



**The Association of Charter School Education Services
ACES EXECUTIVE COMMITTEE MEETING
April 26, 2023 @ 9:30 a.m.**

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

A Quorum was determined, and the meeting was called to order at 9:35 a.m.

2. Consent Agenda and Minutes

- a. Approval of agenda with flexibility *
- b. Approval of minutes from 23.01.25

Bridget Barrett entertained a motion to adopt the consent agenda and approve the 1/25/23 minutes. Kimberly Ritterhouse made a motion to approve which was seconded by Stephanie Becker. Motion passed. *

3. Quality Services and Capacity Building

- a. Ratify RFP Contracts* - 23-01-R, 23-02, 23-03
- b. Upcoming RFP's – SIS, Landscaping, Back Office Services, Flooring, Roofing, Surfaces, Pest Control
 - a. Christy Takacs informed the committee that all RFP contracts had been awarded. Stephanie Becker asked if there is a social work component and Christy responded that there are a lot of options in the contracts. Jon Orris indicated that he might need some services. Christy indicated that there are a variety of services, majority online, however, two companies are able to provide some in-person services. Bridget Barrett asked if there was a motion to ratify the contracts. Kimberley Ritterhouse made the motion and Jon Orris. seconded the motion. Motion passed.
 - b. Christy discussed the upcoming RFPs and indicated that they were mostly for back office services, flooring, roofing, playground servicing, pest control, etc.

4. Marketing ACES Services

- a. Report on Marketing and Membership
 - i. NM Courts – 2 Participating Entities
 - ii. Regional Meetings/PCSNM Annual Conference
 - iii. Brochure and Marketing Items
 - Christy Takacs indicated that Taos County was interested in joining and an agreement has been sent. Christy has been conducting regional meetings to talk about ACES services in Las Cruces, Santa Fe, Taos, Gallup and Albuquerque with an annual conference at the end of November. She has created a brochure with the ACES logo which says who we are, what we do. Christy also made goodie bags for the regional meeting that contain pens, sticky notes, magnets, etc.

5. Building Financial Capacity

- a. Discussion and approval of Finance Committee report to include Takacs Reimbursement*
- b. Recommendation and approval of Auditor for ACES*
 - i. Hinkle and Landers (\$11,314)
 - Christy Takacs shared the minutes from the previous Finance committee meeting. She said the budget projections for next year look good. Lorrie Deloatch is returning as a part time employee. Christy proposes a "well overdue" raise to \$30.00 for Nancy, Lorrie and Sharon. She also proposed

a 3% raise for herself. The bonus structure will remain the same for Christy and Katherine. Katherine Moore and Tammy West's salaries will remain the same. Jon Orris asked if there is a spreadsheet to show the impact of the proposed raises. A spreadsheet was presented, and the impact is minimal. Katherine Moore reviewed FY 23-24 Budget Planning. Christy's per diem was presented and there were no questions. Bridget Barrett asked if anyone had a motion to accept the finance committee report. Jon Orris made the motion and Stephanie Becker seconded the motion. Motion passed. Kiimberly Ritterhouse made a motion to approve the auditor for ACES which was seconded by Mark Tolley. Motion passed.

6. Organizational Structure

- a. Executive Director's Report
 - i. Nomination and Approval of PCSNM Ex Officio member*
 - ii. Staff and Employee Update
 - iii. Employment Services – Powerschool SchoolSpring Job Board
 - iv. Maintenance Program Changes
 - Matt Pahl, the current PCSNM Ex Officio member, has been unable to attend the meetings and otherwise participate on the committee. Christy has been in discussions with Lauren Hunter to replace Matt Pahl and she has agreed to accept the position. Kimberly Ritterhouse nominated Lauren and Jon Orris seconded the nomination. Motion passed.
 - Sharon Myers is currently using and training on the Powerschool Employment platform. There may be a slight increase in the cost per school but it will be nominal.

7. Determine Date and Time for Next Meeting

- a. Executive Committee - Jul 26, 2023
- b. Finance Committee Meeting - Jul 19, 2023
 - A discussion was had about holding the next meeting on 7/26/23 as there are several committee members who are unavailable on that date.

ADJOURN

- Kimberly Ritterhouse makes a motion to adjourn which was seconded by Jon Orris. Meeting adjourned at 10:16 a.m.

Executive Committee Members

Bridget Barrett, President Kimberly Ritterhouse, Vice President Mark Tolley, Treasurer
 Jon Orris, Secretary Eric Ahner, Member Noel Nunez, Member
 Jesus Moncada, Member Stephanie Becker, Member Matt Pahl, PCSNM Ex Officio

Attendees

Christy Takacs, Executive Director Katherine Moore, Director of Finance
 Lori Baxter for Sharon Myers, Admin. Asst.

Approved



Bridget Barrett, President



Jon Orris, Secretary

*Denotes Action Items










Executive Committee Meeting Minutes 23.04.26

Final Audit Report

2023-08-08

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