

EXECUTIVE COMMITTEE MEETING

July 18, 2023

3:00 P.M.

CES

**10601 Research Rd SE,
Albuquerque, NM 87123**

Roadrunner Room

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda*
- IV. Oath of Office – Dr. Cindy Sims, Dr. Gerry Washburn, and Dr. Sandra Rodriguez
- V. Approval of Minutes – June 1, 2023*
- VI. Agency Communications
 - A. Partnerships – Elisa Begueria
 - A. NMCCS – Erik Bose
 - B. NMCEL – Stan Rounds
 - C. NMPED – TBA
 - D. NMSBA – Joe Guillen
 - E. Higher Education (4yr) – Dr. Sandra Rodriguez
 - F. Higher Education (2yr) – Dr. Charley Carroll
 - B. Finance – Elisa Begueria
 - C. Scholarship – Tana Daugherty
 - D. Policy – Elisa Begueria
- VII. Program Overview/Reports
 - A. Six Year Study
 - B. Facility Managers Conference/Leadership Conference
 - C. NMSBA/CES Board Member Training

VIII. Administrative Reports

A. Directors

1. Finance- Robin Strauser*
2. Ancillary- Lianne Pierce*
3. Procurement- Gustavo Rossell*
4. Northern Services/REAP-
Paul Benoit*
5. Technology- Brad
Schroeder*
6. Southern Services- Jim Barentine*
7. Human Resources-
Yvonne Tabet*
8. LEAP – Alexis Esslinger

B. Executive Director*

1. Review Policy updates
2. Approval for David Chavez to sign External Participating Entity Agreements

C. Personnel - Report

A. Staff Contracts and Resignations*

D. Consent Agenda

- A. Approval of Checks*
- B. Profit and Loss and Balance Sheets*
- C. RFB and RFP Awards*

IX. Setting Next Meeting Dates

- A. Monday October 18, 2023, 5:00pm at CES in conjunction with the CES Leadership Academy
- B. February TBA, 2024, in conjunction with the NMSBA Board Member Institute

X. Adjournment

All items on agenda are subject to action by CES Executive Committee

* Included in Advance Packet Mailing

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
June 18, 2023**

**Robin Strauser, Chief Financial Officer
Administrative and Finance Report**

Finance:

CES recorded revenue of \$284,727,092 and SSC recorded revenue of \$270,209 as of May 31, 2023. Total combined revenue is \$284,997,300 Compared to total revenue as of May 31, 2022, of \$217,722,617, May 2023's revenue is \$67,274,683, (30.9%), greater. As of May 31, 2023, CES has a profit of \$2,715,033 and SSC has a profit of \$26,502 for total combined profit of \$2,741,535. Compared to total profit in May 2022 of \$2,668,195, 2023 profit is \$73,340 greater. On May 31, 2023, CES had a combined Net Fund Balance of \$17,642,428. CES is showing a very strong financial fiscal year.

SSC:

No changes since the last meeting for the SSC property. Suites 200 and 300 are still available for leasing.

EANS (Emergency Assistance to Non-public Schools): The EANS program ended June 30, 2023. All billing has been done to PED for this program and reconciliations with PED are in process. There were 34 schools involved in the EANS program and CES hired 82 employees for these schools to help with learning loss due to COVID.

ARP EANS (American Rescue Plan EANS): The ARP EANS program for PED will continue through the 2023-2024 Fiscal Year. There are only 9 schools involved in this Program and will involve about 30 employees. There is no procurement for this program, only staff.

Staff:

The vacant position reported at the last meeting has been filled and the employee moved into the Purchasing Specialist position on June 26th. All positions were then filled, but not for long. A Purchasing Specialist resigned to take another job. Their last day is July 7, 2023. So we are once again looking for a Purchasing Specialist. Hopefully, interviews will start the week of July 10th.

The position of Finance Manager is currently vacant. This position was vacated due to non-renewal of their contract. The search is on for this position as well. Interviews are set for July 12th. There are four candidates to be interviewed.

Audit:

The audit contract has been completed and approved by the Office of the State Auditor. Jaramillo Accounting Group, (JAG), will be doing the audit. This is their third year doing CES' audit. Information has already been given to them even though CES' 2022-2023 Fiscal Year will not close until July 17th. The 'on site' audit will not begin until August 21, 2023.

Strategic Plan:

A brief summary of the progress on the Strategic Plan is that efficiencies have been created and there are more things that are in the works or being considered. Refer to the Strategic Plan included in this packet for progress reporting and updates. The Strategic Plan for 23-24 has been updated as well.

A significant initiative to gain more efficiency for the HR and Payroll departments is the implementation of a product called GreenShades. By implementing this program, HR will gain an entirely online on boarding of employees. The new employee data collected will be up[loaded into CES' financial software; less hand keying of information. This program will bring a much more robust menu of features for CES' employees such as: time tracking, making paystubs available electronically, being able to see all the employee's deductions and

benefits, PTO balances and more. Currently this information needs to be provided through the use of multiple spreadsheets and programs. All of this will be available to the employee by logging in to GreenShades.

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Lianne Pierce, Ancillary Director
Ancillary Services Report

Strategic Goal #1: Operational Efficiencies and Customer Service Excellence

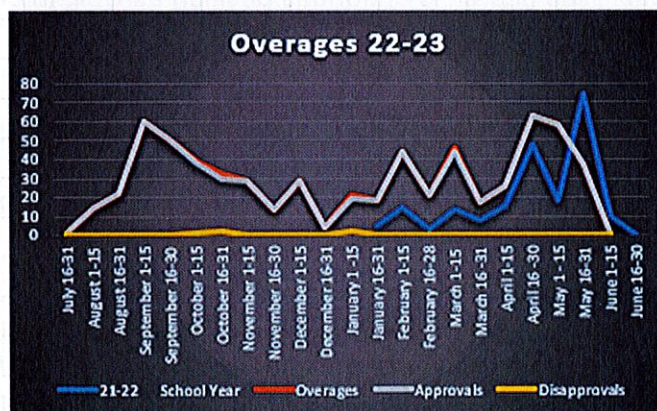
Action Plan #1: Increase the percentage of Ancillary Request filled.

Action Plan #1a

Final Numbers

Role Group	Beginning of 22-23 Jul 31-22	End of 22-23 Jun 20-23
Anc Tcher	5	4
APE	0	1
ASL-I	0	0
AUD	1	1
ASL-I		0
BMS		3
COMS	1	1
COMS/TVI	1	1
TVI	2	1
COTA	6	7
DIAG	45	47
LPN	1	1
NP	0	0
OT	21	25
PhD Psych	3	2
Sch Psych	13	16
PT	5	5
PTD	2	2
RHC	5	5
RN	7	9
RT	9	8
SLP	35	34
SLPA	0	0
SW	32	34
SW Reg Ed	2	3
Staff Count	196	210
15 Resignations/Retirements		
Interviewed	54 candidates interviewed in total	
New Hires 22-23:	Hired 22	

Pay Period	21-22 School Year	Overages	Approvals	Disapprovals
July 16-31		1	1	0
August 1-15		14	14	0
August 16-31		22	22	0
September 1-15		60	60	0
September 16-30		50	50	0
October 1-15		39	38	1
October 16-31		32	30	2
November 1-15		29	29	0
November 16-30		13	13	0
December 1-15		29	29	0
December 16-31		4	4	0
January 1-15		21	19	2
January 16-31	5	18	18	0
February 1-15	14	44	44	0
February 16-28	3	21	21	0
March 1-15	13	46	44	0
March 16-31	8	17	17	0
April 1-15	15	26	26	0
April 16-30	48	63	63	0
May 1-15	18	58	58	0
May 16-31	74	37	37	0
June 1-15	10	0	0	0
June 16-30	0			



Action Plan #2 : Modify the Audit System to prevent invoice/timesheet errors.

