from newly authorized charter schools to established independent schools and from micro-schools to multi-campus networks, enables us to quickly diagnose and help resolve financial and operational pain points. We are privileged to work with such a wide range of schools - supporting over 90 schools across multiple jurisdictions.






















We offer analytical support to help our clients interpret their past and current operations, as well as the implications of future decisions. We act as an extension of the executive and operating team and strive to be a valuable team member to help our clients navigate the broad array of financial and operating challenges they face by offering both strategic and day-to-day execution support in key finance and operations areas.

EdOps currently serves charter schools in D.C., Louisiana, Maryland, Michigan, Missouri, and New York. This national perspective allows us to bring best practices from around the country to benefit a single school organization. At the same time, our model allows EdOps professionals to provide the hands-on, tailored, and responsive services that are required to effectively manage the finance and accounting function of a school.



We Serve a Wide Array of Schools





80,000	120+	97%
Students served	Schools supported	3-year client retention rate




**STATEMENT OF WORK
FINANCE AND ACCOUNTING SERVICES
2026 FISCAL YEAR**

THIS STATEMENT OF WORK (the “Agreement”) is made and entered into as of June 23, 2025 (the “Effective Date”) by and between Academy of Collaborative Education (the "School") and EdOps (hereinafter, separately a “Party” and jointly “the Parties”).

The following provisions are designated in accordance with the existing Services Agreement, which is incorporated herein by reference.

Nature of Services

Our service offering comprises complementary financial and business consulting and business process outsourcing services that are critical to successfully planning, launching, and implementing a financially sound and fiscally sustainable business model. The Services, detailed below, include creating a detailed budget, performing bookkeeping and accounting services, preparing financial statements and reports, providing analysis and insight on the School’s fiscal performance, supporting the School with financial aspects of federal grants administration, and acting as the interface for the School’s annual audit. Helping the School develop the organizational capacity to execute critical financial operating procedures and internal controls also cuts across our Services.

I. BUDGETING

EdOps provides technical support to School staff in preparing annual and multi-year budgets. Beyond performing the technical modeling work, we strive to ensure that the budget is a strategic document that captures the vision and direction of the School.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ Using its proprietary budget tool, EdOps will work with the School to create a detailed accrual-basis budget for the upcoming year and, as requested by the School for internal use, the following four years. ▪ EdOps will provide initial budget draft within three business weeks from receipt of a final set of assumptions from the School. This includes both single and multi-year budgets and facilities modeling. EdOps will provide budget updates within two business weeks from receipt of a final set of assumptions from the school. This includes both single and multi-year budgets and facilities modeling. While minor subsequent updates (e.g., adding or removing a position; updating a vendor contract amount) can be made more quickly (i.e., within 48 hours), major revisions of the budget generally require two weeks. An example of a “major revision” would be changes to the facilities financing assumptions. Given the impact of that and the long-running nature of those transactions, we want to ensure appropriate reviews are happening at different levels of the Finance Team. ▪ EdOps works with School staff to revise budgets, when required by the authorizer, during the year to reflect changing circumstances at the School or in funding levels. ▪ EdOps will provide the school with a protected Excel version of the budget that may be edited by the school. This protected version of the budget will have macros enabled to allow the school to make updates.
School Responsibilities	<ul style="list-style-type: none"> ▪ EdOps’ primary role is to facilitate the discussion and give financial form to the School’s ideas. EdOps can provide guidance, but managerial and budgeting decisions ultimately rest with School. ▪ The School’s Board of Trustees must approve the budget before the Authorizer’s annual deadline.



II. ACCOUNTING AND MONTHLY CLOSE

The foundation of the budgeting and analytical work we perform is strong basic accounting and bookkeeping executed in accordance with Generally Accepted Accounting Principles. We strive to carry out our accounting engagements with staff who are not only technically skilled and personable, but who are also passionate and knowledgeable about schools.

