



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

## ACES EXECUTIVE COMMITTEE MEETING

June 2<sup>nd</sup>, 2020

8:30am

Zoom: <https://zoom.us/j/320785828>

Invited Attendees:

<input checked="" type="checkbox"/> Jesus Moncada, President	<input checked="" type="checkbox"/> Susan McConnell
<input checked="" type="checkbox"/> Monica Aguilar, Vice President	<input checked="" type="checkbox"/> Mark Richert
<input checked="" type="checkbox"/> Coreen Carrillo	<input checked="" type="checkbox"/> Casey Benavidez
<input checked="" type="checkbox"/> Mark Tolley	<input checked="" type="checkbox"/> Eric Ahner
<input checked="" type="checkbox"/> Kelly Callahan, PCSNM	<input checked="" type="checkbox"/> Matthew Pahl
<input type="checkbox"/> Alan Brauer, PED	<input checked="" type="checkbox"/> Max Luft
<input checked="" type="checkbox"/> Ray Griffin	

## Agenda

### 1. *Introductions of Members and Guests, Call to Order, Determine Quorum*

Mr. Moncada asked everyone to introduce themselves. In addition to Executive Committee members, Lorrie DeLoach and Nancy Bangs, ACES staff, were in attendance. Mr. Luft identified that the group had a quorum. The meeting was called to order at 8:35 am.

### 2. *New Executive Committee Member Welcome*

There were no new Executive Committee members to welcome at the time.

### 3. *Consent Agenda and Minutes*

#### a. Approval of agenda with flexibility

Mr. Ahner motioned to approve the agenda and Ms. Carrillo seconded. The motion passed unanimously.

#### b. Approval of Minutes from February 26<sup>th</sup> Executive Committee Meeting

Ms. McConnell motioned to approve the Minutes with Ms. Callahan seconding. The motion passed unanimously.

#### **4. Quality Services and Capacity Building**

- a. Discussion and review of profit and loss statement

Mr. Tolley and Mr. Luft provided an overview of the most recent Profit and Loss Statement.

- b. Discuss and approve Handyman and Small Construction RFP

Mr. Luft provided an overview of the most recent RFP for handyman and small construction services. He informed the committee that both Santa Fe Construction and JD&K Construction were recommended for by the evaluation committee, which consisted of Monica Aguilar, Peter Nygun, Amber Le, Joni Hagemeyer and Max Luft. Ms. McConnell motioned for approval of the two recommended firms and Ms. Carrillo seconded. The motion passed unanimously.

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

Finalize membership survey and determine submission window

Mr. Pahl provided an overview of the membership needs survey and solicited input for additional items. Both Ms. McConnell and Ms. Callahan asked for an alternative setting for students to be included on the survey. It was added. Mr. Pahl asked for feedback on when the submission window for the survey should be submitted. Ms. Aguilar and Mr. Ahner provided feedback on the submission window: it should be after the PED provides some guidance on how schools should re-open but before the school year starts. Mr. Pahl concurred and explained that he would pilot the survey with a few members to ensure those outside its development could understand it.

#### **6. Marketing ACES Services**

- a. Discussion and possible adoption of report from Marketing Committee

There was no report from the Marketing Committee

- b. Review of ACES pamphlet

Ms. Aguilar presented the ACES pamphlet, explaining that it is a draft and is formatted for a postcard. She also explained that the postcard would mirror the website, so that visitor to the site would be able to navigate more easily. Mr. Moncada explained that some services were missing from the document. Ms. Callahan cited a spelling error on the draft document. Ms. Aguilar stated that the committee would take that feedback and improve the document at the next meeting.

#### **7. Building Financial Capacity**

- a. Discussion and possible adoption of finance committee report

Mr. Tolley gave the Finance Committee Report and reviewed the Balance Sheet, Disbursements, Bar 4 and the Finance Summary Sheet.

- b. Discussion and adoption of FY21 budget

Mr. Tolley indicated the Finance Committee review the proposed budget and recommend its approval by the Executive Committee. With no objections the Budget was approved.

#### **8. Organizational Structure**

- a. Governing Documents subcommittee report

Ms. Carrillo explained that the Governing Documents subcommittee completed its responsibilities and task schedule documents.

- b. Report from the Executive Director

Mr. Pahl gave his report, explaining how the organization of ACES allows for the organization to weather unexpected events like COVID-19. He explained that they are in talks with a new Cadre member and stated that ACES would respond to re-opening procedures set out by the state by highlighting ACES services.

- c. Discussion and Possible Action on staff re-organization  
Mr. Pahl highlighted his memo to the Executive Committee and explained his rationale for recommending the organization combine the Executive Director and Deputy Director roles. Mr. Tolley made a motion to accept the recommendation and Ms. Aguilar seconded. The motion passed unanimously.
- d. Staffing Report  
Mr. Pahl highlighted new staff Ms. DeLoach and noted that the Substitutes Program Manager would be hired this summer. He also noted that the Executive Committee and associated friends of ACES would be invited to a luncheon to celebrate the achievements of Max Luft, who will be leaving ACES this summer.

**9. Determine Date and Time for the Following ACES Meetings**

- a. Executive Committee – September 16<sup>th</sup> at 8:30 am
- b. Marketing, Membership and Public Relations Committee - September 10<sup>th</sup> 4:00pm
- c. Governing Documents Committee – August 4<sup>th</sup> at 4:00 pm
- d. Finance Committee – September 9<sup>th</sup> at 9:00 am

**9. Adjourn**

Mr. Moncada indicated that with no further items on the Agenda the meeting was adjourned at 9:20 am.

Respectfully submitted:

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Secretary

Approved

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President

