



**EXECUTIVE COMMITTEE MEETING
Wednesday, February 1, 2023
5:00 pm at Hilton Hotel Santa Fe,
NM In Conjunction with The
NMSBA Board Institute**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda*
- IV. Induction of New Board Members: Thad Phipps Region VI
- V. Nomination and Election for the CES Secretary Position
- VI. Approval of Minutes – October 17, 2022*
- VII. Agency Communications
 - A. Partnerships – Elisa Begueria
 1. NMCCS – Erik Bose
 2. NMCEL – Stan Rounds
 3. NMPED – Matt Goodlaw
 4. NMSBA – Joe Guillen
 5. Higher Ed (4 yr.) – Dr. Debra Dirksen
 6. Higher Ed (2 yr.) – Edward DesPlas
 - B. Finance – Brian Snider
 - C. Scholarship – TBD
 - D. Nominating – Brian Snider
 - E. Policy – Elisa Begueria
- VIII. Program Overview/Reports
 - A. Strategic Plan Update
 - B. Program Overview
 - C. Scholarship Update
- IX. Administrative Overview
 - A. Administrative Reports
 1. Directors
 - a. Robin Strauser* (Finance)
 - b. Lianne Pierce* (Ancillary)
 - c. Gustavo Rossell* (Procurement)

- d. Paul Benoit* (REAP/Northern Services)
- e. Brad Schroeder* (Technology)
- f. Jim Barentine* (Southern Services)
- g. Yvonne Tabet*(Human Resources)

2. Executive Director*

- a. Request approval of Professional Development Programs for 2023-24*
- b. Request approval of budget proposal and timeline 2023-24*
- c. Request approval of the following staff Additions current 2023 budget
- d. Approve NMCEL as a Platinum Partner
- e. Request approval to hire a CES Lobbyist
- f. Request permission to support legislative approval to raise Procurement Limits

B. Personnel – Report

- 1. Staff Contracts and Resignations*
(Information only)

C. Consent Agenda (Request Approval)

- 1. Approval of Checks*
- 2. Profit and Loss and Balance Sheets*

X. Setting Next Meeting Dates

- A. April 10, 2023, in conjunction with the Spring Budget Conference
- B. June 1, 2023, in conjunction with the NMSBA School Law Conference

XI. Adjournment

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

* Included in Advance Packet Mailing

**Cooperative Educational Services
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**Agenda Item IX.A.1a
Robin Strauser, Deputy Executive Director
Administrative and Finance Report**

Finance:

CES recorded revenue of \$143,330,892.64 and SSC recorded revenue of \$153,287.50 AS OF December 31, 2022. Total combined revenue is \$143,484,180.14. Compared to total revenue as of December 31, 2021 of \$93,310,862.47, December 2022's revenue is \$50,173,318.33 greater. As of December 31, 2022, CES had a profit of \$742,259.87 and SSC had a profit of \$61,179.12 for total combined profit of \$803,438.99. Compared to the profit on December 31, 2021, 2022's profit is \$982,680.92 greater.

By the time we meet again, CES' budget process will be beginning. There will be more to report on the budget at that time.

EANS (Emergency Assistance to Non-public Schools): CES continues to administer the EANS program for PED. This program will come to an end on June 30, 2023.

ARP EANS (American Rescue Plan EANS): CES continues to administer the ARP EANS program for PED. This program will end on June 30, 2024.

Gabe Baca and Jeremy Hernandez are CES' new contacts at PED for these programs. We will be meeting with them to discuss what progress has been made with these programs, new purchase, and inventory matters.

Staff: Since our last meeting CES has hired a Purchasing Specialist to fill the vacancy reported at the previous meeting. Unfortunately, after that hiring another Purchasing specialist resigned for "personal reasons". The day before this reporting, an offer of employment was made and accepted for a Purchasing Specialist. The Business department is once again fully staffed.

The Purchasing Specialists, Anthony, finance Manage, Kim Lanoy-Sandoval and Elena Salazar moved into Suite 200 at the Sandia Synergy Center. This move was necessitated by the fact that there was no more office space in CES' main office for the added staff. Suite 500 that housed Kim and Elena was able to be leased. The leasing of space at SSC has been a challenge so the opportunity to lease a space could not be passed up.

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.

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**Agenda Item IX.A.1b
Ancillary Report –Lianne Pierce, Ancillary Director**

Strategic Goal #1: Operational Efficiencies and Customer Service Excellence

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

| Role Group | 29-Jul | 31-Aug-22 | 30-Sep-22 | Oct-25-22 | Nov-15-22 | Dec-18-22 |
|-------------------|---------------|------------------|------------------|------------------|------------------|------------------|
| Anc Tcher | 5 | 4 | 4 | 4 | 4 | 4 |
| APE | 0 | 0 | 0 | 0 | 0 | 0 |
| ASL-I | 0 | 0 | 0 | 0 | 0 | 0 |
| AUD | 1 | 1 | 1 | 1 | 1 | 1 |
| ASL-I | 0 | 0 | 0 | 0 | 0 | 0 |
| BMS | | | | 2 | 2 | 2 |
| COMS | 1 | 1 | 1 | 1 | 1 | 1 |
| COMS/TVI | 1 | 1 | 1 | 1 | 1 | 1 |
| TVI | 2 | 2 | 2 | 2 | 2 | 2 |
| COTA | 6 | 7 | 8 | 9 | 9 | 9 |
| DIAG | 45 | 48 | 50 | 49 | 49 | 50 |
| LPN | 1 | 1 | 1 | 1 | 1 | 1 |
| NP | 0 | 0 | 0 | 0 | 0 | 0 |
| OT | 21 | 23 | 24 | 25 | 26 | 26 |
| PhD Psych | 3 | 3 | 3 | 3 | 3 | 3 |
| Sch Psych | 13 | 14 | 14 | 15 | 15 | 15 |
| PT | 5 | 5 | 5 | 5 | 5 | 5 |
| PTD | 2 | 2 | 2 | 2 | 2 | 2 |
| RHC | 5 | 5 | 5 | 5 | 5 | 5 |
| RN | 7 | 8 | 8 | 6 | 6 | 6 |
| RT | 9 | 9 | 10 | 9 | 9 | 9 |
| SLP | 35 | 33 | 34 | 35 | 35 | 35 |
| SLPA | 0 | 0 | 0 | 0 | 0 | 0 |
| SW | 32 | 34 | 34 | 37 | 38 | 38 |
| SW Reg Ed | 2 | 2 | 2 | 2 | 2 | 2 |
| Staff Count | 196 | 203 | 209 | 212 | 214 | 215 |
| Resigned Retired | 0 | 0 | 0 | 1 | 0 | 0 |

| | | | | | | |
|------------------------|---|---|---|---|---|---|
| Interviewed | 3 | 7 | 6 | 2 | 2 | 0 |
| New Hires or Returning | 1 | 6 | 6 | 1 | 2 | 1 |

Source CES-apply CES-apply CES-apply CES-apply Indeed CES-apply
 now now now now now

355 Placements with 215 staff in 115 Institutions.

Action Plan #1a

Placed 2 Remoted School Psychologists for a total of 5 remote staff members now.

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.

| Pay Period | 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 | 23 | 23 | 0 |
| December 16-31 | 4 | 4 | 0 |

We are seeing a trending decrease.

Action Plan #3 Hired Behavior Support Specialist and still looking for ASL Interpreters to assist Districts and Charters.

3a, 3b, and 3c have been accomplished.

3d. Continuing to market full-time BMS, and remote SLPs in November newsletter to SpEd directors and Superintendents.

Action Plan #3d. & 4. Next Ancillary Newsletter to Superintendents and SpED Directors goes out Early January.

90 Day Plan

Action Plan #1

Work with HR to develop a flow chart/check list for the hiring of remote employees.

Explore marketing for these potential positions.

Action Plan #2

Continue what we are doing as the data indicates we are trending toward success with this action plan.

Action Plan #3

Work on recruiting & marketing for ASL-I and BMS.

Action Plan #4

Imbed a survey to Superintendents and SpED Directors in Newsletter regarding ways to support them.

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

Action Plan #1a, 1b, 1c Planned all Spring Semester courses for CPI

Action Plan #2a, 2b: The Advanced Autism Eligibility Training is continuing with Module 1 & 3 follow-up. Discussion starting regarding Spring training event.

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

90 Day Plan

Action Plan #1a, 1b, 1c: Continuing training for CPI.

Action Plan #2a, 2b: Examine ways to improve Autism Evaluation Training. Consider the 23-24 school year planning. Consider other areas of needed Professional Development for our own staff.

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**Agenda Item IX.A.1c
Gustavo Rossell-Procurement Manager**

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:

eProcurement System

- With CES Procurement, IT and RTS, our eProcurement software developer, developed and launched CES` new *Contract Module*.
- The Contract Module is an eProcurement system module designed to create & edit contracts, send for execution via email, route signed contracts to the BlueBook for members to use and purchase within the system using the Direct or Traditional purchase methods.
- 630 Job Order Contracting contracts were created and emailed for execution in a 24-hour period using the new module.

Job Order Contracting (JOC) Program Solicitation

- After three years, the contracts for CES` construction “*Job Order Contracting*” program were up for resolicitation.
- For the 2023 round of RFPs, and to optimize the contract management functions of the JOC program, CES Procurement combined the re-solicitation of contracts for years 2020 and 2021, removing approximately 260 redundant contracts.
 - Released 6 RFPs in 9 trades (see below) resulting in 630 on-call construction contracts with a 3-year term. 25% of awardees (Offerors) are new to CES expanding the potential usage of CES contracts statewide.
 - For this new round of 2023 on-call construction contracts, beginning December 13, 2022, members will enjoy a reduction in the Gordian service fee (ezIQC platform) of .25% (from 6.25% to 6%). Based on historical spend, this reduction could represent approximately a million dollars in savings for members during the 3-year term of those contracts.

The CES *Job Order Contracting* (JOC) Program accounts for approximately 45% - 55% of annual total procurement business.

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 Contract Awards:

| RFP # | RFP Description |
|---------------------------|--|
| 2023-01 | Design Professional Services (A/E) 87 awards to 63 A/E firms |
| 2023-10 (New Category) | Professional Development and Specialized Training for School Districts 12 awards |
| 2023-03 | Job Order Contracting (JOC) - Landscaping, Fencing 65 awards |

| | |
|---------|---|
| 2023-04 | Job Order Contracting (JOC) - Mech./Elec./Plumbing (MEP) 189 awards |
| 2023-05 | Job Order Contracting (JOC)- General Construction 190 awards |
| 2023-06 | Job Order Contracting (JOC) - Painting & Stucco 41 awards |
| 2023-07 | Job Order Contracting (JOC) – Roofing 38 awards |
| 2023-08 | Order Contracting (JOC) - Paving + Site Work 102 awards |

II Upcoming Publicly Solicited and Competed Solicitations

| RFP # | RFP Description |
|------------|---|
| 2023-02 | Indoor and Outdoor Athletic, Recreational + Auditorium Lighting Systems - Rigging, Fixtures, Equipment, Install, Maintenance, and Repair |
| 2023-12 | Indoor / Outdoor Scoreboards, Marquees, Message Boards, Street and Building Signage |
| 2023-13 | Solar Power Consulting, Design, Engineering, Installation and Related |
| Key Dates: | Release: Jan. 16, 2023; Close: Feb. 17, 2023; Award: mid-March 2023 |

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

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**Agenda Item IX.A.1d
Paul Benoit – Northern Services / NMREAP**

Northern Services Travel Notes

November and December were busy months traveling. Conferences were relatively minimal. I attended the NMSBA Annual and the Annual Charter School Conferences. Both were busy booth traffic and made some good member and vendor connections.

Direct Purchase/Digital Bluebook

Jim and I continue to provide in-person and phone assistance to members related to the bluebook. It works very smoothly, and I have several requests and trainings scheduled and will continue to do so. The system, overall, works very smoothly. We have discovered a “work around” to a log-in issue and we encourage members to have two browsers available on their computers (typically Edge and Chrome). If one is giving “log-in issues”, then they can switch to the other and this seems to work as a solution work-around every time!

We continue to work closely with the Purchasing Specialists to assist with follow-up on PO issues, access issues, and other related follow-up to purchasing via the CES vehicle. We have conducted two in-person meetings, one with City of Santa Fe and one with Santa Fe Public Schools, bringing in a team of Purchasing Specialists, me, Anthony and David (and/or Robin) to discuss purchasing and invoicing to help those entities better understand our processes and for us to better understand theirs.

DP Account Status

Currently there are 726 “Full Access” accounts, having added 21 accounts over the past quarter. These are accounts which allow members to both search the digital bluebook and upload PO’s on behalf of their institution. 437 Members/Entities have at least 1 Full Access Account, which means we’ve added 18 members/entities into the full-account database this quarter.

NMREAP NOTES

NMREAP continues to be utilized by members. I will increase efforts to reach out to NMPED Licensure to discuss how they post jobs, if/how NMREAP can be better integrated or if we need to look at changing our approach to helping districts in posting jobs. Will keep everyone posted.

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.

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.

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**Agenda Item IX.A.1e
Brad Schroeder - Technology**

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 January 11, 2023, we have 2582 approved orders totaling \$202+M. This does not include any punchout/eCommerce orders with top vendors such as CDWG where we receive monthly/quarterly remittances.

As the JOC RFPs solicitations opened/closed, several updates were made to eProcurement to handle the volume of responses, and after the release of our Contract Automation process, we were able to award of over 630+ contracts within days. Much time was been spent making tweaks/adjusted to the process after launch, but the core functionality is a major milestone.

Next steps 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 still in the process of evaluating our systems regarding the processing of HR, Payroll, PTO, Expense Reports, Timesheets, Travel Logs, et al.

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**Agenda Item IX.A.1f
Jim Barentine – Southern Services**

I continue to call upon members and vendors. Having completed my cycle through Regions 8 and 4 since our last meeting, I am focusing currently on Region 6. Additional service to both groups occurs regularly via telephone and Zoom. Additionally, much contact occurs via both individual and mass emails across southern New Mexico. At the request of Dona Ana County, I participated as an interview panel member for their Contract Management position.

My work has evolved as the online Bluebook has changed, so that much of the education/reeducation I conduct with members' personnel relates to successful sign-in and navigation of the Bluebook plus placement of orders. Some minor bugs remain in the eProcurement system and learning and teaching workarounds for these are a part of the work.

I am beginning work on my annual "Jim's Watch List" of legislation, to be shared with superintendents, REC directors, and charter directors in my assigned work area, plus Paul for northern distribution as he sees fit. For it, I attempt to best capture bills, resolutions, and memorials that may have any significant impact upon or relevance to public education. (There may be some I miss; feel free to ask about specific legislation you would like tracked.)

The digital media program continues to serve CES well. In addition to social media posts, the creation of supportive videos, monthly newsletters, and other marketing materials keeps the workload full for Aaron Gonzales, who serves well in the Media Specialist role, refining some post and media content and format. Digital media is an effective way for CES to maintain a presence with its members and vendors, and we attempt to connect with the social media sites of our members and vendors to enhance their impact. Video creation efforts address both members (Procurement and Professional Development) and vendors (eProcurement updating and post-contract-award support).

While most southern New Mexico use of the CES Ancillary Program has become directly handled by districts/schools and CES Ancillary personnel, I continue to support the use of the Program through recruitment and identification of placement opportunities.

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

- CES Fall Leadership Conference (Albuquerque in-person)
- Facility Managers Workshop (Albuquerque in-person)
- NMPPA Fall Conference (Albuquerque in-person)
- NM Counties Conference (Santa Fe in-person)
- SERTPO Planning Meetings (Roswell virtual)
- Various meetings with contracted and potential vendors
- Various meetings/trainings with members and potential members

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**Agenda Item IX.A.1g
Yvonne Tabet – Human Resources**

The Human Resources Department focused this quarter primarily on 2022 Open Enrollment by completing the registration of new participants in medical benefits for the Ancillary employees. This recruitment and retention strategy netted twenty-one out of 224, new first-time participants in medical benefits to add to the thirty-five already enrolled participants, totaling fifty-six employees. Out of the thirty-five employees, nine were newly hired, were fortunate enough to start receiving the benefit stipend in September of 2022. CES decided last year to pay this benefit stipend, for the Presbyterian Low Option at a cost of \$482.46/month. Additionally, sixteen employees out of the existing thirty-five have different types of health plans, for example, one may have Blue Cross Blue Shield high option or Presbyterian High Option Family plan. CES is contributing the benefit stipend amount towards that higher plan cost to curtail that health benefit expense for the employee.

2022 CES Open Enrollment
Already Participating vs. Newly Participating

| Participating 2022 | Newly Participating 2023 |
|-----------------------------------|---------------------------------|
| 35 employees (9 newly hired) | 21 employees |
| Paid benefit as of September 2022 | Paid benefit as of January 2023 |

In addition to Open Enrollment, the Human Resources Department continued its daily operational duties and tasks by processing new hires, enrolling in benefits, completing HB 128 Expanded Background checks, enrolling in mandatory new hire training, completing verifications of employment for loans and other school districts and assisting employees in other customer service-related questions and concerns.

Below are the most recent employees to join CES in the various categories from October 1, 2022, to December 30, 2022.

Office Staff

| Name | Position |
|------------------------|--|
| Patricia Martinez | Purchasing Specialist |
| Kara Scheib | Purchasing Specialist |
| Joanna (Joie) Calderon | Executive Director Assistant |
| Margaret Furlano | Purchasing Specialist |
| Margaret Mikelson | Administrative Assistant to Deputy Exec Director |

Ancillary Staff

| Name | Position |
|---------------------|--------------------------|
| Leah Grace | Occupational Therapist |
| Bernadette Gonzales | Diagnostician Supervisor |
| Leann Hurst | Social Worker |
| Chia-Ling Vioria | Diagnostician |
| Mandy McDaniel | SLP Supervisor |
| Tiana Taylor | School Psychologist |
| Caroline Yamashiro | SLP |
| Joyce Wolfe | OT-Supervisor |
| Elizabeth Bannowsky | SLP |

Professional Services

| Name | Position |
|----------------|-----------------------|
| John (JR) Null | Professional Services |
| Marla Lovato | Professional Services |

| | |
|-----------------|-----------------------|
| Denise Balderas | Professional Services |
| Kaylee Orr | Professional Services |
| Margenia Davis | Professional Services |
| Lillian Torrez | Professional Services |

EANS

| Name | Position |
|-------------------------|-------------------------|
| Jessica Sanchez | EA |
| Genette Herrera-Salazar | Teacher/Tutor |
| Reilly Hostager | EA |
| Dario Milachay | Tutor |
| Isabelle Riley | Reading Interventionist |
| Zandra Neff | EA |

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**Agenda Item IX.A.2
David Chavez – Executive Director**

- (a) Request approval of CES Professional Development Programs for 2023-2024. The following professional development programs are proposed for the 2023-2024 fiscal year:
- a. Technical Assistance Program (TAP)- this program is designed to provide professional development and technical assistance for school districts. Loretta Garcia, the manager for this program, has approximately 12 subject matter experts that are able to assist districts with any special education issue for which they may training or assistance.
 - b. School Improvement Technical Expertise (SITE) – This program is designed to assist regular education teachers with professional development opportunities in such areas as: mathematics, reading, English language arts, UDL strategies, first year teacher support, PLC’s etc.
 - c. Administrator Leadership Development (ALD) – This program is designed to support school site, central office and school boards with professional development opportunities. This program offers the Leadership Academy, Alternative Licensed program for individuals desiring to get into administration, First Year Principals Academy, First Year Superintendents Academy, Monthly Virtual Leadership Series, Finance workshop for superintendents, NMSBA training for Board Members.
 - d. Leading Educators Through Alternative Pathways – This program is designed to support school districts in meeting the demand for teachers. Individuals that possess a minimum of a bachelor’s degree, are considering a career change into teaching and would like to pursue a teaching degree ae able to go through our year long program and if successful sit for the NM licensure examination,
 - e. (Proposed) Educational Professional Development Foundation-New Mexico the purpose of the foundation is to seek grants that will support, design, develop and deliver professional development services and activities for staff of public entities and governing boards in New Mexico.
 - f. (Proposed) Procurement Specialist – This would be a new position that would lend support to members and participating entities in the development of scope of work for CES construction projects. There appears to be a need for a person that could assist school district, city and county procurement staff in the development of project scopes of work. We find that many of our smaller entities are not able to adequately define the scope of work for construction projects they wish to contract for in their districts. This new position would provide support in that area.
- (b) Budget timeline for CES budget preparation for the 2023-2024 budget. I’ve attached our proposed budget timeline with milestones for your review, consideration, and approval.
- (c) Request that we add the following positions to our CES staff:
- a. (Proposed) Procurement Specialist – This would be a new position that would lend support to members and participating entities in the development of scope of work for CES construction projects. There appears to be a need for a person that could assist school district, city and county procurement staff in the development of project scopes of work. We find that many of our smaller entities are not able to adequately define the scope of work for construction projects they wish to contract for in their districts. This new position would provide support in that area.
- (d) Propose to raise the level of support for New Mexico School Superintendent’s Association. We presently support the Association at \$10,000.00 I propose that we raise that to a Platinum sponsor of \$15,000.00.