EdOps Responsibilities	<ul style="list-style-type: none"> EdOps prepares and records journal entries and maintains the general ledger according to accepted accounting standards. EdOps reconciles primary bank and investment accounts to the general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required. EdOps reconciles credit card accounts to the general ledger monthly or upon receipt of statements. EdOps records capitalized assets as provided by the School and records related depreciation and amortization in the general ledger. EdOps maintains necessary supporting schedules such as restricted net assets, grant/pledge discounts, loan amortization, etc. EdOps maintains the School's chart of accounts and can use customized account codes (within reason) for unique features of the School program. EdOps can track revenue and expenditures by fund - e.g., Title I funds and expenditures. EdOps verifies that the School is receiving the correct amount of funds from the Louisiana Department of Education (LADOE) and/or charter authorizer. If the funds from LADOE or charter authorizer are not correct, EdOps tracks down the appropriate officials and alerts them of the problem. EdOps will use reasonable efforts to negotiate on behalf of the School in disputes with funding agencies over improperly calculated payments. EdOps trains appropriate personnel on accounting procedures and practices designed to support accurate record keeping.
School Responsibilities	<ul style="list-style-type: none"> The School will provide online read-only access to all bank accounts, credit card accounts, investment accounts and other accounts that EdOps will be reconciling. The School will provide any statements for which online access cannot be established at least 12 business days prior to when financials are due to the School or required to be submitted externally. A member of the School's staff will be designated as the operational interface between the School and EdOps. That individual will respond promptly to all requests for information from EdOps staff regarding financial activity for the month including grants, pledges, contracts, obligations, contingent revenues or expenses, and generally any transactions or conditions which may impact the financial statements or forecast for the School under GAAP. The School will manage depositing incoming checks, cash, or other instruments into the School's bank account(s) including making and maintaining copies of all checks to be deposited. The School will obtain/retain receipts for all credit card transactions, and file such receipts with each month's credit card statement/reconciliation bundle. The School will provide information on grants, pledges, or other similar items that are pending, expected, or awarded. The School is responsible for obtaining a subscription to Quickbooks Online (or another mutually agreeable accounting system that EdOps can remotely access) and paying all associated fees. Note: Because EdOps needs bank statements to complete a financial close and adequate time to resolve questions with staff, full financial packages based on prior month financials cannot be delivered prior to the 20th of the month. All remaining financial information (e.g., credit card coding, deposit information, paper check documentation) must be received from the school at least 12 business days prior date of delivery to ensure it is properly coded or we cannot guarantee it will be accurately represented in that month's financials.

III. FINANCIAL STATEMENTS, ANALYSIS, AND BOARD SUPPORT

EdOps produces financial statements as part of its monthly close process. One of the cornerstones of the EdOps approach is that we go beyond simply producing generic backward-looking financial reports. We work to make



financial data relevant and actionable for School leaders and Board members by supplementing the historical data with forward-looking analytics and explanatory narrative.

EdOps Responsibilities	<p><i>Financial Statements</i></p> <ul style="list-style-type: none"> EdOps prepares a monthly YTD income statement compared to budget and balance sheet in time for board meetings and LADOE submission. EdOps can generate the following supplemental reports upon request: detailed account activity; bank register activity; summary of budget, expenditures by account; cash balances; payroll register (for periods when payroll is processed by EdOps); revenues; general ledger account balances. <p><i>Analysis and Board Support</i></p> <ul style="list-style-type: none"> EdOps critically reviews budget to actuals and updates the budget forecast on a quarterly basis. EdOps produces a cash flow forecast showing anticipated cash balances by month through the end of the fiscal year to assist the School with cash flow management. EdOps performs reasonable financial analysis that the staff or board requests. EdOps will also provide customized financial reports (within reason) for grant proposals. EdOps helps School leaders work through options to manage cash position, both excess liquidity and potential shortfalls. In addition to financial statements, EdOps provides a presentation summary and analysis of the financial statements so the Board and staff can quickly focus on the salient financial issues facing the School. EdOps will attend monthly board meetings or finance committee meetings by teleconference as requested (up to one per month) to present its financial statements, analysis, and forecast. EdOps can attend additional leadership meetings at the request of the School (e.g. both a Board meeting and Finance Committee meeting), but will bill hourly for meetings in excess of one per month, including travel and preparation time. As requested, EdOps can help the School leader find solutions to financial issues by recommending budget changes.
School Responsibilities	<ul style="list-style-type: none"> The School is responsible for providing EdOps with dates for any Board or Finance Committee meetings at which its support is needed at least 12 business days in advance. In performing financial forecasting, EdOps is dependent on the School for providing timely updates on operational items that impact financial performance such as new vendor contracts, changes in enrollment outlook, or new grant awards Financial forecasting is inherently uncertain. School is responsible for critically reviewing and forming its own judgment regarding the validity of any forecasts provided by EdOps.

IV. **AUDIT AND 990 SUPPORT**

EdOps supports the auditor during audit field work and in preparing the School's annual 990 tax filing to reduce the impact on School staff.

