

Academy of Collaborative Education

Governance Committee Meeting

Published on October 20, 2025 at 1:41 PM CDT

Date and Time

Wednesday October 22, 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		Amy Marcus	1 m
B. Call the Meeting to Order		Holly Allen	1 m
C. Approval of Committee Meeting Minutes	Approve Minutes	Holly Allen	1 m
Approval of the meeting minutes for the September Governance committee meeting.			
Approve minutes for Governance Committee Meeting on September 24, 2025			
D. Approval of agenda	Vote	Holly Allen	1 m

	Purpose	Presenter	Time
--	---------	-----------	------

Request for amendment to the agenda or approval of the agenda as presented.

II. Governance 3:34 PM

- | | | | | |
|-----------|---|---------|-----------------|-----|
| A. | Report: Executive Director Update
Executive Director Update on governance and related issues. | Discuss | Joellen Freeman | 5 m |
| B. | Stipend | Vote | Joellen Freeman | 5 m |
| C. | Grace Lease
Joellen will update committee on Grace lease. | Discuss | Joellen Freeman | 5 m |
| D. | Resolution to Close Cross Keys Account
A resolution to close the Cross Keys Bank account and withdraw the funds. | Discuss | Joellen Freeman | 5 m |
| E. | Resolution to Remove and Assign Progressive Bank Signatories
Resolution to remove Amy Marcus as signatory for Progressive Bank and assign Latner McDonald and Anna Grimmatt as of October 29, 2025 | Discuss | Joellen Freeman | 5 m |
| F. | Website Complaint Update
A verbal update will be given on website complaint that was filed. | FYI | Joellen Freeman | 5 m |
| G. | State Police Policy for Background Checks | Discuss | Joellen Freeman | 5 m |

III. Progress Toward SMART Goals: 4:09 PM

- | | | | | |
|-----------|---|---------|-------------|-----|
| A. | Governance SMART Goals for SY25-26
Holly has revised the proposed SMART goals and will create a "checklist" to be used for all new contract oversight.

*If the committee approves the goals, they will be presented to the full board for approval on October 29th. | Discuss | Holly Allen | 5 m |
| B. | Board and Governance Committee Meeting Scheduling
What new meeting schedule has been agreed upon by the Finance and Facilities committees? | Discuss | Holly Allen | 5 m |

	Purpose	Presenter	Time
Would it be prudent to move Governance Committee meetings to quarterly? If approved by the board, when is the next meeting?			
Would it be prudent to move the Board meetings to every other month? And if approved by the board, when is the next meeting?			
All of these proposed changes need to be on the next board meeting agenda for approval, and then edited on the ACE website and sent to LDOE.			

IV. Progress Toward Dashboard Goals: 4:19 PM

A.	Review of Board Composition	Discuss	Holly Allen	5 m
	Governance will review:			
	Board Composition			
	Officer and trustee terms			
	3-year board analysis			
	* If approved by the committee, the Governance Chair will share the 3-year Board Analysis with the board of directors at the October 29th monthly board meeting.			
B.	One-Hour Training with the Board of Ethics	Discuss	Holly Allen	5 m
	<u>Governance will begin reminding board members via email and during monthly board meetings to complete their one hour of training on the Louisiana Board of Ethics Online Portal.</u>			
	Each trustee must complete 1 hour of Ethics Training by Dec.31, 2026. https://eap.ethics.la.gov/EthicsTraining/login.aspx			
C.	Review and Revision of board job descriptions and bylaws	Discuss	Holly Allen	10 m
	Revise board job descriptions and Bylaws and revise, if necessary.			
	* If the Governance Committee revises bylaws and/or job descriptions, the Governance Chair will bring them to the full board for approval at the October 29th monthly board meeting.			

	Purpose	Presenter	Time
D. Board Member Recruitment Documents	Discuss	Holly Allen	5 m
<u>The Governance Committee will review the board member recruitment documents in the board documents and edit as necessary.</u>			
E. EDSaE (Subcommittee of Governance)	Discuss	Amy Marcus	5 m
1. Review and approve a short-term and long-term ED succession plan with the ED. *If approved, the EDSaE chair will present to the full board at the October board meeting.			
2. *The EDSaE chair will present the Annual ED Evaluation Process to the full board at the October board meeting.			
3. *The EDSaE chair will present its first "check-in" with the ED to the full board at the October board meeting.			

V. Action Items **4:49 PM**

A. D.O.N.	Discuss	Holly Allen	5 m
Decisions made:			
Owners:			
Next steps:			
Holly will update the SMART Goals			

VI. Other Business

VII. Closing Items **4:54 PM**

A. Adjourn Meeting	Vote	Holly Allen	1 m
---------------------------	------	-------------	-----

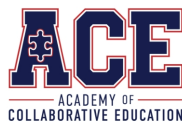
In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of Academy of Collaborative Education, please contact Joellen Freeman at jcfreeman@aceforasd.org describing the assistance that is necessary.

Coversheet

Approval of Committee Meeting Minutes

Section:	I. Opening Items
Item:	C. Approval of Committee Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Governance Committee Meeting on September 24, 2025

APPROVED



Academy of Collaborative Education

Minutes

Governance Committee Meeting

Date and Time

Wednesday September 24, 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 Sep 24, 2025 at 3:33 PM.

C.

Approval of Committee Meeting Minutes

Joellen Freeman made a motion to approve the minutes from Governance Committee Meeting on 08-27-25.

Amy Marcus seconded the motion.

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

II. Governance

A. Report: Executive Director Update

SPED Strategies Contract Updates

The Governance Committee meeting discussed the approval of previous meeting minutes and updates on the SPED Strategies contract. Joellen presented changes to the contract language regarding termination and indemnification, which Holly reviewed. The changes in language decreased the price of the contract from \$89,000 to \$50,000 per Joellen. The committee agreed to push for a 30-day payment turnaround instead of 15 days, as Holly requested. Joellen explained the invoice schedule and payment process, clarifying that the 15-day turnaround was feasible due to known invoice dates.

Contract Valuation Terms Discussion

Holly and Joellen discussed contract terms, focusing on how services and payments would be valued in case of termination. They agreed that the contract needed clearer valuation methods for various services, including monthly virtual collaboration meetings and professional learning workshops. Joellen was tasked with requesting these clarifications from the other party and proposed having the venue in Ouachita Parish as a preference, though Holly noted that if the other party did object, they could keep the original venue in Baton Rouge.

Banking Resolution

Joellen and Holly discussed a banking resolution to remove Amy from Progressive Bank and assign new signatories, Anna Grimmert and Latner McDonald, as of October 29, 2025, with Joellen seeking confirmation that this was appropriate. Holly confirmed that this resolution was a good plan of action.

B. Grace Lease

The committee reviewed a lease agreement for a Grace property. Joellen asked if the committee, with current verbiage, is able to recommend the lease to the board as written but waiting on the fire marshall's approval. Holly raised concerns about termination provisions in case the school closes. The lease agreement has a clause for bankruptcy, but no provisions are stated for moving or if the school is no longer in operation. Holly suggested Joellen should consult with Latner about the lease's termination clauses, as

Amy was unable to provide additional information. Joellen mentioned that the sprinkler system installation would cost around \$200,000 and would not be fully recoverable. They also considered using a local real estate attorney for future contracts to reduce costs.

III. Progress Toward SMART Goals:

A. Governance SMART Goals for SY25-26

Holly presented a draft of SMART Goals for 25-26 SY. She proposed four draft goals for the governance committee, which Joellen and Amy found manageable and substantive. Holly suggested including regular agenda items for board recruitment and policy review, with Allison responsible for preparing the agenda and Holly providing necessary information. The discussion concluded with a brief mention of dashboard goals and board member terms.

IV. Progress Toward Dashboard Goals:

A. Review of Board Composition

The group discussed progress on SMART goals and agreed that identifying a good candidate every three months should be included in every major committee's goals. They also considered adding Father Don to the board, recognizing his community connections and potential as an advocate for ACE, though they noted the need to verify if there are any conflicts of interest. Holly suggested bringing up the committee goal recommendation at the next board meeting, while Amy advised discussing the potential board membership with Father Don to clarify any conflicts. If having Father Don as a board member is a conflict of interest, the committee agreed to ask him to be a member of a committee or serve on an advisory board.

The committee agreed the governance agenda will always have a board recruitment item. If there is a name for a candidate, the name of the candidate will be listed on the agenda for consideration.

B. Review and Revision of board job descriptions and bylaws

The board discussed committee responsibilities and governance matters, with Holly proposing to include a new agenda item at the next board meeting to attach committee job descriptions and responsibilities. Amy confirmed she would need to run the meeting as board chair, though a permanent chair needs to be nominated and voted on. The group reviewed the EDSA sub-governance subcommittee's work, including the evaluation process phases and quarterly check-ins, with Joellen and Amy having completed the first quarterly review.

C. EDSaE (Subcommittee of Governance)

The group reviewed the EDSaE sub-governance subcommittee's work, including the evaluation process phases and quarterly check-ins, with Joellen and Amy having completed the first quarterly review. The meeting focused on reviewing and discussing the ED Support and Evaluation Committee's first quarterly check-in with the ED, which was completed and will be presented at the next board meeting. Holly clarified her role on the committee and received assurance from Amy that her calendar and tasks would be properly managed and invitations sent. Joellen mentioned that a 12-week core value project would begin, extending the timeline to allow for more thorough discussion and engagement.

V. Action Items

A. D.O.N.

Joellen is to identify board policy and ACE policies. Allison will upload the policies into the appropriate Board or ACE Binder in BOT. 2 policies, 1 ACE and 1 Board, will be reviewed at each meeting. Committee agreed to present 5 goals to the board.

VI. Other Business

A. Committee Meeting Scheduling

The group addressed scheduling conflicts, with Holly potentially missing the October board meeting due to travel commitments, and agreed to decide later whether Amy should present the policies at the current board meeting or defer it to the next one.

VII. 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 5:17 PM.

Respectfully Submitted,
Allison Dickens

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

Report: Executive Director Update

Section:	II. Governance
Item:	A. Report: Executive Director Update
Purpose:	Discuss
Submitted by:	
Related Material:	Academy of Collaborative Education (ACE) Agreement 2025 (2).pdf ACE x SPED Strategies Proposal 2025.pdf



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.
----------------------------------	---	---

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.



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.	
--	--	--

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

Stipend

Section:	II. Governance
Item:	B. Stipend
Purpose:	Vote
Submitted by:	
Related Material:	DifferentiatedCompensation.FY26.jcf.10.8.25.docx.pdf Certificated_SupprtStaff.FY25&26.jcf.101.8.25.docx.pdf



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 5, 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



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

Adoption of Certificated & Support Staff Compensation Plan

WHEREAS, the Louisiana Department of Education (LDOE) has issued guidance regarding the statewide allocations made by the Louisiana Legislature in 2024 and 2025 for *Certificated and Support Staff Compensation*; and

WHEREAS, the legislative intent is that school staff receive stipend amounts aligned with the positions utilized to allocate these funds; and

WHEREAS, the LDOE guidance specifies that:

- **Certificated personnel** are to receive stipends in the amount of \$2,000, and
- **Support staff** are to receive stipends in the amount of \$1,000; and

WHEREAS, the **Academy of Collaborative Education (ACE)** seeks to distribute these allocations equitably in accordance with state guidance, to recognize and support the contributions of certificated and support staff serving in eligible roles;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Academy of Collaborative Education hereby approves the following *Certificated and Support Staff Compensation Distribution Plan* for the 2024–2025 and 2025–2026 allocations:

1. Distribution Plan

A. \$1,000 Stipends shall be paid to school personnel in roles identified in the guidance document as generating a \$1,000 allocation, including but not limited to:

- Aides
- Support Supervisors
- Clerical/Secretarial Staff
- Service Workers
- Skilled Craftsmen
- Degreed Professionals



B. \$2,000 Stipends shall be paid to school personnel in roles identified in the guidance document as generating a \$2,000 allocation, including but not limited to:

- Teachers
- Therapists, Specialists, and Counselors
- Principals and other School Administrators
- Central Office Certificated Administrators
- School Nurses
- Sabbatical Personnel

2. Eligibility and Distribution

- Staff members eligible for the FY25 allocation who joined ACE between July 1, 2024 and September 30, 2024, shall receive the stipend on the **November 7, 2025** paycheck.
- Staff members eligible for the FY26 allocation who joined ACE between July 1, 2025 and September 30, 2025, shall receive the stipend on the **December 5, 2025** 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.

Part-time, contracted, and non-school staff are not included in the eligible codes and are therefore not eligible to receive stipends.

3. Purpose

These stipends are provided in alignment with Louisiana legislative intent and LDE guidance to **support the recruitment, recognition, and retention** of certificated and support staff contributing to the mission of ACE.

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute and administer this distribution plan in accordance with this resolution and all applicable LDE requirements.

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

Board President

Executive Director

Board Secretary

Coversheet

Grace Lease

Section: II. Governance
Item: C. Grace Lease
Purpose: Discuss

Submitted by:

Related Material:

STJ-4915-0527-0875 v.1 ACE_Grace Episcopal Lease for 6th Grade Space (1).docx.pdf

LEASE AGREEMENT

THIS LEASE AGREEMENT (this "*Lease*") is made and entered into effective the 1st day of November, 2025, ("*Effective Date*"), by and between GRACE EPISCOPAL CHURCH OF MONROE, LOUISIANA, a Louisiana nonprofit corporation ("*Landlord*") and ACADEMY OF COLLABORATIVE EDUCATION, a Louisiana nonprofit corporation (the "*Tenant*").

In consideration of the mutual covenants and agreements herein contained, Landlord and Tenant agree as follows:

1. **DEMISE OF LEASED PREMISES.** Landlord hereby leases, demises and lets to Tenant, and Tenant hereby leases and takes from Landlord, [7,500] square feet of the building ("*Building*") located on that certain tract of land described on Exhibit A attached hereto (the "*Land*") with an address of 405 Glenmar Avenue, Monroe, Louisiana. Such area consists of the entire second floor of the Building excluding the Choir Room. In addition to such space, Tenant shall have exclusive use of the exterior entrance and stairway located [on the west side of Building]; along with periodic use of the library located on the first floor; the parking lot (adjacent to the church on North 4th Street, Monroe, LA), including such area as may be necessary for loading and unloading of vehicles; all sidewalks; and the use of all rights, easements, privileges and appurtenances thereto (said Land, Building, and appurtenances being hereinafter referred to as the "*Facility*", and the portion being leased to Tenant, the "*Leased Premises*").

2. **TERM.** The term of this Lease (together with any renewal hereto, the "*Term*") and Tenant's obligation to pay rent hereunder begins on November 1, 2025 (the "*Commencement Date*"), and shall continue until June 30, 2028. Provided Tenant is not in default under this Lease, Tenant shall have the option to extend the Term for an additional five (5) years (the "*Renewal Term*") to be exercised by providing written notice to Landlord at least [one (1) year] prior to the expiration of the initial Term. All terms and conditions, except Base Rent, shall remain the same during the Renewal Term.

3. **BASE RENT.** Tenant covenants and agrees to pay to Landlord during the Term be three thousand one hundred twenty-five and No/100 Dollars (\$3,125.00) per month as monthly rental (the "*Base Rent*"), without previous demand therefor or any setoffs or deductions whatsoever except as otherwise set forth herein, which Base Rent shall be payable in advance on the first day of each and every month beginning on the Commencement Date. If any Base Rent or other charge is not paid by Tenant to Landlord within ten (10) days after such payment is due, Tenant shall pay, in addition, a late charge of ten percent (10%) of such overdue payment.