(e) Propose that we hire a lobbyist for CES. We will be supporting legislation that would raise the procurement limits during this session. We, on occasion, have a need for a lobbyist when changes to the procurement code are proposed that would be detrimental to CES and school district operations. I propose that we contract with the NMSSA specifically Stan Rounds for an amount not to exceed \$10,000.00.

| 2022-2023 | | | | | Planning | | | | | | Preparation | | | Approval | | | | |
|-----------|--------|---|---------------|---------------------|----------|--------|-------|--------|-------|--------|-------------|--------|-------|----------|-------|--------|--------|---------|
| Start | End | New Program Task | Lead | Support | Jan 27 | Jan 31 | Feb 1 | Feb 28 | Mar 1 | Mar 26 | Apr 3 | Apr 30 | Apr 6 | Apr 30 | May 1 | May 31 | June 1 | June 15 |
| 27-Jan | 31-Jan | Draft Preparation Schedule | David | Staff | :xxx | | | | | | | | | | | | | |
| 2-Feb | 2-Feb | Approve Preparation Schedule # | David | Executive Committee | | | xxx | | | | | | | | | | | |
| 10-Feb | 17-Feb | Capital Expenditure List | David | Staff | | | x | xxx | | | | | | | | | | |
| 17-Feb | 24-Feb | Programs-Add, Delete | David | Cabinet | | | x | xxx | | | | | | | | | | |
| 17-Feb | 17-Feb | Job Descriptions | David, Yvonne | Staff | | | | x | xxx | | | | | | | | | |
| 7-Apr | 7-Apr | District Ancillary Fee | David | Executive Committee | | | | | | | | xxx | | | | | | |
| 7-Apr | 7-Apr | Ancillary Staff Wage Schedule | David | Executive Committee | | | | | | | | xxx | | | | | | |
| 7-Apr | 7-Apr | Set Finance Committee Meetings | LeAnne | David | | | | | | | | xxx | | | | | | |
| 7-Apr | 7-Apr | Executive Committee Approval | David | LeAnne | | | | | | | | xxx | | | | | | |
| 7-Apr | 12-May | Ancillary Staff Allocations | David | Cabinet | | | | | | | | | x | x | xxx | | | |
| 14-Apr | 14-Apr | Staff Salary Schedule- Preliminary | David | Executive Committee | | | | | | | | xxx | | | | | | |
| 7-Apr | 28-Apr | Project Budget 9011 Supplemental Insurance | David | Robin | | | | | | | | xxx | | | | | | |
| 10-Apr | 28-Apr | Project Budget 9013 Professional Services | David | Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9014 Placement Services (REAP) | Paul | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9016 Medicaid | David | Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9021 Food | Robin | David | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9024 Procurement | Gustavo | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9026 AEPA | Gustavo | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9036 Ancillary | Lianne | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9041 Inservice | David | Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9042 Meetings | David | Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9044 SITE | Elena | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 29-Apr | Project Budget 9046 TAP | David | Robin, Loretta | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9047 ALD | David | Evan, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9050 LEAP | Kim | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9053 TQP Grant | David | Robin, Kim | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9091 Business Office | Robin | David, Anthony | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9092 Executive Director | David | Cabinet | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9093 Human Resources | Yvonne | David | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9094 Technology | Brad | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9095 Entity | David | Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9095 Entity- Regional Svcs | Jim, Paul | David, Robin | | | | | | | | | xxx | xxx | | | | |
| 10-Apr | 28-Apr | Project Budget 9096 Sandia Synergy Center | Robin | David | | | | | | | | | xxx | xxx | | | | |
| 8-May | 8-May | First Phone Conference | Brian | Finance Committee | | | | | | | | | | xxx | | | | |
| 15-May | 15-May | Second Phone Conference (if needed) | Brian | Finance Committee | | | | | | | | | | xxx | | | | |
| 19-May | 19-May | Post Proposal for Exec Committee | David | Joie | | | | | | | | | | | xxx | | | |
| 1-Jun | 1-Jun | Present Strategic Plan to Exec. Comm. | David | Staff | | | | | | | | | | | | | | xxx |
| 1-Jun | 1-Jun | Present Budget to Exec Committee | Brian | Finance Committee | | | | | | | | | | | | | | xxx |

Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 1, 2023

Agenda Item IX.B.1
Yvonne Tabet – Personnel Report
Staff Contracts and Resignations

October 1- December 30, 2022

Staff Resignations/Terminations

- Martina Chavez Ancillary
- Meena Chamberlin Purchasing Specialist
- JR Bruton EANS
- Stella Lopez Ancillary
- Rhonda Hinsen Purchasing Specialist

New Staff Contracts Received for 2022-2023

- Jessica Sanchez EANS
- Genette Herrera-Salazar EANS
- Leah Grace Ancillary
- John Null Professional Services
- Patricia Martinez Office Staff
- Bernadette Gonzales Ancillary
- Leann Hurst Ancillary
- Kara Scheib Office Staff
- Joanna Calderon Office Staff
- Chia-Ling Vilorio Ancillary
- Marla Lovato Professional Services
- Reilly Hostager EANS
- Denise Balderas Professional Services
- Mandy McDaniel Ancillary
- Tiana Taylor Ancillary
- Kaylee Orr Professional Services
- Caroline Yamashiro Ancillary
- Dario Milachay EANS
- Isabelle Riley EANS
- Joyce Wolfe Ancillary
- Margaret Furlano Office
- Elizabeth Bannowsky Ancillary
- Margenia Davis Professional Services
- Lillian Torrez Professional Services
- Zandra Neff EANS

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 1, 2023**

**Agenda Item IX.C.1
Consent Agenda- Approval of Checks**

October 8, 2022 through January 15, 2023

| Check Number | Date | Payee | Amount |
|--------------|------------|--|------------|
| 239226 | 10/14/2022 | AFLAC | 3,267.73 |
| 239227 | 10/14/2022 | Allstate Benefits | 115.18 |
| 239228 | 10/14/2022 | Kina LLC | 1,587.75 |
| 239229 | 10/14/2022 | All Sports Trophies | 113.64 |
| 239230 | 10/14/2022 | American Fidelity Assurance Co | 155.54 |
| 239231 | 10/14/2022 | Apple, Inc. | 4,700.00 |
| 239232 | 10/14/2022 | Aztec Schools | 447.50 |
| 239233 | 10/14/2022 | Build with Robots, Inc. | 9,973.33 |
| 239234 | 10/14/2022 | David Chavez | 222.02 |
| 239235 | 10/14/2022 | Eastern New Mexico University | 4,545.00 |
| 239236 | 10/14/2022 | Conti Energy Control LLC | 115,796.10 |
| 239237 | 10/14/2022 | ESA Construction Inc | 17,208.89 |
| 239238 | 10/14/2022 | First Financial Administrators, Inc. | 5,844.47 |
| 239239 | 10/14/2022 | Greer Stafford/SJCF Architecture Inc | 10,176.23 |
| 239240 | 10/14/2022 | Magnus Health, LLC | 9,531.25 |
| 239241 | 10/14/2022 | Guadalupe Mountain Fencing LLC | 10,220.11 |
| 239242 | 10/14/2022 | MW Electric, Inc. | 37,173.05 |
| 239243 | 10/14/2022 | New Image Construction | 20,168.50 |
| 239244 | 10/14/2022 | New Mexico Public Procurement Association | 200.00 |
| 239245 | 10/14/2022 | Dry Fly Enterprises, Inc.DBA Nube Group | 398.68 |
| 239246 | 10/14/2022 | Patricia Carden | 581.97 |
| 239247 | 10/14/2022 | Smith & Aguirre Construction Company, Inc. | 22,476.42 |
| 239248 | 10/14/2022 | The Playwell Group, Inc. | 56,820.44 |
| 239249 | 10/14/2022 | Tucumcari Public Schools | 26.97 |
| 239250 | 10/14/2022 | Tucumcari Ranch Supply | 500.00 |
| 239251 | 10/14/2022 | Vigil & Associates Architectural Group PC | 10,736.09 |
| 239252 | 10/21/2022 | Apple, Inc. | 17,936.00 |
| 239253 | 10/21/2022 | David Zachek | 6,167.61 |
| 239254 | 10/21/2022 | ESA Construction Inc | 85,204.26 |
| 239255 | 10/21/2022 | GM Builders, Inc. | 13,689.22 |
| 239256 | 10/21/2022 | Gunderson Heating & Cooling | 26,640.24 |
| 239257 | 10/21/2022 | Horrocks Engineers, Inc. | 80,394.57 |
| 239258 | 10/21/2022 | Larry G Vigil | 233.23 |
| 239259 | 10/21/2022 | Guadalupe Mountain Fencing LLC | 163,964.01 |
| 239260 | 10/21/2022 | Mountain States Constructors, Inc. | 701,972.59 |

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|--------|------------|---|------------|
| 239261 | 10/21/2022 | Network Cabling, Inc. | 47,852.92 |
| 239262 | 10/21/2022 | Nine Degrees Construction, LLC | 54,297.00 |
| 239263 | 10/21/2022 | RMKM Architecture, P.C. | 2,311.88 |
| 239264 | 10/21/2022 | Southwest Concrete & Paving, Inc. | 843.63 |
| 239265 | 10/21/2022 | Stites Enterprises | 5,505.41 |
| 239266 | 10/21/2022 | Todd Whitaker | 5,437.79 |
| 239267 | 10/21/2022 | Wenger Corporation | 3,982.19 |
| 239268 | 10/28/2022 | Association of Educational Service Agencies | 375.00 |
| 239269 | 10/28/2022 | Alb Bernalillo Co Water Utility Author | 852.24 |
| 239270 | 10/28/2022 | Albuquerque Publishing Company | 640.33 |
| 239271 | 10/28/2022 | Kina LLC | 2,728.32 |
| 239272 | 10/28/2022 | Apple, Inc. | 7,040.00 |
| 239273 | 10/28/2022 | AT&T Mobility | 109.66 |
| 239274 | 10/28/2022 | BCL Enterprises, Inc. | 8,522.86 |
| 239275 | 10/28/2022 | Brady Industries | 1,804.00 |
| 239276 | 10/28/2022 | Carlsbad Municipal Schools | 11,253.10 |
| 239277 | 10/28/2022 | CenturyLink | 19.95 |
| 239278 | 10/28/2022 | CenturyLink | 1,957.96 |
| 239279 | 10/28/2022 | Diana JF Boyd | 4,310.00 |
| 239280 | 10/28/2022 | Companion Corporation | 1,093.00 |
| 239281 | 10/28/2022 | Desert Fox, LLC | 129,284.82 |
| 239282 | 10/28/2022 | Document Solutions, Inc. (DSI) | 14,694.93 |
| 239283 | 10/28/2022 | ESA Construction Inc | 56,753.56 |
| 239284 | 10/28/2022 | Daiohs | 47.41 |
| 239285 | 10/28/2022 | Hansen & Prezzano/Builders LLC | 71,456.39 |
| 239286 | 10/28/2022 | Horrocks Engineers, Inc. | 16,848.32 |
| 239287 | 10/28/2022 | J & M Heritage Construction Company, LLC | 113,258.26 |
| 239288 | 10/28/2022 | May Center for Learning | 2,908.32 |
| 239289 | 10/28/2022 | Next Level Home Audio & Video, Inc | 74,768.45 |
| 239290 | 10/28/2022 | New Mexico School Boards Association | 5,000.00 |
| 239291 | 10/28/2022 | PaperlessPay Corporation | 3,424.00 |
| 239292 | 10/28/2022 | Paul Brookes Publishing Company | 169.33 |
| 239293 | 10/28/2022 | Quill Corporation | 18.74 |
| 239294 | 10/28/2022 | Riverside Insights | 1,579.20 |
| 239295 | 10/28/2022 | RSM | 12,546.21 |
| 239296 | 10/28/2022 | Safeguard Business Systems | 2,372.11 |
| 239297 | 10/28/2022 | Smithco Construction | 30,918.13 |
| 239298 | 10/28/2022 | Stites Enterprises | 53,598.14 |
| 239299 | 10/28/2022 | Truly Nolen | 76.50 |
| 239300 | 10/28/2022 | Van Amberg, Rogers, Yepa & Abeita LLP | 1,773.33 |
| 239301 | 10/28/2022 | Verizon Wireless | 2,543.48 |
| 239302 | 10/28/2022 | Wenger Corporation | 6,459.37 |
| 239303 | 10/28/2022 | WPS | 4,094.00 |
| 239304 | 10/28/2022 | Zoom Video Communications, Inc. | 107.75 |
| 239305 | 11/4/2022 | AFLAC | 3,132.57 |

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|--------|------------|---|------------|
| 239306 | 11/4/2022 | Christian Learning Center | 2,385.00 |
| 239307 | 11/4/2022 | Allstate Benefits | 115.18 |
| 239308 | 11/4/2022 | American Fidelity Assurance Co | 870.46 |
| 239309 | 11/4/2022 | BLUUM USA, Inc. | 3,516.00 |
| 239310 | 11/4/2022 | Desert West Enterprises, LLC | 898,558.14 |
| 239311 | 11/4/2022 | Brightly Software, Inc. | 40,850.23 |
| 239312 | 11/4/2022 | Edupoint Educational Systems LLC | 696,973.31 |
| 239313 | 11/4/2022 | Conti Energy Control LLC | 19,590.02 |
| 239314 | 11/4/2022 | ESA Construction Inc | 171,359.83 |
| 239315 | 11/4/2022 | FCI Constructors of New Mexico, LLC | 42,070.14 |
| 239316 | 11/4/2022 | Daiohs | 47.41 |
| 239317 | 11/4/2022 | Inflection.com, Inc. | 21.56 |
| 239318 | 11/4/2022 | Johnson Controls | 19,237.00 |
| 239319 | 11/4/2022 | La Harca, Inc. | 35,133.83 |
| 239320 | 11/4/2022 | MFLL, Inc. dba Melloy Ford | 31,582.22 |
| 239321 | 11/4/2022 | Musco Corporation | 314,297.28 |
| 239322 | 11/4/2022 | Next Level Home Audio & Video, Inc | 1,031.76 |
| 239323 | 11/4/2022 | Patricia Carden | 46.44 |
| 239324 | 11/4/2022 | Poms & Associates Insurance Brokers Inc | 112.06 |
| 239325 | 11/4/2022 | Quill Corporation | 1,500.67 |
| 239326 | 11/4/2022 | RSM | 2,419.02 |
| 239327 | 11/4/2022 | Severin Intermediate Holdings, LLC | 52,079.26 |
| 239328 | 11/4/2022 | Smith & Aguirre Construction Company, Inc. | 123,589.31 |
| 239329 | 11/4/2022 | Smithco Construction | 25,474.80 |
| 239330 | 11/4/2022 | Stites Enterprises | 9,101.14 |
| 239331 | 11/4/2022 | Submittable Holdings, Inc. | 216.70 |
| 239332 | 11/4/2022 | Sunset Cleaning Services | 2,155.00 |
| 239333 | 11/4/2022 | Terracon Consultants | 1,636.17 |
| 239334 | 11/4/2022 | Weil Construction, Inc. | 198,305.36 |
| 239335 | 11/4/2022 | Wenger Corporation | 4,803.98 |
| 239336 | 11/4/2022 | First Financial Administrators, Inc. | 5,844.47 |
| 239337 | 11/4/2022 | MJLL, Inc. dba Melloy Chrysler Jeep Dodge Ram | 54,024.69 |
| 239338 | 11/4/2022 | Build with Robotrs, Inc. | 9,973.33 |
| 239339 | 11/11/2022 | Belen Consolidated Schools | 44,356.96 |
| 239340 | 11/11/2022 | Cottonwood Classical Preparatory | 665.00 |
| 239341 | 11/11/2022 | David Chavez | 2,858.21 |
| 239342 | 11/11/2022 | Global Maven Enterprises, LLC | 14,653.70 |
| 239343 | 11/11/2022 | Hansen & Prezzano/Builders LLC | 18,040.86 |
| 239344 | 11/11/2022 | Jaramillo Accounting Group LLC | 25,321.26 |
| 239345 | 11/11/2022 | Network Cabling, Inc. | 11,844.89 |
| 239346 | 11/11/2022 | New Image Construction | 18,435.56 |
| 239347 | 11/11/2022 | Next Level Home Audio & Video, Inc | 523.11 |
| 239348 | 11/11/2022 | Nine Degrees Construction, LLC | 36,818.86 |
| 239349 | 11/11/2022 | Patricia Carden | 172.93 |
| 239350 | 11/11/2022 | PSFA | 13,503.80 |

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|--------|------------|---|------------|
| 239351 | 11/11/2022 | Severin Intermediate Holdings, LLC | 76,842.90 |
| 239352 | 11/11/2022 | Yearout Mechanical | 150,700.55 |
| 239353 | 11/11/2022 | PNM | 1,548.01 |
| 239354 | 11/18/2022 | B&M Cillessen Construction Company, Inc. | 57,360.84 |
| 239355 | 11/18/2022 | Bridgers & Paxton Consulting Engineers | 3,855.05 |
| 239356 | 11/18/2022 | Conti Energy Control LLC | 34,393.97 |
| 239357 | 11/18/2022 | Corbins Service Electric | 68,550.27 |
| 239358 | 11/18/2022 | Desert Fox, LLC | 72,782.19 |
| 239359 | 11/18/2022 | Dry Fly Enterprises, Inc.DBA Nube Group | 6,427.29 |
| 239360 | 11/18/2022 | Document Solutions, Inc. (DSI) | 216,889.55 |
| 239361 | 11/18/2022 | Edupoint Educational Systems LLC | 7,212.59 |
| 239362 | 11/18/2022 | ESA Construction Inc | 199,440.35 |
| 239363 | 11/18/2022 | Facility Solutions Group | 3,949.80 |
| 239364 | 11/18/2022 | FCI Constructors of New Mexico, LLC | 68,146.43 |
| 239365 | 11/18/2022 | Daiohs | 267.51 |
| 239366 | 11/18/2022 | General Hydronics Concrete | 148,266.67 |
| 239367 | 11/18/2022 | GM Builders, Inc. | 91,430.65 |
| 239368 | 11/18/2022 | Global Maven Enterprises, LLC | 8,404.44 |
| 239369 | 11/18/2022 | Greater Albuquerque Chamber of Commerce | 371.00 |
| 239370 | 11/18/2022 | Greer Stafford/SJCF Architecture Inc | 12,364.12 |
| 239371 | 11/18/2022 | Hansen & Prezzano/Builders LLC | 111,136.68 |
| 239372 | 11/18/2022 | Horrocks Engineers, Inc. | 2,142.11 |
| 239373 | 11/18/2022 | Imagination Station dba Istation | 11,313.75 |
| 239374 | 11/18/2022 | MFLL, Inc. dba Melloy Ford | 78,400.00 |
| 239375 | 11/18/2022 | n2Y LLC | 27,084.05 |
| 239376 | 11/18/2022 | New Mexico Counties 33 Strong | 10,000.00 |
| 239377 | 11/18/2022 | New Mexico Gas Company | 156.94 |
| 239378 | 11/18/2022 | Quadient Leasing USA, Inc. | 257.80 |
| 239379 | 11/18/2022 | Quill Corporation | 66,198.24 |
| 239380 | 11/18/2022 | Brightly Software, Inc. | 167,382.59 |
| 239381 | 11/18/2022 | Smith Engineering Company | 5,719.25 |
| 239382 | 11/18/2022 | Southwest Concrete & Paving, Inc. | 45,048.61 |
| 239383 | 11/18/2022 | Submittable Holdings, Inc. | 8,399.50 |
| 239384 | 11/18/2022 | Terracon Consultants | 725.25 |
| 239385 | 11/18/2022 | Tumbleweed Mobile Shredding LLC | 1,457.78 |
| 239386 | 11/18/2022 | Vigil & Associates Architectural Group PC | 8,543.81 |
| 239387 | 11/18/2022 | Wizer Electric LLC | 207,500.63 |
| 239388 | 11/18/2022 | Yearout Mechanical | 388,138.40 |
| 239389 | 11/23/2022 | Alb Bernalillo Co Water Utility Author | 851.02 |
| 239390 | 11/23/2022 | Coyote Cabling | 26,355.59 |
| 239391 | 11/23/2022 | DreamBox Learning, Inc. | 1,950.00 |
| 239392 | 11/23/2022 | ESA Construction Inc | 17,815.63 |
| 239393 | 11/23/2022 | Daiohs | 340.33 |
| 239394 | 11/23/2022 | Global Maven Enterprises, LLC | 111,776.54 |
| 239395 | 11/23/2022 | Imagination Station dba Istation | 3,771.25 |