EdOps Responsibilities	<ul style="list-style-type: none"> Before the beginning of audit field work, EdOps completes an internal close of the School's financial books for the fiscal year. EdOps prepares all financial schedules on the auditor's "Prepared by Client" or "School Assistance" list. EdOps provides face-to-face assistance as requested by the auditor during fieldwork and conducts follow up work responding to auditor's financial requests. EdOps supports the School and auditor in preparing Form 990 tax-exempt organization annual filing. The audit firm is responsible for compiling and filing the form with the School's approval. EdOps supports the process by providing financial information requested by the auditor.
School Responsibilities	<ul style="list-style-type: none"> The School will provide all information required to do a full year-end close two business weeks prior to the date financials are due to auditors (typically, one week prior to field work). The School will prepare the non-financial items required by the auditors and assist EdOps in resolving and reconciling all outstanding items and issues that arise as EdOps closes books for the year and prepares deliverables for the auditor.



	<ul style="list-style-type: none"> ▪ The school will prepare the human resources-related items required by the auditors. This includes any benefits reconciliation schedules. ▪ The School will assist the audit team during the on-site portion of the audit. This support will include providing access to files and requested documentation. ▪ Throughout the audit process, the School will provide EdOps and auditor with occasional clerical assistance. Clerical duties will include, but are not limited to, gathering and/or copying relevant documentation, including contracts, leases, invoices, bank statements, etc. ▪ For clarification, fees for audit and 990 are paid by the School, and it is the School's and auditor's sole responsibility to ensure these forms are filed. The School is solely responsible for the accuracy of all disclosures in the 990.
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V. PAYROLL SUPPORT

EdOps clients generally use a full-service payroll processor (e.g. ADP or Paychex) to manage payroll and associated tax remittances. EdOps serves as the primary interface between the School and payroll processor.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps serves as the primary interface with the School's payroll processing firm, communicating new hire information, time for hourly employees, payroll changes, and leave usage (if tracked through payroll) based on information provided by the School. ▪ At the request of the School, EdOps can prepare remittances for 401(k) or 403(b) and D.C. Retirement Plan contributions using information in official payroll reports. ▪ EdOps coordinates the preparation of Forms W-2 with payroll processor. ▪ Additional payroll runs outside of the normal semi-monthly / bi-weekly schedule can be completed by EdOps for an additional fee. This excludes any state-mandated payroll runs, e.g., in the event of a staff termination.
School Responsibilities	<ul style="list-style-type: none"> ▪ School will update an EdOps-provided spreadsheet payroll data file and provide it to EdOps at least 24 hours before payroll vendor's data entry cut-off date for each pay date. The School is responsible for reviewing all payroll data prior to submission to the payroll processor as well as the final reports documenting payroll submission. ▪ The School is responsible for the accurate and timely transmittal of all employee-related payroll data to EdOps for entry into the payroll system including personal, tax, benefits, and other required information. ▪ The School is responsible for the administration of its employee benefits programs and the filing of Forms 1095 as required by the Affordable Care Act. This includes any recurring or annual reconciliations of staff benefit deductions. ▪ Note: School retains and pays the fees for the payroll processing company (e.g., ADP, Paychex).

VI. ACCOUNTS PAYABLE

EdOps coordinates schools' usage of an online accounts payable system to manage payables in a modern and efficient manner. We support our clients with the implementation and ongoing management of that solution.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps reviews School staff coding of invoices (or performs initial coding if missing) in the School's online accounts payable system on an agreed-upon schedule with the School. EEdOps will approve invoices outside of the agreed-upon schedule within 24 hours. ▪ EdOps serves as the primary interface between the School and its online accounts payable platform provider, managing issues such chart of accounts maintenance and system implementation. ▪ EdOps records in detail all transactions (bills, checks, deposits, etc.) into accounting software package. ▪ EdOps oversees the migration of check and invoice data from the online accounts payable system to the School's accounting software. ▪ EdOps prepares Forms 1099 and Form 1096 for non-incorporated vendors and contract employees paid through AP (or via payroll).
School Responsibilities	<ul style="list-style-type: none"> ▪ The School will use an online accounts payable service (AnyBill or other mutually agreeable provider) and pay all fees associated with that service. ▪ The School will identify at least one payment authorizer who is responsible for approving all checks and invoice coding prior to release. Note that final coding and approval decisions are solely the responsibility of the School.