All sums other than Base Rent due under this Lease shall be defined as "*Additional Rent*". Base Rent and Additional Rent are sometimes collectively referred to herein as "*Rent*".

4. **ADDITIONAL RENT.** The parties agree that during the Term of this Lease,

except as otherwise expressly set forth herein, Tenant shall pay Landlord Tenant's pro rata share of the Facility's maintenance costs (detailed below), based on the ratio of the Leased Premises to the total gross area of the Facility, with the percentage allocated to Tenant being agreed upon as [70% (7500 square feet as the numerator and 10,681 square feet as the denominator)]. Tenant's share of the maintenance costs shall be payable in monthly installments, in advance of each month, based on 1/12th of the estimated annual costs for the calendar year in which payment is made.

The Facility's maintenance costs shall include (i) all real estate taxes and other assessments on the Facility that cannot be allocated solely to Tenant or Landlord; (ii) costs associated with the parking lot, including striping, debris removal, maintenance and signage; (iii) the costs of utilities necessary or appropriate for the operation of the Facility; (iv) providing and maintaining planting and landscaping; (v) the costs of providing security services; (vi) exterminating and pest control in and about the Facility; (x) disposal and trash removal; (xii) plus all other operational costs and expenses incurred by Landlord relative to operating, managing and equipping the Facility. Tenant shall not be responsible for capital costs, replacements, and repairs.

For the purposes of this Paragraph, the "*Facility*" shall include the parking area, service drives and service roads, traffic islands, landscaped areas, loading and service areas, sidewalks, roofs, gutters and downspouts, sprinkler risers serving the entirety of the Facility, as well as drainage facilities and lighting facilities servicing any one or more of the aforesaid areas. Nothing in this paragraph or elsewhere in this Lease shall be construed as making these areas, or any part thereof, part of the Leased Premises.

5. TENANT'S COSTS. All expenses arising from or in connection with the Leased Premises and Tenant's use and operation thereof, shall be borne exclusively by Tenant; it being the intent of the parties that Landlord shall not be required to do any act or thing with respect to the Leased Premises except as expressly provided herein. In accordance with, but without limiting, the foregoing, Tenant shall pay, as and when such costs are due, the following items with respect to the Leased Premises: (i) all real estate, personal property taxes and other taxes and assessments for calendar year 2025 and for the remaining Term to the extent such assessments are allocated solely to the Leased Premises; (ii) all charges for water, sewer, electricity, gas and other utilities associated with the Leased Premises; (iii) all premiums payable to maintain any insurance coverage relating to the Leased Premises, including, but not limited to, fire and extended coverage insurance in the full replacement value of the Leased Premises, public liability insurance and any other insurance that Landlord may require; (iv) all upkeep, maintenance, repair, refurbishing, refurbishing, restoration, replacement and other operating charges, including, without limitation, all costs of interior sprinkler maintenance and service, sewer line cleanouts, snow and ice removal, garbage collection, janitorial services, HVAC maintenance, plumbing, window washing, light bulb replacement, and the maintenance of building identification signs associated with the Leased Premises; and (v) any fine, penalty, interest or costs which may be added for non-payment or late payment of any of the foregoing, unless such penalty is caused by the gross negligence of Landlord.

As part of Tenant's costs hereunder, Tenant shall install an automatic fire suppression system throughout the Leased Premises ("*Sprinkler System*"). The Sprinkler System shall consist of sprinkler heads throughout the Leased Premises, including in each classroom and the hallways and stairways, each connected through piping and valves to the public water supply system. As may be required, a water pump may be installed to ensure adequate pressure to operate and maintain the Sprinkler System. It is the intent of the parties that the Sprinkler System be integrated with the Facilities fire alarm system. Tenant shall deliver to Landlord a complete set of plans and designs for the Sprinkler System for Landlord's approval. Once approved, Tenant shall contract for the installation of the Sprinkler System and shall be solely responsible for all costs and expenses of such installation, maintenance and repair during the Term. The costs of the installation of the Sprinkler System shall be born by Tenant, but such costs shall be allocated to Base Rent until Tenant has received a full credit for the amounts so expended.

6. TENANT'S MAINTENANCE AND REPAIRS. Landlord makes no representations or warranties regarding the Leased Premises. During the Term, Tenant shall at its sole cost and expense, provide a dumpster for its trash and permit no waste, damage or injury in the Leased Premises and shall maintain in good order and repair, including the replacement thereof, any glass windows, doors (exterior and interior positions thereof), plate glass, all plumbing and sewerage facilities within the Leased Premises, including free flow up to the main sewer line, fixtures, heating and air conditioning and electric systems (whether or not located in the Leased Premises), sprinkler system, walls, floors, ceilings, and all other non-structural repairs, replacements, renewals and restorations, internal and external, ordinary and extraordinary, foreseen and unforeseen, all at the sole cost and expense of Tenant. Tenant shall make all repairs, perform all maintenance and provide all renewals and replacements at the Leased Premises, including but not limited to the floor covering, heating and air conditioning equipment (whether any such equipment is roof-mounted or otherwise affixed outside the Leased Premises), electrical systems, components and fixtures, plumbing systems, components and fixtures and equipment, elevators, wiring (including that within walls or ceilings or under flooring or floor covering), and plumbing lines (including water lines and gas lines within walls or ceilings and under flooring or floor covering). In the event Tenant shall fail to fulfill its obligations to repair and maintain the Leased Premises in accordance with this Section 5, Landlord, notwithstanding anything herein to the contrary, shall have the right, but not the obligation, upon not less than fifteen (15) days' prior written notice to Tenant (except in cases of emergency), to make such repairs and maintain the Leased Premises at the expense of Tenant, and Tenant shall pay to Landlord the cost thereof, plus an administrative fee of ten percent (10%) of such costs, within three (3) days of demand therefor.

7. LANDLORD'S REPAIRS. Landlord shall be responsible for all structural repairs, maintenance and alterations of the Facility, and for the maintenance of sewer (unless clogged from Tenant's use), water and electric lines outside the Leased Premises and such repairs as may be necessary to the roof and exterior walls of the Facility, except for finishes installed to accommodate Tenants. Tenant shall comply with any of the directions, rules, regulations and law (now existing or in the future) which may require repairs or maintenance

or alterations of the Leased Premises, and Tenant shall likewise maintain the areas outside of but adjacent to the Leased Premises free from trash or other obstruction.

8. LEASE ASSIGNMENT AND SUBLETTING. Except as provided herein, Tenant may not assign this Lease or sublet the Leased Premises without the prior written consent of the Landlord, such consent to be in Landlord's sole discretion. Tenant shall give Landlord at least sixty (60) days advance written notice of a proposed assignment or subletting to an affiliate, or a nonaffiliated charter school operator who has obtained a charter to operate a school facility materially similar to the Academy of Collaborative Education, in which case, unless Landlord provides written notice within sixty (6) days of its rejection of such assignment, such assignment shall be deemed approved.

9. LAWS AND REGULATIONS: HAZARDOUS SUBSTANCES.

(a) Tenant shall comply, and ensure that the Leased Premises complies, with all laws, ordinances, orders, rules, regulations and other requirements of governmental authority pertaining to or governing Tenant's particular use and occupancy of the Leased Premises, whether now in force or hereafter enacted, including, without limitation, the Americans with Disabilities Act (the "ADA") and all applicable federal, state or local laws, regulations, orders, judgments and decrees regarding health or safety and Environmental Laws, including without limitation the application for and maintenance of all required permits, the submittal of all notices and reports, proper labeling, training and record keeping, and timely and appropriate response to any release or other discharge by Tenant of a Hazardous Substance under Environmental Laws. Tenant shall not use Hazardous Substances on the Leased Premises except as a part of its business in the ordinary course and in accordance with applicable law.

(b) Tenant shall indemnify, protect and hold harmless Landlord and each of its officers, directors, employees, members, shareholders and respective subsidiaries from and against all loss, cost, damage, expense and liability incurred by Landlord in connection with the presence, emanation, migration, disposal, release or threatened release of any oil or other petroleum products or any Hazardous Substances on, within, or to or from the Leased Premises as a result of (i) the operations of Tenant on the Leased Premises and (ii) the activities of third parties affiliated with Tenant (excluding Landlord) or invited on the Leased Premises by Tenant. Tenant will promptly give written notice to the other party of any investigation, claim, demand, lawsuit or other action by any governmental or regulatory agency or private party involving the Leased Premises and any Hazardous Substance or Environmental Law of which such party has actual notice.

(c) As used herein, "Environmental Law" means, any Federal, state, local or foreign law, statute, ordinance, rule, regulation, code, license, permit, authorization, approval, consent, order, judgment, decree, injunction or agreement with any governmental entity to which the Leased Premises is subject relating to (x) the protection, preservation or restoration of the environment (including, without limitation, air, water vapor, surface water, groundwater, drinking water supply, surface land, subsurface land, plant and animal life or

any other natural resource) or to human health or safety or (y) the exposure to, or the use, storage, recycling, treatment, generation, transportation, processing, handling, labeling, production, release or disposal of Hazardous Substances, in each case as amended from time to time. The term Environmental Law includes, without limitation, (i) the Federal Comprehensive Environmental Response Compensation and Liability Act of 1980, the Superfund Amendments and Reauthorization Act of 1985, Small Business Liability Relief and Brownfields Revitalization Act of 2002, the Federal Water Pollution Control Act of 1972, the Federal Clean Air Act, the Federal Clean Water Act, the Federal Resource Conservation and Recovery Act of 1976 (including the Hazardous and Solid Waste Amendments thereto), the Federal Solid Waste Disposal and the Federal Toxic Substances Control Act, the Federal Insecticide, Fungicide and Rodenticide Act, the Federal Occupational Safety and Health Act of 1970, each as amended from time to time, and (ii) any common law or equitable doctrine (including, without limitation, injunctive relief and tort doctrines such as negligence, nuisance, trespass and strict liability) that may impose liability or obligations for injuries or damages due to, or threatened as a result of, the presence of, effects of or exposure to any Hazardous Substance.

(d) As used herein, "Hazardous Substance" means any substance presently listed, defined, designated or classified as hazardous, toxic, radioactive, or dangerous, or otherwise regulated, under any Environmental Law. Hazardous Substance includes, without limitation, any substance to which exposure is regulated by any government authority or any Environmental Law such as any toxic waste, pollutant, contaminant, hazardous substance, toxic substance, hazardous waste, special waste, industrial substance or petroleum or any derivative or by-product thereof, radon, radioactive material, asbestos or asbestos-containing material, urea formaldehyde foam insulation, lead or polychlorinated biphenyls.

(e) Tenant shall be responsible for the proper disposal of all waste (including waste from or with respect to any Hazardous Substances) associated with the operation of its business or otherwise generated on or placed onto the Leased Premises during the Term.

(f) Tenant shall not take any action, including without limitation making adverse comment on any proposed environmental response action by Landlord ("Landlord Remediation Activities"), related to Hazardous Substances in, on or about the Leased Premises, whether caused by Tenant, Landlord or any other party, or the compliance or lack of compliance of the Leased Premises with Environmental Laws (collectively, "Environmental Matters") without first obtaining Landlord's consent to such action. Tenant shall keep all non-public written, verbal and other information provided to or obtained by Tenant concerning the Environmental Matters confidential and shall not disclose such information to any third party without Landlord's prior written consent, unless such disclosure is required by applicable law and upon reasonable written advance notice to Landlord. Unless required by applicable law to do so and upon reasonable written advance notice to Landlord, Tenant shall not communicate with any governmental authorities or any other third party in any manner that unreasonably interferes with any matter that concerns or relates to the Landlord Remediation Activities. Tenant shall notify Landlord as soon as practical of any contact, whether written or verbal, by or with any governmental authorities

or other third party concerning any Environmental Matters.

8. SIGNAGE. The installation and addition of any signage by Tenant shall be subject to the reasonable approval of Landlord and shall be done in compliance with all applicable laws.

9. USE AND CONDITION. Tenant shall use the Leased Premises only for the operation of a charter school serving students in kindergarten through eighth grade in accordance with the Tenant's charter and related activities, and for no other purpose without the prior consent of the Landlord. Tenant shall not use or allow any portion of the Leased Premises to be used for any improper, disreputable or objectionable purpose, nor shall Tenant cause, maintain or permit any nuisance or waste in, on or about the Leased Premises. Tenant shall not use or permit the use of any portion of the Building as sleeping quarters, lodging rooms, or for any unlawful purposes whatsoever. Tenant shall have the right to install such security measures as it deems necessary or appropriate, including replacing interior and exterior doors and windows, installing cameras, time delayed door locks, and any other such devices or improvements related to security, life or safety.

10. ALTERATIONS. Tenant may not, without the prior written consent of Landlord, which consent shall not be unreasonably withheld, (i) make any structural alterations, additions or Facility to the Leased Premises or (ii) allow any mechanics' or materialmen's liens or any other lien securing obligations of Tenant to exist against the property, except for such liens being diligently contested by Tenant for which at Landlord's election, Tenant shall either (a) establish adequate reserves or (b) post a proper bond acceptable to Landlord. If Landlord consents to any such alterations, additions or Facility, Tenant must restore the Leased Premises at the termination or expiration of this Lease to the condition of the Leased Premises at the commencement of this Lease if so directed by Landlord. All alterations, additions, Facility and partitions erected by Tenant shall be and remain the property of Tenant during the Term of this Lease, but at the end of such Term remain at the Leased Premises and become the property of Landlord. Tenant's office furniture, equipment and supplies and all other non-structural alterations, additions or Facility made by Tenant to the Leased Premises shall remain the property of Tenant, and so long as Tenant is not in Default hereunder, such office furniture, equipment and supplies and such other property may be removed by Tenant (or shall be removed by Tenant if so directed by Landlord) at the expiration of this Lease, and Tenant shall repair any damage to the Leased Premises resulting from such removal and/or the removal of trade fixtures or any other item.

11. COMPLIANCE. Tenant shall comply with all federal, state and municipal statutes and regulations relating to the occupation and use of the Leased Premises and shall not permit anything to be done upon the Leased Premises which would invalidate, conflict with, or increase the premiums for fire, casualty and liability insurance policies covering the Leased Premises. Tenant shall also comply with all matters of record (and any other agreements of which it has knowledge) with respect to the Leased Premises. Tenant is

responsible for confirming that the Leased Premises are properly zoned for Tenant's use.

