



**The Association of Charter School Education Services**  
**ACES EXECUTIVE COMMITTEE MEETING MINUTES**  
July 30, 2025 @ 9:30 am

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

- A Quorum was determined; Kimberly Ritterhouse called the meeting to order at 9:32

**2. Consent Agenda and Minutes**

- a. Approval of agenda with flexibility \*
- b. Approval of minutes from April 30, 2025 \*
- \*Kimberly called for discussion of the Executive Committee Meeting Minutes from April 30, 2025; no discussion or comments; Kimberly entertained a motion to approve the agenda with flexibility and to accept the minutes from 4.30.2025; Bridget Barrett made a motion to approve; Stephanie Becker seconded the motion; no discussion; motion passed.

**3. Quality Services and Capacity Building**

- a. Procurement Update
  - i. Hiring of Operations Manager: ACES hired Fred Parker to serve as operations manager; highlights in the upcoming newsletter
  - ii. Upcoming RFP's: Construction Management & Technical Assistance is the next RFP proposed for August or early September
  - iii. Small Services Agreement: ACES is working on a small services contract for vendors who have a lot to offer our members but their only option is the marketplace. This would allow companies doing under \$60,000 in business to have a contract under our Contracted Vendor page. Companies could do business with charter schools at a 1% administrative cost to them for schools utilizing the contract.

**4. Marketing ACES Services**

- a. Report on Marketing and Membership
  - i. New Participating Agencies – Belen CSD, Alamo Navajo School Board, Questa ISD, Eddy County, Roswell ISD, New Mexico Tech
- Christy noted that the last two weeks of the quarter have been very busy with schools and agencies wanting to become participating entities, mostly related to contracts that ACES has with various vendors. Belen CSD joined because of their connection with Baylor del Rosario; Socorro joined for the food services contract; Questa joined for the Vigil Group; Eddy County and RISD joined because of their procurement work with Tammy; and New Mexico Tech joined to utilize the LDD contract.

**5. Building Financial Capacity**

- a. Discussion and approval of Finance Committee report to include Takacs Reimbursement\*
- Christy shared highlights of the P&L report from the Finance Committee Meeting; notably Procurement revenues met or exceeded budget expectations; she shared that ACES was at 132% of its budget and exceeded budgeted revenue expectations from 16 million to 22 million in revenue; administrative expenses were right on target at 105%; ACES exceeded expectations on profit of \$106,000 to approximately \$200,000 in net profit.
- Christy went on state there were no unusual notations in the Q4 statements except for an Amazon purchase accidentally made with the company card which she reimbursed.
- Christy shared her Per Diem report noting two trips to Albuquerque.

- Christy shared the 25-26 budget for a proposed \$22,935,210.00 expected in revenue, last year's revenue was \$21,359,684.84. The budget prediction is based on contracts accumulated PO's and expected business; she noted that revenue is expected to exceed 23 million. She highlighted expenses in the upcoming budget such as subscriptions, sponsorship opportunities; Tammy's shift from contract to employee; salary increases which were approved at the last meeting, and a potential retreat for ACES staff to meet and brainstorm new ideas. Overall ACES is expected to have a minimum of \$80,000 in profit for the 25-26 fiscal year. Christy called for discussion, no questions.
- \*Kimberly Ritterhouse entertained a motion to approve the Finance Committee Report to include Christy's Per Diem and proposed budget; Eric Ahner made a motion to approve; Noel Nunez seconded the motion; Kimberly called for discussion; none; motion passed.
  - b. Approval of Takacs 2025-26 contract\*
- \*Christy noted the conditions of her new contract which was discussed at the last meeting; Kimberly Ritterhouse entertained a motion to approve the Executive Director's contract; Stephanie Becker made motion to approve; Anna Phillips seconded; Kimberly called for discussion; none; motion passed