Modify the audit system to prevent overages.

2a. Accomplished building secondary layer.

2b. Focused on specific districts at beginning of the year meeting.

Action Plan #3 Hired 2 Behavior Support Specialist, and schools are lining up for their services 3a, 3b, and 3c have been accomplished.

Strategic Goal 2: Professional Development, Quality Instructional and educational Leadership

Action Plan #1a, 1b, 1c Continue recruiting. **Action Plan #2a, 2b:** The Advanced Autism Eligibility Training is done. Will discuss strengths and weaknesses to improve for next year sometime in April with Diana Boyd, Instructor.

Action Plan #2c: This is unlikely to occur since we have the availability of a local trainer.

Cooperative Educational Services

EXECUTIVE COMMITTEE MEETING

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**Gustavo Rossell, Procurement Manager
Procurement Department Administrative Report**

The CES Procurement Department continues with its mission to issue the solicitations and resulting contract vehicles, for our members to use, saving them time and hundreds of thousands of dollars annually.

Since our last report, the most salient points in the Procurement Department were:

Strategic Partnerships

AT&T

AT&T has assembled a *FirstNet School Safety Bundle* for school Districts nationwide. Worth noting is that CES is the only Group Purchasing Organization (GPO) in the nation where Districts can source this bundle so effectively, "CES has gone national" and is competing with the likes of Sourcewell and OMNIA, our biggest competitors.

CES Leadership was invited to attend in person, with our national partner AT&T at their headquarters in Dallas, the launch of the *FirstNet School Safety Bundle* to NM audiences first on June 6th, and on June 8th, to the rest of the US. June 7th was used to develop the content of the forthcoming national press release and to hold other operational meetings.

CES can expect a lot of interest in these products and orders coming from all over the US. CES is very proud of its strategic partnership with AT&T, and it provides national exposure to our purchasing cooperative.

Tribal Government

One of CES Procurement's strategic goals is to grow business with tribal governments. Currently, Pueblo of Isleta, Mescalero Apache Tribe, and Laguna Pueblo are users of CES contracts. A few months ago, David and I had a meeting and presentation with Zia Pueblo and hope they use CES contracts as well.

New Business with Pueblo of Acoma (PoA)

Since May 2023, the Procurement Dept. had been in conversations with the Pueblo of Acoma Facilities and Head Start departments, explaining how CES Procurement works, how to use CES' contracts, etc. On July 6th, PoA submitted their first PO using a CES contract.

Procurement News

At June's (2023) Executive Committee meeting, Mr. Brian Snider asked how it was possible for TIPS, a competing purchasing cooperative from TX, to add a vendor ad hoc. CES Procurement does not have the answer for that, however, we found a mechanism used successfully by Albuquerque Public Schools to add vendors after an RFP had been awarded.

Introduction of Open-Ended RFPs

CES, at its discretion, may opt to allow a solicitation to be open-ended. An open-ended RFP allows for the submission of additional Offeror's proposals after the initial RFP close date. Offerors may submit a response to

an open-ended solicitation at any time the solicitation is open. An open-ended solicitation will remain open for submission of proposals for the procurement of tangible personal property, services, and construction, for a period of up to the expiration date of the original contract award. CES shall have the right to close/end an open-ended solicitation for submission at any time prior to the original contract award expiration date.

CES Members and PEs will benefit from this new measure because NM agencies' needs are dynamic and on occasion a new vendor/contractor can provide a product or a service in an area or community that may have been historically underserved. Starting with the (FY) 2024 RFPs, CES Procurement now includes this practice and language in its Terms & Conditions for compliance.

I Update on Recent Publicly Solicited and Competed Solicitations and Contract Awards

RFPs that have been advertised, are closing, or that have been scheduled for evaluations or to be awarded:

Recent Solicitations Under Evaluation:

RFP #	RFP Description
2023-19	<i>Utility Vehicles, Grounds Maintenance Equipment</i>
2023-20	<i>Structured Cabling Services</i>
2023-21	<i>Manufactured Housing</i>
Key Dates:	Release: 5/22/23; Close: 6/23/23; Award: July/Aug 2023

II Upcoming Publicly Solicited and Competed Solicitations

RFP #	RFP Description
2024-02	<i>Windows, Treatments, Glazing, Tint and Related</i>
2024-03	<i>Solid Waste Mgt.</i>
2024-04	<i>Drones & Robotics</i>
Key Dates:	Release: 7/7/23; Close: 8/4/23; Award: late Aug 2023
2024-05	<i>Year Study for NM Schools Transformation</i> Release: 7/7/23; Close: 7/28/23; Award: 8/9/23

CES' RFPs and entire procurement process are done, from cradle-to-grave, 100% digitally, helping to reduce our carbon footprint.

Cooperative Educational Services EXECUTIVE COMMITTEE MEETING July 18, 2023

Paul M. Benoit, Northern Services Manager
Northern Services Administrative Report

Northern Services Travel Notes

At the time of this writing it has been just over 1 month since the last board meeting and report. June was a busy month with year end PO's and, more importantly, invoices being pushed/rushed to get payments out prior to year end, especially with expiring federal monies related to COVID. In June I traveled to Regions 1, 2, 3, and 4. The School Law conference and the NMCOUNTIES Conference (Farmington) were two "big events" of June.

Direct Purchase/Digital Bluebook and DP Account Status

Direct Purchase continues to grow, adding a number of new accounts and conducting phone and in-person trainings on how CES works and how to navigate and make best use of the Digital Bluebook. Much of this

becomes on-going training because many of our smaller members (municipalities and counties) don't utilize us "daily" and require reminders and updates when making purchases.

We have a number of vendors/contractors who are promoting their CES contracts and this has resulted in a few new PE agreements and interest for several more. This includes out-of-state users of our contracts.

NMREAP NOTES

At this time I anticipate NMREAP Subscriptions to top 100 subscribers for the first time. This is, of course, pending 12 renewals whom I have not yet heard back from, but anticipate renewal PO's to come in.

MEMBERSHIP DIRECTORY

Jim and I continue to maintain the directory and make updates throughout the year, based on feedback from members as well as CES departments.

Jim and I will begin in late August/Early September to do the annual "overhaul" in which every member gets a copy of their directory positions and contact names and verifies/makes changes. This has proven a successful strategy.

