

Academy of Collaborative Education

Governance Committee Meeting

Published on August 3, 2026 at 3:20 AM CDT

Date and Time

Wednesday August 5, 2026 at 3:30 PM CDT

Location

Join Zoom Meeting: <https://us06web.zoom.us/j/83686535699?pwd=tlttljz54lRF2j7Y3VmMavbJRwOb2Q.1>

Meeting ID: 836 8653 5699

Passcode: 045266

One tap mobile: +12532158782,,83686535699#,,,,*045266#

Join by SIP: • 83686535699@zoomcrc.com

Join instructions: https://us06web.zoom.us/meetings/83686535699/invitations?signature=NWoMWxf1VdPNSVWUDsJdL_XquBUJ5kwUzSpY-3oGIkw

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		Curtis Eberts	2 m
B. Call the Meeting to Order		Curtis Eberts	1 m
C. Approval of agenda	Vote	Curtis Eberts	2 m
Motion Option #1: Move to approve the agenda as presented.			
Motion Option #2: Move to approve the agenda as amended by board discussion to include <insert amendment>.			
Request for amendment to the agenda, or approval of the agenda as presented.			
D. Approve Prior Meeting Minutes	Approve Minutes	Curtis Eberts	3 m
Motion: Move to approve minutes from the previous meeting of the academic excellence committee as presented in the packet.			
NOTE: Discuss whether to vote on / how to handle unapproved minutes from previous meetings as well:			
• 11/19/2025 Special Governance Committee Meeting • 11/11/2025 Governance Committee Meeting • 04/08/2025 Governance Committee Meeting			
Approve minutes for Governance Committee Meeting on May 27, 2026			
II. Reports			3:38 PM
A. Report: Executive Director Update	FYI	Joellen Freeman	5 m
Executive Director update on governance and related issues.			
III. Old Business			3:43 PM
A. ACE Transportation	Discuss	Joellen Freeman	5 m
Continue discussion			
IV. New Business			3:48 PM

	Purpose	Presenter	Time
A. Approval of ED's time off	Discuss	Joellen Freeman	5 m
Paylocity requires an administrator to approve EDs time off on the platform.			
B. ACE Residency Program	Discuss	Joellen Freeman	15 m
Review this proposed document and discuss if it should be recommended to the full board.			
C. AFLAC	Discuss	Joellen Freeman	
Discuss adding AFLAC to our employees' benefit options.			
V. Action Items			4:08 PM
A. ACE Residency Program	Vote	Joellen Freeman	2 m
Should the above document be recommended to the full board for approval?			
VI. Other Business			
VII. Closing Items			4:10 PM
A. Adjourn Meeting	Vote	Holly Allen	1 m

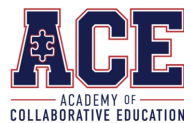
In accordance with the Americans with Disabilities Act, if you need special assistance at a public meeting of Academy of Collaborative Education, please contact Joellen Freeman at jcfreeman@aceforasd.org describing the assistance that is necessary.

Coversheet

Approve Prior Meeting Minutes

Section:	I. Opening Items
Item:	D. Approve Prior Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Governance Committee Meeting on May 27, 2026

APPROVED



Academy of Collaborative Education

Minutes

Governance Committee Meeting

Date and Time

Wednesday May 27, 2026 at 3:30 PM

Location

Join Zoom Meeting: <https://us06web.zoom.us/j/89797917093?pwd=b3yFs6IVCVP1UaWTx3bthJa8rYGev8.1>

Meeting ID: 897 9791 7093

Passcode: 020620

One tap mobile: +16694449171,,89797917093#,,, *020620#

Join by SIP: • 89797917093@zoomcrc.com

Join instructions: <https://us06web.zoom.us/meetings/89797917093/invitations?signature=1w8ZKA4UGi8RChYR5CFLzvLgCNja5YxpN4Pi2noy3aY>

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Committee Members Present

Holly Allen (remote), Joellen Freeman (remote), Kara Maggiore (remote)

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 May 27, 2026 at 3:46 PM.

C. Approval of agenda

Joellen Freeman made a motion to approve agenda.

Holly Allen seconded the motion.

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

II. Reports

A. Report: Executive Director Update

- Will be making changes -- mostly minor -- to employee handbook to be voted on annual board retreat. Legal will be consulted.
- Will be making changes -- largely around student absenteeism -- to student handbook to be voted on at annual board retreat. Legal will be consulted.
- Increase Executive Director spending limit to \$25,000. Financial committee already approved.
- Governance will consider these in a special meeting before the full board meeting on June 17, 2026.

III. New Business

A. Discuss Nomination of Prospective Board Members

- Two parents wish to join the board -- Hannah Nguyen and Matthew Fowlkes..
- Matthew previously served as a founding board member.

B. Discuss Retreat Agenda

- Annual Executive Report (enrollment, staffing, overview of year, highlights, etc), featuring academic data and reporting.
- Executive Director Evaluation - Executive Session.
- Voting / Action items: employee handbook, student handbook, and budget.

