



The Association of Charter School Education Services

ACES EXECUTIVE COMMITTEE MEETING MINUTES

7/27/2022 @ 9:30 am

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

- Christy Takacs introduced Stephanie Becker and Noel Nunez as visitors to the Executive Committee; a quorum was determined by Eric Ahner; meeting commenced at 9:33am

2. Consent Agenda and Minutes

- a. Approval of agenda with flexibility *
- Eric Ahner entertained a motion to approve the agenda with flexibility; Jesus Moncada made a motion to approve the agenda; Kimberly Ritterhouse seconded the motion; motion passed
- b. Approval of minutes from 4.27.2022 *
 - Eric Ahner entertained a motion to approve the Executive Committee Meeting minutes from 4.27.2022; Kimberly Ritterhouse motioned to approve the minutes; Bridget Barrett seconded the motion; Eric called for discussion; none; motion passed

3. Quality Services and Capacity Building

- a. New JPA Members and Participating Entities – **AIMS, Taos Municipal Schools (PE), Taos Charter School (pending GC approval)**
- Christy Takacs discussed the new members to ACES JPA; AIMS has signed and is official; Taos Municipal Schools is now a participating entity
- b. Ratify RFP Contracts – Fixed Price (Canteen, El Roi Cafe, Nama Catering), Cost Reimbursement (Canteen, Genuine Foods), Cafeteria Food and Supplies (Shamrock)*
- Before the ratification of RFP's there was discussion as to whether Matt Pahl could vote as an Ex-Officio member; Christy will research the role of an ACES Ex-Officio member and report to the committee; Eric Ahner entertained a motion to ratify RFP's 22-001, 22-002, and 22-003 as stated; Bridget Barrett motioned to approve ratifying RFP's; Jesus Moncada seconded; called for discussion; none; motion passed
- c. Upcoming RFPs – Santa Fe Food Service, HVAC/Plumbing/Electrical, Ancillary, Business Mgt., Security Services, Landscaping
- Christy Takacs indicated that the deadline for the RFP for Santa Fe food is today, and that Kids Kitchen was the only vendor who submitted a proposal; HVAC/Plumbing/Electrical RFP is set to go live this week; the RFP for online and in person ancillary services is upcoming. Christy hopes we will have more options for ancillary services; Christy indicated that there would be a benefit to having an RFP for Business Management services to hopefully add new business management company options; Security and Landscaping is in the pipeline.

4. Marketing ACES Services

- a. Update

- Christy indicated that people have been reaching out daily about ACES; the word has gotten out about ACES which has impacted growth in a positive way; Eric agreed that networking is helping but also that bringing in traditional public schools has been a benefit

5. Building Financial Capacity

a. Discussion and approval of Finance Committee report*

- Christy shared the minutes from the Finance Committee meeting on 7.20.2022 – (reference your minutes included in your packet for more details); she announced that she was happy that Bridget accepted her request to join the Finance Committee in place of Alexandra Boyd; Christy gave details about the financial statement and budgets for the visiting members; Noel Nunez asked if ACES can operate in the red; Christy shared the net position and that the negative \$29,422 was cutting in our cash balance (as noted by Eric); ACES is not making a profit we still have a cushion; Christy indicated that ACES is making progress, but it's still not enough

b. Review and discussion of SY 2022-23 Proposed Budget

- Christy shared the proposed budget (reference your budget included in the packet for more detail); Christy discussed how the proposed budget pays for Tammy West; she shared how Katherine Moore shows a predicted profit of ~\$10,000 for this fiscal year; Christy called for questions; Stephanie Becker inquired if the ending negative income for FY21 is calculated in the proposed budget that shows a ~\$10,000 profit. Christy stated she would get with Katherine to verify those numbers and report back to the committee.
- Christy discussed her contract and her proposed changes discussed with the Finance Committee; she discussed how the current language in her contract gives her a percentage of profit from substitutes and the marketplace; those percentages are adding to the deficit and are unpredictable; Eric noted that the Finance committee agreed that ACES needs to honor her contract and pay her accordingly; Christy shared her proposed changes the contract – adding \$2,000 to her base salary and a proposed bonus structure for her and Katherine Moore when there is EOY profit of \$10,000 or more; it was noted that Christy will make the changes to her contract and send it out for discussion; the committee will reconvene in two weeks to vote on the proposed changes; the ED contract will be evaluated and voted on following the 3rd quarter from now; Eric noted that ACES needed to protect the ED as the primary asset to ACES. Eric Ahner entertained a motion to accept the Finance Committee Minutes as presented; Bridget Barrett made a motion to approve; Jesus Moncada seconded; called for discussion, none; Christy added one more discussion point about her reimbursement charges; no questions asked

6. Organizational Structure

a. Nomination of Vice President to be approved by JPA Membership Board

- Eric Ahner nominated Kimberly Ritterhouse as Vice President; Bridget Barrett seconded the motion; the nomination will be presented to the JPA for a vote

b. Nomination and election of Secretary*

- Kimberly Ritterhouse nominated Jon Orris for Executive Committee Secretary; Eric seconded the nomination; motion passed to elect Jon Orris

c. Nomination and Approval of 2 new Executive Committee members*

- Kimberly Ritterhouse nominated Stephanie Becker and Noel Nunez as member of the Executive Committee; Bridget Barrett seconded the nomination; members approved

d. Appointment of Finance Committee member (Bridget Barrett)

- Christy Takacs appointed Bridget Barrett to the Finance Committee; she was grateful for her acceptance to the committee
 - e. Executive Director's Report
 - i. Update on ACES
 1. Hiring of Tammy West as Maintenance and Procurement Program Manager
 2. Upcoming Audit
- Christy indicated that the Audit Entrance meeting is scheduled for next Tuesday (August 2, 2022)
 3. School Nursing Services
- Christy discussed the need for nursing services in several of our charter schools; Sharon will post a position to see if we can get possible candidates to either contract or become an employee; Stephanie Becker asked how ACES is better than or more distinct than CES; Christy indicated that the biggest difference is the CES's JPA membership is formed by School Districts while ACES JPA membership is formed by Charter Schools; Kimberly asked if vendors can have contracts with both CES and ACES, Christy indicated yes.

7. Determine Date and Time for Next Meeting

- a. Executive Committee - October 26th @ 9:30
- b. Finance Committee Meeting - October 19th @ 9:30

ADJOURN: Eric Ahner entertained a motion to adjourn; Kimberly Ritterhouse motioned to adjourn; Jesus Moncada seconded the motion; meeting adjourned at 10:30am

Executive Committee Members

Eric Ahner, President
 Mark Tolley, Treasurer
 Kimberly Ritterhouse, Member
 Bridget Barrett, Member
 Jesus Moncada, Member
 Jon Orris, Member
 Matt Pahl, PCSNM Ex Officio

Attendees

Christy Takacs, Executive Director
 Sharon Myers, Admin. Asst.
 Noel Nunez
 Stephanie Becker

Approved Date



Eric Ahner, President

Jon Orris

Jon Orris (Oct 31, 2022 15:03 MDT)

Jon Orris, Secretary

Executive Committee Meeting Minutes










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Final Audit Report

2022-10-31

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