Though a repeat from last report, I am attaching a listing of the primary positions we track and a contact person for each, based on member type.

STRATEGIC PLAN OUTLINE FOR NORTHERN SERVICES

Below is the basic outline of Northern Services Goals and Strategies in the Strategic Plan – Action Plan. My report (above) stands and is reflective of efforts to address these action goals and strategies at this time. The new strategic plan was also finalized in this time. Will also update the final quarter in the 2022-23 plan ASAP.

1. Provide customized/personal service to Members and PEs in the Northern Regions 1, 2, 3, 4N, and 5.
 - a. Make regular site visits to each region, at least quarterly, and call on each member/PE 1-2 times per year.
 - b. Regular mass notifications related to DP Accounts, Bluebook Access. Contact lists (Annual updates)
 - c. Continue providing in-person and on-line Digital Bluebook training, working with Jim when appropriate, especially when process changes occur.
 - d. Provide monthly analysis of DP and Traditional Purchasing for Jim and Paul's use in the field, working with active members/PE's and to increase promotion of CES with all Members/PE's.
2. Provide support for all office departments
 - a. Follow up on all requests from Business Office for Member Services related to purchasing contracts.
 - b. Follow up on all requests from the Procurement Office related to Vendor services.
 - c. Assist in mass mail-outs to key contacts for TAP, SITE, LEAP, Contracts, Ancillary, etc....
 - d. Maintain Directory and an updated Superintendent list for emergency contacts.
3. NMREAP
 - a. Provide continued support to all subscribers for access to and use of NMREAP for job posting and applicant searches.
 - b. Maintain database of subscriptions, including renewal status, PO status, Invoicing status, and payment status. Work with Purchasing Specialist assigned to processing POs for invoicing.
 - c. Continue marketing NMREAP subscription services with all districts and charters.
 - d. Ensure the NMPED continues to distribute NMREAP information with all licensure applications.

POSITION TYPES TRACKED IN THE CES GENERAL MEMBERSHIP DIRECTORY

Districts & Charters	State/BIE/Private Schools	Higher Ed (Pub/Priv)	REC's	Counties and Municipalities	Entities
Accounts Payable	Accounts Payable	Accounts Payable	Accounts Payable	Accounts Payable	Accounts Payable
Athletic Director	Athletic Director	Athletic Director	Chief Financial Officer	Chief Financial Officer	Chief Financial Officer
Chief Financial Officer	Chief Financial Officer	Chief Financial Officer	Curriculum & Instruction	Executive Administrative Assistant	Executive Administrative Assistant
Curriculum & Instruction	Curriculum & Instruction	Executive Administrative Assistant	Executive Administrative Assistant	Fire Department/Marshal	Facilities/Maintenance
Executive Administrative Assistant	Executive Administrative Assistant	Facilities/Maintenance	Facilities/Maintenance	Food Services	Food Services
Facilities/Maintenance	Facilities/Maintenance	Food Services	Human Resources	General Manager/Director	General Manager/Director
Food Services	Food Services	Human Resources	Information Technology	Human Resources	Human Resources
Human Resources	Human Resources	Information Technology	Purchasing	Information Technology	Information Technology
Information Technology	Information Technology	Purchasing	Special Education	Municipal Clerk	Purchasing
Purchasing	Purchasing	Superintendent/Director/President	Superintendent/Director/President	Parks & Recreation	
Special Education	Special Education	Transportation		Police/Marshal/Sheriff	
Superintendent/Director/President	Superintendent/Director/President			Public Works/Maintenance	
Transportation	Transportation			Purchasing	
				Roads/Streets	
				Transportation	

Districts and Charters: Includes all of the 89 School Districts and any charters that have a JPA with CES

Other Schools: Includes State Schools, BIE, Private Schools that have agreements with CES

Higher Ed: Includes the JPA Public Community Colleges, Colleges/Universities, and any private higher ed entities with PE agreements with CES

Counties and Municipalities: Includes all Counties and Municipalities with PE agreements with CES

Entities: This includes any state agency or Non-Profit that has a PE agreement with CES, but does not fall within School or Local Government.

The membership directory maintains ONE contact point in each member/entity for each position type listed above. It is not meant to be a comprehensive listing of administrators throughout the district. These are contact points for relevant information from CES.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING**

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**Brad Schroeder, Technology Manager
Technology Department Administrative Report**

We continue to make improvements to the purchasing process after the rollout of Traditional and Vendor Portal purchases. This launched on August 1, 2022. As of July 6, 2023, for the new 2023-2024 fiscal year we have 50 approved orders totaling \$4+M. This does not include any punchout/eCommerce orders with top vendors such as CDWG where we receive monthly/quarterly remittances.

Next steps for eProcurement are to complete reporting, messaging, and build up a Member dashboard to track users/purchases, in order to license the product. We are working with our software contractor on these features, determine a tiered pricing model for all modules and market to districts, cities, counties and other state purchasing cooperatives throughout the country. Low costs, flexibility, and centrally hosted support will be key factors. Quick wins will include marketing to local entities and also offer Procurement-as-a-Service to validate proof of concept/MVP (minimum viable product), make adjustments and release major/minor updates to customers.

We are in the process of implementing our solution regarding the processing of HR, Payroll, PTO, Expense Reports, Timesheets, etc.. Goal was to have it completed by July 1, but more likely will be sometime in August/September for the 1st phase (core staff).

Items on the horizon include the cross-organization implementation of CRM (Customer Relationship Management) and Microsoft Co-pilot (Chat GPT/AI) along with a full technology training curriculum for all staff.

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**Jim Barentine, Southern Services Manager
Southern Services Administrative Report**

Believe it or not, I still encounter members in the field who require that visitors wear a mask! The effects of the Pandemic are still with us in other ways, too, as I am frequently asked what I can do to speed up delivery of their ordered goods and services. The Supply Chain and employers' difficulty in remaining adequately staffed continue to disrupt the business world.

I recently completed my visits to Region 7 and 4S members, and now I have begun visits in Region 8. I continue to encounter large amounts of staff turnover and the need to provide education re CES processes, and keeping a current Directory of Members is an enormous challenge. Virtual meeting capabilities are a great plus and used quite often for both CES meeting participation and for training and follow-up meetings with members.

Our work on a video to explain order placement to out-of-state PEs, particularly needed in light of the CES/AT&T contract, has stalled pending finalized decisions by Procurement and Business departments at CES regarding how enrollment and purchasing will occur for those PEs. Our work on a video to compile content for member orientation sessions has stalled pending script feedback from the Procurement and Business departments. We are currently working on a video to assist vendors with uploading documents to their contract pages of the Bluebook.