12. LIABILITY AND INSURANCE. Landlord shall not be responsible for any lost or stolen property, equipment, money or other property from the Leased Premises, regardless of whether such loss occurs when the Leased Premises are locked against entry, nor shall the Landlord be liable to Tenant or Tenant's employees, customers or invitees for any damages or losses to persons or property caused by theft, burglary, assault, vandalism or other crimes, unless such loss or other event described above is a direct or indirect result of Landlord's gross negligence or willful misconduct. Tenant shall indemnify and save Landlord harmless from all suits, actions, damages, liability and expenses (including reasonable attorneys' fees and costs of suit) arising from or out of any occurrence in, upon, at or from the Leased Premises or the occupancy or use by Tenant of the Leased Premises, and occasioned wholly or in part by any act or omission of Tenant, its agents, contractors, employees, invitees, licensees or visitors except to the extent such damage or liability is caused by Landlord's gross negligence or willful misconduct. To this end, Tenant shall at all times during the Term of this Lease carry with an insurance carrier approved by Landlord in its reasonable discretion, licensed to operate in the State where the Leased Premises are located, public liability insurance, naming Landlord as an additional insured, with a combined single limit of liability of not less than \$3,000,000.00 with respect to personal injury and \$1,000,000.00 with respect to property damage and umbrella liability of \$5,000,000.00 and containing provisions requiring thirty (30) days' prior notice to Landlord of any cancellation. In addition, Tenant shall maintain at all time workers' compensation insurance with respect to Tenant's employees working in the Leased Premises to the extent required by applicable law. Certificates of such insurance shall be furnished to Landlord for all coverages, including the casualty coverage discussed below, upon written request following the Commencement Date. All insurance required of Tenant hereunder, including the casualty coverage discussed below, shall (i) be placed with a carrier approved by Landlord and any lender with a lien on the Leased Premises whose name and address has been provided by Landlord to Tenant, (ii) name Landlord (and any lender designated by Landlord) as a loss payee or additional insured, as applicable, and (iii) provide that such insurance may not be cancelled unless at least thirty (30) days written notice shall be given to Landlord. Tenant shall notify Landlord immediately of any material accident or material loss in the Leased Premises or of any material defects therein or in the equipment and fixtures thereof which Tenant has actual knowledge. In the event of a casualty covered by the casualty insurance discussed below, Tenant shall be responsible for payment of any deductible required in connection therewith.

Tenant shall also obtain and maintain, throughout the Term of this Lease, fire and extended coverage insurance on the Leased Premises in an amount of the foil replacement value thereof.

If Tenant shall fail to procure and maintain the insurance required herein, Landlord may, but shall not be required to, procure and maintain the same, but at the expense of Tenant, plus a ten percent (10%) administrative fee, which Tenant shall pay to Landlord

upon demand. Upon demand, Tenant shall deliver to Landlord certified copies of policies of the Tenant's required insurance or certificates evidencing the existence and amounts of such insurance with loss payable and additional insured clauses satisfactory to Landlord. Tenant shall deliver to Landlord renewals of such policies or certificates evidencing renewal at least thirty (30) days prior to expiration.

13. WAIVER OF RECOVERY AND SUBROGATION RIGHTS. Anything in this Lease to the contrary notwithstanding, Landlord and Tenant each, on behalf of themselves and their respective heirs, successors, legal representatives, assigns and insurers, hereby (a) waives any and all rights of recovery, claims, actions or causes of action against the other and its respective officers, directors, partners, shareholders, agents, servants, contractors, subcontractors, employees, architects, attorneys, guests, licensees, customers or invitees for all loss or damage that may occur to the Leased Premises, and the contents of the Leased Premises, or any personal property of Tenant therein by reason of fire, the elements or any other cause which could be insured against under the terms of the fire and extended coverage insurance policies required to be obtained pursuant to this Lease regardless of cause or origin of such loss or damage, including, without limitation, sole, joint, or concurrent negligence of either or both of the parties hereto and their respective agents, servants, employees, officers, directors, shareholders, partners, architects, contractors, subcontractors, attorneys, customers, licensees, guests and invitees, and (b) covenants that no insurer shall hold any right of subrogation against such other party; provided, however, the waiver set forth in this Section 13 shall not apply to any deductibles on insurance policies carried by Landlord or Tenant or to any coinsurance penalty which Landlord or Tenant might sustain. If the respective insurer of Landlord and Tenant does not permit such a waiver without an appropriate endorsement to such party's insurance policy, then Landlord and Tenant each shall notify its insurer of the waiver set forth herein and to secure from such insurer an appropriate endorsement to its respective insurance policy with respect to such waiver.

15. DAMAGES TO LEASED PREMISES. If the Leased Premises should be damaged or destroyed by fire or other peril, Tenant shall immediately notify Landlord. If the Leased Premises shall be damaged by fire, the elements, unavoidable accident or other casualty, but are not thereby rendered untenable in whole or in part, Tenant shall promptly at its own expense cause such damage to be repaired, and the Rent shall be abated by the portion of the Leased Premises rendered untenable; if by reason of such occurrence the Leased Premises shall be rendered wholly untenable, or if such damage cannot be reasonably repaired within two hundred seventy (270) days after such casualty occurs, and the casualty occurs within the last 365 days of the then current term, Tenant may terminate the Lease upon thirty (30) days written notice to Landlord; provided, however, all insurance proceeds, except those attributable to Tenant's personal property, shall become the exclusive property of Landlord. In the event Tenant does not elect to terminate the Lease, Tenant shall promptly at its own expense cause such damage to be repaired, and the Rent meanwhile shall be abated in whole. Landlord shall not be required to repair or replace any property. No damages, compensation or claims shall be payable by Landlord for inconvenience, loss of business or annoyance arising from any repair or restoration of the

Leased Premises. All Rent paid in advance shall be apportioned in accordance with the foregoing provisions as of the date of such damage.

Notwithstanding anything herein to the contrary, in the event the holder of any indebtedness secured by a mortgage or deed of trust covering the Leased Premises requires that the insurance proceeds be applied to such indebtedness, then Landlord shall have the right to terminate this Lease by delivering written notice of termination to Tenant after such requirement is made known to Landlord by any such holder, whereupon all rights and obligations hereunder shall cease and terminate.

16. CONDEMNATION. If the whole of the Leased Premises or such portion thereof as shall make the Leased Premises untenable, or all means of access thereto shall be condemned or sold under threat of condemnation, this Lease shall terminate and Tenant shall have no claim against Landlord or to any portion of the award in condemnation for the value of any unexpired term of this Lease, but this shall not limit Tenant's right to compensation from the condemning authority for the value of any of Tenant's property taken (other than Tenant's leasehold interest in the Leased Premises) and Tenant's moving expenses, provided same does not reduce the award to Landlord. In the event of a temporary taking, this Lease shall not terminate, but the term hereof shall be extended by the period of the taking and the Rent shall abate in proportion to the area taken for the period of such taking. In the event of a partial taking which does not terminate this Lease, this Lease shall terminate as to the portion of the Leased Premises so taken and the Rent shall be equitably adjusted as determined by both Landlord and Tenant. The agreements set forth above with respect to the condemnation award shall also apply to any partial and/or temporary takings.

17. SUBORDINATION. This Lease shall be subject to and subordinate and inferior at all times to the lien of any mortgage, to the lien of any deed of trust or other method of financing or refinancing now or hereafter existing against all or a part of the Leased Premises, and to any existing or future lease by which Landlord leases the Leased Premises (in which latter instance this Lease is a sublease), and to all renewals, modifications, replacements, consolidations and extensions of any of the foregoing. Tenant shall execute and deliver all documents requested by any mortgagee, security holder or landlord to affect such subordination. If Tenant fails to execute and deliver any such document requested by a mortgagee, security holder or landlord to effect such subordination, Landlord is hereby authorized to execute such documents and take such other reasonable steps as are necessary to effect such subordination on behalf of Tenant as Tenant's duly authorized irrevocable agent and attorney-in-fact, it being agreed that such power is one coupled with an interest.

18. DEFAULT AND REMEDIES.

(a) It shall be a default hereunder upon the occurrence and continuance of any of the following conditions (each, a "Default"):

- 1) the Base Rent and/or Additional Rent is not paid when due and

continues unpaid for ten (10) days after receipt of written notice from Landlord;

- 2) Tenant's abandonment of the Leased Premises;
- 3) any petition or other action is filed by or against Tenant under any section or chapter of the Federal Bankruptcy Code or any similar federal or state bankruptcy or insolvency act, and in the case of such action that is filed against Tenant, such action is not dismissed within sixty (60) days of such filing;
- 4) Tenant shall become insolvent or bankrupt or admits in writing its inability to pay its debts as they mature, or if Tenant transfers property in fraud of creditors;
- 5) Tenant shall make a general assignment for the benefit of creditors;
- 6) a receiver or trustee is appointed for any of Tenant's assets and such appointment is not vacated within thirty (30) days; or
- 7) Tenant fails to comply with any provision or covenant of this Lease (other than the payment of Rent) and fails to correct or cure the same within twenty (20) days after written notice thereof, or, in the event such defect cannot reasonably be cured within the said twenty (20) day period, then if Tenant shall fail to commence to cure said defect within the aforesaid twenty (20) day period and thereafter diligently pursue the same to completion; provided, however, that such extended cure period shall not exceed sixty (60) days.

(b) Upon the occurrence of a Default, Landlord shall have the option to do and perform any one or more of the following in addition to, and not in limitation of, any other remedy or right permitted it by law or in equity or by this Lease:

- 1) Landlord, with or without terminating this Lease, may immediately or at any time thereafter re-enter the Leased Premises and correct or repair any condition, which shall constitute a failure on Tenant's part to keep, observe, perform, satisfy, or abide by any term, condition, covenant, agreement, or obligation of this Lease, and Tenant shall fully reimburse and compensate Landlord on demand for any costs reasonably incurred by Landlord, plus an administrative fee of ten percent (10%) of such costs.
- 2) Landlord, with or without terminating this Lease, may demand in writing that Tenant vacate the Leased Premises, and thereupon Tenant shall vacate the Leased Premises and remove therefrom all personal property thereon belonging to or placed on the Leased Premises by, at

the direction of, or with consent of Tenant within thirty (30) days of receipt by Tenant of such notice from Landlord, whereupon Landlord shall have the right to re-enter and take possession of the Premises. Any personal property of Tenant remaining upon the Leased Premises shall be deemed abandoned. Tenant shall reimburse Landlord its costs of storing or disposing of such personal property, plus an administrative fee of ten percent (10%) of such costs.

- 3) Landlord, with or without terminating this Lease, may immediately or at any time thereafter, re-enter the Leased Premises and remove therefrom Tenant and all property belonging to or placed on the Leased Premises by, at the direction of, or with consent of Tenant. Any such re-entry and removal by Landlord shall not of itself constitute an acceptance by Landlord of a surrender of this Lease or of the Leased Premises by Tenant and shall not of itself constitute a termination of this Lease by Landlord.
- 4) Landlord, with or without terminating this Lease, may immediately or at any time thereafter relet the Premises or any part thereof for such time or times, at such rental or rentals and upon such other terms and conditions as Landlord in its sole discretion may deem advisable, and Landlord may make any alterations or repairs to the Leased Premises which it may deem necessary or proper to facilitate such reletting; and Tenant shall pay all reasonable costs of such reletting including but not limited to the cost of any such alterations and repairs to the Leased Premises, attorneys' fees, leasing inducements, and brokerage commissions; and if this Lease shall not have been terminated, Tenant shall continue to pay all rent and all other charges due under this lease up to and including the date of beginning of payment of rent by any subsequent tenant of part or all of the Leased Premises, and thereafter Tenant shall pay monthly during the remainder of the term of this Lease the difference, if any, between the Rent and other charges collected from any such subsequent tenant or tenants and the Rent and other charges reserved in this Lease, but Tenant shall not be entitled to receive any excess of any such Rents collected over the rents reserved herein.

(c) The exercise by Landlord of any one or more of the rights and remedies provided in this Lease shall not prevent the subsequent or concurrent exercise by Landlord of any one or more of the other rights and remedies herein provided. All remedies provided for in this Lease are cumulative and non-exclusive, and may, at the election of Landlord, be exercised alternatively, successively, or in any other manner, and are in addition to any other rights provided for or allowed by law or in equity.

(d) No act by Landlord with respect to the Leased Premises pursuant to this Section

18 shall terminate this Lease, including, but not limited to, acceptance of the keys, or institution of an action for detainer, or other dispossessory proceedings, it being understood that this Lease may only be terminated by express written notice from Landlord to Tenant, and any reletting of the Leased Premises shall be presumed to be for and on behalf of Tenant, and not Landlord, unless Landlord expressly provides otherwise in writing to Tenant.

19. LANDLORD LIABILITY. The liability of Landlord to Tenant for any default by Landlord during the Term of this Lease shall be limited to the interest of Landlord in the Leased Premises and Landlord shall not be liable for any deficiency nor shall Landlord ever be liable under the terms of this Lease for consequential or special damages. In any event, Landlord shall not be liable or responsible to Tenant for any loss or damage to any property or person occasioned by theft, fire, acts of God, public enemy, riot, strike, insurrection, war, act or omission of any occupant of the Leased Premises, any nuisance or interference caused or created by any occupant of the Leased Premises, requisition or order of governmental body or authority, court order or injunction, or any cause beyond Landlord's control.

20. NOTICES. Any notices required to be served in accordance with the terms of this Lease shall be in writing and served by registered or certified mail, return receipt requested or by an overnight delivery service providing a delivery receipt, or delivered in person and duly acknowledged, as follows:

To Tenant: Academy of Collaborative Education
505 Glenmar Avenue
Monroe, LA 71201
Attention: Joellen Freeman,
Executive Director

To Landlord: Grace Episcopal Church
405 Glenmar Avenue
Monroe, LA 71201
Attention: Gene Galligan, Junior Warden

Copy to: _____

Attention: _____

Either party may at any time designate by written notice to the other a change in the above addresses or addressees. All notices, demands and requests which shall be served by registered or certified mail or by overnight delivery service or personal delivery service in the manner aforesaid shall be deemed sufficiently served or given for all purposes hereunder at the time such notice, demand or request shall be mailed by United States registered or certified mail or the date such items are sent via delivery service.

21. ESTOPPEL CERTIFICATES. Tenant shall, upon reasonable request from

Landlord, within ten (10) days after such request, provide an estoppel certificate in a form reasonably acceptable to Landlord, which shall confirm the status of all payment and performance obligations under this Lease.

22. INDEMNITIES SURVIVE. The indemnification obligations of Landlord and Tenant shall survive termination of this Lease.

23. HOLDOVER. During any period following the termination of this Lease that Tenant continues to occupy the Leased Premises, the Base Rental shall be increased to one hundred fifty percent (150%) of the Base Rental in effect immediately prior to such termination, and any such holdover with Landlord's consent shall create a month-to-month tenancy.

24. INSPECTION. Upon reasonable notice, Landlord may inspect the Leased Premises and/or show the Leased Premises to prospective lenders or purchasers so long as Landlord does not unreasonably disrupt or interfere with the operation of Tenant's business. Notwithstanding the foregoing, no notice shall be required in the event of an emergency.

25. MISCELLANEOUS. All terms used herein shall be of such number and gender as the context may require. All headings used herein are for convenience only and do not constitute a part of this Lease or affect its meanings. This Lease contains the entire agreement of the parties with respect to the subject matter contained herein and all oral agreements are merged herein. This Lease shall be binding upon and inure to the benefit to the parties hereto and (except as otherwise provided herein) their respective heirs, legal representatives, successors and assigns.

26. TIME OF ESSENCE. Time is of the essence for every term and condition of this Lease.

27. ENTIRE AGREEMENT. This Lease represents the entire agreement and understanding between Landlord and Tenant, and may only be modified in a writing executed by both parties. Any prior agreements, representations, obligations or understandings between the parties are superseded by this Lease.

28. INVALIDITY. Any term or provision of this Lease which is determined by a court of competent jurisdiction to be invalid or unenforceable shall not affect the whole of this Lease, and the remainder of this Lease shall remain in full force and effect.

29. APPLICABLE LAW. This Lease shall be governed by the law of the state where the Leased Premises are located.

30. COUNTERPARTS. This Lease may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.

31. ATTORNEY FEES. In the event of any suit or action to enforce any provision or recover damages arising out of breach of this Lease, the prevailing party shall be entitled to recover the reasonable fees and costs of one firm of attorneys in addition to any other relief afforded.

32. MEMORANDUM OF LEASE. Upon either party's request, Landlord and Tenant shall execute a Memorandum of Lease in a customary form reasonably satisfactory to Landlord and same shall be recorded in the Real Property Records of Davidson, County, Tennessee. The cost of preparation and recording of any such Memorandum of Lease shall be borne by the requesting party.