	<ul style="list-style-type: none"> ▪ The School will communicate to EdOps or tag directly in the online payable system all invoices that should be applied to federal or other grant awards. ▪ The School is responsible for obtaining W-9s for all vendors and for providing accurate tax ID and corporate form data on its vendors to EdOps to support filing of 1099s. ▪ School is responsible for preparation and distribution of any paper checks.
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VII. GRANTS ADMINISTRATION

EdOps will assist the School with the financial portion of the ESEA and IDEA grants applications as well as completing reimbursement requests associated with spending under those grant programs as specified below. As an optional hourly service, EdOps can provide support for any other awarded public grants not outlined below and any private grants. .

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps assists with the financial portion of the initial applications for many of the programs run through LADOE (e.g., Title I-II, IDEA, Title V-b). ▪ EdOps prepares draw requests for grant funds reimbursement for the School's review and final approval. ▪ EdOps prepares grant budget revisions and reallocations as requested by the School. ▪ EdOps sets up fund accounting to track direct and allocated costs to grants.
School Responsibilities	<ul style="list-style-type: none"> ▪ The School is responsible for completing and submitting all grant applications. ▪ EdOps can complete drafts of financial and other portions of those applications, but the ▪ The School is responsible for reviewing those drafts, modifying them as needed, and ultimately approving a finalized application for submission. ▪ The School is solely responsible for the accuracy and suitability for funding of all grant applications and budget amendments, including decisions regarding which expenses to apply against a specific grant. ▪ The School is responsible for providing EdOps with any needed financial information (e.g., invoices to support reimbursement requests; confirmation of grant budget) one week prior to a grant submission deadline (e.g., application due date, final deadline for reimbursements submissions for that fiscal year). ▪ The School is responsible for spending funds as it has indicated in its approved grant applications, as well as retaining all required documentation to support that spending, including federal time and effort documentation for federally funded employees. ▪ The School is solely responsible for the accuracy and timely submission of all grants reimbursement requests. ▪ The School will involve EdOps in the grant budgeting process so EdOps can proactively contribute to the process and can remain current on all sub-budget tracking and reporting requirements. It is ultimately the School's responsibility to ensure information on grant spending is communicated to EdOps, including specifically flagging which expense items belong to which grant.

VIII. REPORTING AND COMPLIANCE

EdOps will assist the School with the financial portion of any regular LADOE compliance requirements as specified below. As an optional hourly service, EdOps can provide support for any newly-created large scale compliance requests from LADOE. Any reporting that the School submitted in FY25 is included in our monthly rate and exempted from the hourly pricing.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps prepares financial statements for submission to the LADOE.. ▪ ▪ EdOps prepares and submits the Annual Financial Report to the Authorizer (AFR). ▪ EdOps prepares federal grants reporting such as SPED MOE, ESSA MOE, Title I Excess Cost ▪ EdOps prepares the fiscal portions of Federal Grants Monitoring conducted by LADOE. ▪ EdOps prepares ACT 370 reporting as required by authorizer
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School Responsibilities	<ul style="list-style-type: none"> ▪ The School is responsible for providing EdOps with any needed financial information the week prior to a compliance submission deadline. ▪ The School is responsible for the accurate and timely submission of compliance requests to LADOE. ▪ The School is responsible for the preparation of any non-financial elements of any compliance request.
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IX. FACILITIES ACCOUNTING AND LOAN REVIEW (REQUIRED - NOT OPTIONAL):

When the school enters into or terminates a loan or enters into a new, amends an existing, or terminates an existing lease obligation, EdOps will provide the following support.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ Loan Term Summary: EdOps reviews final loan documents and summarizes key terms, reporting requirements, and covenants to serve as a reference for important conditions and minimize the risk of default.
School Responsibilities	<ul style="list-style-type: none"> ▪ School is responsible for providing all final lease and loan documents. Loan documents should include all documents in the attorney-prepared closing binder, including the final note, loan agreement, and settlement sheet. Lease documents are to include the final executed lease agreement and all amendments that pertain to the lease in question. ▪ Loan Accounting: EdOps reviews final loan documents and prepares journal entries reflecting the new or terminated loan, builds debt cost and amortization schedules (if not provided by the lender), and responds to related auditor inquiries following the loan event. ▪ Lease Accounting: EdOps reviews lease documents and analyzes terms to determine the proper accounting treatment in compliance with ASC 842 lease standards, builds ROU lease schedules, prepares journal entries reflecting the new or amended lease, and responds to related auditor inquiries following the lease event.

