

EXECUTIVE COMMITTEE MEETING

Wednesday April 6, 2022

3p.m.-5p.m.

Hotel Albuquerque

Potters Room

- A. Call to Order
- B. Roll Call
- C. Approval of Agenda*
- D. Induction of New Board Members: Dr. Gwen Warniment
- E. Approval of Minutes – February 2, 2022*
- F. Agency Communications
 - a. Partnerships – Brian Snider
 - i. NMCCS – Erik Bose
 - ii. NMCEL – Stan Rounds
 - iii. NMPED – Dr. Gwen Warniment
 - iv. NMSBA – Joe Guillen
 - v. Higher Education (4yr) – Debra Dirksen
 - vi. Higher Education (2yr) – Edward DesPlas
 - b. Finance – LeAnne Gandy
 - c. Scholarship – TBD
 - d. Policy – Brian Snider
- G. Program Overview/Reports
 - a. Science, mathematics, and language arts pilot study
 - b. Exploring micro-credentialing of mathematics endorsement with MC2, WNMU and PED
 - c. Beable Life Ready Literacy System
 - i. Compiler - Uses multiple assessments to develop Learner Records in English and Spanish, including reading levels, strengths, interests, values, goals and accomplishments, in order to set academic and personal career goals.
 - ii. Uses multiple assessments to develop Learner Records in English and Spanish, including reading levels, strengths, interests, values, goals and accomplishments, in order to set academic and personal career goals
 - iii. Automatically applies the best methodologies per student to accelerate growth, including differentiation of lesson content, individualization of scaffolds and personalization of additional readings and career exploration.
 - iv. Assesses the Whole Child – reading and vocabulary levels, strengths and weaknesses, personal interests/passions, social emotional learning needs and aptitudes and career preferences.
- H. Administrative Reports
 - a. Directors

- i. Finance- Robin Strauser*
- ii. Ancillary- Lianne Pierce*
- iii. Procurement- Gustavo Rossell*
- iv. Northern Services/REAP- Paul Benoit*
- v. Technology- Brad Schroeder*
- vi. Southern Services- Jim Barentine*
- vii. Human Resources- Yvonne Tabet*

b. Executive Director – David Chavez*

i. CES Budget – Ancillary Rate Schedule

- 1. Request 7% increase
 - a. 3% compensation increase
 - b. 4% to be applied towards health insurance

ii. Office Staff Compensation

- 1. 5% salary for all CES core staff.
- 2. 2% incentive if our strategic plan financial goals are met. This would be paid out in June or July of 2023 once it is determined that our ~~financial~~ goals were met.

iii. Approval of continuing with and accepting new PED, USDOE and non-profit, IGA's, MOA's,

iv. Purchase of CES Vehicle Ford Explorer (replacement for 2014 Acadia)

v. Executive Director's Evaluation

I. Personnel – Report

- a. Staff Contracts and Resignations*

J. Consent Agenda

- a. Approval of Checks*
- b. Profit/Loss and Balance Sheets*

K. Setting Next Meeting Dates

- a. Wednesday June 1, 2022, in conjunction with the School of Law
- b. Monday July 11, 2022, in conjunction with the NMCEL Summer Conference
- c. Monday October 17, 2022, in conjunction with the CES Leadership Academy
- d. Thursday, December 1, 2022, in conjunction with the NMSBA Winter Conference

L. Adjournment

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

*Included in Advance Packet Mailing

Cooperative Educational Services

EXECUTIVE COMMITTEE MEETING

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Administrative and Finance Report- Robin Strauser, Deputy Director

Finance:

As of February 28, 2022, CES' revenue is \$142,290,732 through traditional PO's and \$87,675,781 through Direct Purchase PO's. This is a total \$229,966,513 in total revenue. The number of PO's processed through Direct Purchase is 2695. The Revenue as of February 2022 is \$52,261,654 more than CES' revenue as of February 2021; a 29.4% increase in revenue. CES is showing a profit of \$584,861 this year. CES' had a loss as of February 2021 in the amount of \$611,250.

CES' Sandia Synergy Center, (SSC), rental property is generating a profit. Revenue at the end of February 2022 is \$263,079. Profit is \$116,346 as of February 2022. CES' property manager has shown the vacant suites to several interested tenants, but there are no agreements yet.

Combining the financial reports of CES and SSC, revenue is \$230,229,592, and profit is \$701,207.

Direct Purchase: The Direct Purchase method has been a strategic priority for CES for the past two years. This method of purchasing from CES' contracts has gained in usage since its initial rollout on April 5, 2021. As mentioned above, CES has approved 2695 purchase orders totaling \$87,675,7481 through February 2022. This method of purchasing is continually being assessed and tweaked to make it even better. Direct Purchase is proving to be an excellent process benefiting CES, its members and vendors.

Staff: The Business Department is currently fully staffed with the addition of Nancy Roy and Gino Evans to fill vacant positions. The more senior staff in the business department have stepped up to train new staff. The newer staff are performing well and a welcomed addition to the business department.