33. NO WAIVER OF RIGHTS. No failure or delay of Landlord or Tenant to exercise any right or power given it herein or to insist upon strict compliance by the other party hereto of any obligation imposed on it herein and no custom or practice of either party hereto at variance with any term hereof shall constitute a waiver or a modification of the terms hereof by either party or any right it has herein to demand strict compliance with the terms hereof. No waiver of any right of either party or any default by either party on one occasion shall operate as a waiver of any of other rights of the other party or of any subsequent default by the defaulting party. No express waiver shall affect any condition, covenant, rule, or regulation other than the one specified in such waiver and then only for the time and in the manner specified in such waiver. No person has or shall have any authority to waive any provision of this Lease unless such waiver is expressly made in writing and signed by an authorized officer of Landlord.

34. ASSIGNMENT BY LANDLORD. Landlord shall have the right to transfer and assign, in whole or in part, all its rights and obligations hereunder, or in the Leased Premises. In such event and upon such transfer, no further liability or obligation shall thereafter accrue against Landlord hereunder.

35. WAIVER OF JURY TRIAL. To the extent permitted by applicable law, the parties hereto shall and they hereby do waive trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto against the other on any matters whatsoever arising out of or in any way connected with this Lease, the relationship of landlord and tenant, Tenant's use or occupancy of the Leased Premises and/or any claim of injury or damage, hi the event Landlord commences any proceedings for nonpayment of rent or any other amounts payable hereunder, Tenant shall not interpose any counterclaim of whatever nature or description in any such proceeding, unless the failure to raise the same would constitute a waiver thereof. This shall not, however, be construed as a waiver of Tenant's right to assert such claims in any separate action brought by Tenant.

36. NO BROKERS. Landlord and Tenant each represents and warrants to the other that it did not deal with any broker in connection with this Lease. Tenant and Landlord shall indemnify, defend and hold the other harmless of, from and against any and all losses, damages, liabilities, claims, liens, costs and expenses (including, without limitation, court costs, reasonable attorneys' fees and litigation expenses) arising from any claims or demands of any other broker or brokers or finders for any commission alleged to be due such other

broker or brokers or finders claiming to have dealt with either party in connection with this Lease.

37. SURRENDER. Upon the expiration of the Term or other termination of the Term, Tenant shall quit and surrender the Leased Premises to the Landlord in as good order and condition as when received, ordinary wear and tear excepted. If Tenant fails to remove any of the signs, furnishings, equipment, trade fixtures, merchandise and other personal property installed or placed in the Leased Premises by the expiration or termination of this Lease, then Landlord may, at its sole option, (a) treat Tenant as a holdover, in which event the Rent provisions of this Lease regarding holding over shall apply; (b) deem any or all of such items abandoned and the sole property of Landlord after thirty (30) days; or (c) remove any and all such items and dispose of same in any manner. Tenant shall pay Landlord on demand any and all expenses incurred by Landlord in the removal of such items, including, without limitation, the cost of repairing any damage to the Leased Premises caused by such removal and storage charges (if Landlord elects to store such property), together with an administrative fee equal to ten percent (10%) of such costs.

38. QUIET POSSESSION. So long as Tenant is not in Default hereunder, Tenant's quiet possession of the Leased Premises shall not be disturbed by Landlord or any party acting on Landlord's behalf.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the day and year first above written.

LANDLORD:

Gene Galligan, Junior Warden
Name

By: _____

TENANT:

Joellen Freeman, Executive Director
Name

By: _____

Coversheet

Resolution to Close Cross Keys Account

Section:	II. Governance
Item:	D. Resolution to Close Cross Keys Account
Purpose:	Discuss
Submitted by:	
Related Material:	Board of Directors' Resolution to close Cross Keys.docx



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

Coversheet

Resolution to Remove and Assign Progressive Bank Signatories

Section:	II. Governance
Item:	E. Resolution to Remove and Assign Progressive Bank Signatories
Purpose:	Discuss
Submitted by:	
Related Material:	Bankresolution.jcf.9.22.25.docx.pdf



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

Coversheet

State Police Policy for Background Checks

Section:	II. Governance
Item:	G. State Police Policy for Background Checks
Purpose:	Discuss
Submitted by:	
Related Material:	NCJP.CHRIP&P.jcf.9.7.35.docx-2.pdf



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.

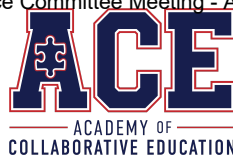
All access to CHRI by support personnel, contractors, and custodial workers will be denied. If a need arises for such persons to be in an area(s) where CHRI is maintained or processed (at rest or in transit); they will be escorted by, or be under the supervision of, authorized personnel at all times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

Coversheet

Governance SMART Goals for SY25-26

Section:	III. Progress Toward SMART Goals:
Item:	A. Governance SMART Goals for SY25-26
Purpose:	Discuss
Submitted by:	
Related Material:	10.1.25 ACE Gov Com Draft Goals SY25-26 (hca rev'd).docx

ACE GOVERNANCE COMMITTEE DRAFT GOALS SY25-26 (10/1/25)

Goal 1: Board Recruitment

Beginning June 30, 2025, and continuing every three (3) months through the end of the current school year, the Governance Committee will identify and contact one (1) potential new board member regarding service on the ACE Board of Directors. For those individuals identified as willing to serve, the Committee will obtain relevant resumes and/or other information to present to the full Board for consideration.

Goal 2: Board Policy Review and Update

Beginning June 30, 2025, and continuing each month until the end of the current school year, the Governance Committee will review and update at least one ACE board policy per meeting as needed. This process will culminate in a review of all Board governance policies to ensure compliance with current educational regulations and alignment with ACE's vision for innovative education. Any policy that is updated or amended in any way will then be presented to the full Board for discussion, consideration, and approval, promoting transparency and accountability in governance.

Goal 3: School Policy Review and Update

Beginning June 30, 2025, and continuing each month until the end of the current school year, the Governance Committee will review and update at least one ACE school policy per meeting as needed. This process will culminate in a review of all school policies to ensure compliance with current educational regulations and alignment with ACE's vision for innovative education. Any policy that is updated or amended in any way will then be presented to the full Board for discussion, consideration, and approval, promoting transparency and accountability in governance.

Goal 4: Board Training and Development

The Governance Committee will identify and implement a comprehensive board training program by December 31, 2025, focusing on leadership, governance best practices, ethics, and other relevant topics, with an emphasis on ACE's strategic priorities. The goal is to enhance board effectiveness and alignment with ACE's mission, vision, and values.

Goal 5: Contract Oversight and Approval

By December 31, 2025, the Governance Committee will establish a comprehensive oversight and approval process for all school contracts to include but not be limited to: a contracts checklist, form agreements, form contract provisions, criteria for assessing contract alignment/compliance/financial implications, etc., all of which will be shared with each Board committee. Each contract will follow the identified process prior to presentation of any contract to the Board for review and approval, reinforcing ACE's commitment to effective governance and organizational integrity.

Coversheet

Review of Board Composition

Section:	IV. Progress Toward Dashboard Goals:
Item:	A. Review of Board Composition
Purpose:	Discuss
Submitted by:	
Related Material:	9.17.25 ACE Board Members Report.pdf

Skills Summary

-  Sufficient Expertise
-  Insufficient Expertise
-  Minimal Expertise
-  Insufficient Data

	FY25-26	FY26-27	FY27-28	FY28-29
Academic Excellence				
Development				
Facilities				
Finance				
Governance				
Human Resources				
Key Qualities				

Academic Excellence

■ Very Experienced
 ■ Some Experience
 ■ No Experience

People with experience									
Understanding of how data is used to close the achievement gap	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>1</td> </tr> <tr> <td>Some Experience</td> <td>5</td> </tr> <tr> <td>No Experience</td> <td>0</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	1	Some Experience	5	No Experience	0
Experience Level	Count								
Very Experienced	1								
Some Experience	5								
No Experience	0								
Strong analytical skills	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>5</td> </tr> <tr> <td>Some Experience</td> <td>1</td> </tr> <tr> <td>No Experience</td> <td>0</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	5	Some Experience	1	No Experience	0
Experience Level	Count								
Very Experienced	5								
Some Experience	1								
No Experience	0								
Life experience using data to solve problems in education or other fields	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>4</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>0</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	4	Some Experience	2	No Experience	0
Experience Level	Count								
Very Experienced	4								
Some Experience	2								
No Experience	0								
Familiarity with state and national assessments	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>0</td> </tr> <tr> <td>Some Experience</td> <td>4</td> </tr> <tr> <td>No Experience</td> <td>2</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	0	Some Experience	4	No Experience	2
Experience Level	Count								
Very Experienced	0								
Some Experience	4								
No Experience	2								

Development

■ Very Experienced
 ■ Some Experience
 ■ No Experience

People with experience									
Experience building/scaling a sustainable nonprofit fundraising program	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>2</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>2</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	2	Some Experience	2	No Experience	2
Experience Level	Count								
Very Experienced	2								
Some Experience	2								
No Experience	2								
Experience cultivating/soliciting high net worth individuals	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>3</td> </tr> <tr> <td>Some Experience</td> <td>3</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	3	Some Experience	3		
Experience Level	Count								
Very Experienced	3								
Some Experience	3								
Event planning	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>2</td> </tr> <tr> <td>Some Experience</td> <td>4</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	2	Some Experience	4		
Experience Level	Count								
Very Experienced	2								
Some Experience	4								
PR & marketing	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>3</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>1</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	3	Some Experience	2	No Experience	1
Experience Level	Count								
Very Experienced	3								
Some Experience	2								
No Experience	1								

Facilities

Very Experienced Some Experience No Experience

People with experience	
Facility financing	
Supervising complex facilities projects	
Real estate law	

Finance

■ Very Experienced
 ■ Some Experience
 ■ No Experience

People with experience									
CFO	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>1</td> </tr> <tr> <td>No Experience</td> <td>5</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	1	No Experience	5		
Experience Level	Count								
Very Experienced	1								
No Experience	5								
Accounting/Bookkeeping	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>1</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>3</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	1	Some Experience	2	No Experience	3
Experience Level	Count								
Very Experienced	1								
Some Experience	2								
No Experience	3								
CPA	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>1</td> </tr> <tr> <td>No Experience</td> <td>5</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	1	No Experience	5		
Experience Level	Count								
Very Experienced	1								
No Experience	5								
Financial policies and controls	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>1</td> </tr> <tr> <td>Some Experience</td> <td>3</td> </tr> <tr> <td>No Experience</td> <td>2</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	1	Some Experience	3	No Experience	2
Experience Level	Count								
Very Experienced	1								
Some Experience	3								
No Experience	2								
Long-range budget planning/forecasting	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>2</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>2</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	2	Some Experience	2	No Experience	2
Experience Level	Count								
Very Experienced	2								
Some Experience	2								
No Experience	2								

Governance

■ Very Experienced
 ■ Some Experience
 ■ No Experience

People with experience									
Previous experience with creating board development processes	 <table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>2</td> </tr> <tr> <td>Some Experience</td> <td>1</td> </tr> <tr> <td>No Experience</td> <td>3</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	2	Some Experience	1	No Experience	3
Experience Level	Count								
Very Experienced	2								
Some Experience	1								
No Experience	3								
Previous nonprofit governance experience	 <table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>2</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>2</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	2	Some Experience	2	No Experience	2
Experience Level	Count								
Very Experienced	2								
Some Experience	2								
No Experience	2								
Experience finding and recruiting trustees	 <table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>2</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>2</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	2	Some Experience	2	No Experience	2
Experience Level	Count								
Very Experienced	2								
Some Experience	2								
No Experience	2								

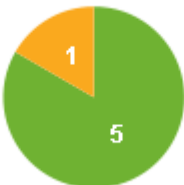
Human Resources

■ Very Experienced
 ■ Some Experience
 ■ No Experience

People with experience									
Employee policies and procedures	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>3</td> </tr> <tr> <td>Some Experience</td> <td>3</td> </tr> <tr> <td>No Experience</td> <td>0</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	3	Some Experience	3	No Experience	0
Experience Level	Count								
Very Experienced	3								
Some Experience	3								
No Experience	0								
CEO annual reviews	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>3</td> </tr> <tr> <td>Some Experience</td> <td>1</td> </tr> <tr> <td>No Experience</td> <td>2</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	3	Some Experience	1	No Experience	2
Experience Level	Count								
Very Experienced	3								
Some Experience	1								
No Experience	2								
Employee benefits	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>1</td> </tr> <tr> <td>Some Experience</td> <td>5</td> </tr> <tr> <td>No Experience</td> <td>0</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	1	Some Experience	5	No Experience	0
Experience Level	Count								
Very Experienced	1								
Some Experience	5								
No Experience	0								
Performance management	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>2</td> </tr> <tr> <td>Some Experience</td> <td>4</td> </tr> <tr> <td>No Experience</td> <td>0</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	2	Some Experience	4	No Experience	0
Experience Level	Count								
Very Experienced	2								
Some Experience	4								
No Experience	0								
Recruiting	<table border="1"> <thead> <tr> <th>Experience Level</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Very Experienced</td> <td>4</td> </tr> <tr> <td>Some Experience</td> <td>2</td> </tr> <tr> <td>No Experience</td> <td>0</td> </tr> </tbody> </table>	Experience Level	Count	Very Experienced	4	Some Experience	2	No Experience	0
Experience Level	Count								
Very Experienced	4								
Some Experience	2								
No Experience	0								

