The Association of Charter School Education Services
ACES EXECUTIVE COMMITTEE MEETING MINUTES
April 29, 2026 @ 9:30 am

1. **Introductions of Members and Guests, Call to Order, Determine Quorum**
   - A Quorum was determined and Kimberly Ritterhouse called the meeting to order at 9:31am

2. **Consent Agenda and Minutes**
   a. Approval of agenda with flexibility *****
   b. Approval of minutes from 1.28.26 and 3.3.26 (Special Meeting) *
   - Kimberly Ritterhouse called for discussions on the consent agenda; Christy Takacs called for discussion on the meeting minutes from both the regular meeting on 1.28.26 and the special meeting held on 3.3.2026; no discussion; ******Kimberly entertained a motion to approve the agenda with flexibility as well as the minutes of both meetings; Stephanie Becker made a motion to approve; Anna Phillips seconded the motion; discussion none; motion passed.

3. **Swearing in of New Member**
   a. Julia Rivera-Tapia
   - Nancy Bangs, who is a notary, was present at the meeting for the swearing in of Julia Rivera-Tapia as a new member of the Executive Committee. Julia showed her driver's license to Nancy as well as her signed sworn statement.
     Julia will scan her documents to Nancy for a final signature. Julia read her sworn statement to the Executive Committee. Members accepted her sworn statement and received her as a new member.

4. **Quality Services and Capacity Building**
   a. Ratify RFP Contracts*
      i. RFP 26-01 - Dual Language Program Services - awarded to Dual Language Education of NM and WestEd
   - ******Kimberly entertained a motion to ratify the two contracts under RFP 26-01 for Dual Language Services; Julia Tapia-Rivera made a motion to approve; Stephanie Becker seconded the motion; Kimberly called for discussion none; motion passed.

   b. Upcoming Solicitations - Bulk Food, Case Management for Exceptional Student Services, On Call Preventative Maintenance
   - Christy noted that the Bulk Foods solicitation and Case Management is currently active and that On Call Preventative Maintenance is ready to go out for bid. Christy shared that based on discussion initiated by Eric Ahner during the Finance Committee meeting, she met with C&R and as a result made several addendums to the Bulk Foods contract to better meet regulations from a federal memorandum which was sent out. She indicated she may need to cancel or extend the deadline.

5. **Marketing ACES Services**
   a. PCSNM Operations Symposium
   - Christy shared that several members of the ACES team were able to attend the PCSNM Symposium in Albuquerque including Fred Parker who presented; Chris Moore from the SkillBridge program and Lauren Hunter.

   b. JPA Members - Equip and Inspira
   - Christy shared that Equip and Inspira have been finalized as JPA members and that she is still working on adding New America-Albuquerque and Collins Lake Outdoor School.

6. **Building Financial Capacity**
    a. Discussion and approval of Finance Committee report*

- Christy called for discussion/questions on the Q3 statements noting the credit card issue discussed in the Finance Committee Meeting minutes. She indicated that there was a flaw in their system for covering when Nancy goes out of town. Nancy uses paper copies to pay the bills and didn't have the credit card statement, so it wasn't paid on time resulting in a late payment fee. Due to that, the credit card was declined for a work dinner at the PCSNM Symposium. The finance team has adjusted their processes to alleviate this happening again. Christy has requested reimbursement for the personal payment of the staff work dinner.
- Christy shared highlights from the P&L Q3 report noting that for Total Income and Total Expenses we are right on target; she noted that our profit margin is around $99,000 exceeding the anticipated $60,000; ACES is currently at 164% of the expected budget.
- Christy shared her reimbursement request noting one trip to Albuquerque for the PCSNM Symposium and the corresponding staff dinner; she called for questions; none asked.
- Christy shared that SyGlass, a virtual learning company, is a new marketplace vendor with a presentation scheduled for charter leaders for those interested.
- The $250,000 bond has matured twice at this point with the interest being invested in a savings account; that along with excess money invested from the checking account gives ACES a cash reserve close to $355,000.
- Christy shared that beginning in June, staff members who have worked more than six months will receive a monthly reimbursement of $95.00 for phone and internet service to be paid in one lump sum at the end of the fiscal year.
- Christy shared that Employment Services are offered for free for JPA members and although it has not been advertised school leaders are welcome to reach out to have jobs posted. ACES currently pays PowerSchool $5600.00 per year for their service and is currently paying a monthly fee as needed to ZipRecruiter for around $600.00 a month. Leadline is a company we worked with this semester but will be discontinuing its service. Along with Sharon's salary that is what ACES is investing in the Employment Services program for charter leaders.
- Christy called for questions; none asked.
- **Kimberly Ritterhouse entertained a motion to accept the Finance Committee Meeting Minutes to include Christy's Reimbursement request, from 4.23.26; Anna Phillips made a motion to approve; Eric Ahner seconded; discussion, none; motion passed.