## 6. Organizational Structure

- a. Executive Director's Report
  - i. Recognition/Remembrance of Max Luft
- Christy shared her appreciation for how much Max has done for education in NM throughout his life and for the opportunity to continue to grow what he started.
  - ii. JPA Amendments/Policy Recommendations\*
- Christy recommended changes to the language in the JPA, section 4.d. to read as follows: The Executive Committee shall be composed of no fewer than five and no more than eight Joint Powers Agreement members, to include the Association president and vice-president. Up to two ex-officio representatives may be appointed from organizations that support and align with the mission of the Association; Stephanie Becker likes that it's more concise but doesn't commit ACES to adding new members.
- Christy recommended changes to the language in the JPA, Section 7; All parties to the JPA shall operate in a manner that provides for strict accountability of all receipts and disbursements. All funds shall be strictly accounted for according to generally accepted accounting principles. The Association shall invoice each participating member for the cost of services or property which has been provided to the member according to the Procurement Code. The Association will impose an administrative fee determined by the JPA Membership Board to be included in the cost of goods or services provided. This fee is retained from payments processed between the Contractor and participating members. Contractors may build this fee into their pricing or offer standard pricing and accept the fee as a business cost. Each year each participating member shall be furnished with a certified audit report of the previous year's fiscal operations. Copies of such reports shall also be furnished to such agencies as required by law. The change adds language that the Department of Finance has required ACES to add, as well as clarifying language about the imposition of the ACES administrative fee. Eric Ahner feels that the new language accurately represents how the fee is imposed and who pays it.
- \*Kimberly Ritterhouse called for questions; none asked; Kimberley entertained a motion to approve the recommendation to the JPA; Eric Ahner made a motion to approve the recommendation; Bridget Barrett seconded; motion passed. Christy shared that she will likely wait until the Annual JPA meeting in December to vote on the JPA Agreement's proposed changes.
- \*Christy shared a proposed change to the ACES Board Policy suggesting the removal of the Section 2 -- Personnel Policies which is now included in the new employee handbook that is given to every employee each year when contracts are signed; Kimberly entertained a motion to approve the policy recommendation to remove Section 2 from the Board Policies; Stephanie Becker made a motion to approve; Anna Phillips seconded the motion; called for discussion; none; motion passed.

\*Christy shared the need to add a Government Conduct and Ethics policy to the ACES Board Policy; the policy comes directly from the New Mexico Governmental Conduct Act. She called for discussion; none. Kimberly Ritterhouse entertained a motion to add the new policy to ACES Board Policies; Noel Nunez made a motion to approve; Eric Ahner seconded the motion; called for discussion; none; motion passed.

iii. Executive Committee member recommendation

- Christy noted that given the recommended changes to the JPA, there isn't a need for voting for a new member to replace Jon Orris who has moved on to a role other than charter leader. She called for discussion; the committee feels confident in the current membership and finds it unnecessary to recruit a new member; Christy noted how grateful she was to everyone who has served for so long and that she recognizes how important their time is, and reminded members to let her know if they feel their time has been served.

iv. Nomination/Election for ACES Secretary\*

- \*Kimberly Ritterhouse entertained a motion to name Anna Phillips as the Executive Committee Secretary; Anna accepted the nomination; Kimberly entertained a motion to approve Anna Phillips as Secretary; Stephanie Becker entertained a motion to approve; Bridget Barrett seconded; discussion; none; motion passed.

v. ACES gives back suggestions

- Christy has been pondering ideas for ways that ACES can give back to its members; she noted that she is open to feedback and suggestions from the committee. She shared that currently ACES eliminated the ACH fee for vendors; has sponsored multiple events; has offered a free job fair; has free support for schools who need procurement support; has free support for schools going through a food service audit; and will have free facilities management support through Fred Parker.
- Anna suggested possibly free job postings for schools. Christy shared that ACES is working on a possible change to the current Employment Services program which typically charges between \$400.00-\$800.00. Depending on the platform needed and the hours Sharon Myers needs to work as a part time employee, will decide how and when we roll out a new plan to support charter schools with hiring and recruitment.

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

- a. Executive Committee – October 29 @ 9:30
- b. Finance Committee Meeting – October 22 @ 9:30

**ADJOURN:** Kimberly Ritterhouse entertained a motion to adjourn; Anna Phillips made a motion to adjourn; Noel Nunez seconded; Kimberly called for discussion; none; meeting adjourned at 10:18am.

**Executive Committee Members**

☐X\_ Kimberly Ritterhouse, President   ☒X\_ Stephanie Becker, Vice President   ☒X\_ Eric Ahner, Treasurer  
☐X\_ Valery Ratliff-Parker, Ex Officio   ☒X\_ Noel Nunez, Member   ☐Jesus Moncada, Member  
☒X\_ Anna Phillips, Member   ☐X\_ Bridget Barrett, Member

**Attendees**

☐X\_ Christy Takacs, Executive Director   ☒X\_ Sharon Myers, Admin. Asst.

Approved

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Kimberly Ritterhouse, President

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Anna Phillips, Secretary

\*Denotes Action Items

