



The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE MEETING MINUTES

January 26, 2021 @ 9:30

Join Zoom Meeting –

<https://us02web.zoom.us/j/82525379941?pwd=TkVlNnlyQnlHMWZxMmdPR0lVbTg0QT09>

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

- Eric Ahner called the meeting to order at 9:32am and a quorum was determined

2. Consent Agenda and Minutes

- a. Approval of agenda with flexibility *
 - Eric Ahner entertained a motion to approve the agenda with flexibility; Jon Orris made a motion to approve; Kimberly Ritterhouse seconded; motion passed
- b. Approval of minutes from October 25, 2021*
 - Eric Ahner called for questions of the Executive Committee meeting minutes of 10/25/21; none asked. Eric Ahner entertained a motion to approve 10.25.21 minutes; Casey Benavidez made a motion to approve the minutes; Bridget Barrett seconded; motion passed

3. Quality Services and Capacity Building

- a. Review of RFP progress
 - i. Food Service RFPs
 - Christy Takacs discussed the current progress of the Food Service RFP's, specifically fixed cost, and cost reimbursement. She indicated that bulk food would be next. Approximately 20 schools indicated that they would be participating, and the deadline is January 28, 2021. Tammy West of West LLC is contracted to write the RFP. Christy has been working with Felix Griego at PED and meeting with vendors. ACES is using BidNet which should help with the RFP process. The focus for food services is Albuquerque, Santa Fe and Taos. Casey Benavidez asked how many contractors have shown interest; Christy shared that all approved vendors on the PED list will be notified and invited to submit proposals.
 - ii. Upcoming RFPs
 - Christy indicated the next RFP's will focus on ancillary services (both in person and online). They are contemplating construction which is a bit complicated. Landscaping, security, and professional development are down the road. Jesus Moncada indicated that he wanted to be part of the evaluation process.

4. Marketing ACES Services

- a. Discussion of Marketing and Membership
 - Christy Takacs indicated that Thrive and Rio Grande Academy of Fine Arts are planning to join ACES. She called for suggestions on marketing ideas and ways to increase membership. Eric Ahner questioned whether new members were aware of the RFP for bulk food services

because their participation would benefit ACES. Christy indicated that she is open for marketing and membership ideas, but that she is aware that charter leaders are pressed for time and might appreciate not having another committee meeting to attend. Christy called for questions; none asked. Jesus Moncada indicated he appreciated not having another meeting to attend.

5. Building Financial Capacity

a. Discussion and approval of Finance Committee report*

- Christy Takacs shared the Finance Committee meeting report in Mark Tolley's absence. Christy highlighted items on the minutes including the Budget vs Actual's report, the P&L report with specific attention to the 6-month budget vs 6-month actuals. She referenced the bottom line and felt good about the progress being made and the steady gains. She hoped to see a profit soon. Katherine Moore (who created the report) added that cutting the deficit from negative \$22,000 to \$11,000 was very promising.

b. Approval of BAR*

- Christy Takacs discussed the BAR which was approved by the Finance Committee. Christy indicated that there was a formula calculation mistake in the approved Budget Excel spreadsheet that did not include three line items, which negatively impacted the bottom line. Christy shared that they needed to adjust the budget to accommodate for the line items which resulted in the need for a BAR. Christy wanted to move some of the money in the budget to reflect expenses more accurately. Changes included salaries (specifically moving Chris's salary to other employees), contracted services, supplies and rent. Christy called for questions. Eric Ahner asked a clarifying question about creating the BAR. Christy indicated that ACES is not required to do BAR's or a budget, but she felt the BAR was needed to accurately reflect the 21-22 Budget. Christy will share the new updated budget in a cleaner format.
- Christy Takacs shared her current Per Diem report. Called for questions. Kimberly Ritterhouse indicated that the state mileage rate changed to .45 per mile as of January 1st. Christy called for questions about the Finance Committee report; none asked. Eric Ahner entertained a motion to approve the Finance Committee Report as presented; Jon Orris made a motion to approve; Jesus Moncada seconded; motion passed.

6. Organizational Structure

a. Share updated/approved Policies and By Laws

- Christy noted that the JPA approved Policies and By Laws were completed and uploaded to the website.

b. Executive Director's Report

- Christy shared that Amber Le is leaving ACES for another job opportunity, which is a huge loss for ACES. She will be with ACES until February 21st. Amber manages the maintenance program for three schools and the Abq Sub program. We will advertise for a person to assume Amber's responsibility as the maintenance program manager. Christy feels the program has potential for growth with the right person. Sharon Myers will take over the Substitute Program Manager position for now. Ultimately, the goal is to hire someone in Albuquerque to run the substitute program and to expand into Santa Fe. Amber's replacement for the maintenance program will be part time, approximately 60 hours per month at \$25.00 an hour.
- Christy indicated that she and Katherine would like to change the location of the PO Box in Albuquerque due to safety concerns and proximity to the Katherine and Nancy. The change would require an address change for ACES, but would be beneficial in the long run.

- Christy reiterated her pressure at completing some of her Executive Director responsibilities, specifically the regional meetings she is required to have due to Covid restrictions/concerns and stress levels of school leaders. She called for suggestions or recommendations on how to accomplish that task whether it be online or in person. Eric Ahner suggested online options, as he himself already struggles to meet all that is expected. Jesus Moncada agreed with Eric and suggested a zoom meeting with 2-3 preferred vendors open to any charter leader who has time and interest too attend. Jon Orris indicated that he appreciates the work ACES is doing and he gives praise to Christy, as well as permission to put some things to the side.

7. Determine Date and Time for Next Meeting

- a. Executive Committee : **April 20, 2022 9:30am**
- b. Finance Committee Meeting: **April 27, 2022 9:30am**

ADJOURN: Eric Ahner called for questions; none asked. Eric entertained a motion to adjourn the meeting; Jon Orris made a motion to adjourn; Jesus Moncada seconded; motion passed; meeting adjourned at 10:20am

Executive Committee Members

- Eric Ahner, President Casey Benavidez, Vice President Mark Tolley, Treasurer
- Kimberly Ritterhouse, Member Bridget Barrett, Member Alexandra Boyd, Member
- Jesus Moncada, Member Jon Orris, Member Matt Pahl, PCSNM Ex Officio

Attendees

- Christy Takacs, Exec. Director Katherine Moore, Dir. Of Finance
- Amber Le, Maintenance Sharon Myers, Admin. Asst. Nancy Bangs, AP
- Sayuri Tomoyose, Office Assistant

Approved Date




Eric Ahner, President

Alexandra Boyd, Secretary