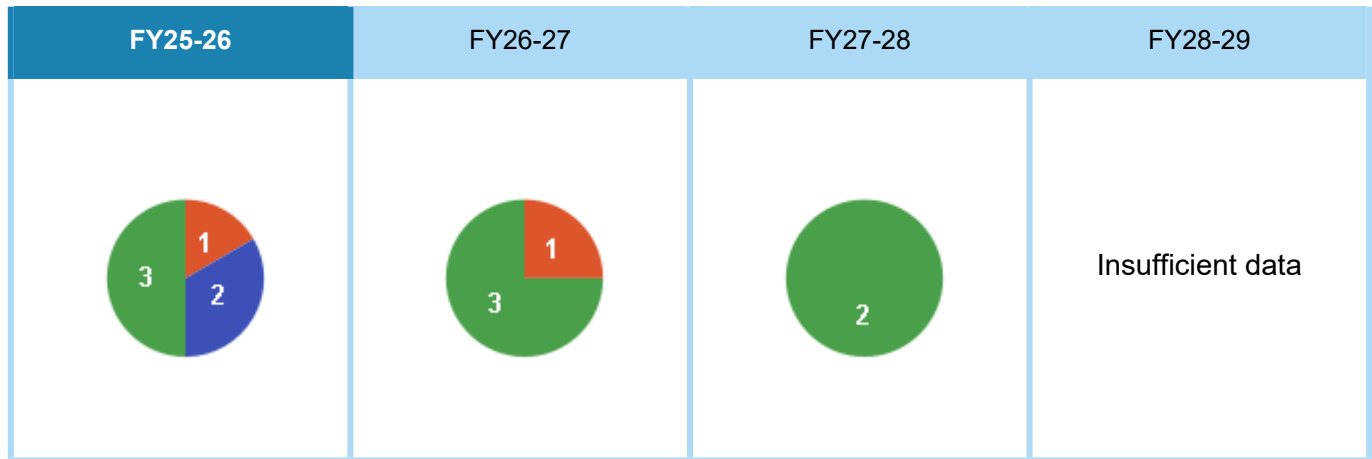
Key Qualities

Very Experienced Some Experience No Experience

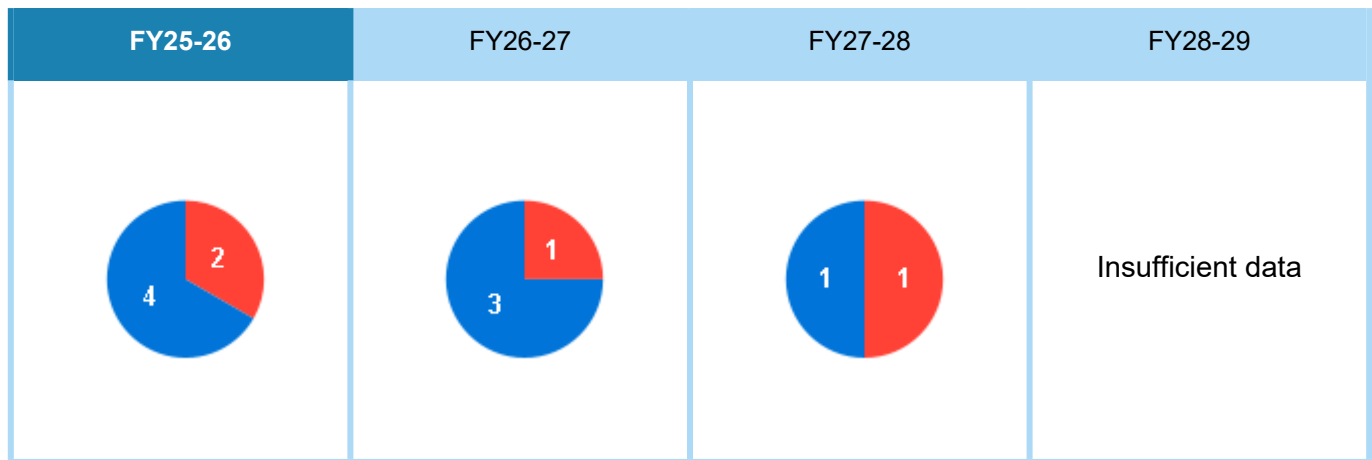
People with experience									
Excel at group process and facilitation	 <table><tr><th>Category</th><th>Count</th></tr><tr><td>Very Experienced</td><td>4</td></tr><tr><td>Some Experience</td><td>2</td></tr><tr><td>No Experience</td><td>0</td></tr></table>	Category	Count	Very Experienced	4	Some Experience	2	No Experience	0
Category	Count								
Very Experienced	4								
Some Experience	2								
No Experience	0								
Startup Temperament	 <table><tr><th>Category</th><th>Count</th></tr><tr><td>Very Experienced</td><td>3</td></tr><tr><td>Some Experience</td><td>1</td></tr><tr><td>No Experience</td><td>2</td></tr></table>	Category	Count	Very Experienced	3	Some Experience	1	No Experience	2
Category	Count								
Very Experienced	3								
Some Experience	1								
No Experience	2								
Problem solving skills	 <table><tr><th>Category</th><th>Count</th></tr><tr><td>Very Experienced</td><td>5</td></tr><tr><td>Some Experience</td><td>1</td></tr><tr><td>No Experience</td><td>0</td></tr></table>	Category	Count	Very Experienced	5	Some Experience	1	No Experience	0
Category	Count								
Very Experienced	5								
Some Experience	1								
No Experience	0								

DEMOGRAPHICS

Age

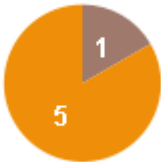


Gender



Race/Ethnicity

- African American
- Asian American
- Caucasian
- Hispanic
- Native American
- Other

FY25-26	FY26-27	FY27-28	FY28-29
			Insufficient data

MEMBERS

Members	Terms	Demographics Completed	Skills Completed
Amy Marcus	1: 11/01/2022 - 11/01/2025		
Anna Grimmett	2: 02/19/2025 - 02/19/2028		
Davy Mize	1: 03/19/2025 - 03/19/2026		
Holly Allen	1: 04/18/2023 - 04/18/2026		
Latner McDonald	2: 04/28/2024 - 04/28/2027		
Richard Cannon	1: 09/04/2024 - 09/04/2027		
Seth Hall	1: 09/17/2025 - 09/17/2028		

Coversheet

One-Hour Training with the Board of Ethics

Section: IV. Progress Toward Dashboard Goals:
Item: B. One-Hour Training with the Board of Ethics
Purpose: Discuss
Submitted by:
Related Material:
ANNUAL_STRATEGIC_BOARD_AND_COMMITTEE_CALENDAR_SY_25-26_ACE__2_.docx



SY25-26 ACE Strategic Calendar for Board and Committees

ACE Annual STRATEGIC Calendar

		July	August	September	October
Finance	Budgeting	☐ Discuss staff and ED pay scale with ED and determine any necessary research and revision			☐ Work with ED and finance staff to develop scenarios and meaningful time frame for multi-year budget projections ☐ Discuss staff and ED pay scale with ED and determine any necessary research and revision
	Audit				☐ Complete annual audit
Governance	Current Board Composition	☐ Board Chair Assurances: List of assurances aligned with charter school law and BESE policy found in Bulletin 126. The Charter Board Chair shall submit an initialed and signed assurance copy by July 31, 2025, to charters@la.gov . file:///Users/macbook/Downloads/%207.29.25%20BESE-Authorized%20Board%20Chair%20Assurances.docx%20(1).pdf ☐ Board Chair sends calendar to charters@la.gov by July 31, 2025, and February 1, 2026: Meetings are made public at the beginning of each calendar year, including dates, times, zoom links, and places of those meetings.	☐ Review BoardOnTrack Board Composition Analysis ☐ Clarify when trustee term limits expire if need be ☐ Complete BoardOnTrack 3-year analysis template	☐ Share results of three-year analysis with full board	



	Board Structure		☐ Revise full board and individual trustee job descriptions based on actual practice and BoardOnTrack examples Determine whether bylaws need to be revised	☐ Ask each officer to complete a job description based on BoardOnTrack samples ☐ Ask each committee to complete a revised job description based on BoardOnTrack samples ☐ Board approves revised set of bylaws if need be	☐ Ask each committee to complete a template outlining what the full board, vs. committee vs. ED role is ☐ Revised job descriptions approved by the full board
	Board Expansion			☐ Draft board expansion plan based on BoardOnTrack example ☐ Create board expansion documents as needed ☐ Create policy for adding non board members to committees	☐ Have expansion plan, nomination policy, and policy for adding non board members to committees approved by the full board
	Board Meetings				
	Officer Succession Planning		☐ Officers term expirations. ☐ Based on term limits map out multi-year officer needs		



		November	December	January	February
Finance	Budgeting	☐ Review multi-year, multi- scenario budget projections with ED and finance staff	☐ Present multi-year, multi- scenario budgets to board to inform key drivers' conversation ☐ Discuss key drivers of budget for the next fiscal year: – Number of students – Number of new staff slots – Pay scale changes – Anticipated per pupil tuition – Facilities plans	☐ Review first draft of budget for next fiscal year	☐ Present first draft of budget for next fiscal year to full board
	Audit	☐ Share findings with full board			
Governance	Current Board Composition				
	Board Structure	☐ Completed committee charts approved by the board			
	Board Expansion	☐ Implement board expansion plan	☐ Implement board expansion plan	☐ Implement board expansion plan	☐ Implement board expansion plan
	Board Meetings	☐ Evaluate board meeting effectiveness ☐ Review open meeting law compliance at full board meeting	☐ Evaluate board meeting effectiveness ☐ Administer open meeting quiz to trustees	☐ Evaluate board meeting effectiveness	☐ Evaluate board meeting effectiveness
	Officer Succession Planning				



		March	April	May	June
Finance	Budgeting	☐ Work with ED and finance staff on revisions for first draft	☐ Present final budget for next fiscal year to full board for approval		The Annual Operating Budget submission includes actual data for the prior fiscal year ending June 30 along with budgeted data for the current fiscal year starting July 1. If the budget has been adopted, this information should be included. CharterFinanceHelpdesk@la.gov If the Annual Operating Budget submitted on July 31st has not been adopted in accordance with the Louisiana Local Government Budget Act, a submission of the budget adopted is required by September 30.
	Audit				
Governance	Current Board Composition		☐ Conduct individual trustee assessment--use this to inform nominations at the annual meeting ☐ Develop a plan in conjunction with Board chair to provide feedback to each trustee ☐ Hold individual trustee meetings to give feedback on performance to date	☐ Hold individual trustee meetings ☐ Board members must file a Tier 3 Financial Disclosure Form with the Board of Ethics no later than <u>May 1, 2026</u> . ☐ Board members submit proof of submission to the Board Chair by <u>May 10th, 2026</u> . ☐ Board Chair submits Tier 3 financial disclosures to charters@la.gov by <u>May 31, 2026</u> .	☐ Make recommendations for additional terms based on individual trustee assessments ☐ Charter School Assurances: https://doe.louisiana.gov/docs/default-source/school-choice/2024-2025-bese-authorized-charter-school-assurance-form.pdf?sfvrsn=409e6418_3 initialed and signed by board chair and submitted to charters@la.gov by July 31, 2026. ☐ ED Support and Eval. Committee creates annual ED development plan.
	Board Structure				
	Board Expansion	☐ Implement board expansion plan	☐ Implement board expansion plan	☐ Conduct Orientation for New Trustees	☐ Conduct Orientation for New Trustees



	Board Meetings	☐ Evaluate board meeting effectiveness	☐ Evaluate board meeting effectiveness	☐ Evaluate board meeting effectiveness	☐ Evaluate board meeting effectiveness
	Officer Succession Planning		☐ Start conversations for annual meeting		☐ Conduct annual meeting



		July	August	September	October
Development	Development Plan		✓ Draft an annual fund development plan	✓ Share plan with full board, have full board approve the plan	✓ Implement development plan
	Full Board Role		✓ Clarify the role of the full board in development	✓ Have the full board approve a statement of clear expectations for individual trustees ✓ Create a method to track individual trustee support of the development plan	✓ Track individual trustee support of the development plan
Academic Achievement	Academic Oversight				✓ Provide a board training in conjunction with CEO on what assessments the school uses and what each one assesses
CEO Support & Evaluation	Measurable Goals		✓ Approve CEO's goals at a full board meeting	✓ 1 st Q check-in (progress toward goals) Committee reports to board	✓ Report on progress towards goals at monthly CEO Support and Eval Committee meeting
	Succession Planning	✓ Review the BoardOnTrack recommended process to create a short and long-term succession plan	✓ ED drafts short- and long-term succession plans & reviews with ED Support and Eval Committee	✓ CEO Support and Eval Committee presents short- and long-term succession plans to full board for approval	
	CEO Feedback and Evaluation	ED and ED Support and Eval committee Finalize goals against which to measure CEO's performance for the year	✓ Review with BoardOnTrack recommended annual support and evaluation process	✓ Set dates and reminders to prep for December and March CEO check ins	



		November	December	January	February
Academic	Development Plan	✓ Implement development plan	✓ Implement development plan	✓ Implement development plan	✓ Implement development plan
	Full Board Role	✓ Track individual trustee support of the development plan	Conduct board education as needed	✓ Track individual trustee support of the development plan	✓ Track individual trustee support of the development plan Conduct board education as needed
	Academic Oversight	✓ Complete first committee check in of year on interim assessments using BoardOnTrack assessment check in question list	✓ Update board on learning's from first committee interim assessment check in	✓ Provide a board training in conjunction with CEO on what assessments the organization uses and what each one assesses	✓ Complete second committee check in of year on interim assessments using BoardOnTrack assessment check in question list
	Measurable Goals	✓ Report on progress towards goals at monthly CEO Support and Eval Committee meeting	✓ Report on progress towards goals at monthly CEO Support and Eval Committee meeting	✓ Report on progress towards goals at monthly CEO Support and Eval Committee meeting	✓ Report on progress towards goals at monthly CEO Support and Eval Committee meeting
	Succession Planning		Each trustee must complete 1 hour of Ethics Training by Dec.31, 2026. https://eap.ethics.la.gov/EthicsTraining/login.aspx For 2025, this was completed by Carmen, Holly, Amy, Latner, Richard, and Davy (in board files) with Melissa C. (LAPCS) at the April 5 th in -person training.		
CEO Support &					



	CEO Feedback and Evaluation	✓ Gather input for December CEO check in from board, ask CEO to complete a self-reflection, plan CEO conversation ✓ Ensure that staff satisfaction survey is completed	✓ Conduct December CEO check in	2 nd Q Check-in on ED Goals Committee reports at board meeting.	✓ Gather input for March CEO check in from board, ask CEO to complete a self-reflection, plan CEO conversation ✓ Ensure that parent satisfaction survey is completed
--	--	---	---	---	---



		March	April	May	June
Development	Development Plan	✓ Implement development plan	✓ Implement development plan	✓ Implement development plan	✓ Implement development plan
	Full Board Role	✓ Track individual trustee support of the development plan	✓ Track individual trustee support of the development plan ✓ Conduct board education as needed	✓ Track individual trustee support of the development plan	✓ Track individual trustee support of the development plan
Academic Achievement	Academic Oversight	✓ Update board on learning's from second committee interim assessment check in		✓ Review end of the year state assessment data (timing varies a great deal by state) at a committee level	✓ Share review of end of the year state assessment data with full board (timing varies a great deal by state)
CEO Support & Evaluation	Measurable Goals	✓ Report on progress toward goals at monthly CEO Support and Eval Committee meeting	✓ Report progress toward goals at monthly ED Support and Eval Committee meeting	✓ Conduct EOY CEO evaluation, review w ED, and draft summary memo at monthly CEO Support and Eval mtg.	✓ Report on progress towards goals at monthly CEO Support and Eval Committee meeting
	Succession Planning				*BOARD RETREAT*
	CEO Feedback and Evaluation	✓ Conduct 3 rd Q ED check-in, begin EOY eval. Process, and report to board	✓ Incorporate staff surveying into CEO evaluation process as needed	Review summary memo with board-Incorporate board feedback into final summary memo to create new CEO/ED development plan	✓ ED & ED Support and Evaluation Committee create annual ED development plan.

