



**The Association of Charter School Education Services**  
P O Box 3146  
Albuquerque, New Mexico 87190

### **EXECUTIVE COMMITTEE MEETING MINUTES**

Christine Duncan Heritage Academy  
1900 Atrisco Drive NE  
Albuquerque, New Mexico 87125

**February 26, 2020**

#### **Call to Order**

The meeting of The Association of Charter School Education Services (ACES) was called to order by President, Jesus Moncada at 8:34 AM on February 12, 2020 in the Board Room of the Christine Duncan Heritage Academy, 1900 Atrisco Drive NE, Albuquerque, New Mexico. Notice of the meeting had been sent to all members by email 72 hours in advance and posted on the ACES Website.

In attendance were President, Jesus Moncada, Christine Duncan Heritage Academy, Vice-President Monica Aguilar, Treasurer Mark Tolley, Secretary and ex-officio member Kelly Callahan, member Susan McConnell, ex-officio member Alan Brauer, ex-officio member Casey Benavidez, and ACES staff Matt Pahl, Max Luft, and Amber Le. Present by video conference were member Ray Griffin, member Coreen Carrillo and member Eric Ahner. It was stated a quorum was present.

Not in attendance was member Mark Richert.

#### **New Executive Committee Member Welcome**

Executive Director Matt Pahl introduced new ex-officio members Alan Brauer representing the Public Education Department and Casey Benavidez representing Public Charter Schools of New Mexico.

#### **Approval of Agenda and Minutes**

A motion was made by Jesus Moncada and seconded by Mark Tolley to approve the Agenda with flexibility and to approve the Minutes of the November 12<sup>th</sup> Executive Committee Meeting. The motion passed unanimously.

#### **Quality of Service and Capacity Building**

Treasurer Mark Tolley reviewed the Profit and Loss Statement and indicated areas for the largest ACES income from the procurement vendors.

Max Luft reviewed the evaluation and recommendation by the evaluation committee for the RFP regarding Bus Transportation Services. A motion was made by Monica Aguilar and seconded by Kelly Callahan to approve the award to Herrera Coaches as recommended by the Evaluation Committee.

There was a discussion regarding the opportunity to develop and publish an RFP for Legal services. A motion was made by Susan McConnell and seconded by Kelly Callahan not to develop and publish the RFP for Legal Services at this time. The motion passed unanimously.

### **Assessment of Needed Services and Collaboration with All Stakeholders**

Matt Pahl presented the concept of a membership survey on areas of needed assistance and presented a draft of the proposed document. He indicated the potential areas came from other educational service agencies and conversations with members. Additional areas were provided by members and included staff such as Homeless Liaison, Truancy Officer, Human Resource Specialist, Title I Outreach, Family Assistant Coordinator, Outreach and Homebound Teacher, Coordinator of Mentor Teachers, and Specialty Counselors (vaping, drug use, suicide prevention). Also suggested was an Alternative Education Setting to work with suspended students. The draft document will be revised by Matt and he will obtain the approval of the Executive Committee prior to dissemination.

### **Marketing ACES Services**

A report by Jesus Moncada, chair of the Marketing, Membership and Public Relations Committee indicated they are working on three areas. First is developing marketing publications designed initially to inform new charter school principals, then to develop more information about ACES for all member schools and finally to design documents for ACES to Stakeholders. Next the Committee will assist in securing additional ACES members. Finally, the Committee will work in the area of Public Relations.

### **Building Financial Capacity**

Finance and Trust Committee Chair Mark Tolley discussed the ACES Summary Form that provides a quick overview of the growth of the Procurement, Cadre and the Related ACES Programs. Also discussed were the possible expansion of ACES to Cyber Insurance and an ACES Credit card.

ACES is required to approve an auditor for this fiscal year. Last year ACES received proposals from potential auditors to perform the ACES Audit. Hinkle + Landers, P.C. was selected for last year. The Finance Committee discussed this item and recommended the Executive Committee approve Hinkle + Landers, P.C. for this year's audit. A motion was made by Susan McConnell and seconded by Mark Tolley to request the State Auditor to approve that ACES use Hinkle + Landers, P.C. The motion passed unanimously.

### **Organizational Structure**

#### **Governing Documents Committee**

Matt Pahl reported that the Governing Documents Committee is working Roles and Responsibility of the Committee and a Schedule of Tasks. The Committee focuses on review of the JPA, Bylaws, Policies, Resolutions and Staff Handbook.

The Executive Committee was reminded that ACES Bylaws state:

An Executive Committee member will be terminated from the Executive Committee upon a confirming vote of the Executive Committee if either of the following conditions exist:

1. Except for Ex-Officio Committee members, the Executive Committee member has two un-notified absences in a row (un-notified means the member did not call ahead to make a reasonable contact to the President or Executive Director prior to the meeting to indicate they would be absent from the upcoming meeting).
2. Except for Ex-Officio Committee members, the Executive Committee member has three absences in a row.

Matt Pahl presented the report from the Executive Director. During the report he presented an update of the Legislative Session, ACES progress in obtaining its own ORI number and fielded questions about evaluation of ACES and of its staff.

### **Determine Date and Time of ACES Meetings**

The President surveyed the members and then indicated the next Executive Committee Meeting will for at 8:30 am, June 2, 2020 at PCS-NM offices, 301 Edith Blvd. NE, Albuquerque, NM.

It was reviewed that:

The Governing Documents Committee will meet at 1:00 pm, April 28, 2020 at the PCS-NM offices, 301 Edith Blvd. NE, Albuquerque, NM.

The Finance Committee will meet at 9:00 am, May 27, 2020 at the PCS-NM offices, 301 Edith Blvd. NE, Albuquerque, NM.

The Marketing, Membership and Public Relations Committee will meet at 11:30 am, May 27, 2020 at Mariscos Altamar, 1517 Coors Blvd. NW, Albuquerque, NM.

### **Adjourn**

The President stated that with the Agenda Items having been dealt with adequately, the Executive Committee meeting is adjourned at 10:08 am.

APPROVED

---

Executive Committee Chair

---

Executive Committee Secretary