Marketing and collaboration efforts have continued, occurring as a combination of in-person, virtual, and hybrid. Meetings and conferences include:

NMSBA Law Conference (Albuquerque)

Various meetings with contracted and potential vendors

Various trainings to members

**Cooperative Educational Services
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Yvonne Tabet, HR Director

The Human Resources Department, during the short reporting period, has focused on distribution of fiscal contracts for all CES employees: Ancillary Staff, Office Exempt Staff, Professional Services and Professional Services Consultant. Employment Letter has been issued to 20 Office Non-Exempt staff. See table below:

2023-2024 CES Contracts

Classification	Ancillary	Office Exempt	Professional Services	Professional Services Consultants
Issued	204	19	45	37
Signed	185	17	36	22
Outstanding	19	2	9	15

For the 2023-2024 new year, It has also been a busy month hiring and processing all categories of employees: 16 new Ancillary positions, three TAP Consultants, and one ALD Consultant. On July 21, 2023, at the New Hire Meeting for Ancillary staff completion of hiring process and benefit enrollment will occur.

During this reporting period the Greenshades Transition Team has met to start the rollover process to Greenshades. The team consists of Brad Schroeder, Robin Strauser, Kelley Scheib and Tanya Marquez. We meet twice a week with the anticipated date of September 1, 2023, going live.

Below are the most recent employees to join CES in the various categories from May 20, 2023, to July 7, 2023.

Office Staff

Name	Position
Rocyo Trejo	Office Assistant
Teresa Salazar	Chief Operating Officer

Ancillary Staff

Name	Position
None	

Professional Services

Name	Position
Darlene Ulibarri	Professional Services

EANS

Name	Position
Kate Marlow	EANS
Isaac Zwiers	EANS
April Miller	EANS
Daniel Arendsen	EANS
Kimberly Blank	EANS Temporary
Carol Routzen	EANS

Cooperative Educational Services

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Alexis Esslinger, LEAP Director Executive Update

Alexis Esslinger	Director	Program Administrator
Abigail Hansen	Professional Development Support	Transcripts, Payments/tuition, Attendance
Elena Salazar	SITE Director	2 nd Director-delegate, program consult, LEAP coach as needed
Ali Nava	Facilitator, Coach	1 st Director-delegate, facilitates applications, Facilitates Las Cruces PD
Jessica Powell	Facilitator, Coach	Literacy specialist, facilitates dyslexia IGA, Facilitates Artesia PD
Abbie Winter	Facilitator, Coach	Conference Chair, facilitates mentorship, Facilitates Albuquerque PD
Tim Flores	LEAP Coach	Applications, FFE,
Ronda Davis	LEAP Coach	Conference support
Diane Katzenmeyer Delgado	LEAP Coach, NISN Pathway Senior Lead	NISN
Angela Stock	LEAP Coach, Las Cruces	Las Cruces Pre-Service Support
Jennifer Uebelhoer	LEAP Coach (.5)	Special Education
Yvette Flores	LEAP Coach	New, Contract starts 7/10/23
Rene Rohrer	LEAP Coach	New, Contract starts 7/10/23
NISN Support	LEAP Coach (.75)	New, Unconfirmed acceptance, Contract starts 7/10/23

LEAP Into Action Conference Summary 2023

GOALS

100% of LEAP candidates will collaborate and build relationships among the LEAP community, be inspired, learn new innovative instructional strategies to enhance student learning, and have fun.

SUCSESSES

- 1) Attendance: The conference saw an impressive turnout, with over 275 participants, presenters, principals, mentors, and collaborating networks.
- 2) Engaging Sessions: The conference featured a variety of dynamic, hands-on, thought-provoking topics that engaged and motivated teachers throughout. Efforts were made to include diverse representation among speakers and panelists.

74 total sessions offered in 2023, a 64% growth from 2022

A growth of 236% in the number of speakers from 2022.

70% of participants completed an end of conference evaluation

Top 5 Sessions Based on Attendance:

- o Guiding Principles for Understanding Student Behavior: Barb Piper, CES TAP (66)
- o Challenging Behaviors Tool Kit: Margaret Wood, CES TAP (60)
- o Escape Rooms: Kevin Dilley, Explora (57)
- o Social Emotional Learning: Gabby Begay, LEAP Cohort 1 (56)
- o Your First Years of Teaching, What They Did Not Tell You: Toby Williams, UNM TEP (54)

Top 3 Sessions Based on Ratings:

- o 3-D Pens: Kevin Dilley, Explora
- o Print Challenges, Technology Solutions: Enhancing Reading Experience: NM UDL
- o Istation, Reflective Practices: Sarah Cude

3) Sched App

- The conference app provided a professional and valuable way to communicate, access the conference schedule, and for attendees to provide feedback on each session. It built excitement for and played an integral role in the success and efficiency of the conference.
- Organization, retention of schedule/data, and ability to register participants will increase efficiency in planning, promoting, and implementation of future conferences.

AREAS OF GROWTH

- Keynote speaker- more significant educational leaders. An honorarium may be needed.
- Sponsorships could provide more significant giveaways, breakfast, etc.
- Sessions to consider for next year based on need: Art, AI, Computer Science, etc.
- Timing: How can we ensure that sessions end on time (modeling best practice)?

WONDERS

- The two sessions that had the highest attendance (126) and received incredible feedback for the second year in a row were both based upon behavior challenges/spec ed. Should we re-think including an extended version of this topic in the LEAP yearly schedule for ALL LEAPsters?
- How can we tie in/model more community building, celebration, session/meal/wrap up with LEAP coach, and ensure each session meets the goals and objectives of our conference? (For example, start with morning meeting/closing circle). Is community building something we model throughout the year of LEAP?
- How can we implement past LEAPsters' (Cohorts 1-4) voice/agency in the planning and foundation of the conference?

PARTICIPANT FEEDBACK

- Overall, extremely positive feedback for majority of sessions! Authentic ideas and opportunities for future growth were provided.
- An extremely wide variety of favorite sessions.
- Panels sessions provided time to collaborate, learn from one another, and received incredibly positive feedback!

KEY TAKEAWAYS

- Sessions that were hands on, interactive, provided opportunities for our candidates to have a voice, provide ideas to be implemented immediately, and/or ask questions received the most positive feedback.
- Participants loved the variety of courses offered, opportunities to network, share ideas, and learn. \

BUDGET RECAP

- The conference budget included items such as venue costs, catering, technology, and giveaways.
- The detailed financial report indicated that the event was executed within the allocated budget.
- Total Allocated Budget: \$48,000
- Total Spent: TBD (\$43,241.88 as of 7/6/23)

LEAP Team Endeavors

- We have new letterhead courtesy of Aaron! Thanks Aaron!
- Ali is facilitating applications to the LEAP program and onboarding many applicants each week for C5
- Abigail has been working to create transcripts for the 242 LEAP candidates who completed June 6th from Cohort 4
- Various team members contributing to Cohort 3 & Cohort 4 Annual Report (which will take the form of a joint report) with program updates and materials
 - Shannon Beyer is supporting this work
- Alexis attended the 1st NISN Native Literature Symposium at Santa Ana Casino to support our NISN/LEAP Pathway with Diane
- Alexis agreed to serve on the NCBTNM Board as a partner, training held on 6/27
- Alexis joined the SITE team to learn about AI with Brad and Michelle Perry at their June luncheon
- Ali, Angela and Alexis met with the Las Cruces Public Schools teacher development team to finalize LCPS Pre-Service
 - Institute Held in-person to accommodate an early LCPS start this year
 - LCPS Teaching and Learning Center, Dona Ana Room
 - 8 a.m. – 8:30 a.m. start on July 7th and July 8th is virtual
 - Facilitated with support from the Las Cruces team and Angela Stock, LEAP Coach