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|--------|------------|--|--------------|
| 239396 | 11/23/2022 | May Center for Learning | 4,071.66 |
| 239397 | 11/23/2022 | Mountain States Constructors, Inc. | 2,043,751.48 |
| 239398 | 11/23/2022 | Network Cabling, Inc. | 2,609.09 |
| 239399 | 11/23/2022 | Patricia Carden | 533.03 |
| 239400 | 11/23/2022 | RSM | 416.99 |
| 239401 | 11/23/2022 | Severin Intermediate Holdings, LLC | 48,667.35 |
| 239402 | 11/23/2022 | Shamrock Discount Janitor Supply | 306.50 |
| 239403 | 11/23/2022 | Sonja Bailey | 108.28 |
| 239404 | 11/23/2022 | Staples | 705.38 |
| 239405 | 12/2/2022 | AFLAC | 3,132.57 |
| 239406 | 12/2/2022 | Allstate Benefits | 115.18 |
| 239407 | 12/2/2022 | Christian Learning Center | 2,385.00 |
| 239408 | 12/2/2022 | American Fidelity Assurance Co | 870.46 |
| 239409 | 12/2/2022 | Amplify Education, Inc. | 471.00 |
| 239410 | 12/2/2022 | Apple, Inc. | 2,296.00 |
| 239411 | 12/2/2022 | AT&T Mobility | 108.13 |
| 239412 | 12/2/2022 | B&M Cillessen Construction Company, Inc. | 161,053.10 |
| 239413 | 12/2/2022 | BCL Enterprises, Inc. | 6,243.86 |
| 239414 | 12/2/2022 | Bernalillo County Treasurer | 16,654.80 |
| 239415 | 12/2/2022 | CenturyLink | 1,957.96 |
| 239416 | 12/2/2022 | City of Santa Rosa | 6,989.15 |
| 239417 | 12/2/2022 | Clovis Municipal Schools | 385.00 |
| 239418 | 12/2/2022 | Conti Energy Control LLC | 23,844.68 |
| 239419 | 12/2/2022 | Contreras Construction Corp. | 324,654.33 |
| 239420 | 12/2/2022 | Demco, Inc. | 327.69 |
| 239421 | 12/2/2022 | Document Solutions, Inc. (DSI) | 20,554.57 |
| 239422 | 12/2/2022 | Embassy Suites Albuquerque Hotel and Spa | 77,097.04 |
| 239423 | 12/2/2022 | ESA Construction Inc | 91,456.75 |
| 239424 | 12/2/2022 | NelNet Business Solutions, Inc. | 13,264.04 |
| 239425 | 12/2/2022 | First Financial Administrators, Inc. | 5,844.47 |
| 239426 | 12/2/2022 | Hansen & Prezzano/Builders LLC | 18,611.42 |
| 239427 | 12/2/2022 | Horrocks Engineers, Inc. | 77,281.31 |
| 239428 | 12/2/2022 | Imagination Station dba Istation | 1,163,751.25 |
| 239429 | 12/2/2022 | Jal Schools | 30,996.68 |
| 239430 | 12/2/2022 | Joanna Calderon | 5.68 |
| 239431 | 12/2/2022 | Next Level Home Audio & Video, Inc | 131,621.57 |
| 239432 | 12/2/2022 | Paul Brookes Publishing Company | 180.57 |
| 239433 | 12/2/2022 | PNM | 1,506.67 |
| 239434 | 12/2/2022 | Pro-Vision Video Systems | 2,301.55 |
| 239435 | 12/2/2022 | Quill Corporation | 1,115.34 |
| 239436 | 12/2/2022 | Riverside Insights | 1,551.00 |
| 239437 | 12/2/2022 | RMKM Architecture, P.C. | 37,712.50 |
| 239438 | 12/2/2022 | Smith Engineering Company | 573.00 |
| 239439 | 12/2/2022 | Southwest Concrete & Paving, Inc. | 49,302.85 |
| 239440 | 12/2/2022 | Terracon Consultants | 1,278.52 |

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|--------|------------|---|-----------|
| 239441 | 12/2/2022 | Truly Nolen | 82.97 |
| 239442 | 12/2/2022 | Verizon Wireless | 1,447.72 |
| 239443 | 12/2/2022 | Williams Scotsman Inc | 3,124.57 |
| 239444 | 12/2/2022 | WPS | 2,631.00 |
| 239445 | 12/2/2022 | Yearout Mechanical | 2,407.29 |
| 239446 | 12/2/2022 | Yvette Lujan-Flores | 36.47 |
| 239447 | 12/2/2022 | New Mexico Gas Company | 472.52 |
| 239448 | 12/9/2022 | BCL Enterprises, Inc. | 23,785.96 |
| 239449 | 12/9/2022 | Bridgers & Paxton Consulting Engineers | 4,011.80 |
| 239450 | 12/9/2022 | Conti Energy Control LLC | 10,380.64 |
| 239451 | 12/9/2022 | Document Solutions, Inc. (DSI) | 9,568.40 |
| 239452 | 12/9/2022 | ESA Construction Inc | 48,600.05 |
| 239453 | 12/9/2022 | Daiohs | 47.41 |
| 239454 | 12/9/2022 | General Hydronics Concrete | 65,301.33 |
| 239455 | 12/9/2022 | Inflection.com, Inc. | 86.24 |
| 239456 | 12/9/2022 | Global Maven Enterprises, LLC | 25,013.62 |
| 239457 | 12/9/2022 | Hansen & Prezzano/Builders LLC | 2,084.86 |
| 239458 | 12/9/2022 | Horrocks Engineers, Inc. | 40,163.86 |
| 239459 | 12/9/2022 | J & M Heritage Construction Company, LLC | 18,265.51 |
| 239460 | 12/9/2022 | GoTo Communications | 1,196.42 |
| 239461 | 12/9/2022 | Joanna Calderon | 12.30 |
| 239462 | 12/9/2022 | La Harca, Inc. | 52,803.44 |
| 239463 | 12/9/2022 | Leslie Rene Rohrer | 824.22 |
| 239464 | 12/9/2022 | Mescalero Apache School | 50,973.51 |
| 239465 | 12/9/2022 | MJLL, Inc. dba Melloy Chrysler Jeep Dodge Ram | 66,789.14 |
| 239466 | 12/9/2022 | Network Cabling, Inc. | 7,679.17 |
| 239467 | 12/9/2022 | Next Level Home Audio & Video, Inc | 98,923.66 |
| 239468 | 12/9/2022 | New Mexico School Personnel Association | 375.00 |
| 239469 | 12/9/2022 | Dry Fly Enterprises, Inc.DBA Nube Group | 6,592.15 |
| 239470 | 12/9/2022 | Petty Cash/CES | 80.81 |
| 239471 | 12/9/2022 | Polson & Grady Ltd. | 3,497.37 |
| 239472 | 12/9/2022 | RSM | 918.03 |
| 239473 | 12/9/2022 | Sunset Cleaning Services | 2,370.50 |
| 239474 | 12/9/2022 | TurfScapes of New Mexico, LLC | 56,174.63 |
| 239475 | 12/9/2022 | Taos Municipal Schools | 1,306.55 |
| 239476 | 12/9/2022 | Truly Nolen | 82.97 |
| 239477 | 12/9/2022 | Wizer Electric LLC | 8,540.16 |
| 239478 | 12/9/2022 | Lisa Oliphant | 574.67 |
| 239479 | 12/9/2022 | Walsh, Gallegos, Trevino, Russo, & Kyle, P.C. | 162.16 |
| 239480 | 12/16/2022 | Amplify Education, Inc. | 18,202.50 |
| 239481 | 12/16/2022 | Chaves County | 297.84 |
| 239482 | 12/16/2022 | City of Jal | 36.00 |
| 239483 | 12/16/2022 | Coyote Cabling | 33,266.79 |
| 239484 | 12/16/2022 | David Chavez | 4,917.89 |
| 239485 | 12/16/2022 | Dulce Independent Schools | 159.04 |

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| 239486 | 12/16/2022 | Conti Energy Control LLC | 232,147.58 |
| 239487 | 12/16/2022 | ESA Construction Inc | 508,340.35 |
| 239488 | 12/16/2022 | FCI Constructors of New Mexico, LLC | 61,722.20 |
| 239489 | 12/16/2022 | Hansen & Prezzano/Builders LLC | 85,116.62 |
| 239490 | 12/16/2022 | Horrocks Engineers, Inc. | 40,906.19 |
| 239491 | 12/16/2022 | J & M Heritage Construction Company, LLC | 23,785.65 |
| 239492 | 12/16/2022 | Kaylee Orr | 137.60 |
| 239493 | 12/16/2022 | Mosaic Academy Charter School | 1,445.00 |
| 239494 | 12/16/2022 | Pecos Valley RCC 8 | 3,862.50 |
| 239495 | 12/16/2022 | The Playwell Group, Inc. | 85,972.66 |
| 239496 | 12/16/2022 | Pojoaque Valley School District | 6,690.00 |
| 239497 | 12/16/2022 | San Miguel County | 345.44 |
| 239498 | 12/16/2022 | The Santa Fe New Mexican | 366.21 |
| 239499 | 12/16/2022 | Travers Mechanical and Controls, LLC | 237.05 |
| 239500 | 12/16/2022 | Voz Collegiate Preparatory School | 15,753.27 |
| 239501 | 12/16/2022 | Yearout Mechanical | 4,137.88 |
| 239502 | 12/16/2022 | Zonar Systems, Inc. | 3,524.31 |
| 239503 | 12/21/2022 | Arbo's Floor Service LLC | 18,935.19 |
| 239504 | 12/21/2022 | B&M Cillessen Construction Company, Inc. | 29,672.12 |
| 239505 | 12/21/2022 | Bridgers & Paxton Consulting Engineers | 55,808.80 |
| 239506 | 12/21/2022 | Contreras Construction Corp. | 299,071.60 |
| 239507 | 12/21/2022 | Coyote Cabling | 153,691.93 |
| 239508 | 12/21/2022 | Conti Energy Control LLC | 2,278.54 |
| 239509 | 12/21/2022 | ESA Construction Inc | 138,162.40 |
| 239510 | 12/21/2022 | Global Maven Enterprises, LLC | 3,106.61 |
| 239511 | 12/21/2022 | Hansen & Prezzano/Builders LLC | 13,094.89 |
| 239512 | 12/21/2022 | Imagination Station dba Istation | 7,542.50 |
| 239513 | 12/21/2022 | J & M Heritage Construction Company, LLC | 53,512.34 |
| 239514 | 12/21/2022 | Johnson Controls Fire Protection | 4,497.58 |
| 239515 | 12/21/2022 | Musco Corporation | 157,839.01 |
| 239516 | 12/21/2022 | Network Cabling, Inc. | 13,979.82 |
| 239517 | 12/21/2022 | New Image Construction | 18,132.58 |
| 239518 | 12/21/2022 | Brightly Software, Inc. | 5,027.07 |
| 239519 | 12/21/2022 | Vigil & Associates Architectural Group PC | 3,834.30 |
| 239520 | 12/21/2022 | Visions in Planning, Inc. | 13,912.40 |
| 239521 | 12/21/2022 | Wenger Corporation | 33,546.70 |
| 239522 | 12/21/2022 | Yearout Mechanical | 140,565.38 |
| 239523 | 12/30/2022 | Association of Educational Service Agencies | 4,450.00 |
| 239524 | 12/30/2022 | AFLAC | 2,999.71 |
| 239525 | 12/30/2022 | Alb Bernalillo Co Water Utility Author | 721.19 |
| 239526 | 12/30/2022 | Albuquerque Publishing Company | 144.00 |
| 239527 | 12/30/2022 | Allstate Benefits | 115.18 |
| 239528 | 12/30/2022 | American Fidelity Assurance Co | 870.46 |
| 239529 | 12/30/2022 | American Property Consultants & Appraisers, Inc. | 2,000.00 |
| 239530 | 12/30/2022 | AT&T Mobility | 109.63 |

| | | | |
|--------|------------|--|------------|
| 239531 | 12/30/2022 | B&M Cillessen Construction Company, Inc. | 78,296.76 |
| 239532 | 12/30/2022 | Bones Clones, Inc. | 1,897.00 |
| 239533 | 12/30/2022 | CenturyLink | 1,957.96 |
| 239534 | 12/30/2022 | City of Albuquerque | 25.00 |
| 239535 | 12/30/2022 | Conti Energy Control LLC | 86,258.98 |
| 239536 | 12/30/2022 | ESA Construction Inc | 137,086.86 |
| 239537 | 12/30/2022 | Daiohs | 10.40 |
| 239538 | 12/30/2022 | First Financial Administrators, Inc. | 5,774.47 |
| 239539 | 12/30/2022 | General Hydronics Concrete | 43,018.54 |
| 239540 | 12/30/2022 | GM Builders, Inc. | 75,864.82 |
| 239541 | 12/30/2022 | La Harca, Inc. | 9,358.03 |
| 239542 | 12/30/2022 | Musco Corporation | 646,953.00 |
| 239543 | 12/30/2022 | Network Cabling, Inc. | 76,903.81 |
| 239544 | 12/30/2022 | New Mexico School Personnel Association | 1,000.00 |
| 239545 | 12/30/2022 | NCS Pearson Inc. | 1,715.00 |
| 239546 | 12/30/2022 | PNM | 1,441.70 |
| 239547 | 12/30/2022 | Quill Corporation | 2,654.16 |
| 239548 | 12/30/2022 | Roswell Daily Record | 105.74 |
| 239549 | 12/30/2022 | RSM | 2,947.91 |
| 239550 | 12/30/2022 | Safari Micro Inc | 12,766.62 |
| 239551 | 12/30/2022 | Safeguard Business Systems | 3,074.17 |
| 239552 | 12/30/2022 | Smith Engineering Company | 1,744.67 |
| 239553 | 12/30/2022 | Torrance County | 16,477.73 |
| 239554 | 12/30/2022 | United States Postal Service | 998.34 |
| 239555 | 12/30/2022 | United States Postal Service | 232.00 |
| 239556 | 12/30/2022 | Van Amberg, Rogers, Yepa & Abeita LLP | 760.85 |
| 239557 | 12/30/2022 | Verizon Wireless | 1,853.80 |
| 239558 | 12/30/2022 | Yearout Mechanical | 10,595.59 |
| 239559 | 12/30/2022 | New Mexico School Boards Association | 9,229.19 |
| 239560 | 12/30/2022 | New Mexico Gas Company | 750.02 |
| 239561 | 1/6/2023 | Desert Fox, LLC | 331,921.51 |
| 239562 | 1/6/2023 | ESA Construction Inc | 92,631.67 |
| 239563 | 1/6/2023 | Johnson Controls Fire Protection | 5,160.34 |
| 239564 | 1/6/2023 | Musco Corporation | 261,063.49 |
| 239565 | 1/6/2023 | Trinity3 Technology, LLC | 6,839.51 |
| 239566 | 1/6/2023 | Wenger Corporation | 4,094.09 |
| 239567 | 1/6/2023 | Yearout Mechanical | 46,828.22 |
| 239568 | 1/13/2023 | B&M Cillessen Construction Company, Inc. | 222,451.27 |
| 239569 | 1/13/2023 | BCL Enterprises, Inc. | 20,553.46 |
| 239570 | 1/13/2023 | Cobb, Fendley & Associates, Inc. | 1,095.27 |
| 239571 | 1/13/2023 | Coyote Cabling | 895.54 |
| 239572 | 1/13/2023 | David Chavez | 102.96 |
| 239573 | 1/13/2023 | Document Solutions, Inc. (DSI) | 305,794.86 |
| 239574 | 1/13/2023 | ESA Construction Inc | 533,271.71 |
| 239575 | 1/13/2023 | Facility Solutions Group | 2,552.69 |

| | | | |
|--------|-----------|--|------------|
| 239576 | 1/13/2023 | Daiohs | 302.55 |
| 239577 | 1/13/2023 | Inflection.com, Inc. | 21.56 |
| 239578 | 1/13/2023 | GoTo Communications | 702.29 |
| 239579 | 1/13/2023 | Global Maven Enterprises, LLC | 75,697.58 |
| 239580 | 1/13/2023 | Horrocks Engineers, Inc. | 83,446.94 |
| 239581 | 1/13/2023 | J & M Heritage Construction Company, LLC | 22,588.87 |
| 239582 | 1/13/2023 | Leslie Rene Rohrer | 437.52 |
| 239583 | 1/13/2023 | Lobo Internet Services | 580.00 |
| 239584 | 1/13/2023 | Loren Cushman | 929.36 |
| 239585 | 1/13/2023 | May Center for Learning | 4,071.66 |
| 239586 | 1/13/2023 | Network Cabling, Inc. | 10,130.41 |
| 239587 | 1/13/2023 | Next Level Home Audio & Video, Inc | 4,503.91 |
| 239588 | 1/13/2023 | Psychological Assessment RS | 1,283.52 |
| 239589 | 1/13/2023 | Riverside Insights | 1,250.70 |
| 239590 | 1/13/2023 | Southwest Concrete & Paving, Inc. | 104,687.85 |
| 239591 | 1/13/2023 | Stites Enterprises | 8,574.81 |
| 239592 | 1/13/2023 | Sunset Cleaning Services | 2,693.75 |
| 239593 | 1/13/2023 | Truly Nolen | 82.97 |
| 239594 | 1/13/2023 | Yearout Mechanical | 7,096.39 |
| 239595 | 1/13/2023 | WPS | 695.25 |

370

18,397,580.62

Approved this _____ day of _____, 2023

Attest:

President, Executive Committee

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 1, 2023**

Agenda Item IX.C.2

STATEMENT of REVENUES, EXPENSES and CHANGES in FUND NET ASSETS

For the Six Months Ending Saturday, December 31, 2022

| | December | YTD |
|-------------------------------|---------------|----------------|
| EXTRAORDINARY REVENUE | \$0.00 | \$0.00 |
| A/R-A/P CLEARING ACCOUNT | (22,461.08) | 16,194.03 |
| | (22,461.08) | 16,194.03 |
| INSURANCE | | |
| Insurance-Revenue | 0.00 | 0.00 |
| Insurance Expense | 0.00 | 0.00 |
| | 0.00 | 0.00 |
| Professional Services | | |
| Professional Services-Revenue | 145,768.37 | 616,729.53 |
| Professional Services-Expense | 106,624.50 | 578,354.76 |
| | 39,143.87 | 38,374.77 |
| PLACEMENT SERVICES | | |
| Placement Services-Revenue | 0.00 | 51,890.00 |
| Placement Services-Expense | 6.71 | (28,100.05) |
| | (6.71) | 79,990.05 |
| MEDICAID | | |
| Medicaid-Revenue | 96,200.98 | 314,357.98 |
| Medicaid-Expense | 82,693.71 | 270,219.98 |
| | 13,507.27 | 44,138.00 |
| FOOD | | |
| Food-Revenue | 5,229.41 | 26,501.34 |
| Food-Expense | 0.00 | 74.47 |
| | 5,229.41 | 26,426.87 |
| PROCUREMENT | | |
| Procurement-Revenue | 23,259,413.30 | 128,749,838.87 |
| Procurement-Expense | 22,905,772.90 | 126,651,095.25 |
| | 353,640.40 | 2,098,743.62 |
| AEPA | | |
| AEPA-Revenue | 1,029,228.16 | 7,058,184.72 |
| AEPA-Expense | 926,412.03 | 7,232,285.90 |
| | 102,816.13 | (174,101.18) |
| ANCILLARY | | |
| Ancillary-Revenue | 1,235,236.98 | 5,863,060.96 |

| | | |
|----------------------------|--------------|--------------|
| Ancillary-Expense | 1,155,315.12 | 5,548,981.36 |
| | 79,921.86 | 314,079.60 |
| INSERVICES | | |
| Inservices-Revenue | (25.00) | 116,710.00 |
| Inservices-Expense | 78,673.07 | 113,080.22 |
| | (78,698.07) | 3,629.78 |
| MEETINGS | | |
| Meetings-Revenue | 0.00 | 0.00 |
| Meetings-Expense | 898.32 | 12,891.52 |
| | (898.32) | (12,891.52) |
| EANS | | |
| EANS-Revenue | 252,650.05 | 1,369,389.43 |
| EANS-Expense | 371,342.93 | 1,457,269.02 |
| | (118,692.88) | (87,879.59) |
| ARP EANS | | |
| ARP EANS-Revenue | 239,147.21 | 939,914.48 |
| ARP EANS-Expense | 124,989.12 | 1,017,814.40 |
| | 114,158.09 | (77,899.92) |
| SITE | | |
| SITE Revenue | 0.00 | 5,400.00 |
| SITE Expense | 28,414.85 | 172,813.39 |
| | (28,414.85) | (167,413.39) |
| TAP | | |
| TAP- Revenue | 28,376.38 | 168,858.09 |
| TAP - Expense | 25,995.32 | 133,955.91 |
| | 2,381.06 | 34,902.18 |
| ALD | | |
| ALD Revenue | 2,000.00 | 48,920.00 |
| ALD Expense | 39,062.78 | 179,295.39 |
| | (37,062.78) | (130,375.39) |
| LEAP | | |
| LEAP Revenue | 1,250.00 | 238,663.15 |
| LEAP Expense | 56,645.59 | 368,296.52 |
| | (55,395.59) | (129,633.37) |
| TQP | | |
| TQP Revenue | 0.00 | 0.00 |
| TQP Expenses | 32,653.25 | 117,558.67 |
| | (32,653.25) | (117,558.67) |
| BUSINESS OFFICE | | |
| Business Office-Revenue | 0.00 | 0.00 |
| Business Office-Expense | 4,270.13 | 33,128.62 |
| | (4,270.13) | (33,128.62) |
| EXECUTIVE DIRECTOR | | |
| Executive Director-Revenue | 0.00 | 0.00 |

| | | |
|----------------------------|---------------------|---------------------|
| Executive Director-Expense | 6,663.23 | 43,419.51 |
| | <u>(6,663.23)</u> | <u>(43,419.51)</u> |
| HUMAN RESOURCES | | |
| Human Resources-Revenue | 0.00 | 0.00 |
| Human Resources-Expense | 10,941.33 | 62,778.59 |
| | <u>(10,941.33)</u> | <u>(62,778.59)</u> |
| TECHNOLOGY | | |
| Technology-Revenue | 0.00 | 0.00 |
| Technology-Expense | 22,039.80 | 152,082.18 |
| | <u>(22,039.80)</u> | <u>(152,082.18)</u> |
| ENTITY | | |
| Entity-Revenue | 22,781.00 | 71,778.00 |
| Entity-Expense | 154,720.80 | 796,835.10 |
| | <u>(131,939.80)</u> | <u>(725,057.10)</u> |
| PROFIT/(LOSS) | 160,660.27 | 742,259.87 |

