

**The Association of Charter School Education Services
ACES EXECUTIVE COMMITTEE MEETING MINUTES**

Apr 27, 2022

Join Zoom Meeting -

<https://us02web.zoom.us/j/87895103074?pwd=TkdMQ3N3OVBySWc3MnRUOGpDSjFGUT09>

PROPOSED AGENDA

- **Introductions of Members and Guests, Call to Order, Determine Quorum**
 1. Christy Takacs introduced Laurence Romero who has taken over the Maintenance Program
 2. A quorum was determined
 3. Eric Ahner called the meeting to order at 9:34 am

- **Consent Agenda and Minutes**
 - a. Approval of agenda with flexibility *
 - i. Eric Ahner entertained a motion to approve the agenda with flexibility; Kimberly Ritterhouse made a motion to approve; Bridget Barrett seconded; no discussion or questions; motion passed

 - b. Approval of minutes from 1/26/2022
 - i. Eric Ahner entertained a motion to approve the minutes from the 1.26.2022 meeting; Jon Orris made a motion to approve; Mark Tolley seconded the motion; no discussion or questions; motion passed

- **Quality Services and Capacity Building**
 - a. New JPA members (94 total)- Thrive, RioGAFA, La Academia de Esperanza
 - i. Christy Takacs indicated that there are 99 charter schools in NM and 94 of them are ACES members which is good news
 - b. RFP Updates
 - i. Christy indicated that they closed on two RFP's on Monday and that they were in the review process now; she indicated that she was not aware of how many charters were using bulk food services but that we need to find out; Kimberly Ritterhouse asked about Ben E. Keith, that's the vendor they use; Christy will follow up on that; next up are HVAC and plumbing which are new areas for ACES; called for questions or comments; not given

- **Marketing ACES Services**
 - a. Talk Path Live demo dinner/ACES 101 – May 12th

- i. Christy talked about TalkPath Live and the services they provide; she indicated that Theresa Grant from TPL is visiting in May and has arranged a dine and discover for charter leaders at El Roi Café; TPL is funding the event; charter leaders who attend will learn more about ACES, TPL and visiting vendors Afflac and Intraworks; a flyer will be sent out with the date and time; Christy hopes charter leaders will attend; called for questions or comments; none given
- **Building Financial Capacity**
 - a. Discussion and approval of Finance Committee report*
 - i. Mark Tolley went over the finance committee meeting minutes from 4.20.2022; Christy shared the good news – we started the year at -\$23,259.47 but based off the quarterly reports we 119% over what was anticipated; the bottom line is that we are still in the negative \$14,108.64; expenses are still too much; we have done a lot of work on the budget but we were working with a flawed budget; one example of that is the Maintenance Program budget showed we would make a 32% profit but that should only be showing 1-2%; another discussion point was that the budget was not strong enough to support hiring a fulltime Executive Director at that time; many of the founding members did pro bono work but the current team of six is getting paid – mostly through their programs. Mark Tolley suggested that he doesn't think it was a mistake to hire a director; the budget at the time suggested that it would be supported; it could have been a whole lot worse; the current team is increasing what we are doing and it's not the time to let people go. Mark then indicated that the Finance Committee recommends increasing the profit percentage and that the increase is a small amount considering the services provided by ACES; an increase is warranted; the Finance Committee recommended that Christy talk to vendors to get their feedback on a rate increase; of the 4 she talked to, they were overwhelmingly in support of the increase; the consensus from the Finance Committee was to increase the rate to 1.5%; some discussion ensued; Mark Tolley finished up discussing the Finance Meeting Minutes; Christy shared the highlights from that meeting (please note those from the meeting minutes of 4.20.2022)
 - ii. **P & L** – Christy Takacs shared the P&L quarterly report; a discussion ensued about possible ways to increase revenue; Mark Tolley indicated that the Finance Committee had discussed a possible membership fee but the committee agreed that this wasn't the right time to do that; Christy shared the By-Laws stating that the JPA

must vote on the rate change; Christy indicated an interest in changing the by-laws to give the Executive Committee the legal right to make such changes; there was a short discussion about finding new charter leaders to serve on the Executive Committee; Eric Ahner agreed to help with that

