



**The Association of Charter School Education Services**

**ACES EXECUTIVE COMMITTEE MEETING Minutes**

**December 1, 2020 @ 8:30 a.m.**

**5736 Osuna Rd NE, Suite 11**

**Join Zoom Meeting - Meeting ID: 836 5957 8632 Passcode: 971564**

<https://us02web.zoom.us/j/83659578632?pwd=aUFsaC9nUIJWMHI1TUZqRW81YzVSZz09>

1. **Introductions of Members and Guests, Call to Order, Determine Quorum:** Mr. Moncada introduced new Executive Committee members Bridget Barrett and Alexandra Boyd. Ms. Takacs introduced Sharon Myers, the new administrative assistant. Ms. Takacs also noted that Nancy Bangs was present for the meeting to notarize the swearing in of new members. A quorum was determined and the meeting was called to order at 8:35 a.m.
2. **Consent Agenda and Minutes:**
  - a. Approval of agenda with flexibility\* - Ms. Takacs indicated that the Audit was not finalized and was therefore not available for review for this meeting's agenda item. Mr. Moncada made a motion to approve the agenda with flexibility; Mr. Ahner seconded; Motion approved unanimously
  - b. Approval of minutes from September 16, 2020\* - Committee reviewed last meeting's minutes – no questions or findings. Mr. Casey made a motion to approve the minutes; Dr. McConnell seconded; Motion approved unanimously
3. **Discussion and nomination of ACES President\*:** Ms. Takacs asked the committee for nominations for the new ACES President. Committee discussed and Ms. Takacs nominated Eric Ahner. Mr. Tolley made a motion to nominate Eric Ahner as the next president of ACES; Ms. McConnell seconded; Motion passed unanimously. Mr. Ahner accepted the nomination.
4. **Approval of Nominating Committee's Recommendation for Executive Committee Members\*:** Mr. Moncada entertained a motion to approve the new committee members, Dr. . McConnell moved; Mr. Ahner seconded; Motion passed unanimously
  - a. Bridget Barrett, Member
  - b. Alexandra Boyd, Member
  - c. Matt Pahl, Ex Officio
5. **Swearing in of New Members:** Ms. Nancy Bangs, a notary, was present to swear in the new members. Members were asked if they were present in the State of New Mexico and to present their driver's license for identification and notary purposes. Mr. Moncada read the Office of Oath and members repeated it for their swearing in. New members will sign their oath and send it to Ms. Bangs today for finalizing the notarization. Ms. Bangs left the meeting.
  - a. Eric Ahner
  - b. Casey Benavidez
  - c. Bridget Barrett
  - d. Alexandra Boyd
  - e. Matt Pahl
6. **Quality Services and Capacity Building**

\*Denotes Action Items

- a. Update on current RFPs-Janitorial Services: Mr. Luft requested committee support for review of the current RFP's. A date was set for review on 12/15/20 from 9-12. Mr. Ahner, Dr. McConnell and Ms. Boyd volunteered to help with the review.
- b. Upcoming RFPs - Legal Services: Mr. Luft shared information on an RFP for Legal Services that he is currently working on to submit in the Spring. The RFP will include lots for fixed price for the year, fixed price by the hour and fixed price for bulk number of hours.
- c. Vendor updates: Mr. Luft and Ms. Takacs had no new vendor updates

## 7. Assessment of Needed Services and Collaboration with all Stakeholders

- a. Review of Charter Member Survey Results – Ms. Takacs shared that 30 Charter leaders responded to the survey. Some of the items where more than half of the people responded with interest include – Legal services, marketing and social media, paperwork compliance, grant writing, online teaching support, mental health services, handyman services, governing board development. Pressing needs: Special Education related. Cadre professionals are currently helping the charter leaders with some of their needs.

## 8. Marketing ACES Services

- a. Discussion: Ms. Takacs noted that the Marketing and Membership committee did not meet this quarter. Ms. Takacs proposed that the committee meet and discuss the results of the survey. Dr. McConnell asked if Ms. Takacs would share the results with the Executive Committee. Ms. Takacs will use results to reach out to support individual Charter leaders. Ms. Boyd suggested targeting specific charters who were not represented on the survey to solicit their feedback.

