



**The Association of Charter School Education Services
ACES EXECUTIVE COMMITTEE MEETING MINUTES
November 5, 2025 @ 9:30 am**

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

- A quorum was determined, and the meeting was called to order at 9:35am

2. Consent Agenda and Minutes

- Approval of agenda with flexibility *
- Approval of minutes from July 30, 2025*
- Kimberly Ritterhouse called for questions on the agenda and the Executive Committee Minutes from 7.30.2025; no questions asked. Kimberly entertained a motion to approve the agenda with flexibility and to approve the July 2025 meeting minutes; Stephanie Becker made a motion to approve; Bridget Barrett seconded; Kimberly called for questions; none asked; motion approved

3. Receive Audit Report as Presented by the Auditor

- Farley Vener presented the 2025 Audit (full document was included for members); he indicated the 2025 audit was finalized; there were no findings, but did include the following four recommendations:
 - Journal Entry – Independent Review
 - Credit Card and Wire Policy
 - Year-End cutoff date
 - PTO Policy Clarification
- Christy elaborated on the recommendations noting the following: Multiple ACES staff members have company credit cards, so a policy was needed for clarification on spending procedures; she noted that a cutoff date was a good recommendation because it creates complications when invoices are still being processed into the next fiscal year; and she noted that the staff PTO policy needed some clarification in the handbook. All of the recommendations have been addressed. Christy then called for questions/discussion, no discussion

4. Quality Services and Capacity Building

- Ratify RFP Contracts*
 - i. 25-04 – Construction Management and Technical Assistance
- Christy shared that they received 6 proposals for RFP 25-03 and awarded 3 contracts for Construction Management (Au Consulting, Weil Construction, and Consolidated School Support Services; two contracts were awarded for Technical Assistance (Au, and CSSS) Christy called for questions; none asked. Kimberly entertained a motion to ratify RFP Contract 25-03. Bridget Barrett made a motion to ratify; Jesus Moncada seconded the motion; Kimberly called for questions; none asked. Motion Passed.
- Small Purchase Contract – School Food and Wellness Group

- Christy shared the details of the new SVP Contract with School Food and Wellness; she pulled up the website to note how it was designated for charter leaders; she indicated the SVP will act like a regular contract with ACES only with a \$60,000 limit. She called for questions. Eric Ahner indicated that JPTA would need to investigate whether their charter can use such a contract without a proposal or an RFP according to procurement code. He will investigate and report back.
 - c. New Employment Services Platform – Leadline
- Christy shared the new Employment Services platform, Leadline, which ACES is transitioning to for the upcoming school year. She indicated schools currently subscribing to the program would be the first users and then will eventually transition other interested charters next year. She called for questions. Bridget Barrett asked if there was a fee; Christy noted that ACES was still working out the details for next year, but the hope is to offer it as a free service for schools.
 - d. CPO Certification – Fred and Christy
- Christy noted that she completed her CPO recertification and Fred completed his CPO certification

5. Marketing ACES Services

- a. Report on Marketing and Membership
 - i. New Members – NM Tech, Town of Taos, Collins Lake, Inspira (renewed – Alamogordo, Animas)
- Christy noted that Alamogordo and Animas have re-signed with ACES specifically for procurement contracts under new leadership; she also noted changes need to be approved to the JPA policies in December before charters can become official JPA members.
 - ii. PCSNM Leadership Conference - sponsored conference t-shirts
 - iii. PCSNM Conference – assisting w/vendor hall, providing swag, staff retreat
- Christy discussed the first-time staff retreat for all ACES staff members during the PCSNM; she noted it will be an opportunity for all staff members to get a chance to meet each other and brainstorm ideas.
 - iv. Mailchimp Eblasts
- Christy called for questions or discussions around the new newsletter format using Mailchimp; she noted the change was made due to a legal requirement which must allow persons the opportunity to opt out of receiving mass emails. Stephanie Becker said she reads them all and Kimberly said the newsletters are reaching a lot of people.

6. Building Financial Capacity

- a. Discussion and approval of Finance Committee report to include Takacs Reimbursement*
- Christy shared the minutes from the Finance Committee Meeting noting nothing unusual in the statements for Q1. She shared that she was able to use funds in Q1 to purchase office supplies and materials for staff, something they hadn't been able to do in the past. Christy shared the P&L report noting that in Q1 we were at 114% of our projected budget; she shared the Procurement progress noting Handyman services are doing very well – they are generating more work than expected. Marketing is also doing well with several schools using those contracts. She indicated the staff training line item was under

*Denotes Action Items

budgeted leaving out the need for CPO training for staff. She called for questions on the P&L Report/Finance Committee meeting minutes; none asked

- Christy shared that money earned from the 7-month CD was around \$3600.00 which was moved into a savings account. A new CD was opened with an additional \$50,000 added. She was also proud to share that the audit revealed an increase of total revenue from the year before from 14.6 million to 22.5 million.
- Christy shared her per diem for Q1 which included two trips to Albuquerque for regional meetings. Kimberly entertained a motion to approve the finance committee report to include Christy's per diem; Jesus Moncada made a motion to approve; Eric Ahner seconded the motion; Kimberly called for questions; none asked. Motion passed.

7. Organizational Structure

- **a. Executive Director's Report**
 - i. Board Policy Updates* - addition of credit card and wire transfer policy as recommended by the auditor
- Christy shared the proposed credit card and wire transfer policy to be added to Board policies specifically pointing out the \$250.00 spending limit pending the Executive Director's approval; she called for questions/discussion; no discussion. Kimberly entertained a motion to approve the addition of the credit card and wire transfer policy; Stephanie Becker made a motion to approve the policy addition; Jesus Moncada seconded the motion; Kimberly called for discussion; none; motion passed.
- Christy asked the committee members to think about whether they should now consider adding a new member with the passing of Noel Nunez.

8. Determine Date and Time for Next Meeting

- a. Annual JPA Membership Board Meeting – December 11, 2025 @ noon – PCSNM Conference
- b. Executive Committee – January 28, 2026 @ 9:30 am
- c. Finance Committee Meeting – January 21, 2026 @ 9:30 am

ADJOURN: Kimberly entertained a motion to adjourn; Eric Ahner made a motion to adjourn; Stepanie Becker seconded the motion; meeting adjourned at 10:05am

Executive Committee Members

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

Attendees

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

Approved

Kimberly Ritterhouse (Jan 28, 2026 10:20:55 MST)

Executive Committee Meeting Minutes

11.05.2025.docx

Final Audit Report

2026-01-28

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