- iii. **Takacs Reimbursement** – Christy Takacs shared her last month's reimburse sheet; she noted that she adjusted the mileage as per the rate change shared by Kimberly Ritterhouse

- **Eric Ahner entertained a motion to approve the Finance Committee Meeting Minutes from 4.20.2022; Alexandra Boyd made a motion to approve; Jesus Moncada seconded the motion; no discussion; motion passed**

a. Procurement Rate Increase(information/action)*

- i. Mark Tolley made a motion to increase the procurement rate to 1.5%; Bridget Barrett seconded; discussion ensued
-Jon Orris indicated he was concerned about the increase in cost of services and wondered if we would have to increase the rate again in 6 months, would it be better to go to 2% now which is not outrageous; Mark Tolley indicated that the Finance Committee discuss this plus other ways to increase the revenue, but that we don't want to lose vendors over a rate increase; Casey Benavidez indicated his support and that ACES versus CES who would be cheaper, more competitive; Christy Takacs indicated that she doesn't believe that we have seen the full impact of the changes that have been made to the working budget yet;

Eric Ahner called for additional questions/discussion; Jon Orris indicated he was fine the 1.5% to make ACES more competitive; vote taken; motion passed

b. Recommendation and approval of Auditor for ACES*

- i. Hinkle and Landers (\$10,680) – Christy indicated that this is the same auditor we've had and that she appreciated their work; they have added a slight increase to their fee; she would like to continue with their services; Eric Ahner entertained a motion to approve Hinkle and Landers; Mark Tolley made a motion to approve; Jon Orris seconded; called for discussion, none; motion passed

- **Organizational Structure**
 - a. **Substitute Program**

- i. **Addition of program in Santa Fe** – Christy and Sharon on working on starting up the Substitute Program in Santa Fe – there has been a lot of interest from the seven charter schools in Santa Fe
 - ii. **Sick leave** – Christy discussed HB20 The Healthy Workplaces Act; she did a lot of research, including talking to Kelly services to conclude that as a non-public entity it doesn't apply to our substitutes
 - iii. **Long-term positions**- Christy indicated that ACES would develop a plan to provide sick leave for those that serve as long-term substitutes as they are entitled to PTO; Eric Ahner wondered if the policy and information needs to be reviewed legally
 - b. **Maintenance Program** – Laurence Romero shared a PowerPoint to discuss and highlight the Maintenance Program; he described the services the program provides and indicated that he is currently working with three schools – Monte del Sol, Turquoise Trail and Albuquerque Charter Academy
- **Determine Date and Time for Next Meeting**
 - a. Executive Committee – July 27 @ 9:30 am
 - b. Finance Committee – July 20 @ 9:30 am

Executive Committee Members

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Eric Ahner, President | <input type="checkbox"/> Casey Benavidez, Vice President | <input type="checkbox"/> Mark Tolley, Treasurer |
| <input type="checkbox"/> Jon Orris, Member | <input checked="" type="checkbox"/> Bridget Barrett, Member | <input checked="" type="checkbox"/> Alexandra Boyd, Member |
| <input checked="" type="checkbox"/> Jesus Moncada, Member | <input type="checkbox"/> Kimberly Ritterhouse, Member | <input type="checkbox"/> Matt Pahl, PCSNM Ex Officio |

Attendees

- | | |
|--|---|
| <input checked="" type="checkbox"/> Christy Takacs, Executive Director | <input type="checkbox"/> Katherine Moore, Director of Finance |
| <input checked="" type="checkbox"/> Sharon Myers, Admin. Asst. | <input checked="" type="checkbox"/> Laurence Romero, Maintenance Program Mgr. |
| <input type="checkbox"/> Sayuri, Office Assistant | |

Approved Date



Eric Ahner, President


Jon Orris (Jul 29, 2022 11:51 MDT)

Jon Orris, Secretary

*Denotes Action Items

Executive Committee Meeting Minutes










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Final Audit Report

2022-07-29

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