Cooperative Educational Services
STATEMENT OF NET ASSETS
For the Six Months Ending Saturday, December 31, 2022

| | |
|----------------------------|------------------------|
| CASH | |
| Operating BOA | <u>\$10,173,686.85</u> |
| Operating WF | 0.00 |
| Petty Cash | 200.00 |
| Endowment Fund | <u>0.00</u> |
| TOTAL CASH | <u>10,173,886.85</u> |
| | |
| ACCOUNTS RECEIVABLE | 28,044,502.33 |
| PREPAID EXPENSES | 172,423.10 |
| ACCRUED REVENUE | 1,034,416.91 |
| OTHER RECEIVABLES | <u>0.00</u> |
| TOTAL CURRENT ASSETS | <u>39,425,229.19</u> |
| | |
| EQUIPMENT | |
| Ancillary | <u>0.00</u> |
| Accum Dep Anc | 0.00 |
| Furnishings | 610,215.72 |
| Accum Dep Furn | (494,922.32) |
| Vehicles | 163,186.90 |
| Accum Dep Veh | <u>(100,282.19)</u> |
| NET EQUIPMENT | <u>178,198.11</u> |
| | |
| PROPERTY | |
| Land | <u>410,888.64</u> |
| Building 4216 | 296,135.47 |
| Building 10601 | 5,480,974.83 |
| Accum Dep Bldg 4216 | (232,252.70) |
| Accum Dep Bldg 10601 | (172,072.01) |
| Improvements 4216 | 671,194.70 |
| Accum Dep Imp 4216 | (477,554.56) |
| Improvements 10601 | 15,686.90 |
| Accum Dep Imp 10601 | (56,202.95) |
| NET PROPERTY | <u>5,936,798.32</u> |
| TOTAL EQUIPMENT & PROPERTY | <u>6,114,996.43</u> |
| | |
| OTHER ASSETS | |
| Investment in SSC | <u>0.00</u> |
| TOTAL OTHER ASSETS | 0.00 |
| | |
| TOTAL ASSETS | \$45,540,225.62 |

| | |
|--|------------------------|
| ACCOUNTS PAYABLE | 28,462,247.65 |
| ACCRUED EXPENSES | |
| Ancillary Payroll | 0.00 |
| Expenses | 0.00 |
| Compensated Absenses | 176,429.62 |
| TOTAL ACCRUED EXPENSES | <u>176,429.62</u> |
| | |
| SUMMER INSURANCE PREMIUMS | 184,392.23 |
| PAYROLL TAXES PAYABLE | (6,482.77) |
| EMPLOYEE BENEFITS PAYABLE | (6,878.21) |
| AEPA | 0.00 |
| MEMBER CREDIT LIABILITY | 0.00 |
| DEFERRED REVENUE | 63,433.05 |
| | |
| Mortgage Payable | 4,863,956.37 |
| Mortgage Payable - Current Portion | 294,610.84 |
| PPP Loan | 0.00 |
| Fiscal Agency Liability - NMPFMA | 32,038.37 |
| TOTAL LIABILITIES | <u>34,063,747.15</u> |
| | |
| NET ASSETS | 10,734,218.60 |
| CURRENT CHNG in NET ASSETS-PROFIT/(LOSS) | 742,259.87 |
| | |
| TOTAL NET ASSETS | <u>11,476,478.47</u> |
| | |
| TOTAL LIABILITIES & NET ASSETS | <u>\$45,540,225.62</u> |

**Sandia Synergy Center
Financial Summary
12/31/2022**

| | November | December | 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 | 1,179,517.52 | 1,167,873.55 | (11,643.97) |
| Cash - Security Deposits BOA - SSC | 28,488.92 | 29,989.73 | 1,500.81 |
| Accounts Receivable - SSC | 70,246.72 | 78,995.04 | 8,748.32 |
| Prepaid Expenses - SSC | 0.00 | 0.00 | 0.00 |
| Fixed Assets | 2,980,851.64 | 2,980,851.64 | 0.00 |
| Total Assets | 4,259,104.80 | 4,257,709.96 | (1,394.84) |
| Accounts Payable - SSC | 0.00 | 0.00 | 0.00 |
| Deferred Rent - SSC | 0.00 | 0.00 | 0.00 |
| Tenant Deposits - SSC | 28,365.21 | 29,856.29 | 1,491.08 |
| Total Liabilities | 28,365.21 | 29,856.29 | 1,491.08 |
| 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) | 64,065.04 | 61,179.12 | (2,885.92) |
| Total Fund Balance | 4,230,739.59 | 4,227,853.67 | (2,885.92) |
| Total Liabilities & Fund Balance | 4,259,104.80 | 4,257,709.96 | (1,394.84) |
| Total Revenue | (135,117.93) | (153,287.50) | (18,169.57) |
| Total Expense | 71,052.89 | 92,108.38 | 21,055.49 |
| (Profit)/Loss | (64,065.04) | (61,179.12) | 2,885.92 |
| Revenue - Rent - SSC | (113,654.16) | (126,851.20) | (13,197.04) |
| Revenue - Passthru Maintenance - SSC | 0.00 | 0.00 | 0.00 |
| Revenue - Passthru Electricity - SSC | (2,764.38) | (3,993.82) | (1,229.44) |
| Revenue - CAM - SSC | (18,666.80) | (22,400.16) | (3,733.36) |
| Revenue - Interest Tenant Deposits - SSC | (32.59) | (42.32) | (9.73) |
| 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 | 0.00 | 0.00 | 0.00 |
| Indirect Cost - SSC | 0.00 | 0.00 | 0.00 |
| General Expenses - SSC | 0.00 | 0.00 | 0.00 |
| Bank Fees - SSC | 0.00 | 0.00 | 0.00 |
| Depreciation Expense - SSC | 19,787.25 | 19,787.25 | 0.00 |
| Property Insurance - SSC | 0.00 | 0.00 | 0.00 |
| Property Tax - SSC | 0.00 | 0.00 | 0.00 |
| Janitorial - CAM - SSC | 9,167.06 | 10,944.93 | 1,777.87 |
| Janitorial Supplies - CAM - SSC | 525.03 | 729.75 | 204.72 |
| Contract Maintenance - CAM - SSC | 1,250.71 | 1,733.95 | 483.24 |
| 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 | 152.35 | 152.35 | 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 | 9,254.17 | 11,977.44 | 2,723.27 |
| Gas - CAM - SSC | 2,522.94 | 7,309.37 | 4,786.43 |
| Water & Sewer - CAM - SSC | 5,328.87 | 7,584.68 | 2,255.81 |
| Solid Waste Removal - CAM - SSC | 1,534.35 | 2,152.99 | 618.64 |
| Telephone - CAM - SSC | 732.93 | 1,488.43 | 755.50 |
| Security & Alarm Monitoring - CAM - SSC | 194.16 | 194.16 | 0.00 |
| HVAC Maintenance - CAM - SSC | 4,136.55 | 8,273.10 | 4,136.55 |
| HVAC Repairs - CAM - SSC | 580.64 | 774.19 | 193.55 |
| Grounds Maintenance - CAM - SSC | 4,061.74 | 4,874.71 | 812.97 |
| Snow Removal - CAM - SSC | 0.00 | 0.00 | 0.00 |
| Window Washing - CAM - SSC | 248.11 | 248.11 | 0.00 |
| Association Fees - CAM - SSC | 1,888.32 | 1,888.32 | 0.00 |
| Management Fees Contract - CAM - SSC | 5,386.28 | 6,463.78 | 1,077.50 |
| Management Fees Intercompany - CAM - SSC | 0.00 | 0.00 | 0.00 |
| Internet CAM - SSC | 750.00 | 750.00 | 0.00 |
| Equipment & Storage Rental Fees | 0.00 | 0.00 | 0.00 |
| Electricity - SSC | 0.00 | 0.00 | 0.00 |
| Repairs - SSC | 0.00 | 0.00 | 0.00 |
| Maintenance - SSC | 0.00 | 0.00 | 0.00 |
| Repairs & Maintenance General - SSC | 0.00 | 0.00 | 0.00 |
| Electricity Passthru - SSC | 3,337.76 | 4,567.20 | 1,229.44 |
| 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 |

Cooperative Education
Services
2022-2023 Strategic Plan
UPDATED January 18,
2023



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a. EXECUTIVE SUMMARY

Cooperative Education Services is pleased to present CES' Strategic Plan 2022 – 2023. CES provides the highest quality services to all members through its mission, "To provide superior procurement, administrative and instructional services through strategic partnerships." The following plan outlines a roadmap to achieve this mission including updated strategic priorities for the third year of our three-year strategic plan.

The CES Directors and Leadership Team met several times between April – July 2022 to evaluate progress on 2021-2022 strategic initiatives and action plans and to assess key accomplishments and challenges the organization may face over the upcoming year. Below are highlights from the assessment.

Highlights of 2021-2022 Accomplishments:

CES has continued a path of growth and expansion and has experienced its best year in terms of performance outcomes (e.g., both revenue, volume and numbers of members served). The CES team continues to be resilient and responsive to what districts need. The CES team transitioned to offering a Direct Purchase option beginning in April of 2021. This option was available for all commodities except construction. Construction requires the Member and participating entity to obtain such items as wage decisions, bonds, ensure that insurances are in place, this does not lend itself to the direct purchase model. The following include examples of accomplishments and challenges during 2021-2022 fiscal year.

Cross-functional Teams Worked Together to Deliver More Responsive Professional Development

- I. CES transitioned to hybrid professional development platforms and continued training to districts on virtual resources and tools including Microsoft Teams, tele-assessment/virtual assessments, and other virtual platforms.
- II. Converted ongoing cohort training from face-to-face or hybrids to virtual training.
- III. 1st Year Principal Leadership Academy was launched, and we had approximately twenty participants.
- IV. 14th Year of Aspiring Superintendents Program (of ninety-eight participants, forty-three have become Superintendents and many have outlasted average 2-year tenure)
- V. School Board Leadership Development program is being implemented successfully.
- VI. The Principals' Leadership Development program has expanded to Administrators' Leadership Development to include an expanded audience.
- VII. LEAP, TAP and SITE communicate a full range of services to the district leadership.
- VIII. The LEAP program has continued to grow. Cohort 1 had 115 teachers, Cohort 2 had 147, and Cohort 3 had 189. LEAP provides around the clock support for teachers and provides ongoing support to teachers who have graduated from the program.
- IX. LEAP program applied for and received grant funding to support the program and its participants and partnered successfully with DOE, NMPED and NISN (NACA Inspired Schools Network).
- X. LEAP has added partnerships with USW, ENMU, NMSU, and the May Center to extend LEAP candidate expertise past their completion of LEAP.
- XI. SITE, TAP, LEAP, ALD, board (School Board Leadership Development – BALD) and superintendent (Superintendent Academy) support to provide quality education and coaching for thousands of school staff across the state.
- XII. Pass rate with ALD and LEAP and success rate with completers is stellar.
- XIII. 100% pass rate; School board training has been remarkably successful; "Transforming Culture" training well received and attended; change platform from ALD to hybrid mode.
- XIV. Trainers also will be teaching with LEAP and SITE – crossover in training and expertise across all PD programs; cross-functional teams are working collaboratively.

- XV. 2021-22 was TAP's 7th year up and running, funded by NMPSIA. TAP was designed to provide quality professional development (PD), consultation and technical assistance as well current trends in litigation on Special Education topics.
- XVI. TAP provided virtual and in-person professional development to educators across the state. TAP held a total of 148 presentations to over four thousand participants.
- XVII. The "TAP Hot Topic on Demand Webinar Library" continues to grow and deliver relevant topics as a complimentary service. Currently, the library has fifty-one topics educators can view 24/7.
- XVIII. A monthly article was developed titled "The Compliance Corner" to support TAP participants. The article is published on the CES website and monthly newsletter.
- XIX. Requests for TAP professional development and consultation services under Professional Service Agreements continue to grow.
- XX. Collaboration will continue between CES Instructional Support Service (TAP, SITE, LEAP and ALD)

Procurement Department Accomplishments

- a) **First full year of use of the Direct Purchase model** (3,200+ POs) and new digital BlueBook. Pricing uploads by vendors through the BlueBook, for compliance purposes, has been a success.
- b) **Purchasing coops survey** - CES conducted a research survey of the US Top 20 purchasing cooperatives according to NIGP, primarily, to identify prominent contracts + procurement categories that other coops have that CES does not so we can develop and issue new RFPs in new categories. When available, the survey also collected data on competitors` administrative fee, procurement model, markets/regions and other.
Findings: CES has a comprehensive range of categories & contracts especially for schools.
Conclusions, recommendations: the expansion of our portfolio of contracts to new categories of products and services in areas to be used by cities & counties.
- c) **Sales Growth through New RFPs Categories** - Survey data was analyzed to identify new RFPs in new categories → RFPs in 8 new categories will be released in 2022 resulting in increased diversification of our portfolio of contracts.
- d) **Sales Growth through New Strategic Commercial Partnerships** - Cultivation of new partnerships with prominent vendors such as **Apple** and **AT&T Global Solutions – Education – NM**. CES and Apple negotiated contracts for our members` use. CES and AT&T Client Solutions for Education - NM are also exploring how CES can leverage existing AT&T contract(s) for *Commodity Internet Access* products (hotspots, laptops w LTE built-in, access points, hotspots on buses, etc.), cybersecurity and other services.
- e) **Sales Growth through New Strategic Governmental Partnerships** - **IGA's with NMPED IT** and **Assessment** departments to use CES contracts have increased this year from \$0 to \$6 million. CES Procurement has sourced from affiliated cooperative AEPA instructional contracts for NMPED to use saving them time and money. CES also provided NMPED with a contract with Claro Consulting (Ferdi Serim) for the professional services required to launch the "transmission of instructional content over TV digital signal (UNM's KNME TV) project;" Taos Municipal School is the first of five pilot schools to test the project.
- f) **Continue to develop the eProcurement system and the BlueBook** improving efficiencies and modules such as in-system contract creation, implementation of "buttons" per contract for more focused purchasing & internal processing, reporting, Cost line-item selection for evaluation purposes, Message Center.

Ancillary Accomplishments

- a) Ancillary services impacted by the workforce challenges and shift to remote instruction. Ancillary staff was reduced by fifty staff and the challenge for the future is to recruit adequate staffing to meet the needs for ancillary service requests.
- b) Ancillary adapted to COVID-19 and school closures by providing staff with matrix of activities and tasks that they could provide remotely; response and feedback well received.
- c) Ancillary – evaluation mid-cycle disruptions posed difficulties, but tech publishers provided online resources and rating scales; issued guidance on evaluation; CES can provide support, tools, or instruments for advancement to support school administrations.
- d) Addressed challenges with inconsistent connectivity and challenges connected with parents and families (e.g., use of online platforms and helping families navigate platforms.
- e) Explore whether we might need to expand capacity for remote therapy and assessments.
- f) Attracted a loan through PPP (Paycheck Protection Program) that allowed us to pick up costs for providers and save district cost of services (~\$2.5M contribution); forgiven loan.
- g) Assessed fiscal impact for Ancillary providers (calculated # of avg hours for May & estimated difference to calculate losses) and exploring approach to use PPP to make up for losses.
- h) Developed a flow-chart (and redesigned a form) for Applicant processing for Ancillary that reduces redundancy and saves time. This is working well.
- i) Work with Cindy SooHoo and Loretta Garcia to develop “Compliance Corner” addition to our part of the CES website, all newsletters for the purpose of addressing pressing legal compliance issues.
- j) Collaborated with Robin and David, for the possibility of Health Insurance options for Ancillary Staff for 2022-2023 Contract, with a view towards increasing recruitment and securing retention. This will be in effect for the 2022-23 school year.
- k) Developing a CES Ancillary Newsletter in conjunction with TAP to go out quarterly. The mission/purpose of this newsletter would be as a communication tool and a resource for the Special Education Directors/coordinators at the districts and charter schools.
- l) Developed Behavior Support Position with job code and compensation schedule to pilot in 2022-23.
- m) Attended the first UNM Speech and Hearing Sciences Job Fair.
- n) Developed ASL interpreter position with job code and description to schedule to pilot in 2022-23.
- o) Vacancies went from 103 dropping to 80 openings.
- p) As a matter of record, we started the 21-22 school year with 216 staff and we now have 224, and they have filled 436 placements.

The CES Leadership Team also discussed key challenges and opportunities for the upcoming year. The following include priorities for 2022-2023 period to address these challenges.

2022 - 2023 Priorities:

- Focus on operational efficiencies to improve our performance and customer services (including effective use of automation, online marketplace, and efficient use of technology tools for communication and operations).
- Implement the strategic plan by regularly tracking progress (e.g., 90-day planning) on our performance measures and supporting teams so they can evaluate and implement strategies to improve performance.
- Retain/stabilize staff and support a work culture that promotes unity and staff well-being.
- Adapt services to virtual modalities across the system of service delivery where needed and become more proficient on the use and delivery of virtual tools and resources.

b. STRATEGIC FRAMEWORK

CES Vision: To Be THE Trusted Partner meeting the needs of Educational and Governmental Entities in New Mexico.

CES Mission: To Provide Exceptional Procurement, Administrative and Instructional Support Services through Strategic Partnerships.

CES Core Values

- a) Responsiveness to Customers' Needs
- b) Providing Greater Value and Convenience
- c) Providing Exceptional Personnel, Products and Service
- d) Personalized Attention
- e) Adherence to High Ethical Standards

CES Aspirational Goals

- i. To make every customer a raving fan of CES by providing high-quality purchasing and ancillary services that enable members to operate in compliance efficiently and economically.
- ii. To enhance the quality of instruction and educational leadership across the state by providing districts with professional development opportunities grounded in best practices.