- Officer voting.
- Committee meeting schedule and goals.
- Ethics training.
- Adjournment

C. Discuss Executive Director Evaluation

- Joellen self-eval due 6/15.
- Board forms due on 6/19.

IV. Action Items

A. Recommend Approval of Prospective Board Members

Kara Maggiore made a motion to recommend for approval to the full board prospective board members, Hannah Nguyen and Matthew Fowlkes.

Holly Allen seconded the motion.

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

B. Recommend Approval of Annual Board Meeting / Retreat Agenda

Holly Allen made a motion to recommend approval to the full board of the annual meeting / retreat agenda.

Joellen Freeman seconded the motion.

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

V. Closing Items

A. Adjourn Meeting

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

Respectfully Submitted,
Holly Allen

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

ACE Residency Program

Section:	IV. New Business
Item:	B. ACE Residency Program
Purpose:	Discuss
Submitted by:	
Related Material:	ACE Residency Program.pdf



ACE Residency Program

(Grow Our Own)

Purpose Statement

The Board of Directors of the Academy of Collaborative Education (ACE) establishes the ACE Educator Residency Program to develop highly qualified future educators through structured mentoring, professional learning, and supervised classroom experience. This program provides for instructional continuity while creating an internal pathway for Instructional Support Professionals (defined below) to advance toward teacher certification and future classroom leadership.

I. Purpose

ACE is committed to developing highly qualified educators who understand the school's mission, integrated instructional model, and the unique needs of students with autism spectrum disorder. The ACE Educator Residency Program provides aspiring educators with meaningful classroom experience while ensuring continuity of instruction during teacher absences or vacant teaching positions. Participation in the program does not guarantee future employment as a certified teacher. Further, nothing in this policy guarantees employment for any specified duration and all Residents/participants remain employed on an at-will basis.

II. Program Applicability

This policy applies only to employees qualified for participation in the ACE Educator Residency Program. It does not establish qualifications for day-to-day substitute teachers or temporary instructional personnel.

III. Career Advancement Pathway

ACE intentionally develops future educators through the following pathway:

Level I – Instructional Support Professional (Paraprofessional, RLT, RBT, or other approved position with at least one (1) consecutive school year of successful employment with ACE in an approved instructional support position)

Level II – ACE Educator Resident (full-time salaried instructional employee participating in coaching, mentoring, and teacher preparation as outlined in this policy)

Level III – Certified Classroom Teacher (upon meeting all Louisiana certification requirements and based on available staffing needs).

Because of ACE's specialized educational model, the Board believes the strongest classroom educators are developed through demonstrated success within the ACE environment.

IV. Eligibility Requirements

Applicants must:

- Complete at least one (1) consecutive school year of successful employment with ACE in an approved Instructional Support Position.
- Complete a minimum of 30 semester hours in an accredited associate degree program with applicable entry-level Praxis examination(s) successfully passed.
- Maintain satisfactory academic progress and submit transcripts demonstrating this progress to ACE each semester.
- Notify administration within 48 hours of any change in enrollment status.

V. Employment in Good Standing

Applicants must:

- Receive an overall satisfactory or higher performance evaluation.
- Demonstrate ethical conduct and instructional potential.
- Have no active Performance Improvement Plan or formal disciplinary action within the previous ten (10) months.

VI. Attendance & Reliability

Applicants must demonstrate dependable attendance. During the preceding ten (10) months applicants shall have:

- No more than three (3) unexcused absences;
- No more than five (5) occurrences of tardiness;
- No occurrences of job abandonment or no-call/no-show; and
- No documented pattern of excessive absenteeism.

Approved leave under ACE policy or applicable law shall not count toward these thresholds.

VII. Resident Responsibilities

Residents are expected to:

- Deliver standards-aligned instruction.
- Maintain a safe, structured learning environment.
- Collaborate with therapists and instructional staff.
- Participate in IEP implementation and documentation.
- Communicate professionally with families.
- Attend required meetings and professional development.
- Comply with all [ACE Policy & Procedures](#), [Employee Handbook](#), State and Federal laws.

VIII. Resident Support & Mentorship

ACE shall provide each Resident with:

- A certified Teacher of Record/Mentor for daily informal check-ins, weekly collaborative planning, instructional guidance, and classroom observations.

- Curriculum Coordinator support for lesson planning, curriculum pacing, assessment, grading practices, and instructional coaching.
- Director of Special Education support for IEP implementation, accommodations, compliance, and special education guidance.
- Director of Behavioral Support coaching for behavior systems, PBIS, BIPs, crisis prevention, and collaboration with behavioral staff.
- Coordinator of Therapy Services support for the integration of occupational therapy (OT), speech-language therapy, physical therapy (PT), and Adapted Physical Education (APE) services, as indicated in each student's IEP, into daily routines and the academic day.
- Executive Director/designee oversight through formal evaluations and quarterly conferences.