Email: info@boardontrack.com
for more information

Coversheet

Review and Revision of board job descriptions and bylaws

Section: IV. Progress Toward Dashboard Goals:
Item: C. Review and Revision of board job descriptions and bylaws
Purpose: Discuss
Submitted by:
Related Material:
Academic Excellence Roles _ Respon list- Copy _1_Grid.docx
Grid-Development (Facilites:Fundraising) Roles _ Responsibilities list.docx
Grid-Financial Roles _ Respon list- Copy.docx
Grid-Governance Roles _ Responsibilities list.docx
Grid-ED:CEO Support _ Evaluation Committee Roles _ Responsibilities.docx
AcademyofCollaborativeEducation--SecondAmendedandRestatedBylaws.docx



Recommended Checklist of Academic Excellence Responsibilities

for the Board of Trustees, Academic Excellence Committee, School Leadership Team and Business Leader/Dept

Academic Responsibilities	Full Board of Trustees	Academic Committee	School Leadership Team	Academic Leader/Dept
Academic policies (promotion, retention, expectations, etc.)	Review critical policies and vote upon	Review/provide feedback on academic policies for handbooks	Understand, enforce & follow procedures	Establish, document, enforce & follow procedures
Academic Compliance with state and local mandates	Vote upon and record in board meeting minutes	Create a reporting calendar for all academic mandates	Ensure systems, processes, and materials are in place to meet all mandates	Collect and provide data and/or reports to administration as required
Progress Monitoring	Agree on what will be monitored in alignment with mission, charter, and mandates	Provide data report at each board meeting	Identify key indicators of success and clearly communicate that to staff and the AE Committee	Provide training and tools for teachers so that key indicators are clearly communicated
Instructional Decision-making	Approve school course catalog, curriculum, and materials	Build and maintain a course catalog, along with grade level curriculum standards	Create curriculum maps, course descriptions and grade-level standards for each course	Ensure teachers are implementing lessons with plans in alignment with curriculum map
Extracurricular Programs	Approve arts, athletics, mental health, and extended day programs	Research and recommend extra-curricular programs with associated costs and resources	Implement programs, monitor budgets, and stakeholder satisfaction	Ensure resources are used appropriately, and daily oversight of each program
School Improvement Plans (SIPs) and Annual Reports	Certify/sign all reports	Present full reports to the board so they can make an informed decision	Work with team to prepare SIPs and Annual Reports	Collaborate and support school leader with data for reports
Recruit, Develop, and Retain Exceptional Staff	Approval of payroll and benefits budget allocation, collaborate	Approve all staff hires, keep payroll within budget, manage benefits packages	Create training and support plans, monitor job performance, manage teacher evaluations,	Assist with teacher evaluations, monitor job performance, professional



		with CEO on any C-suite hires			teacher discipline, assign salary/bonus (if applicable)		development, teacher appreciation events	
Annual School Calendar		Approve School's Academic Calendar		Review final school calendar to present to board for approval	Develop annual calendar with leadership team, ensure it is sent to authorities as required		Collaborate on calendar with Leadership Team	
School Climate and Culture		Review climate data on a quarterly basis; approve schoolwide programs; participate in school events as appropriate		Research and recommend schoolwide programs (PBIS, Student Council, etc.)	Implement programming; monitor and evaluate effectiveness		Train staff as needed, oversee daily activities, report progress to Leadership	
Charter renewal requirements per authorizer		Review key requirements prepared by academic committee and finance committee; be available for school site visits		Have intimate knowledge of all academic requirements per authorizer; track data; review draft reports	Compile all data and information needed for renewal; complete written reports as required for renewal		Provide leadership team with student data, teacher information, or any other items pertaining to academic performance	

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Grid-Development (Facilites:Fundraising) Roles _ Responsibilities list.docx



Recommended Checklist of Financial Responsibilities

for the Board of Trustees, Finance Committee, School Leadership Team and Business Leader/Dept

Financial Responsibilities		Full Board of Trustees	Finance Committee	School Leadership Team	Business Leader/Dept
Financial policies & procedure manual		Review critical policies and vote upon	Review/provide feedback on manual	Understand, enforce & follow procedures	Establish, document, enforce & follow internal controls in manual
Opening and closing of bank accounts		Vote upon and record in board meeting minutes	Recommend opening/closure of accounts	Understand which accounts exist and why	Recommend which bank account should exist & why
Selection of independent auditors		Vote upon recommended auditors by Finance comm	Review/recommend auditors to board	Support business leader with review of auditors	Obtain list of/meet with auditors experienced with charter schools
Knowledge of sources of revenue streams/drives and related cash flows		Attend training by qualifies consultants/business leader and ask pertinent questions	Build intimate knowledge of drivers and sources of revenues and related cash flows	Build intimate knowledge of drivers and sources of revenues and related cash flows	Meet with business leaders of existing schools and review all available documentation regarding revenues & cash flows
General education and SPED student enrollment count		Review budget vs actual for enrollment at each board meeting	Review headcount at monthly finance committee meetings	Communicate headcount to business leader as it changes	Track budget vs actual for general education & SPED student enrollment as it changes
Annual/Multi-Year budgets		Review and vote upon prior the end of fiscal year	Review with school & business leaders	Support business leader with creation budgets	Create budget reflecting school's vision: repeat until balanced
Organizational/Staff & salary structure each school year		Review structure incl. Added & eliminated positions annually	Review structure, salary/bonus (if applicable) rubric annually	Create structure. salary/bonus (if applicable) rubric w/ business leader	Create structure, salary/bonus (if applicable) rubric with school leader
Establishment and annual renewal of school-wide		Confirm if school is adequately insured and offering	Review school-wide policies and benefits	Review school-wide policies & benefits	Obtain/compare multiple quotes for school-wide policies & benefits



insurance and benefits packages		competitive/fairly priced benefits		packages presented by business leader		packages presented by business leader		packages and confirm they are competitive & compliant	
Financial reporting including accrual-based and cash-based projections		Review key variances on a quarterly basis and discuss major variances in advance		Review reports/projections prepared by school & business leaders		Support completion of reports and projections prepared by business leader		Create monthly reports and develop projections with school leader's input of which line items may be under/over budget	
Audited financial statements		Review key highlights prepared by finance committee		Prepare key highlights of statements with school & business leaders		Support preparation of highlights of statements w/ business leader		Prepare for audit throughout the fiscal year & provide auditors w/ all requested schedules/analyses	
Management letter that accompanies audited financial statements		Review all observations & recommendations by auditors and responses by management		Hold school & business leaders accountable for implementing remedies for recommendations		Hold business leader accountable for implementing remedies for recommendations		Prepare plan for and implement all remedies for recommendations by auditors in management letter	
Form 990 Tax Returns		Review key highlights prepared by finance committee		Review & sign off on 990s prior to submission by auditors		Review & sign off on 990s prior to submission by auditors		Provide auditors w/ all requested info to complete 990s: confirm extensions are filed if necessary	
Charter renewal requirements per authorizer		Review key requirements prepared by academic committee and finance committee		Have intimate knowledge of all financial requirements per authorizer		Have intimate knowledge of all academic & financial requirements per authorizer		Have intimate knowledge of all academic & financial requirements per charter authorizer	



Recommended Checklist of Governance Responsibilities

for the Board of Trustees, Governance Committee, School Leadership Team

Governance Responsibilities		Full Board of Trustees	Governance Committee	School Leadership Team
Governance policies & procedure manual		Review critical policies and vote upon	Review/provide feedback on manual	n/a
Maintain Board Handbook		Review critical policies and vote upon	Develop and revise Board member handbook outlining the responsibilities of the Board members, Board policies, and other relevant information	Provide school and staff specific information, as needed.
Consistently recruit for new members		Individuals refer nominees and full board votes to add new members to the board	Develop and review annually the procedures for Board recruitment	Participate in a collaborative recruitment process.
Get new members up to speed and adding value to the org as quickly as possible		Review and approve orientation and training plans	Develop an orientation and training plan for new trustees	n/a
Develop attainable, valuable board goals		Develop, Review and vote to approve board and committee goals	Create specific measurable board-level goals for the year as part of the full board planning process	Participate in board goal setting process.
Ensure measurable growth in the governance team		Participate in and evaluation and approve summary	Annually coordinate an evaluation of the full board and individual trustees	Participate in evaluations.
Ensure committees are effective and adding value to the organization		Annually evaluate and approve updates committee descriptions based on annual needs	Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees	Support committees complimentary to leadership team's roles.
Ensure sustainability of the organization through proper succession planning		Approve and amend succession plans	Work with Board Chair and CEO on a succession plan for board officers	Create and maintain detailed and accurate succession plans for all leadership roles.



Plan and prepare for important organizational events, milestones, and goals		Approve annual calendar		Develop annual board & committee calendar		Organize and document key organizational dates.	
Hold effective planning sessions		Attend and prepare for retreats and planning sessions		Organize Board Retreats		Participate and help plan planning sessions and retreats.	
Ensure organization has personnel with the proper skillsets to achieve goals		Agree on efforts to recruit new personnel or train current personnel based on needs.		Analyze the skills and experience needed on the Board		Recruit and select organizational staff members.	
Add and maintain a proper number of dedicated members (based on the range in bylaws)		Nominate and approve new members to join the board		Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws		Support board members and participate in board recruitment.	
Prioritize professional development, growth, training and education		Actively participate and plan for board trainings		Conduct board education and onboarding as needed		Support board's professional development and growth.	
Consistently improve operations		Reflect, agree upon and implement process enhancements		Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed		Support board's operational growth.	
All committees are reaching goals		Receive monthly report outs from all committees		'Keep an eye on' and motivate other committees		Participate in committee meetings and work.	

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

Grid-ED:CEO Support _ Evaluation Committee Roles _ Responsibilities.docx

SECOND AMENDED AND RESTATED BY-LAWS

ACADEMY OF COLLABORATIVE EDUCATION

A Louisiana Not-for-Profit Corporation

Approved _____

Table of Contents

ARTICLE I	PROVISIONS	2
ARTICLE II	ORGANIZATION	2
ARTICLE III	MEMBERSHIP	3
ARTICLE IV	BOARD OF DIRECTORS	3
ARTICLE V	OFFICERS	6
ARTICLE VI	COMMITTEES OF THE BOARD	7
ARTICLE VII	INDEMNIFICATION OF DIRECTORS AND OFFICERS	9
ARTICLE VIII	CONTRACTS, CHECKS, DEPOSIT BOOKS AND RECORDS	9
ARTICLE IX	FISCAL YEAR	10
ARTICLE X	NOTICE	10
ARTICLE XI	AMENDMENTS	11

ARTICLE I PROVISIONS

Section 1.1. Authority to Adopt

These Second Amended and Restated By-Laws have been adopted pursuant to authority evidenced by the Articles of Incorporation issued by the State of Louisiana.

Section 1.2. Name

This Corporation is **ACADEMY OF COLLABORATIVE EDUCATION (ACE)**.

Section 1.3. Offices

The principal office of this Corporation shall be initially located in Monroe, Louisiana. The Corporation may also have offices at such other places as the Board of Directors of the Corporation may, from time to time, appoint for the purposes of the Corporation may require.

Section 1.4. Purpose

This Corporation is organized and operated exclusively for educational and charitable purposes. It is not organized for profit, nor shall any of its net earnings inure whole or in part to the benefit of private stockholders, members, or individuals. Specifically, this Corporation is organized to establish and operate one or more charter schools.

Section 1.5. Prohibited

No substantial part of the activities of this Corporation shall attempt to influence legislation by propaganda or otherwise, nor participate in any political campaign on behalf of any candidates for public office.

ARTICLE II ORGANIZATION

Section 2.1. Statement of Purposes

The purpose of this Corporation, as expressed in its Articles of Incorporation, shall be to operate a Louisiana public charter school and to distribute the whole or any part of the income therefrom and the principal thereof exclusively for such purposes, either directly or by contributions to other educational organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code and the Regulations issued pursuant thereto (the "Code"), as they know exist or as they may hereafter be amended.

Section 2.2. Dissolution

In the event of the dissolution of the Corporation, the Board of Directors ("Board") shall, after paying or making provision for the payment of all of the liabilities of the Corporation and after disposing of all remaining assets according to the application of Louisiana law, shall dispose of all of the remaining assets of the Corporation, exclusively for the Corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes, as shall at the time qualify as an exempt organization

or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board shall determine. Any of such assets not so disposed of shall be disposed of by the court having proper jurisdiction in the parish where the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III MEMBERSHIP

Section 3.1. Members

This Corporation is a non-profit, non-stock corporation.

ARTICLE IV BOARD OF DIRECTORS

Section 4.1. Management

All powers of this corporation shall be exercised by and under the authority of the Board, and the Corporation's property, business, and affairs shall be managed under the Board's direction. Except as expressly set forth to the contrary herein, the Board may not take any action except upon the approval by the affirmative vote of a majority of the Board present at a meeting at which a quorum is present.

Section 4.2. Number of Directors

The Board shall consist of no less than seven (7) and no more than nine (9) members, and it shall have three (3) classes of members; Class 1 Members shall be appointed by the Board, and at least one Class 2 member shall be nominated by the Parent Volunteer Organization with children/grandchildren enrolled in the charter school and final appointment shall be made by Class 1 members of the Board. The Class 3 member shall be a legacy board member, meaning the surviving spouse of Madelyn Cannon (the founding board member of ACE) or a descendant of the surviving spouse and Madelyn Cannon ("Class 3 Director"). The number of Directors (regardless of Class-type) may be fixed, and increased or decreased, by resolution adopted by a majority of the Board of Directors, but at no point shall the number of Directors be less than seven (7) members. Each Director, regardless of the Class-type, is entitled to one (1) vote when transacting any business on behalf of the Corporation.

Section 4.3. Nomination of Directors

At least one month before a regular meeting, the Board may appoint a nomination committee to consist of at least two (2) Board members. The nomination committee will compile and submit to the Board a slate of candidates for the Directorships and offices to be filled at the upcoming meeting. These submissions shall be deemed to be nominations of each person named. Class 2 members shall be nominated by parents/grandparents involved in the Parent Volunteer Organization with children/grandchildren enrolled in the school and voted upon by the Board. The members of the Board shall accept the nomination and election of the parents/grandparents for

Class 2 Board members unless the Board's appointment of a Class 1 member selected by such method shall cause a breach of any lawful requirement of the charter school. There shall be at most three (3) Class 2 members of the Board of Directors. The Class 3 member seat shall be reserved for the surviving spouse of Madelyn Cannon (the founding board member of ACE) or a descendant of the surviving spouse and Madelyn Cannon.

Section 4.4. Election of Directors

The Board shall elect Directors by a majority vote of the Board at any regular or special meeting where a quorum is present. The Class 3 Director will be elected to the Board of Directors as of the date of these Second Amended Bylaws.

Section 4.5. Limits of Term

Class 1 and Class 2 Directors shall serve three (3) year terms and shall be up for re-election every three years. At each subsequent annual meeting of the Board, the Members shall elect Directors to serve a term of three (3) years beginning at the adjournment of that annual meeting and continuing through the expiration of their respective terms or until their successors have been elected and qualified. There is no limit to the number of terms to which a Member can be reelected as a Director.

The Class 3 Director's term shall be for a period of five (5) years, and the Class 3 Director shall be re-elected to the seat until and unless the Class 3 Director resigns from the Board in accordance with Section 4.7. The Class 3 Director will be re-elected to the seat every five (5) years.

Section 4.6. Vacancies

Vacancies occurring during the term of an elected Directorship, however caused, shall be filled as soon as practicable by election in accordance with Section 4.4 hereinabove. A Director elected to fill a vacancy shall hold office for the remainder of his predecessor's term. A vacancy in the Class 3 Director seat shall not be filled, and shall remain empty, if the Class 3 Director resigns from the Board in accordance with Section 4.7.

Section 4.7. Resignation or Removal of Directors

A Director of the Corporation may resign at any time by tendering his or her resignation in writing to the Chairman or Secretary, whose resignation shall become effective upon the date specified therein, or if no date is determined, upon receipt by the Corporation at its principal place of business. Acceptance of such resignation shall not be necessary to make it effective. The Board, by a majority vote, may remove, with or without cause, any Director (other than the Class 3 Director) and precisely, but not by way of limitation, may terminate any Director from the Board (other than the Class 3 Director) for failing to attend one-quarter of the total Board meetings during one of their term years. The Class 3 Director shall not be removed by the Board, and may only resign from the Board by tendering his resignation in writing to the Chairman or Secretary of the Corporation.

Section 4.8. Compensation of Directors

Directors will not receive compensation for services other than reimbursement of actual expenses incurred while fulfilling duties as a Board Director.

Section 4.9. Place of Meetings.

The Directors of the Corporation shall hold all meetings at locations in compliance with the Louisiana Open Meetings Laws.