7. **Organizational Structure**
    a. Executive Director's Report
        i. SY 26-27 Budget and Staff Recommendations

    - Katherine and Christy are working on the budget which will be finalized for the Q 4 meeting. The budget includes a 5% pay increase for ACES staff; plus, the addition of Chris Moore from the SkillBridge program to a permanent position beginning May 1st. Christy anticipates a need to hire a part-time person to help in the business office and is creating a new School Relationship Manager position to help support charter leaders and their school needs. The current proposed budget shows ACES in the red $21,580 but both Katherine and Christy anticipate a greater profit than projected in the conservative budget. Katherine has added 10% to all revenue in anticipation of future growth. Christy is not concerned about the budget projection noting that we need to spend the money we currently have.

        ii. Policy Amendment*

- Christy is proposing a change to the JPA policy which includes that the Executive Committee can make changes to policy. It currently reads that way in the By-Laws but not the JPA policy. The proposed change will align the two with the same language. The change is needed so that policy decisions don't have to wait until a JPA membership meeting in December of each year. She called for discussion/questions. Kimberly Ritterhouse indicated that she was in favor; Stephanie Becker noted that it sounded reasonable to her and would make for a more solidified process.
- **Kimberly entertained a motion to approve the JPA policy to state that The Executive Committee may approve amendments to Board Bylaws and Policies by majority vote at any properly noticed meeting when timely action is necessary. Any amendment approved by the Executive Committee shall take effect immediately on a provisional basis; Eric Ahner made a motion to approve; Stephanie Becker seconded the motion; discussion none; motion passed.

8. **Determine Date and Time for Next Meeting**
    a. Executive Committee - July 29th @ 9:30 am
    b. Finance Committee Meeting - July 22nd @ 9:30 am

ADJOURN - Kimberly Ritterhouse entertained a motion to adjourn; Stephanie Becker made a motion to adjourn; Eric Ahner seconded; Kimberly called for discussion; none; meeting adjourned at 9:59am.

Executive Committee Members

_X__ Kimberly Ritterhouse, President __X_ Stephanie Becker, Vice President _X__ Anna Phillips, Secretary
_X__ Eric Ahner, Treasurer __X_ Bridget Barrett, Member ___Jesus Moncada, Member _X__ Valery Ratliff-Parker, Ex Officio __X_ Julia Rivera-Tapia

Attendees

__X_ Christy Takacs, Executive Director __X_ Sharon Myers, Admin. Asst. _X__ Nancy Bangs

Approved

Kimberly Ritterhouse (Jul 29, 2026 11:25:57 MDT)

Kimberly Ritterhouse, President

Anna Phillips, Secretary

Executive Committee Meeting Minutes 04.29.26

Final Audit Report 2026-07-29

Created:	2026-07-29
By:	Christy Takacs (ed@nmaces.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtceQGsjzgRjEgUWcaQVhjz2F2dG8Vquv

"Executive Committee Meeting Minutes 04.29.26" History

Document created by Christy Takacs (ed@nmaces.org)
2026-07-29 - 5:13:04 PM GMT

Document emailed to Kimberly Ritterhouse (kimberly@redrivervalleycs.com) for signature
2026-07-29 - 5:13:08 PM GMT

Document emailed to aphillips@archernm.org for signature
2026-07-29 - 5:13:08 PM GMT

Email viewed by Kimberly Ritterhouse (kimberly@redrivervalleycs.com)
2026-07-29 - 5:25:40 PM GMT

Document e-signed by Kimberly Ritterhouse (kimberly@redrivervalleycs.com)
Signature Date: 2026-07-29 - 5:25:57 PM GMT - Time Source: server - Signature Appearance Selected: DRAW

Email viewed by aphillips@archernm.org
2026-07-29 - 6:53:55 PM GMT

Signer aphillips@archernm.org entered name at signing as Anna Phillips
2026-07-29 - 6:57:28 PM GMT

Document e-signed by Anna Phillips (aphillips@archernm.org)
Signature Date: 2026-07-29 - 6:57:30 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE

Agreement completed.
2026-07-29 - 6:57:30 PM GMT