Strategic Plan:

Refer to the Strategic Plan included in this packet for progress reporting and updates. The Direct Purchase project was rolled out April 5, 2021, so it is still a new program. Members and vendors have embraced this new way of purchasing and making it very successful as noted above. We are on a continuous improvement path with Direct Purchase.

Efficiency Initiatives:

The business department is looking at opportunities to make the handling and processing of orders less time intense by further leveraging the capabilities of existing software. Some things that are currently in the works is how we receive and handle construction documents such as bonds and wage decision documents. We can have these documents uploaded directly into our document management software. This will be a much more efficient and will allow for better tracking of these documents. Currently, these documents are received via email, have to be handled by staff and then uploaded manually into the document management software. We are looking at this same approach in receiving vendors' invoices. An Ad Hoc team has been organized to determine other "pinch points" in processes to further improve efficiency and productivity.

Cooperative Educational Services

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Ancillary Department Administrative Report - Lianne Pierce

As of March 17, 2022

Goal 1 - Make Every Customer a Raving Fan of CES

1a) Strategy: CES Ancillary Staff will provide appropriate, effective services to ensure that the needs of district students and staff are being met and compliant with state and federal rules and regulations.

Initiative #1:

- We have a new request for RTS to allow us to do a partial back-out of a day on the time sheet portal. Currently we can go into the Portal and back a full day out, which will issue a credit to the institution and a deduction for the employee when we need to remove a full day. For example: A few people accidentally put time in for MLK Day, but schools were closed. Easy to back that full day out and issue a credit and debit. However, if we try to back out a partial day, it will not let us do that. RTS has provided a quote for 8 hours @ \$95 an hour + tax.

Initiative #2:

- Continued communication with discipline representatives to identify trainings and opportunities to obtain CEUs. We are including all TAPs Professional Development opportunities to our staff.
- CPI Training has completed for the year; Training our Trainers is scheduled
- Ancillary budget may require adjustment to increase funding for training in the coming school year, prices are rising.
- An instructional video for understanding the CES Portal regarding timesheets/payroll and allocations for Ancillary Staff is in the planning stages.

1b) Strategy: Implement strategies to increase the percentage of Ancillary requests filled.

Strategic Initiative: Recruit staff to meet the needs requested by districts and charters.

- Number of CES Ancillary Staff as of March 18, 2022: 246, increase by 11.
- Number of Interviews: 8
- Number of Placements: 10
- Number of New ancillary requests for month of March: 12
- Number of Districts/Charters with contracts submitted: 144 (up from 137,)
- Number of Districts/Charters with POs submitted: 148, (up from 135)
- Developed a flow-chart (and redesigned a form) for Applicant processing for Ancillary that reduces redundancy and saves time. This is working well.
- Looking at 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.
- Continuing to work on an Ancillary Behavior Support position.
- Attend the Job Fair at the Speech and Hearing Science May 14, 2022

Total Number of Ancillary Staff as of March 17, 2022

Diagnosticians – 43, no change	Occupational Therapists – 26, no change
Physical Therapists – 7, down 1	Certified Occupational Therapy Assistants – 5, no change
School Psychologists – 24, no change	Clinical Psychologists – 2, no change
Social Workers – 45, no change	Speech Language Pathologists – 42, down 1
Audiologists-3, no change	SLPA – 1, up 1

Licensed Practical Nurses – 1, no change	Registered Nurses – 9, down 1
Adapted Physical Education Teachers – 0, no change	Recreation Therapists – 9, no change
Teachers of the Visually Impaired – 1, no change	Certified Orientation & Mobility Specialists – 1, no change
Ancillary Teachers – 3, up 1	Rehabilitation Counselors – 6, down 3

- 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 90 vacancies, down from 103.

90-Day Plan for the 4th Quarter:

1a) Initiative #1

1. Test RTS's new incremental back-out process for small overages entered in staff timesheets in the Portal but not approved by districts/charters. (This is a follow up to another RTS process that we rejected during the testing phase in January.)

1b) Initiative – Recruiting Focus:

1. Attend the Job Fair at the Speech and Hearing Science April 14, 2022
2. Prepare for the end of the year meeting on May 14, 2022, which will include promoting bonuses for referrals and longevity bonuses as incentives.
3. Continue collecting surveys from both Ancillary Staff and school leadership regarding placements and future intentions.
4. Work on Video for CES Portal training new hires.
5. Develop flow chart for Payroll/invoice/supplemental reports chronological order etc.
6. Work on a Newsletter in conjunction with TAP for Special Education leadership in districts & charters to be sent quarterly with legal information and other pertinent resources.