APPENDIX A

Goal One and Two Action Plans and Reporting Templates

ANCILLARY SERVICES

Strategic Goal (1)– OPERATIONAL EFFICIENCIES AND CUSTOMER SERVICE EXCELLENCE

RATIONALE FOR THE GOAL: To make every customer a raving fan of CES by providing high-quality services that enable members to operate more efficiently and economically

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|--|---|---|----------------------------|-------------------|
| 1. Increase the percentage of Ancillary Requests filled. | 1a. Recruiting: Through word of mouth, Indeed advertising, referral Bonus incentives. Work with HR to find new potential candidates. | Monthly, quarterly, and yearly Pre and Post data. | Ongoing | Lianne Pierce |
| 2. Modify the audit system to prevent invoice/timesheet errors | <p>2a. Develop a secondary layer to our audit system ensuring additional scrutiny.</p> <p>2b. Take the current audit system and add focus to specific districts with stringent allocation policies to prevent unnecessary corrections.</p> <p>2c. Demonstration by exemplary school district for districts that require timekeeping PD</p> <p>2d. Timekeeping PD for internal staff</p> | We should see a reduction in requests for corrections on invoices and supplemental reports. | Ongoing | Lianne Pierce |
| 3. Hire Behavior Support Specialists and ASL Interpreters to assist Districts and Charters | <p>3a. Develop and classify Job</p> <p>3b. Description of compensation level.</p> <p>3c. Post Job Description Interview, hire</p> <p>3d. Market new service to let Schools know</p> | Ask for feedback from Districts and Charters, send a survey after a few placements for gauging success. | Multiphases, but on going. | Lianne Pierce |

| | | | | |
|---|--|--|-----------------------------|---------------|
| | this staff member is available | | | |
| 4. Improve communication to Districts and Charters regarding hot-topic issues concerning SpEd | 1. Develop Quarterly Newsletter for the SpEd Directors in all Districts and Charters for enhanced communication from CES Ancillary dept. | Ask for feedback from Districts and Charters, send a survey after a few Newsletters for gauging reception. | At the end of each quarter. | Lianne Pierce |

Periodic Report commentary:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------|---|-----------|---|-----|---|-------|---|-----|---|-------|---|------|---|----------|---|-----|---|------|---|------|----|-----|---|----|---|----|----|-----------|---|-----------|----|----|---|-----|---|-----|---|----|---|----|---|-----|----|------|---|----|----|------------------|----------|--|-----|
| July 2022 | <p>Action Plan #1 Increase the percentage of ancillary requests filled. <u>Baseline July 2022</u></p> <table> <tr><td>Anc Tcher</td><td>5</td></tr> <tr><td>APE</td><td>0</td></tr> <tr><td>ASL-I</td><td>0</td></tr> <tr><td>Aud</td><td>1</td></tr> <tr><td>ASL-I</td><td>0</td></tr> <tr><td>COMS</td><td>1</td></tr> <tr><td>COMS/TVI</td><td>1</td></tr> <tr><td>TVI</td><td>2</td></tr> <tr><td>COTA</td><td>6</td></tr> <tr><td>DIAG</td><td>45</td></tr> <tr><td>LPN</td><td>1</td></tr> <tr><td>NP</td><td>0</td></tr> <tr><td>OT</td><td>21</td></tr> <tr><td>PhD Psych</td><td>3</td></tr> <tr><td>Sch Psych</td><td>13</td></tr> <tr><td>PT</td><td>5</td></tr> <tr><td>PTD</td><td>2</td></tr> <tr><td>RHC</td><td>5</td></tr> <tr><td>RN</td><td>7</td></tr> <tr><td>RT</td><td>9</td></tr> <tr><td>SLP</td><td>35</td></tr> <tr><td>SLPA</td><td>0</td></tr> <tr><td>SW</td><td>32</td></tr> <tr><td><u>SW Reg Ed</u></td><td><u>2</u></td></tr> <tr><td></td><td>196</td></tr> </table> <p>Action Plan #2 Modify the audit system to prevent overages 2a. Accomplished building secondary layer. 2b. Focused on specific districts at beginning of the year meeting.</p> | Anc Tcher | 5 | APE | 0 | ASL-I | 0 | Aud | 1 | ASL-I | 0 | COMS | 1 | COMS/TVI | 1 | TVI | 2 | COTA | 6 | DIAG | 45 | LPN | 1 | NP | 0 | OT | 21 | PhD Psych | 3 | Sch Psych | 13 | PT | 5 | PTD | 2 | RHC | 5 | RN | 7 | RT | 9 | SLP | 35 | SLPA | 0 | SW | 32 | <u>SW Reg Ed</u> | <u>2</u> | | 196 |
| Anc Tcher | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APE | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ASL-I | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aud | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ASL-I | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMS | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMS/TVI | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TVI | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COTA | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DIAG | 45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LPN | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NP | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OT | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PhD Psych | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sch Psych | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PT | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PTD | 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RHC | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RN | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RT | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLP | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SLPA | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SW | 32 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>SW Reg Ed</u> | <u>2</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 196 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Action Plan #3
 Hire Behavior Support Specialist and ASL Interpreters to assist Districts and Charters
 3a, 3b, and 3c have been accomplished
 3d. Will be marketing in August newsletter to SpEd directors and Superintendents.

Action Plan #4
 Improve communication to Districts and Charters regarding hot-topic issues concerning SpEd.
 1. Have written the newsletter, but will be sending in the first week of August.

August 2022

Action Plan #1
 Increase the percentage of ancillary requests filled.

| August End of Month Placement Totals | Staff | Changes from July 1, 2022 |
|--------------------------------------|-------|---------------------------|
| Anc Tcher | 4 | down from 5 |
| APE | 0 | |
| ASL-I | 0 | |
| AUD | 1 | |
| ASL-I | 0 | |
| COMS | 1 | |
| COMS/TVI | 1 | |
| TVI | 2 | |
| COTA | 7 | up from 6 |
| DIAG | 48 | up from 45 |
| LPN | 1 | |
| NP | 0 | |
| OT | 23 | up from 21 |
| PhD Psych | 3 | |
| Sch Psych | 14 | up from 13 |
| PT | 5 | |
| PTD | 2 | |
| RHC | 5 | |
| RN | 8 | up from 7 |
| RT | 9 | |
| SLP | 33 | down from 35 |
| SLPA | 0 | |

| | | |
|--------------------|-----|-------------|
| SW | 34 | up from 32 |
| SW Reg Ed ____ | 2 | |
| | 201 | up from 196 |
| 4 Resigned/Retired | | |
| 9 New Hires | | |

Action Plan #1a

Developed 2 new ancillary positions, Remote diagnostician for APS, and Ancillary Teacher supporting MLSS/SAT & 504s.

First time contract with Tucumcari, and with APS for Nursing Services.

Action Plan #2a

Reviewing all RTS data on portal to see that they have correctly adjusted for 22-23 school year.

Action Plan #3a

Have contacted ASL training programs in New Mexico to let them know we are hiring. Will follow-up.

Action Plan #3d

Develop job descriptions in line with HR required format to be posted on INDEED.

Action Plan #3 & 4

3d. & 4. The first ever Ancillary Newsletter went out Friday, August 5, 2022 state-wide to all Special Education Directors/Coordinators advertising the new positions as well as other important information.

September 2022

Action Plan #1

Increase the percentage of ancillary requests filled.

Staff count data as of September 13, 2022.

| Role Group | 29-Jul | 31-Aug-22 | 30-Sep-22 |
|-------------------|---------------|------------------|------------------|
| Anc Tcher | 5 | 4 | 4 |
| APE | 0 | 0 | 0 |
| ASL-I | 0 | 0 | 0 |
| AUD | 1 | 1 | 1 |
| ASL-I | 0 | 0 | 0 |
| COMS | 1 | 1 | 1 |
| COMS/TVI | 1 | 1 | 1 |
| TVI | 2 | 2 | 2 |
| COTA | 6 | 7 | 8 |
| DIAG | 45 | 48 | 49 |
| LPN | 1 | 1 | 1 |
| NP | 0 | 0 | 0 |
| OT | 21 | 23 | 24 |
| PhD Psych | 3 | 3 | 3 |
| Sch Psych | 13 | 14 | 14 |
| PT | 5 | 5 | 5 |
| PTD | 2 | 2 | 2 |
| RHC | 5 | 5 | 5 |
| RN | 7 | 8 | 7 |

| | | | |
|---------------------|-----|-----|-----|
| RT | 9 | 9 | 10 |
| SLP | 35 | 33 | 34 |
| SLPA | 0 | 0 | 0 |
| SW | 32 | 34 | 34 |
| SW Reg Ed | 2 | 2 | 2 |
| Staff Count | 196 | 203 | 207 |
| Resigned Retired | 0 | 0 | 2 |
| Interviewed | 3 | 7 | 6 |
| New Hires | 1 | 6 | 6 |

Source CES-apply CES-apply CES-apply
 now now now

Action Plan #1a

Remote diagnostician for APS started 9/7/2022 doing Parent Rights, PWN Mailings, REED info.

Ancillary Teacher supporting MLSS/SAT & 504s (first time as ongoing position) beginning mid September '22 in Los Lunas.

Action Plan #2a

Only 1 request for corrected invoice.

Action Plan #3a

Communicating with Lovington regarding new BMS position. Placed first BMS in Los Puentes Charter School. Working on Lovington allocation. Request for ASL-I in Lovington, and APS, still no applicants. Working on recruiting strategy for ASL-I.

Action Plan #3d

INDEED is on hold as it is not producing quality candidates.

Action Plan #3 & 4

3d. & 4. Checking mailing lists, next Newsletter to go out the first week of November.

90-Day Plan

#1a: Continue recruiting efforts.

#2a,b,c, & d:

Continue auditing and tracking overage approvals, and invoice correction.

#3d:

Continue to market new positions and recruit ASL-I for positions.

October 2022

CES Ancillary Office Monthly Roll-Up Report: October 2022

Action Plan #1

Increase the percentage of ancillary requests filled.

Staff count data as of September 13, 2022.

| <u>Role Group</u> | <u>29-Jul</u> | <u>31-Aug</u> | <u>30-Sep</u> | <u>10-25</u> |
|---------------------|---------------|---------------|---------------|--------------|
| Anc Tcher | 5 | 4 | 4 | 4 |
| APE | 0 | 0 | 0 | 0 |
| ASL-I | 0 | 0 | 0 | 0 |
| AUD | 1 | 1 | 1 | 1 |
| BMS | | | | 2 |
| COMS | 1 | 1 | 1 | 1 |
| COMS/TVI | 1 | 1 | 1 | 1 |
| TVI | 2 | 2 | 2 | 2 |
| COTA | 6 | 7 | 8 | 9 |
| DIAG | 45 | 48 | 49 | 49 |
| LPN | 1 | 1 | 1 | 1 |
| NP | 0 | 0 | 0 | 0 |
| OT | 21 | 23 | 24 | 25 |
| PhD Psych | 3 | 3 | 3 | 3 |
| Sch Psych | 13 | 14 | 14 | 15 |
| PT | 5 | 5 | 5 | 5 |
| PTD | 2 | 2 | 2 | 2 |
| RHC | 5 | 5 | 5 | 5 |
| RN | 7 | 8 | 7 | 6 |
| RT | 9 | 9 | 10 | 9 |
| SLP | 35 | 33 | 34 | 35 |
| SLPA | 0 | 0 | 0 | 0 |
| SW | 32 | 34 | 34 | 37 |
| SW Reg Ed | 2 | 2 | 2 | 2 |
| Staff Count | 196 | 203 | 207 | 212 |
| Resigned Retired | 0 | 0 | 2 | 1 |
| Interviewed | 3 | 7 | 6 | 2 |
| New Hires | 1 | 6 | 6 | 1 |

Source CES-apply CES-apply CES-apply CES-apply
 now now now now

352 Placements with 212 staff in 114 Institutions.

Action Plan #1a

Placed 2 remote positions, hired two Behavior Management Specialists, one actively working part-time, the other needing a full-time position due to needing benefits.

Action Plan #2

Modify the audit system to prevent overages

2a. Accomplished building secondary layer.
 2b. Focused on specific districts at beginning of the year meeting.

| Pay Period | 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 |

Action Plan #3

Hire Behavior Support Specialist and ASL Interpreters to assist Districts and Charters

3a, 3b, and 3c have been accomplished.

3d. Will be marketing full-time BMS, and remote SLPs in November newsletter to SpEd directors and Superintendents.

Action Plan #4

3d. & 4. Checking mailing lists, next Newsletter to go out the first week of November.

November 2022

Action Plan #1

Increase the percentage of ancillary requests filled.
 Staff count data as of November 15, 2022.

| Role Group | 29-Jul | 31-Aug-22 | 30-Sep-22 | 25-Oct | 15-Nov |
|------------------|---------------|---------------|---------------|---------------|--------|
| BMS | | | | 2 | 2 |
| COMS | 1 | 1 | 1 | 1 | 1 |
| COMS/TVI | 1 | 1 | 1 | 1 | 1 |
| TVI | 2 | 2 | 2 | 2 | 2 |
| COTA | 6 | 7 | 8 | 9 | 9 |
| DIAG | 45 | 48 | 50 | 49 | 49 |
| LPN | 1 | 1 | 1 | 1 | 1 |
| NP | 0 | 0 | 0 | 0 | 0 |
| OT | 21 | 23 | 24 | 25 | 26 |
| PhD Psych | 3 | 3 | 3 | 3 | 3 |
| Sch Psych | 13 | 14 | 14 | 15 | 15 |
| PT | 5 | 5 | 5 | 5 | 5 |
| PTD | 2 | 2 | 2 | 2 | 2 |
| RHC | 5 | 5 | 5 | 5 | 5 |
| RN | 7 | 8 | 8 | 6 | 6 |
| RT | 9 | 9 | 10 | 9 | 9 |
| SLP | 35 | 33 | 34 | 35 | 35 |
| SLPA | 0 | 0 | 0 | 0 | 0 |
| SW | 32 | 34 | 34 | 37 | 38 |
| SW Reg Ed | 2 | 2 | 2 | 2 | 2 |
| Staff Count | 196 | 203 | 209 | 212 | 214 |
| Resigned Retired | 0 | 0 | 0 | 1 | 0 |
| Interviewed | 3 | 7 | 6 | 2 | 2 |
| New Hires | 1 | 6 | 6 | 1 | 2 |
| Source | CES-apply now | CES-apply now | CES-apply now | CES-apply now | Indeed |

354 Placements with 214 staff in 115 Institutions.

Action Plan #1a

Placed a new social Worker in Penasco ISD, and an OT returning but performing as a Remote staff member.

Action Plan #2

Modify the audit system to prevent overages

2a. Accomplished building secondary layer.

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

| Pay Period | 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 |
| | | | |

We are seeing a trending decrease.
Action Plan #3 Hired Behavior Support Specialist and still looking for ASL Interpreters to assist Districts and Charters.
3a, 3b, and 3c have been accomplished.
3d. Continuing to market full-time BMS, and remote SLPs in November newsletter to SpEd directors and Superintendents.
Action Plan #3d. & 4. Newsletter went out the first week of November.

December 2022

Action Plan #1

| Role Group | 29-Jul | 31-Aug-22 | 30-Sep-22 | Oct-25-22 | Nov-15-22 | Dec-18-22 |
|-------------------|---------------|------------------|------------------|------------------|------------------|------------------|
| Anc Tcher | 5 | 4 | 4 | 4 | 4 | 4 |
| APE | 0 | 0 | 0 | 0 | 0 | 0 |
| ASL-I | 0 | 0 | 0 | 0 | 0 | 0 |
| AUD | 1 | 1 | 1 | 1 | 1 | 1 |
| ASL-I | 0 | 0 | 0 | 0 | 0 | 0 |
| BMS | | | | 2 | 2 | 2 |
| COMS | 1 | 1 | 1 | 1 | 1 | 1 |
| COMS/TVI | 1 | 1 | 1 | 1 | 1 | 1 |
| TVI | 2 | 2 | 2 | 2 | 2 | 2 |
| COTA | 6 | 7 | 8 | 9 | 9 | 9 |
| DIAG | 45 | 48 | 50 | 49 | 49 | 50 |
| LPN | 1 | 1 | 1 | 1 | 1 | 1 |
| NP | 0 | 0 | 0 | 0 | 0 | 0 |
| OT | 21 | 23 | 24 | 25 | 26 | 26 |
| PhD Psych | 3 | 3 | 3 | 3 | 3 | 3 |
| Sch Psych | 13 | 14 | 14 | 15 | 15 | 15 |
| PT | 5 | 5 | 5 | 5 | 5 | 5 |
| PTD | 2 | 2 | 2 | 2 | 2 | 2 |
| RHC | 5 | 5 | 5 | 5 | 5 | 5 |
| RN | 7 | 8 | 8 | 6 | 6 | 6 |
| RT | 9 | 9 | 10 | 9 | 9 | 9 |
| SLP | 35 | 33 | 34 | 35 | 35 | 35 |
| SLPA | 0 | 0 | 0 | 0 | 0 | 0 |
| SW | 32 | 34 | 34 | 37 | 38 | 38 |
| SW Reg Ed | 2 | 2 | 2 | 2 | 2 | 2 |
| Staff Count | 196 | 203 | 209 | 212 | 214 | 215 |
| Resigned Retired | 0 | 0 | 0 | 1 | 0 | 0 |
| Interviewed | 3 | 7 | 6 | 2 | 2 | 0 |

| | | | | | | |
|------------------------|---|---|---|---|---|---|
| New Hires or Returning | 1 | 6 | 6 | 1 | 2 | 1 |
|------------------------|---|---|---|---|---|---|

Source CES-apply now CES-apply now CES-apply now CES-apply now Indeed CES-apply now

355 Placements with 215 staff in 115 Institutions.

Action Plan #1a
Placed 2 Remoted School Psychologists for a total of 5 remote staff members now.

Action Plan #2
Modify the audit system to prevent overages.
2a. Accomplished building secondary layer.
2b. Focused on specific districts at beginning of the year meeting.

| Pay Period | 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 | 23 | 23 | 0 |
| December 16-31 | 4 | 4 | 0 |

We are seeing a trending decrease.
Action Plan #3 Hired Behavior Support Specialist and still looking for ASL Interpreters to assist Districts and Charters.
3a, 3b, and 3c have been accomplished.
3d. Continuing to market full-time BMS, and remote SLPs in November newsletter to SpEd directors and Superintendents.
Action Plan #3d. & 4. Next Ancillary Newsletter to Superintendents and SpED Directors goes out Early January.

90-Day Plan

Action Plan #1
Work with HR to develop a flow chart/check list for the hiring of remote employees.
Explore marketing for these potential positions.

Action Plan #2
Continue what we are doing as the data indicates we are trending toward success with this action plan.

Action Plan #3
Work on recruiting & marketing for ASL-I and BMS.

Action Plan #4
Imbed a survey to Superintendents and Sped Directors in Newsletter regarding ways to support them.

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| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

Strategic Goal (2)– PROFESSIONAL DEVELOPMENT, QUALITY INSTRUCTIONAL AND EDUCATIONAL LEADERSHIP

RATIONALE FOR THE GOAL: To improve the quality of instruction and educational leadership across the state by providing districts with professional development opportunities grounded in best practices.

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|---|--|--|------------------------|--------------------------|
| 1. Provide CPI Training to our staff and make available our CPI Trainers to Districts and Charters around the state. | 1a. Plan the dates for Training 1b. Plan the budget for paying the Trainers and the materials 1c. Plan the locations. | 1. Confirmation by Trainers Number of participants (mandatory for CES Ancillary Staff) 2. Number of current certifications as opposed to expired certifications | Ongoing | Lianne Pierce |
| 2. Build a team of ADOS trained evaluators, Diagnosticians and School Psychologists, to increase the capacity to serve districts and charters in their increasing needs for evaluations considering the Autism eligibility. | 2a. Plan the dates for Training Plan the budget to pay for the training; it will be an outside source. 2b. Develop criteria as to who would be eligible, such as Level 2 or 3 School Psychologist or Diagnostician. 2c. Certify the instructors | All candidates recommended will complete training. CES will increase our ability to respond with staff for evaluations considering the Autism eligibility. | Ongoing | Lianne Pierce |

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| | through Western Psychological Services to train other Diagnosticians | | | |
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Periodic Report commentary:

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|----------------|---|
| July 2022 | <p>Strategic Goal 2: Action Plan #1a, 1b, 1c Refreshers/Verbal Interventions June 4th 8:30 – 12:30 – VI August 13th 8:30 – 12:30 -VI September 17th 8:30 – 2:30 – Refresher w/ Disengagements October 15th 8:30 – 12:30 – VI November 12th 8:30 – 12:30 – VI</p> <p>CPI/NCI - Full Course Trainings (12 Hours) July 30th & August 6th 8:30– 3:30 September 24th & October 1st 8:30 – 3:30 October 29th & November 5th 8:30 – 3:30 (If needed)</p> <p>Action Plan #2 Contact Diana Boyd, ADOS and Autism specialist</p> |
| August 2022 | <p>Strategic Goal 2: Action Plan #1a, 1b, 1c Continue training and corrected trainer’s pay rate. Action Plan #2 Met with Diana Boyd –Autism evaluation trainer. We will bring her on as Professional Services personnel. Schedule training for October 5, 6, & 7 in Zia Room. Discussing payment structure in process with Robin and David. 2 students so far.</p> |
| September 2022 | <p>Strategic Goal 2: Action Plan #1a, 1b, 1c Continuing training for CPI. Action Plan #2a, 2b: Understanding how to evaluate the Autism eligibility for Autism Training is scheduled for Oct 5, 6, and 7th, full days in the Roadrunner Room. There are currently 5 people registered. Payment will be by Money Order or Cashier’s Check, or the Institution can use a PO. Already received MAS PO. Action Plan #2c: This is unlikely to occur since we have the availability of a local trainer.</p> |
| 90-Day Plan | #1a, 1b, 1c: Continue training |

