



**The Association of Charter School Education Services**

**ACES EXECUTIVE COMMITTEE MEETING MINUTES**

**April 30, 2025 @ 9:30 AM**

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

- A quorum was determined by Kimberly Ritterhouse and the meeting was called to order at 9:33am

**2. Consent Agenda and Minutes**

- a. Approval of agenda with flexibility \*
  - b. Approval of minutes from 01.29.25\*
- \*Kimberly Ritterhouse entertained a motion to approve the agenda with flexibility and to approve the minutes from the 1.29.2025 Executive Committee meeting; Stephanie Becker made a motion to approve; Eric Ahner seconded the motion; Kimberly called for questions; none asked; motion passed

**3. Quality Services and Capacity Building**

- a. Ratify RFP Contracts\*
    - i. 25-01 - Marketing and/or Data Analytics
    - ii. 25-02 - Property and Facilities Management Services
  - \*Kimberly Ritterhouse entertained a motion to ratify six contracts for RFP 25-01, Marketing and Data Analytics; Stephanie Becker made a motion to approve; Eric Ahner seconded; Kimberly called for questions; none asked; motion passed.
  - \*Kimberly entertained a motion to ratify one contract for RFP 25-02 for Property and Facilities Management Services; Eric Ahner made a motion to approve; Stephanie Becker seconded the motion; Kimberly called for questions; none asked; motion passed
  - b. Upcoming RFP's and Procurement Updates
  - Christy Takacs shared that ACES has decided against pursuing a Digital Core Curriculum RFP noting that digital instructional materials are exempt from the procurement code and can be direct purchased. Christy shared that they are researching a possible RFP for school vehicles and buses. With respect to prior discussions about furniture and playground equipment, CES has contracts for those services as well as the sites that Tammy West listed in the current newsletter, so that is on hold for now. Christy also indicated that Tammy is reviewing all the current vendor service contracts and ensuring we have certificates of insurance

on file. Christy called for suggestions; Valery Ratliff-Parker suggested procurement training for new charter leaders. Stephanie Becker agreed that this was a good idea. She noted that this training would be invaluable for charter leaders.

#### **4. Marketing ACES Services**

##### **a. Report on Marketing and Membership**

- Christy shared that ACES has added two new agencies, Albuquerque Christian School and Equip. She also noted that we have two new Marketplace members, Ally Op and School Food and Wellness Group. Information on new vendors has been going out in frequent eBlasts.

#### **5. Building Financial Capacity**

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

- Christy shared the Finance Committee Meeting minutes from 4.23.2025. She noted her card had been stolen – it has been replaced and all transactions credited back to the account.
- Christy shared the P&L notables for Q3. The current reporting indicates that ACES is at 173% of its expected budget with a current profit of approximately \$138,000. ACES' total revenue is around \$16 million with a projected EOY total of \$21 million. She noted we are at 78% of payroll expenses at the end of Q3 and the administrative expenses were right on target at 103%, Christy called for questions; none asked.
- Christy shared that last year's audit showed a net position of approximately \$290,000 cash; with current net income that's close to a half a million dollars in cash; ACES has moved \$200,000 to an interest-bearing CD which translates to near nine months of operating expenses.
- Christy shared her Q3 per diem report; she had one trip to Albuquerque; she called for questions; none asked.
- \*Kimberly Ritterhouse entertained a motion to approve the Finance Committee Meeting minutes of 1.23.2025 to include Christy's Reimbursement request; Jesus Moncada made a motion to approve; Stephanie Becker seconded; Kimberly called for questions; none asked; motion passed.

#### **6. Organizational Structure**

##### **a. Executive Director's Report**

##### **i. Staff update**

- Christy shared that ACES has hired Lauren Hunter as a new part-time staff member. Lauren will start out helping Katherine and Lorrie with accounting and will eventually transition to vendor relations. Lauren started training this week.

Valery Ratliff-Parker noted that Lauren is an excellent hire for ACES citing her previous position with PCSNM.

- Christy is also considering hiring another part-time position for project management and/or operations for approximately \$35,000-\$42,000 per year.
- Christy asked Eric Ahner to discuss the proposal for staff increases for the new fiscal year; Eric shared how he used the past bonus structure used for the Executive Director's bonus and figured that it would amount to a 14.9% increase which ACES is proposing across the board for all staff. Based on ACES' operating costs and its expected 9-month reserve, the raises are affordable and amount to approximately an additional \$50,000. Christy shared her screen showing the breakdown of the raise structure; Kimberly asked for clarification on how the percentage was calculated; Jesus Moncada agreed that if ACES can afford it, he approves.

ii. JPA Amendments

- Christy noted that there are some changes that need to be made to the JPA agreement as indicated from the Dept. of Finance and Administration, specifically to the Accounting and Billing section. Christy also pointed out another section that needed clarification regarding ACES administrative fee which is applied to the vendor and not participating agency; conversation ensued about what would make more sense with multiple members giving feedback; Christy will keep working on it. Another section which needs revision indicates how many members need to be on the Executive Committee, specifically the piece where a member of the Charter School Division of the PED should participate as ex-officio. It has been difficult to secure consistent participation on the Executive Committee. Discussion ensued; Christy will continue to work on it based on the members' suggestions and feedback.
- Christy noted that she and Sharon Myers have been working on a new Employee Handbook which will be ready to roll out for the new fiscal year. Christy has access to HR resources through outside sources which have helped with ACES HR practices.

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

- a. Executive Committee - July 30, 2025 @ 9:30 am
- b. Finance Committee Meeting - July 23 @ 9:30 am

**ADJOURN:** Kimberly Ritterhouse entertained a motion to adjourn the meeting; Eric Ahner made a motion to adjourn the meeting; Bridget Barrett seconded; Kimberly called for discussion; none given; meeting adjourned at 10:22am

**Executive Committee Members**

☐\_X\_ Kimberly Ritterhouse, President    ☐\_X\_ Stephanie Becker, Vice President  
☐\_ Jon Orris, Secretary                      ☒\_X\_ Valery Ratliff-Parker, Ex Officio

☐\_X\_ Eric Ahner, Treasurer  
☐\_ Noel Nunez, Member

\*Denotes Action Items

☒ Jesus Moncada, Member


☐ Anna Phillips, Member

☒ Bridget Barrett, Member

## **Attendees**

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

Approved

  
Kimberly Ritterhouse (Jul 30, 2025 20:55:46 MDT)

Kimberly Ritterhouse, President



Jon Orris, Secretary

\*Denotes Action Items

# Executive Committee Meeting Minutes











## 25.04.30.docx

Final Audit Report

2025-08-02

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