Collaboration with Letters Programs

- SITE plans to partner with LEAP to offer a fall PD, likely August 1 on Instructional Coaching
- Digitally shared contract with Yvonne Tabet, Robin Strausser, Loretta Garcia several times to develop and finalize LEAP-TAP procedure for '23-'24 which will affect two coaches, Jessica Powell and Rene Rohrer, both, also, TAP consultants
 - Finalized process on 6/27/23, will distribute to coaches on July 10th at LEAP Retreat

Upcoming Events/Trainings/PD

- Pre-Institute Facilitator Workshop, July 6 and 7
 - CES Arroyo Conference, 9 a.m.
- LCPS Pre-Service, July 7 @ LCPS
- LEAP Annual Retreat
 - CES Arroyo Conference Room, 8-4 p.m., July 10-13th
- Regional Pre-Service will occur the week of July 17-20
- Regional teams will meet on Monday morning, June 17, to kick off pre-service at the following locations:
 - Artesia Location: PD Training Center for Artesia Public Schools, 301 Bulldog Blvd Artesia, NM 88210
 - Las Cruces Location: Santa Teresa High School 9703, 100 Airport Rd, Santa Teresa, NM 88008
 - Albuquerque Location: CES 10601 Research Rd SE Albuquerque, NM 87123

Cohort 5 Update

- # applied for Cohort 5: 195
- # currently accepted to Cohort 5: 128

"Teachers, I believe, are the most responsible and important members of society because their professional efforts affect the fate of the earth."

-Helen Caldicott

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
Tuesday, July 18, 2023**

Administrative Reports – David Chavez

- (a) Request approval to sign External Participating Entity Agreements for out of state entities wanting to use the AT&T contracts. The AT&T contract is the first contract that CES has awarded that has national implications. CES is the only contract holder for First Net School Safety Bundle and other cyber security items. I am requesting permission to sign off only on these External PE agreements as we need to have a quick turnaround time to the out-of-state user agency.
- (b) I will have three policies for your review at our meeting on July 18th, a transportation fleet use policy, credit card usage policy and facility use policy. Once reviewed and approved for dissemination we will send the proposed policy revision to all 89 school district superintendents.

**Cooperative Educational Services
Executive Committee Meeting
July 7, 2023
Personnel Report-Yvonne Tabet
May 20-July 7, 2023**

Staff Resignations/Terminations

- | | |
|---------------------------|--------------------|
| • Rene Van Den Brink | Ancillary |
| • Roberta Griego | Ancillary |
| • Janice Quintana-Maestas | Ancillary |
| • Darlene Vasquez | Ancillary |
| • Anthony Montano | Office Staff |
| • Merlynda Johnson | EANS HR Specialist |

New Staff Contracts Received for 2022-2023

- | | |
|--------------------|---------------------------|
| • Kate Marlowe | EANS |
| • Isaac Zwiers | EANS |
| • April Miller | EANS |
| • Daniel Arendsen | EANS |
| • Kimberly Blank | EANS Short Term Temporary |
| • Darlene Ulibarri | Professional Services |
| • Carol Routzen | EANS |
| • Rosyo Trejo | Office Assistant |

New Staff Contracts Received for 2023-2024

- | | |
|------------------|--------|
| • Teresa Salazar | Office |
|------------------|--------|

**COOPERATIVE EDUCATIONAL SERVICES
CHECK REGISTER**

May 24, 2023 through July 6, 2023

Check Number	Date	Payee	Amount
240166	5/25/2023	AAA Restoration & Construction Services, Inc.	21,909.53
240167	5/25/2023	Christian Learning Center	2,385.00
240168	5/25/2023	AT&T Mobility	114.32
240169	5/25/2023	CenturyLink	1,957.96
240170	5/25/2023	Denise V Balderas	289.26
240171	5/25/2023	Ernest Monfiletto	104.92
240172	5/25/2023	Hansen & Prezzano/Builders LLC	35,612.43
240173	5/25/2023	Iraan-Sheffield	12,266.76
240174	5/25/2023	MFL, Inc. dba Melloy Ford	34,519.51
240175	5/25/2023	New Image Construction	8,875.52
240176	5/25/2023	New Mexico Gas Company	59.77
240177	5/25/2023	Nine Degrees Construction, LLC	8,494.81
240178	5/25/2023	NM Coalition of Educational Leaders	25,000.00
240179	5/25/2023	Penasco Independent Schools	6,900.00
240180	5/25/2023	PNM	1,547.37
240181	5/25/2023	Shamrock Discount Janitor Supply	8,096.09
240182	5/25/2023	Success for All Foundation, Inc.	1,481.48
240183	5/25/2023	Verizon Wireless	1,883.04
240184	5/25/2023	Visions in Planning, Inc.	24,714.57
240185	5/25/2023	Wagner Equipment Co.	1,024.37
240186	5/25/2023	Weil Construction, Inc.	864,677.92
240187	5/25/2023	Williams Scotsman Inc	35,474.32
240188	5/25/2023	Yearout Mechanical	75,542.27
240189	6/2/2023	AFLAC	2,999.71
240190	6/2/2023	All-Rite Construction, Inc.	269,645.83
240191	6/2/2023	Allstate Benefits	115.18
240192	6/2/2023	American Fidelity Assurance Co	845.66
240193	6/2/2023	City of Farmington	46,291.68
240194	6/2/2023	Comfort Systems USA Southwest, Inc.	671.60
240195	6/2/2023	Coyote Cabling	1,024.72
240196	6/2/2023	David Chavez	4,089.22
240197	6/2/2023	Denise V Balderas	313.58
240198	6/2/2023	Embassy Suites Albuquerque Hotel and Spa	8,781.62
240199	6/2/2023	Conti Energy Control LLC	1,974.16
240200	6/2/2023	Ernest Monfiletto	411.58
240201	6/2/2023	ESA Construction Inc	510,956.67
240202	6/2/2023	Facility Solutions Group	27,894.72
240203	6/2/2023	First Financial Administrators, Inc.	5,317.45
240204	6/2/2023	GoTo Communications	674.47
240205	6/2/2023	JemezValley Public Schools	28,729.72
240206	6/2/2023	Nine Degrees Construction, LLC	19,152.66
240207	6/2/2023	Dry Fly Enterprises, Inc.DBA Nube Group	7,746.15
240208	6/2/2023	Polson & Grady Ltd.	20,175.55
240209	6/2/2023	RSM	1,621.10
240210	6/2/2023	Trane U.S.Inc.	1,730.47
240211	6/2/2023	Wenger Corporation	830.56
240212	6/9/2023	Corbins Service Electric	9,997.35
240213	6/9/2023	Coyote Cabling	8,888.89
240214	6/9/2023	David Chavez	477.15
240215	6/9/2023	ESA Construction Inc	397,835.73
240216	6/9/2023	Daiohs	94.82
240217	6/9/2023	Hansen & Prezzano/Builders LLC	296.30
240218	6/9/2023	Insignia Software Corporation	180.71
240219	6/9/2023	NACA Inspired	64,462.12
240220	6/9/2023	Northstar NM LLC	14,087.27
240221	6/9/2023	Dry Fly Enterprises, Inc.DBA Nube Group	7,306.53
240222	6/9/2023	Polson & Grady Ltd.	154,306.66
240223	6/9/2023	The Santa Fe New Mexican	111.45