Section 4.10. Annual Meetings of the Board

The annual meeting of the Board shall be held in July.

Section 4.11. Special Meetings

Special meetings of the Board may be called at any time by the Chairman of the Corporation. Notice shall be given in compliance with the Louisiana Open Meetings Laws. Attendance of a Director at a meeting shall constitute a waiver of notice of such meeting except where a Director attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened. The notice shall set forth the time, place, and purpose. The business to be transacted at any special meeting shall be limited to those items outlined in the notice or waiver thereof.

Section 4.12. Regular Meetings

Regular meetings of the Board shall be held in compliance with the Louisiana Open Meetings Laws.

Section 4.13. Quorum and Action of the Board

A majority of Directors must be present in person to constitute a quorum for the transaction of business at such meeting. Except as expressly set forth to the contrary herein, the Board may not take any action except upon the approval by the affirmative vote of a majority of the Board present at a meeting at which a quorum is present.

Section 4.14. General Powers of the Board

In addition to the powers and authorities expressly conferred upon them by these Bylaws, the Board of Directors may exercise all such powers of the Corporation and do all such lawful acts and things as are not prohibited by law or by the Articles of Incorporation or by these Bylaws.

Section 4.15. Duties of the Board of Directors

- A. Establish and approve all policies that implement the objectives of the Corporation.
- B. Hold the organization accountable to its charter and federal, state, and local laws.
- C. Setting long-range organizational goals and developing strategic plans to meet them.
- D. Review, approve, and submit the school's operational budget and annual report to the State.
- E. Approve the selection of a certified public accountant to perform an independent annual audit of the funds of the Corporation.
- F. Hire and evaluate the Executive Director.

- G. Review, negotiate, and approve major contracts on behalf of the school.
- H. Provide expertise and professional advice in areas such as law, accounting, business, finance, marketing, publicity, and educational programming.
- I. Fundraise for capital and operating expenses, as well as soliciting in-kind contributions.
- J. Promote the school in the local community and to the critical stakeholders involved.
- K. Recruit and elect new Board members if a seat becomes vacant or the need is recognized for additional expertise.
- L. Ensure that the Corporation carries out the fiduciary responsibilities of a not-for-profit, tax-exempt recipient of funds to accomplish the objectives of the Corporation provided in these laws.
- M. Consider and act on any matter presented by a Director.

ARTICLE V

OFFICERS

Section 5.1. Number

The Governing Board may have a Chairman, Vice Chairman, Secretary, and Treasurer, each of whom shall be elected by the Board. Such other officers and assistant officers, as deemed necessary, may be elected or appointed by the Board. The same person may hold any two (2) or more offices. The failure to elect an officer shall not affect the existence of the Corporation. The Executive Director, if appointed, shall serve as the Chief Executive Officer.

Section 5.2. Election and Term of Office

All officers of the Governing Board shall be elected by a vote of the Board as outlined in Section 4.5. hereinabove at the annual meeting of the Board. A duly elected officer shall hold office for a term of one year, commencing July 31st, and until their earlier death, resignation, or removal. All Directors shall hold office until their successors are chosen and qualified.

Section 5.3. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise (including removal in the event an officer is not reelected during his term in office) shall be filled by an election by the Board as outlined in Section 4.4 for the remaining unexpired term of such office.

Section 5.4. Resignation or Removal of Officers

An officer of the Corporation may resign at any time by tendering his resignation in writing to the Chairman or the Secretary. Resignations shall become effective upon the date specified therein or, if no date is determined, upon receipt by the Corporation. An officer of the Corporation may be removed at any time, with or without cause, at any Board meeting by a majority vote as set forth in Section 4.4 hereinabove.

Section 5.5. Chairman

The Chairman shall preside at all meetings of the Directors and, by virtue of the office, be a member of all committees.

Section 5.6. Vice-Chairman

The Vice-Chairman shall act in the place and stead of the Chairman in the event of the Chairman's absence, inability, or refusal to work, and shall exercise and discharge such other duties as the Board may require.

Section 5.7. Secretary

The Secretary shall keep or cause to be kept of all the records of the Corporation, record or cause to be recorded the minutes of the meetings of the Board, send out or cause to be sent out all notices of the meeting of the Board, and all Committees, attest to the seal of the Corporation where necessary or required, and keep or cause to be kept a register of the names and addresses of each Trustee. The Secretary shall perform such other duties as may be prescribed by the Board.

Section 5.8. Treasurer

The Treasurer shall insure or cause to be certified that a true and accurate accounting of the Corporation's financial transactions is made and that such accounting is presented to and made available to the Board. The Treasurer shall perform such other duties as may be prescribed by the Board.

Section 5.9. Executive Director

The Executive Director shall be nominated by the Directors and elected by them. The Executive Director shall serve as an ex-officio member on the Board of Directors and all committees appointed by the Directors and shall have direction and management of the Corporation's business and affairs. With the advice and consent of the Board of Directors, the Executive Director shall formulate and implement policy matters and perform such duties as may be assigned by the Board of Directors.

The Executive Director shall have the authority and power to purchase and contract on behalf of the Corporation on all matters deemed needful and convenient for the Corporation, as provided for and approved by the Board, with the exception of real property. The Executive Director shall be responsible to the Board of Directors and report to them regularly. If the Executive Director's position is unfilled for any reason, then the Chairman shall act in the place of the Executive Director until the Board shall nominate and appoint an Executive Director.

Section 5.10. Other Officers

Other officers elected by the Board shall have such duties and responsibilities as the Board deems advisable.

Section 5.11. Salaries

Officers shall receive no compensation other than reimbursement of actual expenses incurred while fulfilling duties as officers of the Corporation.

ARTICLE VI

COMMITTEES OF THE BOARD

Section 6.1. Committees of the Board

The Board shall establish an Executive, Governance, Finance, Academic Excellence, and Facilities Committee. The Board may, by resolution, establish additional standing committees and special committees of the Board. Unless otherwise specified by resolution of the Board or these By-Laws, the Chairman shall annually appoint the members, and the chairman of the standing committees shall fill vacancies on any standing committee. Appointments by the Chairman shall be made at the annual meeting of the Board. In addition, the Chairman may, if so authorized by the Board, appoint members and chairman of such special committees as the Board may create, which members and chairperson may include persons who are not members of the Board. The Board must approve all committee appointments and chairperson appointments.

Section 6.2. Standing Committees

Standing committees may be created by resolution of the Board. The purpose, duties, number of members, and reporting requirements of each committee shall be specified in the resolution creating the committee.

Section 6.3. Special Committees

Special committees may be created by resolution of the Board. The purpose, duties, number of members, and reporting requirements of each special committee shall be specified in the resolution creating the committee.

Section 6.4. Committee Members' Term of Office

Unless otherwise specified by resolution of the Board, members of each committee shall continue in office until the next annual meeting of the Board and until their successors are appointed, unless the committee of which they are members shall be sooner terminated by resolution of the Board or until their earlier death, resignation, or removal as committee members.

Section 6.5. Committee Meetings

Meetings of any committee may be called by the chairperson of such committee or upon the written request of one-third ($\frac{1}{3}$) of the committee members. Committees shall hold all committee meetings at locations in compliance with the Louisiana Open Meetings Laws, and notice shall be given in accordance with Louisiana Open Meetings Laws. Unless otherwise provided in these By-Laws, a majority of the members of any committee shall constitute a quorum for the transaction of business. After a quorum has been established at a committee meeting, the subsequent withdrawal of committee members from the meeting to reduce the number of committee members present to fewer than the number required for a quorum shall not affect the validity of any action taken at the meeting. Each committee shall keep minutes of its meetings and report to the Board as necessary with recommendations.

Section 6.6. Resignation or Removal of Committee Members

A committee member may resign at any time by tendering his resignation in writing to the Chairman of the Board. The Board, by a majority vote, may remove, with or without cause, any member from a committee and precisely, but not by limitation, may remove any member from a committee for failing to attend three (3) consecutive committee meetings.

ARTICLE VII

INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 7.1. Indemnification

The Corporation shall indemnify to the fullest extent permitted by law each of its officers, Directors, whether or not then in office (and his executor, administrator, and/or heirs) or any person who may have served at its request as a Director or officer, against all reasonable expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and necessarily incurred by him or her in connection with any threatened, pending or completed action, suit, proceeding, or arbitration, whether civil or criminal, administrative or investigative (including any appeal thereof), to which he or she is or is threatened to be made a party because he or she is or was a Director, officer, employee or agent of this Corporation. He or she shall have no right to reimbursement concerning matters in which he or she has begun to be adjudged liable to the Corporation for gross negligence or willful misconduct in performing his or her duties to the Corporation. The preceding right of indemnification shall be in addition to and not exclusive of all other rights to which such Director, officer, employee, or agent may be entitled.

Section 7.2. Insurance

The Corporation may, subject to applicable law, purchase and maintain insurance on behalf of any person who is or was a Director, officer, employee, or agent of the Corporation or who was serving at the request of the Corporation as a Director, officer, employee, or agent against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him against such liability under the provisions of this Article VII.

ARTICLE VIII

CONTRACTS, CHECKS, DEPOSIT BOOKS, AND RECORDS

Section 8.1. Contracts

The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances.

Section 8.2. Loans

No loans shall be contracted on behalf of the Corporation, and no evidence of indebtedness shall be insured in its name unless authorized by a resolution of the Board, which authority may be general or confined to specific instances. No loans shall be made by the Corporation to Officers or Directors.

Section 8.3. Checks, Drafts, Etc.

All checks, drafts, or other orders for the payment of money, notes, or other pieces of evidence of indebtedness issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board.

Section 8.4. Deposits

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board may select.

Section 8.5. Books and Records

The Corporation shall keep correct and complete books and records of account and shall keep minutes of the proceedings of its Board and committees of the Board. Any books, records, and minutes may be in written form or any other form capable of being converted into written form within a reasonable time.

ARTICLE IX FISCAL YEAR

Section 9.1. Fiscal Year

The Corporation's fiscal year shall begin on July 1 and end on June 30 of each year.

ARTICLE X NOTICE

Section 10.1. General

Whenever, under the provisions of any statute, the Articles of Incorporation, or these By-Laws, notice is required to be given to any Trustee or officer, it shall not be construed to require personal notice; instead, such information may be provided unless otherwise required by these By-Laws, either personally or by depositing the same in a post office box in a postpaid envelope or by electronic transmission, in either case, addressed to such Trustee or officer at his address as the same appears in the records of the Corporation, and three (3) days after the same shall be so mailed or delivered to the Trustee or officer shall be deemed to be the time of the giving of such notice.

Section 10.2. Waiver

Whenever by law, the Articles of Incorporation or these By-Laws notice is required to be given to any Trustee or officer, a waiver thereof in writing signed by the person or persons entitled to such information, whether before or after the time stated therein, shall be equivalent to the giving of such information. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting except when the person attends a forum for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened.

ARTICLE XI

AMENDMENTS

Section 11.1. By Directors

These By-Laws may be amended or repealed wholly or in part, consistent with any By-Laws adopted by the Board at any meeting by an election of two-thirds ($\frac{2}{3}$) of the current membership of the entire Board.

Approved by Academy of Collaborative Education Governing Board on March 20, 2025.

Amy Marcus

Board Chair

Coversheet

Board Member Recruitment Documents

Section: IV. Progress Toward Dashboard Goals:
Item: D. Board Member Recruitment Documents
Purpose: Discuss
Submitted by:

Related Material:

BOARD MEMBER RECRUITMENT (Step 1).docx
BOARD MEMBER RECRUITMENT (STEP 2) Interview questions and Rubric.docx
ACE Prospective Board member email verbiage.docx
Indentogo.Backgroundck.jcf.8.10_25.pdf
Disclosureofinformaiton.jcf.8.10.25.pdf



BOARD MEMBER RECRUITMENT (Step 1)

OVERVIEW

Academy of Collaborative Education seeks experienced leaders to serve on its Board of Directors. The best way to learn more, demonstrate interest, and be considered for Board Membership is to attend meetings and constructively participate as a public member. Our success *requires* equitable voices and representation, particularly the voices of people knowledgeable about people on the autism spectrum. We need your leadership and capacity.

BOARD RESPONSIBILITIES

The Board is responsible for establishing broad policies and overseeing high-level decisions that affect the school, including:

- Adopt policies to ensure the school runs effectively, legally, and ethically.
- Hire, supervise, evaluate, and support the Executive Director.
- Monitoring the operational budget and finances for long-term viability.
- Setting policies and approving documents as required by state or federal law.
- Seeing that adequate funds are secured for the operating and capital needs of the school, and
- Donating monetarily in each member's capacity.

COMMITMENTS

- As a Board member, you are expected to prepare for and attend 10 - 12 regular board meetings each year, one full-day Board retreat, scheduled committee meetings, any additional trainings for board education and compliance purposes, and important school events. This level of commitment is essential to the effective governance of our organization.
- Be available by phone or email as needed; promptly respond to calls and emails.
- Participate on at least one Board committee
- Attend school events and community activities
- Share updated resume to be shared at a public Board meeting with address/phone number redacted.
- Sign the [Statement of Agreement](#)
- Get fingerprinted and Background checked and submit to the ACE board chair.
- File an annual Tier 3 Non-Disclosure Form and remit to the ACE board chair. (File by May 1st yearly)

QUALIFICATIONS

- Leadership experience with a proven track record of results, ideally in an entrepreneurial environment



- Excellent interpersonal skills with the ability and inclination to work collaboratively with individuals from a variety of backgrounds
- Commitment to and interest in an innovative education in a public charter school for students on the autism spectrum
- Strong verbal and written communication skills

EXPERIENCE PREFERRED

We are especially seeking individuals with any of the following areas of expertise:

- Real estate acquisition and development, including project financing
- Special Education Policy and Law
- Accounting and Financial Oversight

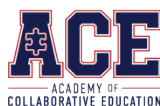
In addition, ACE seeks individuals with experience in:

- Fundraising for nonprofit organizations, schools
- Facility Management
- Charter Governance
- Designing, delivering, and evaluating an academically rigorous education program, including curriculum, pedagogy, and assessments
- Attracting, developing, and retaining educators

HOW TO APPLY

1. Application Submission:

- Provide an official application form for interested individuals to complete. The form gathers essential information such as personal details, educational background, professional experience, and a statement of interest in serving on the ACE Board of Directors.



BOARD OF DIRECTORS APPLICATION FORM

Personal Information:

Full Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact: _____

Education:

Highest Level of Education Attained: _____

Name of Institution: _____

Degree(s) Earned: _____

Major/Field of Study: _____

Professional Experience:

Current Employer: _____

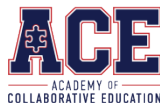
Job Title: _____

Description of Responsibilities: _____

Previous Relevant Work Experience (if applicable): _____

Statement of Interest:

Please provide a brief statement (maximum 350 words) explaining why you are interested in serving on the ACE Board of Directors and what makes you a good fit. Include your understanding of ACE's mission and your vision for contributing to its success. **Please Attach.**



References (upon request):

Please provide contact information for two professional references who can speak to your qualifications, character, and suitability for a position on the ACE Board of Directors.

1. Name:

- Relationship to Applicant: _____
- Phone Number: _____
- Email Address: _____

2. Name:

- Relationship to Applicant: _____
- Phone Number: _____
- Email Address: _____

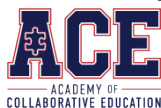
Declaration:

I declare that all the information in this application is true and accurate to the best of my knowledge. I understand that any false or misleading information may disqualify me from consideration for the ACE Board of Directors position.