***[Verification form](#)

Thus, the Residency Coaching Team will consist of the Resident's Mentor, the Curriculum Coordinator, Director of Special Education, Director of Behavioral Support, Coordinator of Therapy Services, and the Executive Director.

IX. Residency Coaching Schedule

Minimum coaching expectations:

- Teacher of Record/Mentor: Daily informal check-in (10–15 minutes)
- Weekly Mentor Planning Meeting
- Weekly Curriculum Coordinator Coaching
- Bi-weekly Behavioral Support Meeting (or as needed)
- Monthly Special Education Compliance Check-in
- Monthly Formal Observation
- Quarterly Executive Director Progress Conference

X. Individual Residency Growth Plan (IRGP)

Within thirty (30) days of acceptance, an Individual Residency Growth Plan (IRGP) will be developed by the Resident and Curriculum Coordinator. The IRGP shall include professional goals, coaching action steps, observation feedback, professional learning, progress reviews, evidence of growth, and recommendations regarding readiness for increased instructional responsibilities.

Need a form to link here [Individual Residency Growth Plan \(IRGP\)](#)

XI. Continued Participation

Residents must maintain satisfactory employment, academic progress, professional conduct, attendance, and responsiveness to coaching throughout participation in the ACE Residency Program.

XII. Program Removal

Residents may be removed from the program for failure to maintain enrollment, unsatisfactory performance, failure to implement coaching recommendations,

attendance deficiencies, misconduct, policy violations, or when continued participation is not in the best interest of students or ACE. Removal does not automatically terminate employment. When appropriate, the Executive Director may reassign the employee to another position for which the employee is qualified.

XIII. Program Completion

Successful completion requires satisfactory evaluations, completion of IRGP goals, demonstrated instructional growth, continued academic progress, professional conduct, and recommendation of the Residency Coaching Team. Completion does not guarantee placement into a certified teaching position.

XIV. Candidate Agreement

Candidates selected and qualified for participation in the ACE Educator Residency Program must sign an ACE Educator Residency Program Candidate Agreement before beginning the residency assignment.

[Candidate Agreement form](#)

Board approval: _____

Coversheet

AFLAC

Section:	IV. New Business
Item:	C. AFLAC
Purpose:	Discuss
Submitted by:	
Related Material:	Wade Gunter - AFLAC New Account.pdf



Joellen Freeman <jcfreeman@aceforasd.org>

Wade Gunter - AFLAC New Account

2 messages

WADE GUNTER <Wade_Gunter@us.aflac.com>
To: Joellen Freeman <jcfreeman@aceforasd.org>

Wed, Jul 22, 2026 at 2:31 PM

Hi Joellen,

There should be an authorized officer email in your inbox, or will be soon. Basically, this is just for your review and can be e-signed through the email link. Once that is done, there is going to be one more that will come through for the guaranteed issue life insurance product I mentioned, yesterday, in the follow-up email.

ACE did qualify for our "A" rates. So, the staff will have access to everything we offer at our best rates.

In summary of the in-person meeting, we discussed several things and they are below:

1. All dollars that Aflac pays out go, directly, to the policy holder for use however they might need the money.
2. No money Aflac pays out will ever be considered taxable income.
3. The total number of employees is 55, but this can change by plus or minus a few as needed.
4. There is a bi-weekly payroll frequency.
5. The coverage will be set for a September 1, 2026, effective date. (Even though a payment will not have been made to Aflac yet for any covered people, the effective date means anyone can still file a claim for something starting on September 1 and any day after.)
6. The voluntary payroll deductions can begin, on September 10, 2026, in order to collect the money needed to pay the first invoice that will be due, October 15, 2026, and the 15th of the month thereafter.
7. I will put together a spreadsheet for you with each person's name and elected coverage and send to you before the deductions need to start. This is usually toward the end of the month prior.
8. If not all interested staff members can speak on August 4th, there is a possibility of coming back during the afternoons as needed to make sure everyone interested has had a chance to talk before the September 1 effective date.
9. There will be a flyer dropped off at the front desk to be distributed to all staff members before our on-site enrollment date of August 4.

Thanks again! Please let me know if you have any questions!

WADE GUNTER

District Sales Coordinator
2916 Cypress Street Unit 3
West Monroe, LA 71291
Office: 318-816-4958
Fax: 318-816-4967
Mobile: 318-450-9939

Joellen Freeman <jcfreeman@aceforasd.org>

Sun, Jul 26, 2026 at 1:40 PM

To: WADE GUNTER <Wade_Gunter@us.aflac.com>

Wade,

Thank you for your visit. I do believe this is something we are going to need to hold on until the school year starts. Maybe October. I do need to bring it to the board in August and with the school year just starting, I don't want to do this half way. What are your thoughts?

[Quoted text hidden]

--

Joellen Freeman

CO-FOUNDER | EXECUTIVE DIRECTOR



318.450.7669 www.aceforasd.org

Academy of Collaborative Education