APPROVED

Academy of Collaborative Education

Minutes

Academic Excellence Committee Meeting

Date and Time
Wednesday March 5, 2025 at 3:00 PM

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

Committee Members Present
Amy Marcus, Carmen Parks, Joellen Freeman, Karen Roberson

Committee Members Absent
None

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Carmen Parks called a meeting of the Academic Excellence Committee of Academy of Collaborative Education to order on Wednesday Mar 5, 2025 at 3:02 PM.

C.

Approve Minutes

Amy Marcus made a motion to approve the minutes from Academic Excellence Committee Meeting on 02-05-25.
Joellen Freeman seconded the motion.
The committee **VOTED** to approve the motion.

II. Academic Excellence

A. Charter Promises

Joellen and Karen confirmed that ACE's academic programs are aligned with Louisiana Department of Education standards. Carmen questioned the efficiency and importance of writing IEPs before October 1st to avoid delays. Joellen and Carmen discussed the significance of collaboration between teachers and therapy providers.
Social Interaction and Collaboration Among Students. Carmen, Karen, and Joellen discussed the need to encourage social interaction and collaboration among students and suggested setting up a curriculum for these activities. Carmen emphasized the importance of daily awareness of opportunities for social interaction throughout the day, occasions for teacher modeling, gesturing, etc., and using informal and formal methods (to be completed three times a year) to collect data on social interaction and collaboration.

Carmen, Joellen, and Karen discussed classroom structure and the importance of small-group instruction and therapy access. Class sizes are maintained at two and a half to three to one. It was emphasized that ACE provides push-in therapy and ensures students access the least restrictive environment. Joellen confirmed that ACE uses restorative practices to address behavioral issues and restore relationships and that data must be collected in restorative practices.

B. Progress monitoring of IEP goals

Joellen reported that progress notes from the first nine weeks were incomplete, and Dawn is updating them. Some newer teachers did not know how to use their data for progress notes effectively. Carmen emphasized the need for progress monitoring to match progress notes and include specific details like the amount of assistance given. Joellen stressed the importance of accurate data reporting for IEPs and progress notes, the need for a digital portfolio for parents in the future, and the importance of developing a one-page policy/procedure document for how ACE's specific progress monitoring and progress notes should be completed. Carmen questioned the efficiency and importance of ensuring all IEPs due before October 1 are completed before the end of the school year.

C.

Update on ABA notes from 1/15/2025-2/21/2025

Carmen discussed updating ABA Notes and addressing outstanding issues. She has been working with line techs to update ABA notes and ensure they are completed accurately and in a timely manner. Some line techs have had computer and/or software issues that affected their ability to complete notes. Carmen has met with line techs in person on an ongoing basis to address outstanding notes and provide support. She will send a report on the status of progress notes by Monday.

III. Other Business

A. Testing

Karen discussed the completion of the LEAP Connect assessment and the upcoming window for LEAP testing, which opens in the third week of April.

Joellen and Carmen discussed the importance of having all the necessary documentation for ESY (Extended School Year) services.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:00 PM.

Respectfully Submitted,
Amy Marcus

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