## 9. Building Financial Capacity

- a. Receive Audit Report as Presented by the Auditor – Audit has not been released
- b. Discussion and approval of Finance Committee report\*  
P & L Comparison Report: Mr. Tolley went over the P & L report. No questions or concerns, Dr. McConnell motioned to approve the Finance committee report; Mr. Pahl seconded; Motion passed unanimously
- c. Approval of BAR 2\*: Mr. Tolley discussed the movement of funds to support BAR2, Mr. Moncada entertained a motion to approve BAR2; Mr. Benavidez moved; Mr. Ahner seconded; Motion passed unanimously
- d. Recommendation and approval of Auditor for ACES\*: It was proposed that Hinkle and Landers, CPA and Business Consultants continue their services as auditor for ACES. Mr. Ahner made a motion for approval; Dr. McConnell seconded; Motion passed unanimously
- e. Approval of Christy Takacs as check signer\*: Ms. Callahan made a motion to approve Ms. Takacs as check signer; Dr. McConnell seconded; Motion passed unanimously

## 10. Organizational Structure: Ms. Callahan and Ms. Takacs summarized the suggested amendments to the Bylaws, Policies and JPA. Mr. Moncada entertained a motion to approve the recommended amendments to the Bylaws, Policies and JPA to be approved by the JPA Membership Board. Ms. Callahan moved to recommend changes to 1-3, inclusive of the report; Dr. McConnell seconded; Motion passed unanimously

- a. Discussion and approval of Governing Documents Committee report\*
  - i. Discussion and possible recommendation of approval of Bylaws amendments to JPA Membership Board\*: Approved (see above)
  - ii. Discussion and possible recommendation of approval of Policy amendments to JPA Membership Board\*: Approved (see above)

- iii. Discussion and possible recommendation of approval of JPA amendments JPA Membership Board\*: Approved (see above)
  - iv. Discussion of OMA Resolution changes: there were no committee questions or recommendations for the changes to the Open Meetings Act Resolution.
- b. Executive Director's Report: Ms. Takacs
- i. Update on staff/new employees – discussed Ms. Hagemeyer leaving and adding Sharon Myers to the team as the Administrative Assistant. The position was posted and there were three applicants.
  - ii. ERate Update – indicated 15 charters joined the ACES ERate Consortia, connecting charter schools to Federal money for technology upgrades, site visits have occurred, RFP has been put out
  - iii. Update on programs – hired two new cadre professionals for Online teaching PD and ELL/Bilingual support. Next step project – financial management system updating to Quickbooks Enterprise. Continuing work to update existing documents – Procedural Manual and Employee Handbook are next. Regional meetings to start in January with charter leaders. Committee members gave suggestions on how to make these meetings beneficial.

**11. Determine Date and Time for the Following ACES Meetings** – discussion occurred around committee membership. Ms. Takacs discussed waiting to determine dates based on new members and their roles. Committee agreed to the recommendation to wait on dates for the remaining two committees.

- a. Executive Committee – March 9, 2021 @ 8:30 a.m.
- b. Marketing, Membership, and Public Relations Committee - TBD
- c. Governing Documents Committee - TBD
- d. Finance Committee – Feb. 24, 2021 @ 9:00 a.m.

**ADJOURN : Meeting adjourned at 9:53 a.m by Mr. Moncada**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the ACES Executive Director (ed@nmaces.org) at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Executive Director at the offices of the ACES if a summary or other type of accessible format is needed.

**Executive Committee Members**

Jesus Moncada, President     Casey Benavidez, Vice President     Mark Tolley, Treasurer  
 Kelly Callahan, Secretary, Ex Officio     Susan McConnell, Member     Eric Ahner, Member

**Attendees**

Christy Takacs, Executive Director     Max Luft, Dir. Of Procurement     Sharon Myers  
 Bridget Barrett     Alexandra Boyd     Matt Pahl  
 Nancy Bangs

**Approved**



ACES President



ACES Secretary