Signature

_____/_____/_____
Date

Applicants can fill out and submit this form electronically to boardchair@aceforasd.org or by hand. This form gathers essential information about the applicant's background, qualifications, and interest in serving on the Board of Directors.



BOARD MEMBER RECRUITMENT INTERVIEW AND APPLICATION RUBRIC (STEP 2)

EVALUATION PROCESS:

Process	Description
Review and Evaluate	An established committee reviews and evaluates applications against eligibility criteria.
Interview Process	Candidate demonstrates understanding of ACE's mission, vision, goals, leadership abilities, communication skills, and alignment with collaborative education values.
Reference Check	Contact references to gather insights into the candidate's character, work ethic, and suitability for the Board position.
Background Verification	Conduct background checks, including criminal history and financial integrity, to ensure integrity and credibility.
Board Approval	Present the candidate to the ACE Board for approval, and members vote based on criteria and interview outcomes.
Appointment	Provide onboarding materials and training sessions to familiarize the newly appointed candidate with their roles and responsibilities.
Ongoing Support and Evaluation	Provide ongoing support and mentorship and conduct regular assessments/evaluations of individual and collective Board performance.



INTERVIEW QUESTIONS

1) Alignment with ACE's mission, vision, and core values:

- How would you describe ACE's mission and core values, and how do they align with yours?
- Can you provide examples of how you have demonstrated alignment with organizational goals in your past experiences?

2) Qualifications and Experience:

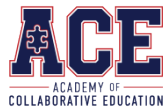
- What experience do you bring to the ACE Board?
- How does your expertise contribute to the effectiveness of the Board?

3) Commitment and Motivation:

- What motivated you to seek a position on the ACE Board of Directors?
- Could you share your vision for ACE's success and how you plan to contribute to achieving it?

4) Collaboration and Communication Skills:

- Describe a situation where you effectively communicated with diverse stakeholders to achieve a common goal.
- How do you approach collaboration with individuals who have perspectives or backgrounds different from your own?



5) Ethics and Integrity:

- Can you share an example of how you've shown honesty and integrity in your personal and professional life?
- What are the ethical responsibilities of being on a Board, and how do you plan to uphold them?

6) Leadership Potential:

- How do you make strategic decisions?
- Can you share a time when you solved a problem as a leader?



APPLICATION EVALUATION RUBRIC

Applicant Name: _____

Date: ____/____/____

Criteria	Description	Scoring
1) Alignment with ACE's mission, vision, and core values	a) Demonstrates a clear understanding of ACE's mission and values.	
	b) Articulates alignment with ACE's goals.	
2) Qualifications and Experience	a) Possesses relevant educational background and professional experience.	
	b) Demonstrates expertise in areas beneficial to the Board.	
3) Commitment and Motivation	a) Expresses genuine interest in serving on the ACE Board of Directors.	
	b) Provides a compelling statement of interest, outlining motivations and vision for contributing to ACE's success.	
4) Collaboration and Communication Skills	a) Demonstrates effective communication skills, both written and verbal.	
	b) Exhibits the ability to work collaboratively with diverse stakeholders.	
5) Ethics and Integrity	a) Has a reputation for ethical conduct and integrity.	
	b) Demonstrates understanding of the ethical responsibilities of serving on the ACE Board of Directors.	
6) Leadership Potential	a) Shows potential for effective leadership within the Board.	
	b) Exhibits strategic thinking, decision-making ability, and problem-solving skills.	
Scoring Rubric		
5: Outstanding 4: Above Average 3: Satisfactory 2: Below Average 1: Unsatisfactory	- Exceeds expectations and demonstrates exceptional qualifications. - Meets expectations with notable strengths. - Meets basic expectations, but with some areas for improvement. - Falls short in several areas and requires significant improvement - Does not meet minimum criteria, lacks essential qualifications, or demonstrates serious concerns.	



Overall Recommendation

Highly Recommend _____ Recommend _____ Recommend w/ Reservations _____ Do Not
Recommend _____

Additional Comments:

Feedback:

Evaluator: _____





We are pleased to consider you for a school board position at Academy of Collaborative Education and to share information about the recruitment process.

ACE's Board Recruitment Packet, which includes information about our school's mission as well as the expectations and responsibilities associated with being a board member, is **attached**. Your experience and dedication would significantly enhance our team.

As part of our recruitment process, all prospective board members must complete a comprehensive background check. Therefore, I have included the Identogo Fingerprint Service Code Form, which candidates must complete in coordination with the state police and the Federal Bureau of Investigation, along with the Agency Privacy Requirements for Noncriminal Justice Applicant's form.

We appreciate your cooperation in completing these steps regarding the mandatory background check:

1. Please follow the instructions on the Identogo Fingerprint Service Code (Identogo.Backgroundck) Form, which includes a service code and ACE's Originating Agency Number.
2. Schedule an appointment to complete digital fingerprinting. The fee is \$59.50. Only credit cards, debit cards, or money orders are accepted.
3. Joellen Freeman, ACE's Executive Director, will receive a notification indicating that the fingerprints have been received and are currently being processed. It typically takes 24-48 hours for the background check to be completed.
4. The Agency Privacy Requirements for Noncriminal Justice Applicant (Disclosureofinformaiton.jcf.8.10.25) form necessitates that the applicant review, sign, and date the document **in** the designated section. This form serves to inform the applicant that ACE utilizes their personal information to perform a background check.

5. A signed copy of the Agency Privacy Requirements for Noncriminal Justice Applicant form must be maintained in both digital and paper formats for record-keeping purposes. Joellen will notify the Board Chair/President, Amy Marcus, once the completed background check has been received and the signed Agency Privacy Requirements for Noncriminal Justice Applicant form **IS** in her possession.

6. All information will be securely stored in a locked cabinet. Access to the background check will be limited to the Executive Director and the Board President.

Attachments:

1. Board Recruitment Packet (Step 1)
2. Board Recruitment Packet (Step 2)
3. Background Check Forms and Instructions
4. Disclosure of Information Agreement

Please review these documents at your earliest convenience. If you have any questions or need further information, feel free to let me know. We are happy to assist you in any way we can.

Thank you for considering this opportunity to make a meaningful impact on our school community. We look forward to the possibility of working together.

IdentoGO[®] Academy of Collaborative Education (ACE) -USE ONLY

Fingerprint Service Code Form

Service Name: Louisiana Adam Walsh Act Applicant

To Schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

27N4Q4

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

When prompted, please enter the following:

ORI (Originating Agency Number) : LAAWA0361

Please bring one of the identification documents from the list below to your enrollment appointment. Identification must be valid, not expired, and contain a photograph of the applicant.

- Driver's License issued by a State or outlying possession of the U.S.
- Enhanced Driver's License (EDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Commercial Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- Enhanced Tribal Identification Card (for federally recognized U.S. tribes)
- Uniformed Services Identification Card (Form DD-1172-2)
- U.S. Military Identification Card
- U.S. Coastguard Merchant Mariner Card
- Military Dependent's Identification Card
- U.S. Passport
- Foreign passport
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States

 Don't have access to the Internet? You can still schedule an appointment by calling 844-539-5543.

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Coversheet

EDSaE (Subcommittee of Governance)

Section:	IV. Progress Toward Dashboard Goals:
Item:	E. EDSaE (Subcommittee of Governance)
Purpose:	Discuss
Submitted by:	
Related Material:	ACE ED Evaluation Process Phases.docx 9.15.25_ED_Quarter_1_Check-In_with_EdSAE.docx 8.12.25._Draft_ACE_Succession_Strategic_Plan_jcf.docx



ED (CEO) Evaluation Process Phases

Step	Action	Completion Criteria
Preparation	Create the ED Support and Evaluation Committee	Board chair creates the ED Support and Evaluation Committee with members and a committee chair
Preparation	Select the Survey	Evaluation Coordinator chooses the evaluation survey to use
Preparation	Customize the Survey	Make any changes to the chosen survey or create a new survey
Self-Evaluation	Start the ED Self-Evaluation	Evaluation Coordinator clicks the Invite button to notify the ED
Self-Evaluation	Complete the ED Self-Evaluation	Person being evaluated completes the survey
Self-Evaluation	Share the ED Self-Evaluation Report with the Board	Coordinator shares the self-evaluation results with all board members
Evaluation	Start the Evaluation	Evaluation coordinator invites board members and/or direct reports to take their ED evaluation
Evaluation	Complete the Evaluation of the ED	All participants complete their surveys
Report	Share the ED Evaluation Report with the Board	Coordinator shares the full survey report with all board members
Documentation	Create and upload the ED Memo	Committee chair drafts memo for the ED and uploads it to the documentation area
Documentation	Finalize the ED Memo	Ed Support and Evaluation Committee facilitates a full board session to review the memo and evaluation details
Documentation	Share the ED Memo with the ED	ED Support and Evaluation Committee and the ED meet to review the memo
Goals	Draft the Goals	ED drafts goals for next year, gets feedback from board committees, and meets again with the ED Support and Evaluation Committee
Goals	Approve the Goals	Full board ratifies the final goals after the ED presents them

ED Quarterly Check-In (Q1-FY26)

Conducted September 15, 2025, by Joellen Freeman and Amy Marcus

1. Invite the ED to share their reflections and responses to the advanced questions.

Joellen and Amy reviewed Joellen's quarterly check-in advanced questions responses (see table on page 3 below), highlighting three positive aspects: having Katie as Director of Operations, which reduces Joellen's workload, the return of experienced staff members helping new teachers, and Karen's professional growth and increased confidence in her role.

2. Discuss each annual goal and provide an update on current progress.

Joellen announced a 7-week core values project starting Monday, the 22nd, which includes various incentives like pizza parties, gift cards, and early departure options to encourage participation without being labor-intensive.

She expressed confidence about financial goals due to improved accounting support from Shira, noting significant progress compared to previous experiences.

While parent engagement remains a concern, Joellen indicated she feels more optimistic about it following a recent parent resource meeting.

Event Attendance (Parent Resource meeting Saturday) and Improvement Plans

Joellen reported on a recent event that had 11 in-person attendees and five online commenters, though attendance was affected by a competing Autism Society event.

Joellen plans to make several improvements to the Parent Resource Saturday meetings, including adding 1-hour reminders for parents on Saturday, setting up simultaneous broadcasting on multiple platforms (Zoom and Facebook Live), and purchasing equipment such as a banner to indicate the meeting location and a better camera setup.

3. Help the ED identify actionable steps for overcoming challenges.

Joellen expressed interest in implementing a virtual assistant to help manage tasks and communications.

Amy inquired about the associated costs and concurred that such an initiative could be highly advantageous.

Joellen will also reach out to The Autism Society to facilitate the promotion of school meetings and events via their website and social media channels.

Furthermore, Joellen mentioned the intention to distribute a parent survey to gather feedback regarding last Saturday's meeting and solicit input on future topics.

And she will follow up on the notification of our charter renewal benchmark concerns raised by Tammy Morgan.

4. Highlight where the board can offer support, maintaining appropriate governance boundaries.

School Board Support and Operations

Joellen discussed the strong support she receives from her board, emphasizing the importance of having an active and engaged board during the initial years of a school's operation.

The conversation also touched on the importance of maintaining professional boundaries on social media, with Joellen planning to address this topic with Melissa Grande.

5. (December and March) If the board has given feedback, deliver any remaining board feedback that the ED has not yet addressed. (N/A for this quarter)

6. Provide commendations and constructive feedback as needed.

Joellen's dedication and growth mindset have been crucial in advancing our school. She consistently demonstrates a strong commitment to her responsibilities, proactive problem-solving, and high standards. She goes above and beyond to ensure success for students and staff. Her growth mindset drives her to seek improvements and embrace challenges.

Q1 Completed (Joellen's Responses)-**ED Self-Reflection: Progress and Improvement**

Question	Response
Three things going well	1. Having Katie accept the Director of Operations position and the responsibility of higher-level financial duties. 2. The return of staff members from the previous year, who can mentor and model to new staff members. 3. Supporting Karen in decisions to manage the academic structure of ACE.
Three areas that could improve	1. Delegating more items to focus on higher-level priorities for the stability and future of the school. 2. Ability to hire adequate staff and retain staff. 3. Accounting firm- we are in transition now
Goals confident about meeting	1. Financial Goals. 2. Culture Goal
Goal of most concern	Parent engagement
Essential steps for challenging goals	Working direction with parents to engage in events and the Parent Resource Group, communication is paramount to help with engagement and provide more opportunities to listen to parents and hear their needs.
Disappointing or concerning data points	Not so far this year
Best next steps	1. Working with Faith Gremillion to finalize the Parent Resource Group. 2. Communicate events through every avenue possible, JCampus, website, Remind, email flyer, Facebook
How could the board more effectively support your goals	Currently, the board offers its support in a variety of ways depending on the need. I will communicate any supports needed.

ACE Succession Strategic Plan (work in progress)

Purpose

Strategic planning to ensure continuity of leadership, minimize disruption, and maintain operational stability in the event of planned or unplanned vacancies among the school's senior leadership team.

For Key Administrative Positions: Executive Director, Principal, Director of Operations, SPED Director

Position	Primary Successor	Secondary Successor
CEO	Board Chair (By-Laws)	Principal
Principal	CEO (interim oversight until replacement can be hired)	Board Chair
Director of Operations	CEO (oversight with Finance Committee Chair)	Principal (interim oversight)
SPED Director	Principal (interim oversight until replacement can be hired)	CEO (interim oversight)

Succession Plan Components

1. Identify and Develop Internal Talent

- Annually review potential successors for each key position. **Should we develop SMART Goals for each person for some cross-training? During the annual review process, determine the viability of a successor within the Admin Team.**
- Provide professional development, mentoring, and cross-training opportunities.
- Encourage leaders to document procedures, contacts, and critical knowledge.

2. Interim Leadership

- If a sudden vacancy occurs, the designated primary successor will assume the role on an interim basis. **(Strategic plan to fill vacancy as quickly and thoroughly as possible)**
- The board (for the CEO) or the CEO (for the Principal or Director of Operations) will convene within 10 business days to decide on next steps, including formal appointment or external search. **Strategic Plan here**

3. Permanent Replacement Process

- For CEO: The Board of Directors conducts a national search if necessary; considers internal candidates. Contact the CEOs of other charter schools, conduct a statewide replacement search, and reach out to NAACS, SFACS, or AZACS for potential candidates. [Need a list of qualifications.](#)
- For Principal: The CEO and board collaborate to interview and select a replacement. [Look for recommendations from stakeholders.](#) [Need a list of qualifications \(job description\)](#)
- For Director of Operations: The CEO appoints a replacement with input from the principal and the finance team. [After posting this position, consider larger school system employees and retirees.](#) [See job description for qualifications](#)

4. Documentation and Knowledge Transfer

- Each key leader must maintain an up-to-date procedures manual, calendar of critical tasks, and list of contacts. [Contacts, processes, critical data, and systems crucial to the school are to be kept in the Google Drive - Board- a copy should remain in the Administration Folder on Google Drive; however, one copy should be kept in the Board folder for review by the Board Chair and the CEO.](#)
- Annual review of manuals and process documentation by the leadership team.

5. Communication Plan

- Communicate interim changes quickly and clearly to staff, board, parents, and stakeholders. [Need a good communication plan.](#) [Will work on this](#)
- Provide a timeline and process for permanent replacement. [This is a tough one, but all positions should be able to be filled within a three-month period of time.](#)

Annual Review

- The succession plan will be reviewed and updated annually by the CEO and board.
- Adjust successors and processes in response to organizational structure or staffing changes.