



**The Association of Charter School Education Services**  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Date - January 31, 2024 @ 9:30**

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

- Bridget Barrett determined there was a quorum and called the meeting to order at 9:31am.

**2. Consent Agenda and Minutes**

- a.** Approval of agenda with flexibility \*
- Bridget Barrett moved to adopt the consent agenda with flexibility and the minutes from 10.24.2023; Stephanie Becker seconded; called for questions/discussion; none given; motion passed.
  - b.** Approval of minutes from 10-24-23 \* (see above)

**3. Swearing in of New Ex-Officio Members**

- a.** Corina Chavez
- Corina was unable to make the meeting; this item is skipped until next meeting.

**4. Quality Services and Capacity Building**

- a.** 3 Party Agreement Discussion – Tammy West
- Christy Takacs began the discussion with indicating there was a need to streamline the 3<sup>rd</sup> Party Agreement between ACES Vendors and charter schools; she explained the current process requiring multiple signatures on every new contract; she indicated that Tammy West had been working to make the contract more efficient. Tammy West shared the agreement she created for all of the Participating Agencies and new vendors awarded contracts; Tammy shared the changes to the participating entity agreement which is now for both JPA members and vendors; the changes allow for one signature with new contracts becoming active once a school issues a purchase order for services, making them a party to that agreement; multiple agreements are no longer needed with the new language; all of the terms and conditions are stated; Tammy called for questions; none asked.
- Tammy West discussed state purchasing/price agreements noting that with this incorporating agreement between ACES and the contracting agencies, referencing the specific RFP meets with auditing requirements; there is a process in place for contractors to direct bill schools as well but that contractors would still owe ACES 1.5% commission. Tammy shared Attachment A which she noted is a basic summary of the contract for all parties; noting again that the new process is a two party agreement until the purchase order has been submitted effectively making it a three party

agreement; Tammy called for questions; Kimberly Ritterhouse asked a clarifying question; Does the purchase order go to ACES?; unless there is a waiver for direct bill, yes it goes to ACES. Kimberly Ritterhouse then asked what if the school cannot meet the contract obligations and wishes to stop; Tammy West indicated that all agencies have the opportunity to cancel without repercussions or penalties; Christy called for questions; none asked; some positive comments were given noting the appreciation for the reduction in paperwork. Tammy also noted that there are extra layers of protection for agencies and that ACES assumes all the liability. Christy ended the conversation noting that the new website that is being developed with Spyderweb Developers will have a page with access to all the RFP contracts.

**b. RFP Update**

**i. Upcoming RFP's**

- Christy shared that the current RFP in process is fencing; the deadline is February 9<sup>th</sup> at which time evaluators are needed; Christy indicated that the upcoming RFP will be for Instructional Technology.

**ii. Vendor update**

- Christy discussed the maintenance vendor C & R. Two schools have agreed to part ways with them, but they will continue their work in Albuquerque.

**5. Marketing ACES Services**

**a. Report on Marketing and Membership**

**i. PCSNM Conference**

- Christy noted that ACES was grateful to be able to partner with PCSNM at their annual conference; participating in the annual conference is very beneficial to ACES,

**ii. New Website**

- Christy reiterated that we are working with Spyderweb Development on our new website, and we are hoping to roll that out within a month.

**6. Building Financial Capacity**

**a. Discussion and approval of Finance Committee report to include Takacs Reimbursement\***

- Mark Tolley was unable to attend the meeting, so Christy shared the Finance Committee Meeting minutes from 1.24.2024; she made note of the Quarter 2 P & L report; highlighting some positives; specifically noting the bottom line which indicates that ACES is currently at 162% of its projected budget at the end of Q2; the biggest highlight being that ACES is at 81% of its projected yearly budget at the end of Q2. Christy noted that Procurement was 106% over the anticipated budget at this point and that expenses were right about what we expected.
- Bridget Barrett entertained a motion to approve the Finance Committee Minutes from 1.24.2024; Noel Nunez made a motion to approve the

minutes; Jesus Moncada seconded the motion; called for questions; none asked; motion passed.

**b. Executive Director salary discussion**

- Christy reported on the committee's request for her to research commensurate pay for her position. She reported on the Finance Committee's discussion on negotiating an Executive Director salary increase for 2024-2025. She reported that Executive Directors in New Mexico are currently making a minimum base salary of \$87,000; Christy noted that with the addition of last year's bonus of \$10,000 to her salary of \$70,500 she is currently making \$80,500.00; Christy suggested \$90,000 for the 2024-2025 fiscal year which is an 11.8% increase. Eric Ahner noted that it was appropriate to recognize the value of Christy's work with a salary increase and suggested \$92,000; another member indicated the increase seemed commensurate given the growth and the Quarter 2 outcomes; the committee was in agreement; Bridget Barrett entertained a motion to approve the salary increase of \$92,000 to begin the fiscal year on July 1, 2024; Stephanie Becker made a motion to approve; Kimberly Ritterhouse seconded the motion; called for discussion; none given; motion passed.

**7. Organizational Structure**

**a. Executive Director's Report**

- Christy noted that she had nothing new to share this quarter.

**8. Determine Date and Time for Next Meeting**

**a. Executive Committee - April 24 @ 9:30 am**

**b. Finance Committee Meeting - April 17 @ 9:30 am**

**ADJOURN:** Kimberly Ritterhouse made a motion to adjourn the meeting at 11:11am; there was a second to adjourn; motion passed; meeting adjourned.

**Executive Committee Members**

<input type="checkbox"/> Bridget Barrett, President	<input checked="" type="checkbox"/> Kimberly Ritterhouse, Vice President	<input type="checkbox"/> Mark Tolley, Treasurer
<input checked="" type="checkbox"/> Jon Orris, Secretary	<input checked="" type="checkbox"/> Eric Ahner, Member	<input checked="" type="checkbox"/> Noel Nunez, Member
<input checked="" type="checkbox"/> Jesus Moncada, Member	<input checked="" type="checkbox"/> Stephanie Becker, Member	<input type="checkbox"/> Corina Chavez, Ex Officio
<input checked="" type="checkbox"/> Valery Ratliff-Parker, Ex Officio		

**Attendees**

<input type="checkbox"/> Christy Takacs, Executive Director	<input type="checkbox"/> Katherine Moore, Director of Finance
<input checked="" type="checkbox"/> Sharon Myers, Admin. Asst.	<input checked="" type="checkbox"/> Tammy West, Procurement Manager
<input type="checkbox"/> Nancy Bangs, Acct. Payable	

Approved



Bridget Barrett, President

  
Jan Orris (Apr 23, 2024 16:31 MDT)

Jon Orris, Secretary

\*Denotes Action Items









# Executive Committee Meeting Minutes 01.31.24

Final Audit Report

2024-04-23

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