X. FACILITIES SUPPORT (BILLED HOURLY)

As an optional hourly service, EdOps help schools prepare for and support the coordination of a facilities project through the following activities.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ Affordability Assessment – Review historic and projected financials to provide context on the past and evaluate the School’s capacity to support a range of rent, debt, and cash outlays for potential future projects. Potential debt is based on general market information and not particularized to the specific type of debt to be raised. ▪ Project Modeling –Based on direction by the School or its advisors, perform modeling of specific facility projects to help the School and its project team evaluate the School’s ability to support debt or lease payments over the life of the project. EdOps modeling will not include any advice and / or recommendations on which debt instrument to pursue. A municipal advisor acting as the Independent Registered Municipal Advisor (IRMA) must be engaged by the school if tax-exempt financing is considered. ▪ Underwriting Support –Work as an extension of the School’s finance team to answer lender questions during the underwriting and diligence period. EdOps participation in supporting the lender underwriting process will be related to a loan and not related to an issuance of municipal securities unless a municipal advisor acting as the IRMA is engaged by the School. ▪ Documents Review – Along with the School’s counsel and financial or municipal advisors, review draft transaction documents including leases, letters of agreement, letters of intent, memoranda of understanding, term sheets, and the like from an operational perspective and summarize covenants and conditions. EdOps participation in the review of transaction documentation does not involve any type of analysis work related to determining if municipal securities should be issued. ▪ Construction Draws - For construction loans, EdOps can work with the project manager to track project expenses incurred to date to support the project manager’s oversight of the
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	overall project budget. <i>Note: School should check with its project manager to confirm whether this activity is already included in the project manager's scope of work.</i>
School Responsibilities	<ul style="list-style-type: none"> School is responsible for providing all legal documents, agreements, background information, and the like relevant to a given engagement. School is responsible for providing enrollment assumptions, staffing models, and all other inputs used in financial modeling and for critically reviewing and approving all financial modeling performed by EdOps. School is responsible for selecting legal counsel, a municipal or financial advisor, and other professionals necessary to support School with all legal, tax, or other aspects of a particular deal, as well as to assist in negotiating final deal terms in the areas related to their expertise. School and its project team are responsible for conducting lender solicitation and loan structuring for new or modified loan requests. School is solely responsible for the final decision with respect to which leases and financing instruments to enter into and for driving selected option to close.
FACILITIES SUPPORT DISCLAIMER: The School is solely responsible for the decision to pursue and the ultimate execution of a future facilities project. EdOps does not serve as a real estate broker, perform lender solicitation, or provide advice or recommendations related to financing structure, including any issuance of municipal securities. School is responsible for selecting legal counsel and other professionals necessary to support all legal, tax, or other aspects of a particular project, as well as to assist in negotiating final deal terms in the areas related to their expertise. EdOps is not acting as a municipal advisor and does not have a fiduciary duty pursuant to Section 15B of the Exchange Act. The information provided by EdOps is not intended in any way to be used by the client as a recommendation to pursue an issuance of municipal securities.	

Note on Expectations of School

EdOps' completion of the deliverables, in the format and per the timing noted above, is contingent on School providing the assistance and performing the functions noted in "School Responsibilities." Failure of School to offer such assistance and to perform such functions in a timely manner may adversely impact EdOps' ability to complete the Scope of Work as outlined above.

Fees for Services

Our fees for the aforementioned services I – III and V-VIII for the period **JULY 1, 2025** through **JUNE 30, 2026** will be at the monthly rate of **\$6,556**. Work of any type that is to be performed by EdOps after June 30, 2026, including specifically audit and 990 support, would require a separate statement of work and different fee structure. There is a one-time implementation fee of **\$6,556** for work needed to successfully onboard the School.

We have excluded Section IV (Audit and 990 Support) from the monthly rate listed above. Any work performed by EdOps related to Section IV will be billed at our hourly rates listed below. Accordingly, we have adjusted our annual rate downward by **\$12,000** for this time period. Additionally, work of any other type related to the time period prior to **JULY 1, 2025** will be billed at our hourly rates listed below.

Note that the fee above does not include facilities financing support, the preparation of responses to custom reporting requirements from lenders associated with existing debt, or the technical work required to establish proper accounting treatment for a new financing transaction including reviewing loan and other transaction-related documents. Because of the variable nature of the time required to provide financing support, EdOps bills it hourly, typically under a separate Statement of Work. Additional business consulting services not listed in the Nature of Services section and those explicitly identified as hourly be billed at our standard hourly rates, which are listed below.