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|---------------|---|
| | <p>#2a, b: Evaluate first training, strengths and weak areas and plan for another training in Spring.</p> |
| October 2022 | <p>Strategic Goal 2: Action Plan #1a, 1b, 1c Continuing training for CPI. Action Plan #2a, 2b: Evaluating the Autism Eligibility Training happened Oct 5, 6, and 7th, full days in the Roadrunner Room, with 5 participant and 4 participating in the follow-up program. First day of follow-up occurred 10/14/22. Action Plan #2c: This is unlikely to occur since we have the availability of a local trainer.</p> |
| November 2022 | <p>Strategic Goal 2: Action Plan #1a, 1b, 1c Continuing training for CPI. Action Plan #2a, 2b: The Advanced Autism Eligibility Training is continuing with Module 1 & 3 follow-up. Discussion starting regarding Spring training event. Action Plan #2c: This is unlikely to occur since we have the availability of a local trainer.</p> |
| December 2022 | <p>Strategic Goal 2: Action Plan #1a, 1b, 1c Planned all Spring Semester courses for CPI Action Plan #2a, 2b: The Advanced Autism Eligibility Training is continuing with Module 1 & 3 follow-up. Discussion starting regarding Spring training event. Action Plan #2c: This is unlikely to occur since we have the availability of a local trainer.</p> |
| 90-Day Plan | <p>Strategic Goal 2: Action Plan #1a, 1b, 1c: Continuing training for CPI. Action Plan #2a, 2b: Examine ways to improve Autism Evaluation Training. Consider the 23-24 school year planning. Consider other areas of needed Professional Development for our own staff.</p> |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |

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| 90-Day Plan | |
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PROCUREMENT

Strategic Goal (1)– OPERATIONAL EFFICIENCIES AND CUSTOMER SERVICE EXCELLENCE

RATIONALE FOR THE GOAL: To make every customer a raving fan of CES by providing high-quality services that enable members to operate more efficiently and economically

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|--|---|--|--|--|
| 1. “Kaizen” - Process of Continuous Improvement of Processes and Systems | Continuous review, analysis, and optimization of Proc. Dept. processes and systems (BlueBook & eProcurement). • Proc. Dept. teamwork and involvement through delegation of duties and empowerment. | Quarterly review of procurement processes and systems | Ongoing throughout the year July 2023 | • Team Lead: Gustavo Rossell • Team Members: John, Joe, Lisa, Brad |
| 2. Procurement Department Website Update | • Proc. Team provides content, ideas, the structure. Will research top Proc. Websites. • Brad: the “how,” ideas, functionality | Periodic review and team collaboration during the process | June 30, 2023 | • Team Lead: Gustavo Rossell • Team Members: John, Joe, Lisa, Brad |
| 3. Optimization of “Procure-to-Pay” process and functionality | Market research of competitors and internal workgroup to devise strategy for leaner / faster, yet compliant, procurement experience for our members. | Quarterly review of “Procure-to-Pay” processes and systems | End of 1 st Quarter of new FY 2022-2023 | • Team Lead: Gustavo Rossell • Team Members: John, Joe, Lisa, Brad, Business Office |
| 4. Growth through Strategic Partnerships | Continue to nurture current and develop new strategic partnerships. | Quarterly review of existing and new partnerships. | Ongoing throughout the year | • Team Lead: Gustavo Rossell • Team Members: John, Joe, Lisa |
| 5. Strengthen Annual review | 5a. Provide support to vendors who are not utilizing our contracts 5b. Establish criteria for “Super Vendor” status to promote quality service | 5a. Spend reports to identify vendors who require additional support 5b. Develop structure and rubric for vendor performance evaluation | June 30, 2023 | • Team Lead: Gustavo Rossell • Team Members: John, Joe, Lisa |

Periodic Report commentary:

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|-----------|-------------|--|
| July 2022 | 1. “Kaizen” | Continuous review, analysis, and optimization of Proc. Dept. processes and systems |
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|----------------|--|---|
| | 2. Procurement Department Website Update | Will begin January 2023 |
| | 3. Optimization of "Procure-to-Pay" process and functionality | Development of punchout process and systems, along with IT and Business Office, for Aug. release |
| | 4. Growth through Strategic Partnerships | Continue to nurture current (i.e. Gordian, NMPED) and develop new strategic partnerships (i.e. AT&T Education). |
| | 5. Strengthen Annual review | Will begin May 2023 |
| August 2022 | 1. "Kaizen" | Continuous review, analysis, and optimization of Proc. Dept. processes and systems |
| | 2. Procurement Department Website Update | Will begin January 2023 |
| | 3. Optimization of "Procure-to-Pay" process and functionality | AUG. Release of punchout process and systems, along with IT and Business Office. • Process and (CES) Dashboard have been quite stable. • Very little resistance or complaints from members. |
| | 4. Growth through Strategic Partnerships | Continue to nurture current (i.e., Gordian, NMPED) and develop new strategic partnerships (i.e., AT&T Education). |
| | 5. Strengthen Annual review | Will begin May 2023 |
| September 2022 | 1. "Kaizen" | Continuous review, analysis, and optimization of Proc. Dept. processes and systems |
| | 2. Procurement Department Website Update | Will begin January 2023 |
| | 3. Optimization of "Procure-to-Pay" process and functionality | Monitoring and maintenance of punchout process and systems, along with IT and Business Office. Aug. release |
| | 4. Growth through Strategic Partnerships | Continue to nurture current (i.e., Gordian, NMPED) and develop new strategic partnerships (i.e. AZ counties for police vehicles). |
| | 5. Strengthen Annual review | Will begin May 2023 |
| 90-Day Plan | <ul style="list-style-type: none"> • award new A/E & JOC contracts (600+) ✓ • monitor new BlueBook "Procure-to-Pay" punchout process – implemented ✓ • continue to develop new strategic partnerships – new: NMPED School Health Bureau | |
| October 2022 | 1. "Kaizen" | Continuous review, analysis, and optimization of Proc. Dept. processes and systems i.e. eProc.: new RFP structure for large qualifications-based only (A/E) procurements (no cost) Operationally: new evaluator "sub-grouping" approach to evaluate large # of proposals |
| | 2. Procurement Department Website Update | TBD |
| | 3. Optimization of "Procure-to-Pay" process and functionality | Monitoring and maintenance of punchout process and systems, along with IT and Business Office. Aug. release • 9 vendors on board, no new entries |
| | 4. Growth through Strategic Partnerships | Continue to nurture current partnerships (i.e., Gordian, NMPED, AT&T) and develop new strategic partnerships |
| | 5. Strengthen Annual review | Will begin May 2023 |
| November 2022 | 1. "Kaizen" | Continuous review, analysis, and optimization of Proc. Dept. processes and systems |
| | 2. Procurement Department Website Update | TBD |
| | 3. Optimization of "Procure-to-Pay" process and functionality | Monitoring and maintenance of punchout process and systems, along with IT and Business Office. Aug. release • 9 vendors on board, no new entries |
| | 4. Growth through Strategic Partnerships | Continue to nurture current partnerships (i.e., Gordian, NMPED, AT&T) and develop new strategic partnerships (AEPA). |
| | 5. Strengthen Annual review | Will begin May 2023 |
| December 2022 | 1. "Kaizen" | Continuous review, analysis, and optimization of Proc. Dept. processes and systems |

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|---------------|---|---|
| | | i.e., eProc., new Contract Module for contract creation + routing for signature. Extremely useful for procurements with large # of contracts |
| | 2. Procurement Department Website Update | TBD |
| | 3. Optimization of "Procure-to-Pay" process and functionality | Monitoring and maintenance of punchout process and systems, along with IT and Business Office. Aug. release • 9 vendors on board, no new entries |
| | 4. Growth through Strategic Partnerships | Continue to nurture current partnerships (i.e., Gordian, NMPED, AT&T) and develop new strategic partnerships (new: NMPED School Health Bureau). |
| | 5. Strengthen Annual review | Will begin May 2023 |
| 90-Day Plan | <ul style="list-style-type: none"> • continue support, from the procurement side, the development and launch of licensing (SaaS) of eProcurement system • Try to fit in 1 or 2 new category solicitations | |
| January 2023 | | |
| February 2023 | | |
| March 2023 | | |
| 90-Day Plan | | |
| April 2023 | | |
| May 2023 | | |
| June 2023 | | |
| 90-Day Plan | | |

BUSINESS ADMINISTRATION

Strategic Goal (1) – OPERATIONAL EFFICIENCIES AND CUSTOMER SERVICE EXCELLENCE

RATIONALE FOR THE GOAL: To make every customer a raving fan of CES by providing high-quality services that enable members to operate more efficiently and economically

| Action Plan: (Strategic Priority) | Strategies to Accomplish Action Plan | Evaluation | Completion Date | Responsible Party |
|--|---|--|-------------------------------|---|
| 1. Make using CES contracts more efficient | 1a. Leverage technology through BlueBook enhancements 1b. Create an advisory group of members | 1a. Determined by the technology implemented to reach this goal 1b. Once established, get feedback from Members on the effectiveness of the advisory group | Implement ASAP, then on going | Robin Strauser |
| 2. Enhance communications with Members and Vendors | 2a. Create a newsletter to communicate with specific categories for Vendors and Members 2b. Create advisory group of vendors 2c. Improve customer and vendor feedback process | 2a. Determined when the effective creation of communication is completed 2b. Once established, get feedback from vendors on the effectiveness of the advisory group | Implement ASAP, then on going | Robin Strauser, Gustavo Rossell, Brad Schroeder |

Periodic Report commentary:

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|-------------|---|
| July 2022 | Discussions with members and CES staff about enhancements to Direct Purchase method and how these ideas may be applied to other purchasing methods |
| August 2022 | Coordinated with Gustavo and Jim to publish the first vendor only newsletter. The purpose is to give information to CES' vendors about process changes, updates from various state agencies and other random information that CES thinks will help vendors meet the needs of members. The process of having Direct Purchase PO's uploaded directly into Share Point through the Blue Book has worked well in keeping track of those PO's ensuring that PO's do not get lost in emails. The success of this process led to making it possible for members to upload Traditional PO's using this |

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| | <p>same process. The efficiency gained here is that all Purchasing Specialists can see the Share Point file of uploaded PO's and it has eliminated the tracking and manually pushing out those PO's to the different teams. This process is working well for members and CES staff.</p> |
| September 2022 | <p>An adjustment was made to the Image Silo software that allows vendors to upload construction documents, bonds, wage decision documents and other required construction documents, directly into Image Silo. This adjustment will associate these documents to a specific purchase order. It eliminates having to call vendors multiple times for this paperwork and their saying they already sent the documents. No more wondering where the documents are.</p> <p>Coordination between Business Office staff, Jim, and Paul has increased significantly. The more informed Jim and Paul are about the workings in the Business Department the better they can assist members and vendors alike. Better customer service to vendors and members.</p> |
| 90-Day Plan | <p>Continue looking at ways CES can leverage the software it has to make processes more efficient and how to improve overall relations with vendors and members</p> |
| October 2022 | <p>No new initiatives happened in October because of the Facility Managers' Workshop and the Superintendents Academy taking place from the 17th through the 19th. These two big events involve most of CES' office staff and are a great learning experience for members and vendors and CES staff.</p> |
| November 2022 | <p>Started conversations with the Nube Group to develop a process where vendors can upload their invoices directly into Image Silo just like they can their construction documents. By having vendors do this, it will ensure that all invoices sent by vendors will automatically be associated to the project in Image Silo. The key to this is making the vendors enter the PO number when uploading the invoice. Many times, vendor invoices are sent without PO numbers and CES staff must hunt for the PO number or will have to contact the vendor to get the PO number. Currently, vendor invoices need to be put into Image Silo manually. This innovative approach will make it much more efficient for CES staff, allowing more time to process PO's and invoices, and vendors will like knowing their invoices are received by CES.</p> |
| December 2022 | <p>Nube Group is moving forward with the necessary modifications to Image Silo to allow for the initiative discussed in November. It is hoped this will be fully functional by the end of January of beginning of February.</p> |
| 90-Day Plan | |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |

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| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

HUMAN RESOURCES- YVONNE TABET

Strategic Goal (1) – OPERATIONAL EFFICIENCIES AND CUSTOMER SERVICE EXCELLENCE

RATIONALE FOR THE GOAL: To make every customer a raving fan of CES by providing high-quality services that enable members to operate more efficiently and economically

| Action Plan: (Strategic Priority) | Strategies to Accomplish Action Plan | Evaluation | Completion Date | Responsible Party |
|--|--|---|---|-------------------|
| Enhance Human Resource Operational Efficiencies & Customer Service | <ol style="list-style-type: none"> 1. Test GP online platform to streamline recruiting, hiring, and payroll 2. Image Silo (IS): Meet and train to determine the best modality of IS to use. 3. Maintain customer responsiveness 4. Preview and demo three type platforms for onboarding/HR systems: Paycom, Greenshades, and one other | <ol style="list-style-type: none"> 1. Decrease time connecting dissimilar sources of information 2. Decrease time spent on IS converting and filing 3a. Customer (employee) satisfaction via survey, data collection 3b. Submit monthly to Ancillary Newsletter 4. Selection of appropriate platform to interface with GP and improve HR systems | <ol style="list-style-type: none"> 1. December 2022 2. July- August 2022 3. August- September 2022 4. December 2022 | Yvonne Tabet |

Periodic Report commentary:

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|-------------|---|
| July 2022 | <ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Image Silo review with Tsenre on the comparison between PDF files and Tiff files. Both types of files require a step of converting or re-naming. HR will continue to convert PDFs to Tiff files. 3. Customer responsiveness: 16 documented conversations for Ancillary and Professional Services, submitted to Ancillary July Newsletter highlight medical benefits with timelines to enroll. 4. Paycom demos in June 2022 with Payroll and Business Depts. Proposal was submitted determined the price point was high. |
| August 2022 | <ol style="list-style-type: none"> 1. Have not experimented with GP HR component |

| | |
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| | <ol style="list-style-type: none"> 2. Image Silo no training 3. Customer responsiveness: 16 documented conversations with Ancillary and Professional Services; Ancillary August Newsletter highlight was medical benefits with timelines to enroll. 4. No activity on HR/Payroll systems |
| September 2022 | <ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Sept. 22, Image Silo training with Merlynda Johnson, Llane Pierce, Angelina Sandoval, Val Yoakum and Yvonne Tabet. Streamline filing duties between HR and Ancillary 3. Customer responsiveness: 12 documented conversations with Ancillary, Professional Services and Paycom; Ancillary September Newsletter highlights Open Enrollment success, Vector Solutions training expectations and HB 128 Expanded Background. 4. No activity on HR/Payroll systems |
| 90-Day Plan | Focus on familiarizing the HR department on GP and see how it can serve our needs for gathering information. Start developing Customer Service Survey to determine HR strengths and areas for growth. |
| October 2022 | <ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Have improved IS filing time for a new hire file by using techniques in training. 3. Customer Responsiveness: 16 out of 30 Open Enrollment Change Cards, individualized, one-on-one conversations to clarify Change Card; Ancillary October Newsletter reminder of point of contact for document filing purposes & how to utilize nmpsiaonline.nmpsia.com to set-up an account; 11 documented phone conversation with Ancillary, VOE inquiries, Prof. Services; sent out Prof. Services Form to update service director to all PS employees, got 12 responses back out 32 emails sent, gave results to IT to update PS Directory on website. 4. No activity on HR/Payroll systems |
| November 2022 | <ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Schedule the next level training with Tsenre on Image Silo and discuss some user issues. 3. Customer responsiveness: 7 documented conversations with various employees and others, Ancillary November Newsletter highlights reporting workplace injury to CES. 4. No activity on HR/Payroll systems |
| December 2022 | <ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Image Silo continue to use with no set trainings 3. Customer responsiveness: 14 documented conversations with various employees and others. 4. No activity on HR/Payroll systems |
| 90-Day Plan | Research and develop Customer (Employee) Service Survey using Survey Monkey for Ancillary Department. Roll out January/February. Demo third HR/Payroll system to streamline process between HR/Payroll |
| January 2023 | <ol style="list-style-type: none"> 1. Have not experimented with GP HR component 2. Image Silo continue to use with no set trainings |

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|---------------|---|
| | <p>3. Customer responsiveness: 4 documented conversations with various employees and others</p> <p>3. January 12, 2023, demo by UKG for HR/Payroll with business department by Taylor Wood.</p> |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

INFORMATION TECHNOLOGY- BRAD SCHROEDER

Strategic Goal (1) – OPERATIONAL EFFICIENCIES AND CUSTOMER SERVICE EXCELLENCE

RATIONALE FOR THE GOAL: To make every customer a raving fan of CES by providing high-quality services that enable members to operate more efficiently and economically

| Action Plan: (Strategic Priority) | Strategies to Accomplish Action Plan | Evaluation | Completion Date | Responsible Party |
|--|--|--|-------------------------------|----------------------|
| 1. Ancillary– Analyze Life cycle of the Ancillary Timesheet Portal | Maintain, build- upon, pivot of Ancillary Timesheet Portal | Internal discussions with Ancillary department staff; determine requirements/enhancements; COTS solutions | August 2022- December 2022 | Brad |
| 2. Procurement– Complete eProcurement for Licensing opportunity | Contract Management, Reporting, Messaging, tier- license evaluation | Complete Contract Management, Reporting, and Messaging; review licensing software model options for AEPA members | August 2022- December 2022 | Brad |
| 3. Business Office– Review use case for Image Silo and FileMaker | Integration to/from GP/SharePoint; Traditional/DP progress reporting | Determine implementation of document management from Image Silo to SharePoint, order tracking from FileMaker to SharePoint; use of SmartConnect tools; modifications to BlueBook Purchasing | August 2022- December 2022 | Brad |
| 4. Administration / Professional Services – Review Internal Process Improvements | HR, Payroll, Expense, PTO, TAP, SITE, LEAP, ALD, EANS, CES Staff, Professional Services | Review COTS solutions for Payroll, Employee Management; implementation | August 2022- December 2022 | Brad |

Periodic Report commentary:

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| July 2022 | <ol style="list-style-type: none"> 1. reviewed RTS time/expense/billing system 2. met with RTS to discuss requirements for Contract enhancements, reporting, and messaging needs in lieu of the next eProcurement feature updates 3. installed SmartConnect to match/merge data from external data sources to/from GP 4. no update |
| August 2022 | <ol style="list-style-type: none"> 1. no update 2. pushed latest eProcurement feature updates, made adjustments after release 3. pushed latest BlueBook/SharePoint updates to allow for Traditional/Portal purchases |

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| | 4. no update |
| September 2022 | <ol style="list-style-type: none"> 1. no update 2. provided fixes for JOC RFP; Contract Automation in development, Reporting/Messaging to following. 3. conducted Disaster Recovery test for GP/Azure/FileMaker 4. no update |
| 90-Day Plan | <ol style="list-style-type: none"> 1. discuss system pain points for admin staff and ancillary staff 2. complete Contract Automation, Reporting, and Messaging 3. complete Disaster Recovery testing; SmartConnect follow-up; Invoice Project follow-up 4. review/pick a COTS solution; determine the implementation process |
| October 2022 | <ol style="list-style-type: none"> 1. no major/minor changes to Ancillary system at this time; will reassess next year. 2. Contract Automation in development, Reporting/Messaging to following. 3. no update 4. no update |
| November 2022 | <ol style="list-style-type: none"> 1. Tabled. Reassess next year. 2. Contract Automation ready for deployment, Reporting/Messaging to following. Schedule demos following AEPA conference. 3. Planning/development of Member Dashboard for eProcurement to facilitate purchasing/tracking/reporting for Business Office 4. no update; need to demo Integrity Data and follow up on Greenshades – preference is to purchase/implement Greenshades (\$20k initial, \$8k annual) |
| December 2022 | <ol style="list-style-type: none"> 1. Tabled. Reassess next year. 2. Contract Automation deployed. 600+ JOC contracts created/sent Reporting/Messaging to follow. Licensing plan next. 3. Development of Member Dashboard for eProcurement to facilitate purchasing/tracking/reporting for Business Office. 4. no update; need to demo Integrity Data and follow up on Greenshades – preference is to purchase/implement Greenshades (\$20k initial, \$8k annual) |
| 90-Day Plan | Main goal is the develop the business model for eProcurement (new name?) licensing. Main development features to include Reporting, Messaging, Member/Vendor/Admin dashboards. Tier-pricing models for modules. Other goals include tight integration with Business Office; HR/Payroll software. |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |

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| 90-Day Plan | |
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LEAP- KIM LANOY-SANDOVAL

Strategic Goal (2)– PROFESSIONAL DEVELOPMENT, QUALITY INSTRUCTIONAL AND EDUCATIONAL LEADERSHIP

RATIONALE FOR THE GOAL: To improve the quality of instruction and educational leadership across the state by providing districts with professional development opportunities grounded in best practices.