Check Number	Date	Payee	Amount
240224	6/9/2023	Sunset Cleaning Services	2,963.12
240225	6/9/2023	Truly Nolen	76.50
240226	6/9/2023	Vigil & Associates Architectural Group PC	34,109.11
240227	6/9/2023	Weil Construction, Inc.	445,913.85
240228	6/9/2023	Zoom Video Communications, Inc.	107.75
240229	6/16/2023	Canvas Artistry, LLC	1,028.39
240230	6/16/2023	Coyote Cabling	267,129.63
240231	6/16/2023	David Chavez	850.43
240232	6/16/2023	ESA Construction Inc	400,867.80
240233	6/16/2023	Daiohs	340.33
240234	6/16/2023	Future Focused Education	4,922.50
240235	6/16/2023	CSC Holdings, LLC	39,889.33
240236	6/16/2023	NM State University	2,666.40
240237	6/16/2023	PoolPro LLC	9,452.74
240238	6/16/2023	Star Paving Company Div. of Cruz Corp	202,754.97
240239	6/16/2023	Tel/Logic Inc	77,372.00
240240	6/16/2023	Wizer Electric LLC	114,112.06
240241	6/16/2023	Yearout Mechanical	75,545.52
240242	6/23/2023	Bridgers & Paxton Consulting Engineers	3,962.27
240243	6/23/2023	Comfort Systems USA Southwest, Inc.	13,987.65
240244	6/23/2023	Coyote Cabling	93,047.73
240245	6/23/2023	ESA Construction Inc	137,954.86
240246	6/23/2023	Hansen & Prezzano/Builders LLC	18,493.35
240247	6/23/2023	Hays Plumbing & Heating	198,897.48
240248	6/23/2023	Industrial Mechanical Inc.	112,260.39
240249	6/23/2023	Mesa Verde Enterprises, Inc.	188,451.76
240250	6/23/2023	Poweron Technology Services, LLC	141,430.00
240251	6/23/2023	Vigil & Associates Architectural Group PC	9,057.76
240252	6/23/2023	Wenger Corporation	17,250.34
240253	6/30/2023	Peter Lucero	3,126.50
240254	6/30/2023	Aerial Liese	1,589.48
240255	6/30/2023	Alb Bernalillo Co Water Utility Author	885.72
240256	6/30/2023	AT&T Mobility	162.44
240257	6/30/2023	Bixby Electric, Inc.	82,679.96
240258	6/30/2023	Bloomfield Schools	750.00
240259	6/30/2023	Bridgers & Paxton Consulting Engineers	6,311.39
240260	6/30/2023	CenturyLink	1,957.96
240261	6/30/2023	Codi Gutierrez	1,589.48
240262	6/30/2023	Comfort Systems USA Southwest, Inc.	170.37
240263	6/30/2023	Comprehensive Consulting Services	4,310.00
240264	6/30/2023	Corbins Service Electric	39,437.20
240265	6/30/2023	Coyote Cabling	105,623.13
240266	6/30/2023	David Chavez	1,980.25
240267	6/30/2023	Document Solutions, Inc. (DSI)	60,235.80
240268	6/30/2023	Dyan Torres	1,589.48
240269	6/30/2023	Eastern New Mexico University	1,200.00
240270	6/30/2023	Texas New Mexico Newspaper Partnership, LLC	240.76
240271	6/30/2023	Conti Energy Control LLC	56,204.02
240272	6/30/2023	Ernest Monfiletto	56.76
240273	6/30/2023	ESA Construction Inc	779,904.93
240274	6/30/2023	Facility Solutions Group	63,499.05
240275	6/30/2023	Farmington Municipal Schools	2,250.00
240276	6/30/2023	Floor Tech Contracting LLC	23,458.29
240277	6/30/2023	General Hydronics Concrete	83,067.20
240278	6/30/2023	Grants/Cibola County Schools	2,250.00
240279	6/30/2023	Hobbs Municipal Schools	7,773.73
240280	6/30/2023	Horrocks Engineers, Inc.	11,766.65
240281	6/30/2023	Imagination Station dba Istation	7,542.50
240282	6/30/2023	Jackie Silvers	839.48
240283	6/30/2023	La Harca, Inc.	63,866.86
240284	6/30/2023	Maria Rodriguez-Gomez	1,100.00
240285	6/30/2023	Mesa Verde Enterprises, Inc.	123,525.59
240286	6/30/2023	Mevacon, LLC	132,946.41
240287	6/30/2023	Michelle Perry	189.20

Check Number	Date	Payee	Amount
240288	6/30/2023	Miskee Blatner	1,100.00
240289	6/30/2023	New Mexico Gas Company	45.27
240290	6/30/2023	New Mexico Highlands University	1,500.00
240291	6/30/2023	New Mexico Junior College	3,634.77
240292	6/30/2023	New Image Construction	3,849.62
240293	6/30/2023	Nikki Monte	1,589.48
240294	6/30/2023	Northstar NM LLC	5,371.58
240295	6/30/2023	PNM	1,724.84
240296	6/30/2023	Rising Sun Technologies	20,202.48
240297	6/30/2023	Riverside Insights	1,637.13
240298	6/30/2023	RMKM Architecture, P.C.	8,059.70
240299	6/30/2023	Robbins Heating & Air Conditioning, Inc.	94,547.61
240300	6/30/2023	RSM	3,503.35
240301	6/30/2023	Safari Micro Inc	16,440.34
240302	6/30/2023	Safeguard Business Systems	2,757.44
240303	6/30/2023	Shantel Begay	1,589.48
240304	6/30/2023	Smith Engineering Company	2,480.00
240305	6/30/2023	South Valley Preparatory School	45,402.28
240306	6/30/2023	Southwest Concrete & Paving, Inc.	129,982.55
240307	6/30/2023	Stacy Diller	182.87
240308	6/30/2023	Success for All Foundation, Inc.	2,271.60
240309	6/30/2023	Taos Municipal Schools	1,500.00
240310	6/30/2023	Theresa Duran Fuentes	839.48
240311	6/30/2023	Time Trak Systems	150.00
240312	6/30/2023	Truly Nolen	89.44
240313	6/30/2023	Van Amberg, Rogers, Yepa & Abeita LLP	1,879.76
240314	6/30/2023	Verizon Wireless	1,883.04
240315	6/30/2023	Vigil & Associates Architectural Group PC	38,898.55
240316	6/30/2023	Wenger Corporation	32,990.40
240317	6/30/2023	Wizer Electric LLC	11,120.00
240318	6/30/2023	Yearout Mechanical	241,108.18
240319	6/30/2023	Zoom Video Communications, Inc.	107.75
240320	6/30/2023	Dry Fly Enterprises, Inc.DBA Nube Group	1,810.20
240321	6/30/2023	VOID	-

