The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE MEETING MINUTES

July 29, 2026

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

- A quorum was met and Kimberly Ritterhouse called the meeting to order at 9:36am

2. **Consent Agenda and Minutes**
    - **a.** Approval of agenda with flexibility *****
    - **b.** Approval of minutes from April 29, 2026*

- *Kimberly Ritterhouse entertained a motion to accept the consent agenda with flexibility and the minutes from 4.29.2026; Jesus Moncada made a motion to approve; Bridget Barrett seconded the motion; Kimberly called for questions; none given; motion approved

3. **Nomination and approval of Treasurer***

- *Kimberly entertained a motion to nominate Bridget Barrett as the new ACES Treasurer; she called for additional nominations; none given. Jesus Moncada made a motion to approve; Bridget Barrett seconded; motion passed.

4. **Quality Services and Capacity Building**
    - **a.** Ratify RFP Contracts*
        - i. RFP 26-02 - Bulk Food and Related Supplies - Shamrock
        - ii. RFP 26-03 - Case Mgmt./Support for Exceptional Student Services - JMP Academy and Autism Learning Partners

- Christy discussed the RFP's up for ratification. Shamrock Foods was the only vendor to submit for Bulk Food; ACES worked extensively on that contract to ensure that it meets new USDA guidelines and regulations. JMP Academy and Autism Learning Partners received contracts for RFP 26-03. LSG did not submit a proposal.
- *Kimberly entertained a motion to ratify RFP 26-02 for Bulk Food and Related Supplies contract award to Shamrock; Jesus Moncada made a motion to approve; Stephanie Becker seconded; motion passed.
- *Kimberly entertained a motion to ratify RFP 26-03 for Case Management/Support for Exceptional Student Services contract awards to JMP Academy and Autism Learning Partners; Jesus Moncada made a motion to approve; Bridget Barrett seconded; motion passed.
    - b. Upcoming RFP's - Building Systems, Maintenance, & On Call Service, and Energy, Security & Life Systems

- Christy noted Building Systems, Maintenance and On Call Service used to be HVAC, Electrical and Plumbing and it is currently out for bid. Next up will be Energy, Security and Life Systems. She called for questions; none asked.

5. **Marketing ACES Services**
    a. Report on Marketing and Membership
        i. New Participating Agencies – NMPSFA, Youth Development Inc., Deming Public Schools

- Christy noted that NMPSFA signed on as a member to use Construction Management services; so far Youth Development and DPS have not utilized any services, but she will continue to offer them opportunities.

        ii. New Marketplace Members – syGlass, URBI Kore

- URBI is a company which offers software to help schools manage their systems. syGlass has been discussed in previous meetings.

        iii. Employment Services will now be offered for free

- Christy noted that offering Employment Services for free makes it a greater benefit to our schools. It is now 100% free to all members and Sharon runs the program.
- Christy also shared information about the ACES sponsored workshop being held on July 31 at Christine Duncan Heritage Academy. Presenters will be Jenn Pena, Dan Hill, and admin coaching available with Veronica Torres. There are about 30 participants signed up; Stephanie Becker noted she was sending her Special Education Director to take advantage of the trainings offered.

6. **Building Financial Capacity**
    a. Discussion and approval of Finance Committee report to include approval of FY27 Annual Budget*

- Christy shared highlights from the 25-26 EOY P&L report; notably a Gross Profit of approximately $25,386,000.00 over the anticipated amount of approximately $22,900,000.00; Expenses were slightly over budget because of more staff working more hours on projects; the bottom line was ACES had a Net Income of $135,758.00 over the anticipated $80,747.00
- Christy shared the 26-27 ACES budget; Katherine took the EOY actual budget from 25-26 and added 10% across the board and rounded up; they added an additional $50,000 for Dual Language and West Ed; Employment Services budget is estimated at $10,000 but accommodates for the need to utilize Indeed and/or ZipRecruiter as needed; Beacon, the procurement portal was increased to $5,000.00; per diem rates were increased to reflect the state approved rates; and the approved reimbursements for phone and internet for staff was added at $12,540.00. Three more staff have been added for this year: Chris Moore, Valery

Ratliff-Parker and Tiffany Romero. Overall, Christy anticipates a $7,000.00 profit for EOY 26-27.

- *Kimberly Ritterhouse entertained a motion to approve the 26-27 budget; Jesus Moncada made a motion to approve; Stephanie Becker seconded; called for questions; none given; budget approved.

7. **Organizational Structure**
   a. Executive Director's Report
      i. New Staff – Chris Moore, Valery Ratliff-Parker, Tiffany Romero

- Christy shared a little bit about the new staff and their future responsibilities; she also noted that she would be searching for a new auditor as this is the last year of the Hinkle and Landers contract.

8. **Determine Date and Time for Next Meeting**
   a. Executive Committee - October 28 @ 9:30
   b. Finance Committee Meeting - October 21@ 9:30

ADJOURN: Kimberly entertained a motion to adjourn; Jesus Moncada made a motion to adjourn; Bridget Barrett seconded; questions; none asked; meeting adjourned at 9:54am

Executive Committee Members

__x_ Kimberly Ritterhouse, President __x_ Stephanie Becker, Vice President ___ Anna Phillips, Secretary
__x_ Bridget Barrett, Member __x_ Jesus Moncada, Member __Julia Tapia-Rivera, Member

Attendees

Approved

_______________________________ _______________________________

Kimberly Ritterhouse, President Anna Phillips, Secretary

*Denotes Action Items