Finance Analyst: \$115/hour
 Finance Specialist: \$175/hour
 Finance Manager: \$220/hour
 Facilities Finance Team Support: \$235/hour to \$450/hour, based on team member

Student Data Analyst: \$110/hour
 Student Data Specialist: \$150/hour



Student Data Manager: \$215/hour

Consultant: \$275/hour

Consulting Director: \$400/hour

Services may be extended to additional years through mutual written agreement of the parties with respect to price, scope, and period of service.

EdOps

By: _____
Authorized Signature
Dan Theisen
Printed Name
CEO
Title
6/23/25
Date

Academy of Collaborative Education

By: _____
Authorized Signature

Printed Name

Title

Date

Coversheet

Discussion: Governance Committee Calendar

Section:	II. Governance
Item:	C. Discussion: Governance Committee Calendar
Purpose:	Discuss
Submitted by:	
Related Material:	ACE Governance Committee Calendar FY26.pdf

ACE Governance Committee Calendar: Objectives and Responsibilities FY26

Month	Tasks
July	<p><u>Remind board members:</u></p> <ol style="list-style-type: none"> 1. Pursuant to LA R.S. 5.42:1170A, all public servants and elected officials are required to take one hour of training on the Code of Governmental Ethics each calendar year. As a member of the Board of Directors, you may be considered a non-compensated public servant by the Louisiana Board of Ethics. We suggest you comply with this requirement by completing the one hour of training before December 31, 2025. The Louisiana Board of Ethics' Online Training Portal may be found at: https://eap.ethics.la.gov/EthicsTraining/login.aspx Step by step instructions for the training can be found on the attached handout. 2. Beginning August 1, 2024, each president of a BESE-authorized charter board shall participate in at least one hour of board governance, special education, and financial management training coordinated by LDOE within one year of assuming the role of board president. Beginning June 1, 2025, each new member of the board of directors of a BESE-authorized charter operator shall participate in at least one hour of board governance, special education, and financial management training coordinated by LDOE within one year of appointment to the board. 3. Board members must submit a copy of their Tier 3 financial disclosure form to the https://ethics.la.gov/Forms.aspx by May 1 and immediately send proof of submission to the board chair to submit to charters@la.gov
August	Review BOT Board Composition Analysis, Review Officer and Trustee terms and expiration dates, complete BOT 3-Year Analysis Template, Revise board job descriptions, if necessary, Revise bylaws
September	<u>Share the 3-year Analysis with the board of directors</u> , Review officer job descriptions with each officer, ask committees to revise job descriptions, if necessary, <u>If bylaws were revised, bring them to the full board for approval</u> , draft a Board Expansion Plan, Or revise the Expansion Documents already in existence, create a policy for adding non-board members to committees
October	Review BOT outline of full board versus committees versus Executive Director Roles, Revise job descriptions, <u>Present revised job descriptions to the full board for approval</u> , Create Expansion Plan: <u>Nomination Policy, Policy for adding non-board members to committees, Present to the full board for approval</u>

November	Complete committee charts, Implement the Board expansion plan, Evaluate board meeting effectiveness, <u>Review Open Law Compliance at the full board meeting</u>
December	Implement Board Expansion Plan, Evaluate Board Meeting Effectiveness, <u>Administer the Open Meeting Law quiz to the full board</u>
January	Implement Board Expansion Plan, Evaluate Board Member Effectiveness
February	Implement Board Expansion Plan, Evaluate Board Member Effectiveness
March	Implement Board Expansion Plan, Evaluate Board Member Effectiveness, <u>remind board members to submit Tier-3 Financials to the Board of Ethics by May 1 and immediately send proof of submission to the board chair</u>
April	Implement Board Expansion Plan, Evaluate Board Member Effectiveness, begin planning the Annual Retreat meeting, conduct an individual assessment of each board member to inform nominations at the Annual Retreat meeting, provide feedback to each board member, meet with each board member to give feedback
May	Conduct orientation for new board members, evaluate board meeting effectiveness, Complete individual board member meetings to give feedback, Finish planning the Annual Retreat meeting
June	Recommend additional terms based on board member assessments, Orientation for new board members, evaluate board meeting effectiveness, <u>Conduct ANNUAL RETREAT MEETING</u>