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7,762,196.06

Approved this _____ day of _____, 2023

Attest:

President, Executive Committee

Cooperative Educational Services
STATEMENT OF NET ASSETS
For the Eleven Months Ending Wednesday, May 31, 2023

CASH	
Operating BOA	\$16,410,468.45
Operating WF	0.00
Petty Cash	200.00
Endowment Fund	0.00
TOTAL CASH	<u>16,410,668.45</u>
ACCOUNTS RECEIVABLE	32,178,245.95
PREPAID EXPENSES	19,552.51
ACCRUED REVENUE	1,034,416.91
OTHER RECEIVABLES	0.00
TOTAL CURRENT ASSETS	<u>49,642,883.82</u>
EQUIPMENT	
Ancillary	0.00
Accum Dep Anc	0.00
Furnishings	671,006.23
Accum Dep Furn	(514,852.87)
Vehicles	237,847.65
Accum Dep Veh	(112,020.79)
Software	21,505.56
Accum Dep Software	0.00
NET EQUIPMENT	<u>303,485.78</u>
PROPERTY	
Land	410,888.64
Building 4216	296,135.47
Building 10601	5,525,561.45
Accum Dep Bldg 4216	(235,416.55)
Accum Dep Bldg 10601	(172,072.01)
Improvements 4216	671,194.70
Accum Dep Imp 4216	(489,167.11)
Improvements 10601	15,686.90
Accum Dep Imp 10601	(112,405.90)
NET PROPERTY	<u>5,910,405.59</u>
TOTAL EQUIPMENT & PROPERTY	<u>6,213,891.37</u>
OTHER ASSETS	
Investment in SSC	0.00
TOTAL OTHER ASSETS	<u>0.00</u>
TOTAL ASSETS	<u>\$55,856,775.19</u>

Cooperative Educational Services
STATEMENT OF NET ASSETS
For the Eleven Months Ending Wednesday, May 31, 2023

ACCOUNTS PAYABLE	37,040,593.61
ACCRUED EXPENSES	
Ancillary Payroll	0.00
Expenses	0.00
Compensated Absences	176,429.62
TOTAL ACCRUED EXPENSES	<u>176,429.62</u>
SUMMER INSURANCE PREMIUMS	51,622.70
PAYROLL TAXES PAYABLE	(73.31)
EMPLOYEE BENEFITS PAYABLE	(770.85)
AEPA	0.00
MEMBER CREDIT LIABILITY	0.00
DEFERRED REVENUE	76,461.82
Mortgage Payable	4,736,726.79
Mortgage Payable - Current Portion	294,610.84
PPP Loan	0.00
Fiscal Agency Liability - NMPFMA	31,922.15
TOTAL LIABILITIES	<u>42,407,523.37</u>
NET ASSETS	10,734,218.60
CURRENT CHNG in NET ASSETS-PROFIT/(LOSS)	2,715,033.22
TOTAL NET ASSETS	<u>13,449,251.82</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$55,856,775.19</u>

Cooperative Educational Services
STATEMENT of REVENUES, EXPENSES and CHANGES in FUND NET

For the Eleven Months Ending Wednesday, May 31, 2023

	May	YTD
EXTRAORDINARY REVENUE	\$0.00	\$0.00
AVR-AP CLEARING ACCOUNT	28,388.43	179,084.33
	28,388.43	179,084.33
INSURANCE		
Insurance-Revenue	0.00	0.00
Insurance Expense	0.00	0.00
	0.00	0.00
Professional Services		
Professional Services-Revenue	143,301.30	1,277,868.05
Professional Services-Expense	137,768.83	1,219,042.33
	5,532.47	58,825.72
PLACEMENT SERVICES		
Placement Services-Revenue	2,990.00	57,605.00
Placement Services-Expense	57,124.47	29,048.87
	(54,134.47)	28,556.13
MEDICAID		
Medicaid-Revenue	110,658.37	852,332.68
Medicaid-Expense	95,121.18	736,670.13
	15,537.19	115,662.55
FOOD		
Food-Revenue	7,835.35	49,562.84
Food-Expense	0.00	74.47
	7,835.35	49,488.37
PROCUREMENT		
Procurement-Revenue	29,835,843.72	255,375,243.43
Procurement-Expense	29,611,809.34	251,666,776.36
	224,034.38	3,708,467.07
AEPA		
AEPA-Revenue	1,050,260.74	13,279,363.75
AEPA-Expense	847,502.69	13,158,781.31
	202,758.05	120,582.44
ANCILLARY		
Ancillary-Revenue	1,513,924.51	12,134,646.49
Ancillary-Expense	1,395,317.51	11,459,239.91
	118,607.00	675,406.58
INSERVICES		
Inservices-Revenue	(325.00)	115,110.00
Inservices-Expense	1,781.28	131,242.02
	(2,106.28)	(16,132.02)
MEETINGS		
Meetings-Revenue	0.00	0.00
Meetings-Expense	4,694.30	19,628.48
	(4,694.30)	(19,628.48)

Cooperative Educational Services
STATEMENT of REVENUES, EXPENSES and CHANGES in FUND NET

For the Eleven Months Ending Wednesday, May 31, 2023

	May	YTD
EANS		
EANS-Revenue	304,067.28	2,493,723.69
EANS-Expense	175,927.54	2,328,056.82
	<u>128,139.74</u>	<u>165,666.87</u>
ARP EANS		
ARP EANS-Revenue	119,766.05	1,566,173.63
ARP EANS-Expense	84,717.09	1,420,145.42
	<u>35,048.96</u>	<u>146,028.21</u>
SITE		
SITE Revenue	58,500.00	95,325.00
SITE Expense	38,641.44	352,122.77
	<u>19,858.56</u>	<u>(256,797.77)</u>
TAP		
TAP- Revenue	9,083.86	319,167.14
TAP - Expense	12,963.89	253,181.06
	<u>(3,880.03)</u>	<u>65,986.08</u>
ALD		
ALD Revenue	18,518.09	259,120.41
ALD Expense	39,936.72	361,298.74
	<u>(21,418.63)</u>	<u>(102,178.33)</u>
LEAP		
LEAP Revenue	130,679.41	776,048.80
LEAP Expense	60,946.57	763,076.19
	<u>69,732.84</u>	<u>12,972.61</u>
TQP		
TQP Revenue	0.00	0.00
TQP Expenses	91,853.93	284,313.48
	<u>(91,853.93)</u>	<u>(284,313.48)</u>
BUSINESS OFFICE		
Business Office-Revenue	0.00	0.00
Business Office-Expense	3,778.84	67,543.35
	<u>(3,778.84)</u>	<u>(67,543.35)</u>
EXECUTIVE DIRECTOR		
Executive Director-Revenue	0.00	0.00
Executive Director-Expense	6,326.48	103,450.53
	<u>(6,326.48)</u>	<u>(103,450.53)</u>
HUMAN RESOURCES		
Human Resources-Revenue	0.00	0.00
Human Resources-Expense	10,407.38	118,019.50
	<u>(10,407.38)</u>	<u>(118,019.50)</u>
TECHNOLOGY		
Technology-Revenue	0.00	0.00
Technology-Expense	27,509.00	265,151.30
	<u>(27,509.00)</u>	<u>(265,151.30)</u>