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|--|---|---|--------------------------|-------------------|
| 1. Recruit to Diversify the Teaching Pipeline | <p>1a. Partner with schools and communities to identify local candidates.</p> <p>1b. Remove entrance barriers of Praxis Core exams and high GPA requirements.</p> <p>1c. Develop high standards for program entrance that are based on a commitment to community, content, and students.</p> | <p>1a. LEAP staff will attend recruiting fairs and HR Conferences.</p> <p>1b. Collect and present data on teacher demographics, background, and professional experiences among LEAP candidates to advocate for change.</p> <p>1c. Revisit and develop more detailed rubrics for entrance, mid, and exit points.</p> | October 2022 Jan 2023 | Kim and LEAP Team |
| 2. Teachers Prepare to Meet the Needs of Diverse Learners. | <p>2a. Every LEAP teacher is a content, special education, and literacy teacher.</p> <p>2b. Universal Design for Learning as instructional methods and delivery.</p> <p>2c. Utilize NM Culturally and Linguistically Responsive (CLR) Framework as our core.</p> | <p>a. LEAP pass rates of 5% or higher on all EAP curricula.</p> <p>b. Embed UDL across all content areas and assess teachers using the CLR Portfolio.</p> <p>c. Develop a CLR Teacher Prep Framework for LEAP.</p> | June 2023 | Kim and LEAP Team |
| 3. Retain Teachers in the Profession | <p>3a. Ensure that all LEAP team members are experts in teaching and learning in NM.</p> <p>3b. Higher Education partnerships for master's degrees.</p> <p>3c. Pilots for dyslexia certification and TESOL certification pathways.</p> <p>3d. Partner with school mentors for consistent development.</p> | <p>3a. Develop a LEAP organizational chart that lists professional requirements and responsibilities.</p> <p>3b. Continued partnerships with higher education.</p> <p>3c. Next LEAP! opportunities are at max capacity and have max retention numbers.</p> | June 2023 | Kim and LEAP Team |

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| | 3e. Strategic support in years 2-3 | 3d. Roll out mentorship modules for the 2022-2023 school year. 3e. Collaborate with other CES programs and NM organizations to offer future opportunities. | | |
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Periodic Report commentary:

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| July 2022 | LEAP is recruiting teachers in partnership with LEAs. LEAP will hold its cohort 4 pre-service institute during the last week of July. LEAP has secured all funding sources for the 2022-2023 school year. TQP, NMPED SPED IGA, NMPED DEI IGA, NMPED IED IGA, Future Focused Capstone collaboration. |
| August 2022 | LEAP has recruited 190 teachers into cohort 4 and expects at least another 50 to enter the late-hire group. LEAP will hold another pre-service institute in the last week of August. |
| September 2022 | LEAP’s cohort 4 has 250 candidates and has the most diverse group of educators to date. When looking at the diversity gap in teaching, LEAP has made progress in closing that gap. LEAP has established an Indigenous Educator Pathway as well by partnering with NISN. The LEAP team has implemented added support measures this year with our mandatory monthly PD, content coaching, in-class coaching, school mentor support, and optional LEAP cafés. |
| 90-Day Plan | Meet with the LEAP team monthly to discuss candidate success and best practices in supporting them throughout the semester. LEAP will continue to meet with stakeholders to make program adjustments and secure future funding. |
| October 2022 | Recruit- LEAP has met with policymakers, the AFB, fraternal order of police, deans, and other program directors to secure partnerships as recruiting season for cohort 5 begins. |
| November 2022 | Prepare- LEAP staff are coaching in classrooms and modeling instruction across the state with our new teachers. LEAP is committed to ensuring cohort 4 delivers lessons with a UDL focus. |
| December 2022 | Retain- LEAP is dedicated to offering the support needed to retain top-quality candidates in the teaching profession. This month's focus is to ensure LEAP candidates complete all requirements of semester 1 to move on to semester 2. This year LEAP will be offering official transcripts to candidates to submit to the PED. |
| 90-Day Plan | Recruit: Cohort 5 applications have opened, and we already have 62 teachers in the process. Continuing to recruit from diverse pools of potential teachers at AFB, HR conferences, social media, and NISN Schools. Goal: Continue to close the diversity gap in the NM Educator Workforce with the strategic recruitment and acceptance of Cohort 5 teachers. Prepare: Meet with teachers on regular basis to ensure completion of the LEAP curriculum. This month coaches will meet their team in person. Goal: Support LEAP teachers as they transition into semester 2 work |

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| | <p>which is more project-based.</p> <p>Retain: Cohort 4 has 13 extenders and only 6 that have dropped. We had 4 extenders from Cohort 3 officially complete LEAP. 98% retention rate at the end of semester 1.</p> <p>Goal: Maintain above a 95% retention rate.</p> |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

LEADERSHIP- LEANNE GANDY

Strategic Goal (2)– PROFESSIONAL DEVELOPMENT, QUALITY INSTRUCTIONAL AND EDUCATIONAL LEADERSHIP

RATIONALE FOR THE GOAL: To improve the quality of instruction and educational leadership across the state by providing districts with professional development opportunities grounded in best practices.

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|---|---|---|-----------------|--|
| 1. Support principal success through the First Year Principal Academy | 1a. Designing and Facilitation of Learning Sessions 1b. Individual executive coaching for each participant | 1. Number of participants 2. Number of coaches 3. Retention of principals in leadership positions 4. Program Evaluation | June 2023 | Leadership Development Director and Program Facilitators |
| 2. Support Superintendent success through the First Year Superintendent Academy | 2a. Designing and Facilitation of Learning Sessions 2b. Individual executive coaching for each participant | 1. Number of participants 2. Number of coaches 3. Retention of superintendent in leadership position 4. Program Evaluation | June 2023 | Leadership Development Director and Program Facilitators |
| 3. Support School Board growth through Board Leadership Development | Designing and Facilitation of Learning Sessions | 1. Number of participants in sessions 2. Dates of presentations 3. Session evaluations | June 2023 | Leadership Development Director and Program Facilitators |
| 4. Support Leadership Development through the Leadership Series and Superintendent Academy | Designing and Facilitation of Learning Sessions | 1. Number of registrations for sessions | June 2023 | Leadership Development Director and Program Facilitators |
| 5. Facilitation and Instruction for aspiring school and district leaders through the Administrator Leadership Development (ALD) Program and Aspiring Superintendent Academy (ASA) | Designing and Facilitation of Learning Sessions | 1. Number of participants 2. Program Evaluation | June 2023 | Leadership Development Director and Program Facilitators |

Periodic Report commentary:

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| July 2022 | |
| August 2022 | All leadership development programs had great participation and a strong start. FYPA and FYSA had kick-off in-person training sessions. ASA started with a virtual orientation. Executive Coaches were trained in accordance with the International Coaching Federation protocols. Topics were planned and presenters were identified for the Leadership Series virtual sessions which occur twice monthly and the Executive Leadership Academy virtual sessions which occur monthly. Began planning for a regional Principal Learning Institute. Attended regional CES meetings. |
| September 2022 | ALD sessions began the fall semester with a total of 122 participants in Cohorts 10 and 11. Five facilitators meet monthly to review the modules to ensure consistency of the program. ALD trainings are held in-person in Albuquerque, Santa Fe and Lovington, in addition to two virtual sessions each month. Monthly executive coaching sessions began for all participants in FYPA, FYSA, and ALD Cohort 10. Superintendent Mentorship training was held for all new NM superintendents and their mentors. Leadership Series and Executive Leadership Academy virtual trainings were held with good participation. Began collaborating with University of the Southwest and NM Highlands University to offer credit toward doctoral degrees for ALD candidates. Met with LANL Foundation and NMPED regarding plans for the regional Principal Learning Institute. Participated in monthly executive coach training, check-in meetings for FYPA and FYSA and virtual ASA sessions. |
| 90-Day Plan | Planning for the CES Leadership Conference to be held October 17-18. Continue to collaborate with USW and NMHU to develop crosswalk for ALD modules for EdD credit. Continue to develop modules for the Principal Learning Institute to be delivered regionally across the state. Continue monthly training for executive coaches. Review and revise ALD modules in preparation for NMPED accreditation. |
| October 2022 | CES Leadership Conference was a success with Doug Reeves and Todd Whitaker as keynote speakers and NM Superintendents presenting in breakout sessions. Continued with executive coach training, FYPA and FYSA trainings and check-ins and ASA sessions. Facilitated ALD South group session. |
| November 2022 | Met with University of the Southwest President to finalize MOU plans for ALD coursework to be accepted as 18 credit hours toward a doctoral degree. The launch is scheduled for February and all prior ALD graduates will be eligible. Met with NMHU President regarding a plan to crosswalk ALD coursework to Education Specialist degree to begin next summer. Facilitated ALD South group session. Processing ALD Cohort 12 applications to begin coursework in January. |
| December 2022 | Virtual Special education trainings conducted in collaboration with TAP presenter for leaders. Finalize completion requirements for ALD Cohort 10 |

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| | and complete applicant review for Cohort 12 candidates. |
| 90-Day Plan | Prepare to launch CES/USW partnership for doctorate degree credit for ALD graduates. Continue work with NMHU for partnership for ALD graduates toward Ed Specialist degree. Prepare for NMPED accreditation review/renewal of ALD program. Initial Regional Principal Learning Institute in-person training will launch in February in 5 areas statewide. Continue work with First Year Superintendent Academy, First Year Principal Academy, Aspiring Superintendent Academy, and Board Leadership Development to support effectiveness and stability in school and district leadership. |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

TAP- LORETTA GARCIA

Strategic Goal (2)– PROFESSIONAL DEVELOPMENT, QUALITY INSTRUCTIONAL AND EDUCATIONAL LEADERSHIP

RATIONALE FOR THE GOAL: To improve the quality of instruction and educational leadership across the state by providing districts with professional development opportunities grounded in best practices.

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|--|---|---|-----------------|-----------------------|
| <p>1. Provide educators and ancillary staff with ongoing Professional Development (PD), consultation services.</p> | <p>1a. Market services by advertising on CES Website, monthly newsletter & social media</p> <p>1b. Distribute TAP registration fliers via CES Regional Managers, program coordinators, administrative assistant, NMPSIA & NM Coalition of Charter Schools</p> <p>1c. "TAP Hot Topic Library" & monthly "Compliance Corner" article on current Special Education Compliance topics & best practice teaching strategies</p> | <p>1. Evaluation submitted to participants</p> <p>2. Analyze feedback on evaluations</p> <p>3. Number of participants attending</p> <p>4. Decrease in Special Education litigation</p> <p>5. Maintain data on topics & number of participants</p> | <p>Ongoing</p> | <p>Loretta Garcia</p> |
| <p>2. Collaborate with CES Education Programs, organizations, and districts.</p> | <p>2a. Design & meet the specific topic request for each program and organization</p> <p>2b. Keep all parties updated regarding topics and services TAP provides</p> | <p>1. Evaluations submitted to participants</p> <p>2. Analyze feedback from programs and organizations</p> <p>3. Number of participants</p> <p>4. Maintain data on topics & number of participants</p> | <p>Ongoing</p> | <p>Loretta Garcia</p> |
| <p>July 2022</p> | <p>Action Plan 1, Planning TAP workshops for first semester 22-23, starting to develop registration fliers, planning TAP articles with consultants, "Reading Room" & "Compliance Corner"</p> <p>Action Plan 2a, Presentations, NMPSIA Members, Las Cruces Public Schools, Southwest Secondary Charter, 2 presentations to LEAP participants on SPED topic</p> <p>Action Plan 1c, TAP consultants re-recording and updating numerous recordings in the TAP Library</p> | | | |
| <p>August 2022</p> | <p>Action Plan 1a & 1b- Presentations / services TAP provided to various districts via professional services in August include- Grants / Cibola District all day in-person presentation on "Special Education Discipline Compliance," Bloomfield all day in-person presentation on "FBA's & BIP's," Cottonwood Classical Charter, in-person consultation services on "SPED Accommodations," and in-person presentation on "504</p> | | | |

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| | <p>Plans”, Los Lunas, all day, in-person on “504 Plans”, Pecos, AM virtual presentation on “504 Plans”.</p> <p>TAP September complimentary workshops funded by NMPSIA are filling up nicely.</p> <p>Action Plan 1c- the “Compliance Corner” and “Reading Room” articles for publication in September have been submitted for the CES and Ancillary Newsletters as well as to be posted on the CES website.</p> <p>Action Plan 2a, provided two training courses to LEAP participants on Special Education topics</p> |
| September 2022 | <p>Action Plan 1- TAP provided 18 presentations in September, 4 full day and 14 half day presentations, positive evaluations from participants on all presentations</p> <p>1b- fliers were distributed in early August, 1c- TAP September articles and registration presentation fliers published in the CES & Ancillary newsletter and website, a total of 54 complimentary webinars for viewing on the TAP Hot Topic on Demand Webinar Library are posted on the CES website.</p> <p>Action Plan 2a- TAP presentation provided to Cottonwood Classical Charter, consultation services on site at Grants / Cibola school district and El Camino Real Charter, 4 presentations to LEAP participants on various special education topics, working with Gadsden Schools on a “plan of action” regarding TAP providing an on-site Special Education Audit”</p> <p>Action Plan 1, Participation number for all TAP services in July, August, and September, 2,161.</p> |
| 90-Day Plan | <p>TAP is on track with all Action Plan goals. Ongoing meetings with TAP consultants to review evaluations after presentations to ensure the needs and suggestions of the audience is being met. Starting to plan for second semester presentation schedule</p> |
| October 2022 | <p>Action Plan 1-TAP provided 16 presentations, 1 full day, 15 half day (AM & PM sessions) 1b- November fliers emailed early October, 1c-October Articles, “Compliance Corner” & “Reading Room” posted in CES & Ancillary newsletters, 1 additional webinar posted in the “TAP Hot Topic on Demand Library, total of 55 webinars</p> <p>Action plan 2a- TAP in person presentation in Floyd, and at the CES Leadership Conference @ Embassy, virtual consultation with Gadsden Leadership.</p> |
| November 2022 | <p>Action Plan 1- TAP provided 15 presentations, 3 full day, 12 half day (AM & PM sessions) 1b- December fliers distributed early November, 1c- December Articles posted on the CES website and newsletters, to date- 57 pre-recorded webinars in the TAP Library</p> <p>Action plan 2- TAP provided 6 presentations on SPED compliance and behavior strategies to CES Leadership (ALD) participants and 2 SPED presentations focusing on behavior to LEAP participants</p> <p>2a- TAP provided an in-person presentation in Los Lunas and 2 in-person presentations to To’Hajiilee Community Schools</p> |
| December 2022 | <p>Action Plan 1- TAP provided 9 presentations, 1 full day, 4 half day (AM 1 & PM sessions) 1b- January presentations flier distributed early December.</p> |

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| | <p>1c- January article posted on the CES Web page and CES & Ancillary newsletters.</p> <p>Action plan 2- CES Leadership, SPED Compliance and LEAP on Goals and Progress Towards Goals</p> <p>2a- TAP provided a presentation to Penasco and To'Hajillee on Behavior related topics</p> <p>TAP held a consultant "Planning and Update Meeting" on 12/15 at CES.</p> |
| 90-Day Plan | TAP is on track regarding all Action Plan areas. TAP will continue to provide complimentary presentations funded by NMPSIA, post "Compliance Corner" & "Reading Room" articles as well as keep the "TAP Hot Topic on Demand Library" updated on the CES webpage. TAP continues to provide quotes, consultation services and quality professional development presentations upon request. |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

SITE- ELENA SALAZAR

Strategic Goal (2)– PROFESSIONAL DEVELOPMENT, QUALITY INSTRUCTIONAL AND EDUCATIONAL LEADERSHIP

RATIONALE FOR THE GOAL: To improve the quality of instruction and educational leadership across the state by providing districts with professional development opportunities grounded in best practices.

| Action Plan: | Strategies to Accomplish Action Plan | Completion Date | Responsible Party |
|---|--|--|--------------------------------|
| 1. CES SITE will develop MOAs with district and charter school partners by providing district and charter defined autonomy. | 1a. Increase marketing of programs available through SITE 1b. Increase communication with districts and charter leadership teams 1c. Development of MOA with district leadership | 1a. Increase the number of districts and charters receiving SITE services. 1b. Quarterly conversations and/or virtual meetings with district and charter members 1c. Completed activities as outlined in the MOA | June 2023 Elena Salazar |
| 2. Strengthen accountability measures used to determine progress towards district/school goals | 2a. Assist districts in determining measures that will be used to assess student growth 2b. Develop process that measures effectiveness of strategies as defined in the MOA for student and staff growth | 2a. Define measures that will be used to assess student growth 2b. Define measures that will be used to assess staff growth | June 2023 Elena Salazar |
| 3. Improve coordinated and comprehensive training of SITE consultants | 3a. Research and implement best instructional practices across all SITE professional development and coaching programs 3b. Increase time spent in collaboration with consultants within the same topic area | 3a. Track agendas and time spent on training all SITE consultants | June 2023 Elena Salazar |

Periodic Report commentary:

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| July 2022 | Action Plan 1. Creation of New Public Relations SITE Flyer sent to all districts. Personal contacts by SITE manager. Action Plan 2. Assessment of student growth included in all MOA's. Action Plan 2. Extensive summer training with all "New" New Teacher Development Consultants. Meetings scheduled every month with training on developed modules. |
| August 2022 | Action Plan 3. New Teacher Professional Development in Five districts with newly aligned modules with best instructional practices. All 60 new |

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| | teachers in Hobbs are being trained in LEAP and/or SITE. Four other districts include another 50 teachers for a total of 110 New Teachers impacting over 2700 students in New Mexico. SITE consultants are teaming in Best Instructional Practices for Math, Instructional Goals, Restorative Practices, and Cultural and Linguistic Responsive Practices. |
| September 2022 | Action Plan 1. Personal contacts by SITE manager. Regional meetings conducted by CES Director David Chavez. Addition of four new districts, re-engaged with four previous districts, signed MOA's for the 7 th year with 10 districts, and an additional 12 districts with Multiple years with SITE for a total of 30 current districts and/or charters. At present, there are plans to engage with local private schools in collaboration with Albuquerque Public Schools. |
| 90-Day Plan | The SITE Team is meeting all the outlined action plans in the Strategic Plan. We are continuing to add new districts and provide ongoing training to SITE Consultants while aligning to best practices. |
| October 2022 | Continued joint training for SITE and LEAP consultants. A new consultant, Kaylee Orr, was welcomed to the team |
| November 2022 | Three new private schools will receive Professional Development. Evangel Christian Academy, Tower Road Baptist Academy, St. Mary's Catholic School. |
| December 2022 | Action Plan 1. The SITE team has continued to meet in order to align Professional Development with best practices including Universal Design for Learning and Restorative Practices that lead to increased student achievement. SITE welcomed another new consultant, Denise Balderas, who has expertise in Data Analysis and Data Driven Instruction. |
| 90-Day Plan | SITE is in 30 school districts, 2 charter schools, and 3 private schools as of January 1, 2023. |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

NORTHERN SERVICES- PAUL BENOIT

Strategic Goal (1)– OPERATIONAL EFFICIENCIES AND CUSTOMER SERVICE EXCELLENCE

RATIONALE FOR THE GOAL: To make every customer a raving fan of CES by providing high-quality services that enable members to operate more efficiently and economically

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|--|--|--|-----------------|-------------------|
| 1. Provide customized/ personal service to Members and PEs in the Northern Regions 1, 2, 3, 4N, and 5. | <p>1a. Make regular site visits to each region, at least quarterly, and call on each member/PE 1-2 times per year.</p> <p>1b. Regular mass notifications related to DP Accounts, Bluebook Access. Contact lists (Annual updates)</p> <p>1c. Continue providing in-person and on-line Digital Bluebook training, working with Jim when appropriate, especially when process changes occur.</p> <p>1d. 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.</p> | <p>Weekly Reports and Monthly Roll-ups</p> <p>Summaries are provided in the above reports, also including Executive Reports and Expense Report Summaries.</p> <p>Continued and increased use of both the DP and Traditional Purchasing Processes.</p> <p>Successful roll-out of the Digital Bluebook Enhancements.</p> <p>Periodically survey members to determine effectiveness of training</p> | Ongoing | Paul Benoit |
| 2. Provide support for all office departments | <p>2a. Follow up on all requests from Business Office for Member Services related to purchasing contracts.</p> <p>2b. Follow up on all requests from the Procurement Office related to Vendor services.</p> <p>2c. Assist in mass mail-outs to key contacts for TAP, SITE, LEAP, Contracts, Ancillary, etc....</p> <p>2d. Maintain Directory and an updated Superintendent list for emergency contacts.</p> | Timely response to requests from various offices for Support with members and vendors, including assistance with member/vendor contacts, mass mail-outs, etc.... | Ongoing | Paul Benoit |
| 3. NMREAP | 3a. Provide continued support to all subscribers for access to and use of | 3a. Regular reports of total subscriptions, payments made, pending PO's and | Ongoing | Paul Benoit |

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| | <p>NMREAP for job posting and applicant searches.</p> <p>3b. Maintain database of subscriptions, including renewal status, PO status, Invoicing status, and payment status. Work with Purchasing Specialist assigned to processing POs for invoicing.</p> <p>3c. Continue marketing NMREAP subscription services with all districts and charters.</p> <p>3d. Ensure the NMPED continues to distribute NMREAP information with all licensure applications.</p> | <p>pending invoices.</p> <p>3b. Regular reports (in weekly, roll-up, and executive reports) related to subscriptions, trainings, invoicing, and payments.</p> <p>3c. Annual review of number of subscriptions per fiscal year.</p> <p>3d. Periodic follow up with PED Licensure to ensure they have flyers and contact information to promote applicants and renewals to utilize NMREAP for job applications and searches.</p> | | |
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Periodic Report commentary:

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| <p>July 2022</p> | <p>Jim and Paul rolled out a series of Digital Bluebook Trainings, via zoom. In addition, we offered in-person trainings to our respective regional members and entities. The trainings were, over-all, well attended. We were well prepared for the August 1 roll-out, having 4/5 trainings in July. Travel, throughout the month, was documented in weekly reports and monthly roll-ups and regions tracked through those reports. The Annual NMCEL Conference booth was busy and enjoyable. Continued maintenance of the Directory for vendor and ces use was made by both Jim and Paul. NMREAP subscriptions were tracked with Rhonda and Paul working to ensure all PO's were processed and invoiced. Memberships maintain around 90 subscriptions.</p> |
| <p>August 2022</p> | <p>August was a big travel month through the northern regions, as well as beginning the "fall tour" for CES regional meetings and preparing for the NMSBA regional meetings. These are generally timed with general regional travel. Jim and I attended the NMML conference at the convention center and booth traffic was solid. Worked with districts to get jobs posted and how to search for NMREAP positions. July and August are generally months where I have more questions about access and navigation. Picked up several new subscriptions. Continued updates on the directory. This time of year, it is "never ending" in updating due to retirements, promotions, and transfers in various entities across the board.</p> |
| <p>September 2022</p> | <p>September has been an extremely busy travel month, with CES region meetings and NMSBA region meetings running simultaneously, early in the month. The NMASBO conference was at the end of the month and well attended (over 340 attendees). Robin, Jim and I attended and manned the</p> |

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| | <p>booth. I participated in Robin’s Presentation at NMASBO, reviewing the bluebook enhancements to purchasing options.</p> <p>NMREAP was quiet this month.</p> <p>Directory updates are still in full swing, though members/entities are settling into the new fiscal year and personnel is leveling out.</p> <p>Will be preparing quarterly analyses of PO volume.</p> |
| 90-Day Plan | <p>Site visits are returning “back to normal”. Some places are still on limited visit, but most are open and welcoming. Implementation of the Enhanced Digital Bluebook was a priority during this first quarter. The most pressing thing on my time is managing bluebook access and navigation – creating accounts and providing training and troubleshooting. These come via email and phone throughout every day. I have several Bluebook trainings on the calendar, in person, with Region 1 and 2 members.</p> <p>NMREAP renewals are going well and a couple have returned. We are hovering around 90 Renewals.</p> <p>The early focus, in the first quarter, for directory updates has been charter schools and school districts. We have standardized the member listing with a consistent position tracking rubric, all regions and type of entity has been verified for consistence. The member directory is very easy to export and designed for more ease in creating mail merges.</p> <p>Finally, Jim and I continue to be available to Purchasign Specialists to work with members on issues related to purchasing options and bluebook submittals. For ease of communication, they include both of us on all help requests and Jim and I “sort out” who will help based on our regions.</p> |
| October 2022 | <p>Direct work with Members and Entities, this month, was related to the Facility Mgrs. Workshop and the NMSBA region meetings. In Sept and Oct I attended several NMSBA meetings with David and covered one in Las Vegas. Good opportunity to promote CES.</p> <p>NMREAP was quiet this month, other than follow-up on invoices. Thanks to Rhonda and Kelly for their reports when I request them.</p> <p>The Directory is at approximately 42% updated. Will begin County/Municipal/Entity updates soon, still following up on school updates.</p> <p>Thank you to our professional team for their wok with Mesalands in getting an issue resolved related to misunderstandings on the part of College staff related to PO’s, agreements, and proper processes.</p> |
| November 2022 | <p>This month, in addition to “normal” traveling, Bluebook Training, and Directory updates, I have had the opportunity to meet with CES and Gordian Staff to learn more about how vendors (and members) should be and can be taking advantage of both these pricing mechanisms. Had meetings with City of Las Vegas, which brough some issues to light about proper formatting for quotes. As follow up, we met with Gordian at CES and with one of our primary vendors at their office to discuss better understanding of how these pricing mechanisms work (or should work).</p> <p>Jim and I, ultimately, will need to do a future push on helping members better understand “Traditional Purchase”, especially in relation to these to pricing mechanisms.</p> |

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| | At the new year, I will follow up with PED Licensure to discuss NMREAP and possible continued work with them to promote NMREAP or discuss how we can better partner with them and schools in promoting teaching positions throughout the state. |
| December 2022 | December was a “short” month. In late November I began my final push on membership directory update. By month’s end I was over 70% updated of the 316 members I track. NMREAP had several mid-year renewals come due. These schools have been notified and pending response. |
| 90-Day Plan | At the mid-year point, the three goals related to: Direct Purchase, Office Support, and NMREAP have progressed nicely. Jim and I will continue outreach to members in managing our purchase options and navigating/using the Digital Bluebook. One of the strategies I’ve implemented is to send out a quarterly notice to all FULL bluebook account holders to ensure the account is still active and to provide tips and reminders about the Digital Bluebook. This has been a nice addition. |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

SOUTHERN SERVICES- JIM BARENTINE

Strategic Goal (1)– OPERATIONAL EFFICIENCIES AND CUSTOMER SERVICE EXCELLENCE

RATIONALE FOR THE GOAL: To make every customer a raving fan of CES by providing high-quality services that enable members to operate more efficiently and economically

| Action Plan: | Strategies to Accomplish Goal | Evaluation | Completion Date | Responsible Party |
|---|---|--|-----------------|-------------------|
| 1. Deliver personalized service to key contacts for each Southern Member and PE (Regions 6, 7, 8, & 4S) | <p>1a. Site visits at least attempted to each key contact twice per year.</p> <p>1b. Assistance PRN to each contact with Bluebook login, ordering issues, etc.</p> <p>1c. Mass marketing emails targeted to specific groups of contacts and member types.</p> <p>1d. With Paul Benoit, conduct online training for members regarding the use of the Bluebook and key elements of it that have changed, PRN.</p> | <p>Weekly Reports and Monthly Roll-ups</p> <p>Summaries are provided in the above reports, also including Executive Reports and Expense Report Summaries.</p> <p>Continued and increased use of both the DP and Traditional Purchasing Processes.</p> <p>Successful roll-out of the Digital Bluebook Enhancements.</p> | Ongoing | Jim Barentine |
| 2. Provide support for all central office departments | <p>2a. Follow up on requests for instruction, collection, etc., with members.</p> <p>2b. Maintain accurate Directory of Members for Southern Members and PEs.</p> <p>2c. Assist with special notifications & mailings to members by TAP and other Professional Development departments, as requested.</p> | <p>Timely response to requests from various offices for Support with members and vendors.</p> <p>Directory of Members maintained with a reasonable level of accuracy.</p> | Ongoing | Jim Barentine |
| 3. Use Video Media, Graphic Design, and social media to build understanding and loyalty for CES programs and services | <p>3a. Publish regular entries on social media platforms to assist with CES brand recognition and use of CES services.</p> <p>3b. Updating or replacement of CES Videos as needed.</p> <p>3c. Publish separate newsletters for members vs vendors for better reader</p> | <p>Continuous growth of reach for social media platforms.</p> <p>The video library, as published on CES website, kept current and relevant.</p> <p>Archived copies of newsletters</p> | Ongoing | Jim Barentine |

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| | relevance | | | |
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Periodic Report commentary:

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| July 2022 | Called on members in Regions 4S and 8. Worked the NMCEL Conference. With Paul Benoit, conducted 5 online trainings re Bluebook Enhancements. Supported login and PO requests for assistance from members. Conducted planning for separation of Member and Vendor newsletters. With Aaron Gonzales, produced Bluebook Enhancements video. |
| August 2022 | Called on members in Region 8. Worked the NMML Conference. With Paul Benoit, conducted one online training re Bluebook Enhancements. Supported login and PO requests for assistance from members. Produced and disseminated the first separate Member and Vendor newsletters. With Aaron Gonzales, began work on series of videos for Procurement contract award training. Began dissemination of RFIs for updated contacts with members. Compiled current list of vendor contacts from Bluebook – manual gathering made necessary because CES lacks reporting capability for its eProcurement software. |
| September 2022 | Called on members in Regions 7 & 8. Worked the NMASBO Fall Conference. Repeatedly provided training to members re use of the Bluebook and supported login and PO requests for assistance from members. Produced and disseminated the Member newsletter. With Aaron Gonzales, continued work on Procurement Department’s video series. Continued work disseminating RFIs for members’ contacts, collecting results and making massive updates to the CES Member Directory. Attended and/or presented at two CES Regional meetings and two NMSBA Regional board meetings. Produced two produce category fliers with improved graphic arts. |
| 90-Day Plan | <ol style="list-style-type: none"> 1. Intensify efforts to make member site visits, completing Regions 8, 4S, and 7, by December 30. 2. Complete RFI results compilation/corrections to Directory, by November 30. 3. Publish second Vendor Newsletter, before Thanksgiving. 4. Design and create video highlighting major types of CES purchases, by December 10. |
| October 2022 | Assistance in dissemination of marketing information continues, with new templates having been designed to further professionalize our marketing. Member visits to Region 7 have been completed. Efforts continue to gather response to the RFI re contact persons for all southern members. Ongoing assistance/training is provided to members regarding Bluebook use and PO uploading. |
| November 2022 | Member visits to regions 8 and 4S have been completed. RFI result corrections have been made to the Member Directory. The second Vendor Newsletter was published and disseminated 11/28/22. The “types of CES purchases” video was put on a back burner so that a major series of videos covering material in post-Award meetings held by the Procurement Department. A script for these videos was finalized, and video creation is occurring. |

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| December 2022 | Began member visits to region 6. Progress was made on post-Award Procurement Department video. Created draft of flier for A&E contracts awarded. Made multiple Bluebook login registrations and provided assistance and training to members. Continued with steady dissemination of mass marketing materials, primarily via email. |
| 90-Day Plan | <ol style="list-style-type: none"> 1. Continue intense efforts to speed coverage of member site visits, completing Regions 6, 7, and 4S by end of March. 2. Publish third Vendor Newsletter by mid-February. 3. Complete videos to support Procurement Department post-Award meetings and ALD program. Restart work on “types of CES purchases” video. 4. Begin work on annual "Jim's Watch List" of legislation, to be shared with superintendents, REC directors, and charter directors. |
| January 2023 | |
| February 2023 | |
| March 2023 | |
| 90-Day Plan | |
| April 2023 | |
| May 2023 | |
| June 2023 | |
| 90-Day Plan | |

CES Executive Committee Meeting Minutes
October 17, 2021

Call to Order

The meeting was called to order at 5:10 pm by President Dwain Haynes. Notice of the meeting had been sent to all Executive Committee members 10 days prior along with the Agenda Packet, and the Minutes from the July 20, 2021, meeting. President Haynes called for Roll Call.

Roll Call

The following members were present:

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| Dwain Haynes - Eunice | President |
| Daniel Benavidez- Central | Region I |
| LeAnne Gandy - Lovington | President Elect |
| Kamau Turner – Roy | Region III |
| Teresa Salazar- Moriarty | Region IV – Secretary |
| Aaron McKinney – Tucumcari | Region V |
| Brian Snider – Jal | Region VI |
| Tana Daugherty - Cloudcroft | Region VII |
| Loren Cushman – Animas | Region VIII |
| Dr. Debra Dirksen - WNMU | Higher Ed 4 Year |
| Erik Bose – ABQ Charter Academy | PCSNM |

The following members were absent:

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|-------------------------------|------------------|
| Joe Guillen | NMSBA |
| Stan Rounds | NMCEL |
| Edward Desplas | Higher Ed 2 Year |
| Gwen Warniment | PED |
| Kirk Carpenter – Aztec | Past President |
| Felix Garcia – Jemez Mountain | Region II |

The following non-members were present:

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|-------------------|-----------------------------------|
| David Chavez | CES Executive Director |
| Robin Strauser | CES Deputy Executive Director |
| Yvonne Tabet | CES Human Resources Specialist |
| Lisa Chacon-Kedge | CES Past Director Ancillary Serv. |
| Lianne Pierce | CES Current Director of Ancillary |
| Brad Schroeder | CES Technology Manager |
| Jim Barentine | CES Southern Services Director |
| Paul Benoit | CES Northern Services Manager |
| Gustavo Rossell | CES Procurement Manager |
| Pamela Reed | CES Executive Admin Assist. |

Quorum

CES Board Policy states that attendance by one third of the Executive Committee members constitutes a quorum. This was, therefore, a duly convened meeting of the CES Executive Committee.

Approval of Agenda

A motion was made by Loren Cushman and seconded by Brian Snider to approve the agenda for October 17, 2021. The motion passed unanimously.

Approval of Minutes

A motion was made by Loren Cushman and seconded by Teresa Salazar to approve the minutes from July 20, 2021. The motion was accepted and passed unanimously.

Induction of New Board Member

Dr. Gwen Perea Warniment was not present; we will move the induction to the next meeting.

AGENCY COMMUNICATIONS

The following reports were presented:

Partnerships – LeAnn Gandy

PCSNM – Erik Bose

Erik stated that he has been meeting with Gloria Rendon and Evan Grasser about getting Charters more involved with CES in using the Leadership Programs available.

NMCEL – Stan Rounds

Stan Rounds unable to attend. No report was given.

NMPED – Dr. Gwen Warniment

Dr. Warniment was unable to attend. No report was given.

NMSBA – Joe Guillen

Joe Guillen was unable to attend. No report was given.

Higher Ed (4 yr) – Dr. Dirksen

Dr. Dirksen began her report by discussing mentoring of Alt Licensure teachers, dual enrollment with a goal of students flowing right into Higher Ed as juniors.

Higher Ed (2 yr) – Edward Desplas

Edward Desplas was unable to attend; no report was given.

Finance- Dwain Haynes

Mr. Chavez asked Robin Strauser to discuss the annual audit. Robin reported that the Jaramillo Accounting group performed the audit electronically and it was submitted to the Office of the State Auditor September 30, 2021. There were no findings in our reporting but they did come up with Significant Deficiencies; one being our payroll system. They said that we need to automate our system. There needs to be more distribution of duties. Teresa Salazar stated that CES needs more internal controls and suggested more help be hired. The audit will be available to the Executive Committee once it becomes public. David Chavez stated that Anthony Montano has been hired to work with Robin to provide more separation of power. His title is Finance Manager.

Introductions of new staff were made by Robin Strauser and David Chavez.

Scholarship

The position that Brenda Vigil held is vacant at this time. David Chavez reported that the CBA Scholarship will go to Eunice Schools.

Nominating – Dwain Haynes

Nominations will need to be made for President Elect position.

Policy- LeAnn Gandy

LeAnne Gandy reported that after the review there are minimal changes to the policy and the final draft of the Board Policy will be voted on at the Full Board Meeting.

PROGRAM OVERVIEW/REPORTS- David Chavez

Regional Meetings

David Chavez reported that 7 meetings were scheduled and were fairly well attended. They were held virtually and next year David discussed the possibility of combining several regions together. POM's, PSFA, and CES's reporting were well received. We are considering having Cities, Counties and PE's meetings being held in the Spring.

Update Leadership Development

David Chavez discussed Leadership Academy, NM School Board Leadership Development. He turned it over to Kim Lanoy-Sandoval to discuss LEAP. She reported on the LEAP goals: Recruit to diversity the teacher pipeline; Prepare teachers to meet the needs of diverse learners; Retain diversified teachers in the profession. She gave the statistics of the LEAP impact. She thanked Jim Barentine and Paul Benoit for their help.

Executive Director's Evaluation

The evaluation is provided through the Strategic Plan goals and updates.

Administrative Reports

Directors

Robin Strauser, Deputy Executive Director - Robin Strauser discussed the success of the Direct Purchase system. It is a work in progress and enhancements are in the works. He shared that the Business Office is currently fully staffed and CES is still in need of a finance Assistant to focus on the EANS program. The audit highlights were given earlier in the meeting. He discussed the revenue being up from last year. Technology was the top commodity. No questions were asked.

Lisa Chacon-Kedge, Director of Ancillary Services - Lisa Chacon-Kedge reported that the CES Ancillary Office staff continue to review applications for prospective ancillary staff seeking to fill vacancies throughout New Mexico. As of this date, CES is working to identify staff who can fill 87 vacancies throughout New Mexico. CES Leadership may wish to consider recommendation outlined in letter from NM DPS dated 03/29/2021. Employees / prospective employees can submit a request directly to the FBI with fingerprints to conduct a background check. This would include process of signing a third-party waiver allowing the FBI to release results of background check directly to the employer (CES). No questions were asked.

Gustavo Rossell, Procurement Manager -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. Since the last report , the most salient points in the Procurement Department were: The **eProcurement** software system, consisting of Cost, Contracts Modules, Notification + integration with the digital BlueBook. The new **digital BlueBook** Module, which is CES` electronic vendor listing with purchasing capabilities, was launched on April 5, 2021. CES Members have been able to login securely and access, 24/7, vendor contracts, pricing pages, vendor contact information, and submit purchase orders through the new online portal. There were no questions.

Paul Benoit, Manager of Northern Services/NMREAP - Paul Benoit reported that he and Jim have been able to begin travel again through their district assignments. They continue to work with members on activating, re-setting, and working within their Direct Purchase Accounts. They have set up a series of Q and A sessions for members to join in to get refresher on DP, updates on coming changes, and just discuss any challenges they may be having. NMREAP is currently serving 95 Active Subscriptions (Districts and Charters). No questions were asked.

Brad Schroeder, Technology Manager- Regarding Direct Purchase, since July 1, we have 1114 approved POs for \$40,402,071.08. We are making several improvements to the purchasing process to include the rollout of Traditional and Vendor Portal purchases, as well as an abbreviated/printable BlueBook .We are also working with several members/vendors jointly to set up streamlined purchasing mechanisms between their account software packages. As we have turnover in staff in key positions: HR, Ancillary, and Payroll; now is an opportune time to re-evaluate our systems (or lack thereof) in each department. Other items include the systematic processing of PTO, Expense Reports, Timesheets, Travel Logs, et al. No questions were asked.

Jim Barentine, Director of Southern Services - Mr. Barentine started his report by stating his full report was in the agenda; he highlighted the Social Media aspect, adding that Aaron Gonzales has joined the CES staff. They are working on video productions that explain the Direct Purchase process, as well as other areas. No questions were asked.

Yvonne Tabet, Director of Human Resources – Yvonne Tabet Introduced herself as the new Director of Human Resources and thanked Teri Thelemaque for preparing her report that was included in the agenda. Yvonne discussed background checks and House Bill 128.

Executive Director – David Chavez asked the Board to give him permission to accept a five-year Education Innovation and Research Grant, if awarded in November. The primary focus of the grant would be LEAP related, providing a residency program for recent graduates. It will be one million dollars over a 5-year period. Brian Snider made a motion to accept the grant if offered; it was seconded by Aaron Mckinney and passed unanimously. Mr. Chavez asked approval to provide a one-time retention bonus for those individuals that have been with CES through the pandemic period, March 2020 up to the present in the amount of \$1250.00 as well as a sign on bonus of \$1000.00 for new employees hired after March 2020. He asked for a prorated tiered approach and would be available to the current CES core staff on November 15 for those who have been employed at least 4 weeks. Brian Snider asked how Mr. Chavez arrived at the amounts proposed and if it could be adjusted by the Board. Mr. Snider made a motion to increase the amount for employees hired prior to March 2020 to \$2500.00 and the bonus to \$2000.00 for employees hired after April 2020. It was seconded by Erik Bose. After the discussion Mr. Haynes called for a vote on the motion; Kamau Turner asked that the motion be amended to include Mr. Chavez as part of the incentive bonus plan; it was seconded by Erik Bose and passed unanimously.

Personnel Report – Staff Contracts and Resignations

David Chavez stated the Personnel Report with new staff and resignations was included in the agenda packet; he stood for questions or comments. There were none.

Consent Agenda

Teresa Salazar made the motion to accept the consent agenda presented in the agenda packet. It was seconded by Aaron McKinney and passed unanimously.

Setting Next Meeting Dates - Executive Committee Meeting, Wednesday February 2, 2022, Eldorado Hotel, Santa Fe, NM, Spring Budget Conference, Wednesday, April 6, 2022, Hotel Albuquerque, School Law Conference, Wednesday, June 1st, 2022, Embassy Suites

CES Open House- December 17, 2021

Adjourn

President Dwain Haynes thanked all present for his time as president of CES; He then called for a motion to adjourn. The motion came from Aaron McKinney and was seconded by Daniel Benevidez; it passed unanimously.

Respectfully Submitted,

Teresa Salazar, Secretary

Attested by:

Dwain Haynes, President