



The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE MEETING MINUTES

1/29/25 @ 9:30 am

Join Zoom Meeting -

<https://us02web.zoom.us/j/82425087641?pwd=qDbyWl1FdbyRwmwCc00HfDyvwbAWUP.1>

PROPOSED AGENDA

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

- Kimberly Ritterhouse established a quorum and called the meeting to order at 9:31am

2. Consent Agenda and Minutes

- a. Approval of agenda with flexibility *
 - b. Approval of minutes from 10.31.24 *
- Kimberly called for questions on the approval of the agenda with flexibility and the approval of the Executive Committee meeting minutes from 10.31.2024; none asked; Anna Phillips made a motion to approve; Stephanie Becker seconded the motion; **motion carried.**

3. Quality Services and Capacity Building

- a. RFP Survey Results
- Christy Takacs shared the survey results sent out to charter leaders regarding the need for services and products, there were 32 responses. ACES is working on a Marketing/Data Analysis RFP for next month, Christy is also responding to the comments received on the survey to help charter leaders with their needs. Christy will also contact those leaders who volunteered their time to review upcoming proposals.
- b. Upcoming RFP's
- Besides Marketing and Data Analysis, the next RFP scheduled is for Facilities Management and Digital Core Curriculum. Christy called for questions; Kimberly Ritterhouse wanted to know if she could refer a janitorial company she uses from Taos as a vendor. Christy indicated that we have current janitorial contracts which were solicited that are meeting charter school needs so there isn't a need to do another RFP at this point but to continue to get those companies in touch with ACES for future solicitations.

4. Marketing ACES Services

- a. Report on Marketing and Membership
- Christy indicated that ACES recently added Las Vegas City Schools to our JPA membership based on a referral by XEnergy. Two other JPA members

are still hung up in the legislature waiting for signatures, but agreements for all three have been signed. Christy also noted that you would be seeing more news about ACES Procurement in our monthly newsletter from Tammy Briscoe.

5. Building Financial Capacity

- a. Discussion and approval of Finance Committee report to include Takacs Reimbursement*
 - b. Recommendation and approval of Auditor for ACES* - Hinkle and Landers
- Christy shared the Finance Committee Meeting minutes and asked if committee members wanted to discuss any of the reports added to the meeting packet. She shared her credit card statement and noted that the packet also contained the bank statement, check statements and her Reimbursement request; Anna Phillips asked if the Finance Committee goes over the reports to which she responded yes. Christy called for more questions; none asked. She also noted that the Finance Committee was recommending rehiring Hinkle and Landers as the ACES Auditor; she called for questions; none asked. Kimberly entertained a motion to approve the Finance Committee Report to include Takacs Reimbursement and to approve the Auditor as Hinkle and Landers; Eric Ahner made a motion to approve; Stephanie Becker seconded the motion; Kimberly called for questions; none asked; **motion passed.**
 - Christy shared the P&L report which was discussed at the Finance Committee meeting highlighting a few positives. At the end of Quarter 2 ACES' total income is 127% of its projected budget; she noted the Procurement was at 128%, Employment Services was at 109%, Substitute Services is at 85%, and Expenses are at 127%. She noted that departments should be at or around 100% at this point. Christy noted that the Net income is 222%. We thought we would be around \$53,000 at this point but are at \$117,000 already exceeding our end-of-year projection at \$106,000. Christy called for questions; none asked.

6. Organizational Structure

- a. Executive Director's Report
- Christy discussed the C&R contract for facilities management which will not be renewed; some of those jobs are in the gray area bordering on construction. The owner of C&R is finding the demand too much to handle so they will no longer be a procurement partner. Christy feels the better approach is to solicit for Facilities and Property Management rather than anything related to construction which CES already has contracts for; Christy called for questions. Stephanie Becker noted a need for onsite facilities management, especially for older buildings, Kimberly Ritterhouse agreed and hoped for something to support her charter school in Red River.

- Christy discussed the need to increase hours for Katherine Moore and Lorrie DeLoach who both have additional hours to work for ACES. Katherine has moved to three quarter time to begin in January. Christy also indicated a need to hire another employee for less than 10 hours a week to start, to help Katherine and Lorrie who is part time. The goal is to also have a succession plan for when Tammy Briscoe retires. With business increasing more hours are needed for the Finance department to keep up with the demand. Christy called for questions; none asked.
- Christy discussed the need to establish a new savings account to invest ACES' cash balance. The current savings account accrues 0.1%, which is meager. Stephanie Becker said her operations department was also looking for a bank for investment services. She suggested possibly the Bank of America; she indicated she would get in contact with Christy outside of the meeting. Christy called for questions; none asked.
- Christy shared that the new website was getting a lot of traction based on an analytic report which is sent to her monthly. November had 517 visits and December had 370 visits. She indicated she gets a lot of direct messages via the website in from individuals looking for services. Christy called for discussion; none given.

7. Determine Date and Time for Next Meeting

- Executive Committee - 4/30/25 @ 9:30 am
- Finance Committee Meeting - 4/23/25 @ 9:30 am

ADJOURN: Kimberly Ritterhouse entertained a motion to adjourn the meeting; Bridget Barrett made a motion to adjourn; Noel Nunez seconded the motion; Kimberly called for discussion; none given; meeting adjourned at 10:01am.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the ACES Executive Director (ed@nmaces.org) at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Executive Director at the offices of the ACES if a summary or other type of accessible format is needed.

Executive Committee Members

Kimberly Ritterhouse, President Stephanie Becker, Vice President Eric Ahner, Treasurer
 Jon Orris, Secretary Anna Phillips, Member Noel Nunez, Member
 Jesus Moncada, Member Bridget Barrett, Member Valery Ratliff-Parker, Ex Officio

Attendees Christy Takacs, Executive Director Sharon Myers, Admin. Asst.

*Denotes Action Items

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