Cooperative Educational Services
STATEMENT of REVENUES, EXPENSES and CHANGES in FUND NET

For the Eleven Months Ending Wednesday, May 31, 2023

	May	YTD
ENTITY		
Entity-Revenue	10,301.81	135,697.99
Entity-Expense	140,159.68	1,514,176.97
	<u>(129,857.87)</u>	<u>(1,378,478.98)</u>
PROFIT/(LOSS)	499,505.76	2,715,033.22

Sandia Synergy Center
Financial Summary
5/31/2023

	April	May	Change
Cash - WF Operating - SSC	\$0.00	\$0.00	\$0.00
Cash - Security Deposits WF - SSC	0.00	0.00	0.00
Cash - BOA Operating - SSC	1,174,404.59	1,185,791.44	11,386.85
Cash - Security Deposits BOA - SSC	33,233.75	33,245.04	11.29
Accounts Receivable - SSC	80,968.73	79,113.00	(1,855.73)
Prepaid Expenses - SSC	0.00	0.00	0.00
Fixed Assets	2,934,681.39	2,928,085.64	(6,595.75)
Total Assets	4,223,288.46	4,226,235.12	2,946.66
Accounts Payable - SSC	0.00	0.00	0.00
Deferred Rent - SSC	0.00	0.00	0.00
Tenant Deposits - SSC	33,058.99	33,058.99	0.00
Total Liabilities	33,058.99	33,058.99	0.00
Investment form CES	3,250,804.85	3,250,804.85	0.00
Fund Balance - SSC	915,869.70	915,869.70	0.00
Profit & Loss - SSC	0.00	0.00	0.00
Profit/(Loss)	23,554.92	26,501.58	2,946.66
Total Fund Balance	4,190,229.47	4,193,176.13	2,946.66
Total Liabilities & Fund Balance	4,223,288.46	4,226,235.12	2,946.66
Total Revenue	(244,651.97)	(270,208.59)	(25,556.62)
Total Expense	221,097.05	243,707.01	22,609.96
(Profit)/Loss	(23,554.92)	(26,501.58)	(2,946.66)
Revenue - Rent - SSC	(192,014.08)	(209,904.89)	(17,890.81)
Revenue - Passthru Maintenance - SSC	0.00	0.00	0.00
Revenue - Passthru Electricity - SSC	(5,415.61)	(6,952.34)	(1,536.73)
Revenue - CAM - SSC	(47,138.64)	(53,123.55)	(5,984.91)
Revenue - Interest Tenant Deposits - SSC	(83.64)	(227.81)	(144.17)
Revenue - Misc - SSC	0.00	0.00	0.00
Legal Fees - SSC	0.00	0.00	0.00
Accounting/Audit Fees - SSC	0.00	0.00	0.00
Commission Expense - SSC	15,995.47	15,995.47	0.00
Indirect Cost - SSC	0.00	0.00	0.00
General Expenses - SSC	294.97	400.32	105.35
Bank Fees - SSC	0.00	0.00	0.00
Depreciation Expense - SSC	65,957.50	72,553.25	6,595.75
Property Insurance - SSC	9,300.00	9,300.00	0.00
Property Tax - SSC	0.00	0.00	0.00
Janitorial - CAM - SSC	15,578.17	16,116.92	538.75
Janitorial Supplies - CAM - SSC	1,866.50	2,055.06	188.56
Contract Maintenance - CAM - SSC	4,607.36	5,813.60	1,206.24
Maintenance Supplies - CAM - SSC	0.00	0.00	0.00
Electrical Repairs - CAM - SSC	0.00	0.00	0.00
Plumbing Repairs - CAM - SSC	0.00	0.00	0.00
Door & Lock Repair & Maint - CAM - SSC	0.00	0.00	0.00
Pest Control - CAM - SSC	468.47	468.47	0.00
Safety Equip & Maint - CAM - SSC	213.67	213.67	0.00
Roof Repairs - CAM - SSC	0.00	0.00	0.00
Electricity - CAM - SSC	14,966.01	17,874.67	2,908.66
Gas - CAM - SSC	16,333.16	16,923.43	590.27
Water & Sewer - CAM - SSC	10,315.39	11,279.40	964.01
Solid Waste Removal - CAM - SSC	3,193.14	3,498.64	305.50
Telephone - CAM - SSC	1,793.02	1,793.02	0.00
Security & Alarm Monitoring - CAM - SSC	407.50	407.50	0.00
HVAC Maintenance - CAM - SSC	12,699.20	12,699.20	0.00
HVAC Repairs - CAM - SSC	774.19	2,558.45	1,784.26
Grounds Maintenance - CAM - SSC	7,142.86	7,783.98	641.12
Snow Removal - CAM - SSC	711.15	711.15	0.00
Window Washing - CAM - SSC	495.94	495.94	0.00
Association Fees - CAM - SSC	3,978.50	5,410.76	1,432.26
Management Fees Contract - CAM - SSC	8,618.78	11,851.28	3,232.50
Management Fees Intercompany - CAM - SSC	11,934.00	11,934.00	0.00
Internet CAM - SSC	2,240.00	2,820.00	580.00
Equipment & Storage Rental Fees	0.00	0.00	0.00
Electricity - SSC	0.00	0.00	0.00
Repairs - SSC	1,724.98	1,724.98	0.00
Maintenance - SSC	0.00	0.00	0.00
Repairs & Maintenance General - SSC	3,498.13	3,498.13	0.00
Electricity Passthru - SSC	5,988.99	7,525.72	1,536.73
Maintenance Passthru - SSC	0.00	0.00	0.00
Janitorial Services SNL - SSC	0.00	0.00	0.00
Renovation Expense Rental Suites - SSC	0.00	0.00	0.00
Fix Me I should be Zero	0.00	0.00	0.00

2023-2024 Strategic Plan

Periodic Reporting

Ancillary:

Goal 1: Operational Efficiencies and Customer Service Excellence.

July	1. Recruitment and retention: 2. Explore IT uses to support Ancillary Dept responsibilities
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Goal 2: Professional Development, Quality Instructional and Educational Leadership

July	1. Expand PD opportunities for department staff. 2. Staff development/promote tuition reimbursement.
August	
September	
90 Day Plan	

October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Procurement:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Business Administration:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Human Resources:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Information Technologies:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

LEAP:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Leadership:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

TAP:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

SITE:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Professional Development:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Northern Services:

July	Regional Travel and annual NMCEL are highlights pending this month
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

Southern Services:

July	
August	
September	
90 Day Plan	
October	
November	
December	
90 Day Plan	
January	
February	
March	
90 Day Plan	
April	
May	
June	
90 Day Plan	