Cooperative Educational Services

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Procurement Department Administrative Report – Gustavo Rossell

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:

New Strategic Partnerships

After four months of conversations and negotiations, on January 22, 2022, CES and Apple, Inc. entered into two agreements, one for the EANS program and one for “everyday” Members` purchases which Apple calls “Run-Rate” agreement. Eligible Purchasers are any school district and their public or private not-for-profit school systems, state universities and colleges, and community, vocational and technical colleges, state, county or city agency or department (including fire departments and libraries), special district, port authority, municipality, township, or Native American reservation in the state that Customer (CES) is located.

Apple also agreed to respond to CES` own RFP for Apple-branded products, which closed in February, and has received a recommendation for award along with Holmans (non-educational sales only).

CES has also been holding conversations with AT&T Global Solutions – Education – NM for cybersecurity products and services.

Growth Through New RFPs Categories

CES conducted a research survey of the US Top 20 purchasing cooperatives according to NIGP. In January 2022, CES Procurement began releasing RFPs in five new categories (see below) enhancing our portfolio of contract offerings.

I. Update on Recent Publicly Competed Solicitations and Contract Awards

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

RFP #	RFP Description
2022-05 New Categ.	<i>Apple Branded Devices and Related Products and Services</i>
2022-06 New Categ.	<i>Vehicle Electric Charging Stations Equipment, Installation, and Parts</i>
2022-07 New Categ.	<i>Automotive Parts, Lubricants, Supplies, Equipment and Related</i>
2022-13 New Categ.	<i>Comprehensive Assistance, Training & Educational Resources & Services</i>

2022-14 New Categ.	<i>IT and Business Program and Project Management, Process Development, and related Professional Consulting Services</i>
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II. Update on Upcoming Publicly Competed Solicitations

RFPs that will be advertised soon:

RFP #	RFP Description	Release
2022-09	<i>Fuel - Gasoline, E85, Diesel, Biodiesel and Related</i>	04/02/22
2022-10	<i>Heavy Equipment, Parts, Accessories, Leasing and Related</i>	04/02/22
2022-11	<i>Material Handling Equipment, Parts, Accessories, Leasing and Related</i>	04/02/22

III. Strategic Plan Update:

Strategic goals for the Procurement Department for FY 2021-22; areas of focus:

Continuous review and improvement of processes and systems (eProcurement and the digital BlueBook) in the Procurement Department.

Continue the development, refinement, and enhancement of the Direct Purchase business model - ongoing Oct. - Dec. 2021 - Procurement Dept. Survey of US Top 20 purchasing cooperatives ✓

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.

*Since January 2022, CES has issued RFPs in 5 new categories.

Cooperative Educational Services

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Northern Services Manager – Paul M. Benoit,

Northern Services Travel Notes

Since the last Executive Board Meeting, I have traveled to regions 1, 3 and within region 4N and my own region. It is good to be back on the road and most places are “open for business” again with no limitations on visiting! The welcome I am receiving in my visits is very warm and I think people are glad to be back to some semblance of normalcy in business.

Direct Purchase/Digital Bluebook Model and Transition

The Digital Bluebook continues to be a good resource and it is something that keeps both Jim and I busy as we continue to work with entities on using the bluebook, navigating it, accessing it, creating new accounts, and following up on submissions. As more use it, the comfort level and satisfaction seem to be increasing, generally. There are still some who have struggle with the change to a more digital approach to accessing and using contracts, but as a whole and once trained, it seems to be doing well.

The current approved volume, as of March 17, 2022, has been \$92,566,497.62 total approved POs through DP, for a total of 2,908 PO's approved through the system this fiscal year. I have provided for Robin, a standard report that tracks these and summarizes by Month. It includes the average Direct Purchase PO amount per month as well as the average dollar volume of “per business day” volume of approved PO's submitted via the bluebook. It also tracks total POs approved via Direct Purchase. **See Appendix 1.**

I also continue to track total purchase orders (both Direct Purchase and Traditional (Construction) purchases so that Jim and I can use this data in the field, when visiting with members and entities. These reports are estimates of total volume and broken down by vendor and member/entity.

One final piece of data I track for Robin is “Days to Review/Approval” for DP. For ALL PO's that have been submitted in Direct Purchase, the average processing time is hovering around 1.6 days. The thing to remember in this report is that it includes every day (including weekends) in the average, as well as accounts for PO's that may be pending for an extended period due to vendor pricing questions or other issues. Therefore, this number is very close to our goal of a 1.0 business day turnaround or reviewing and processing PO's. I think the business office needs to be commended for their efforts in implementing Direct Purchase on the front line with our members.

Finally, Jim and I conducted training sessions over the course of 10 weeks with our members to better understand Direct Purchase. We will be looking at implementing another round when the enhancements to the bluebook for automated submission of Traditional Purchase orders is added into the system after the current pilots.

NMREAP NOTES

We have picked up 2 more active subscriptions in NMREAP, bringing the total to 97 subscriptions. I continue to offer technical support to applicants, as I can, and work with REAP national for those requiring more in-depth assistance. I also follow up with schools regularly, responding to their inquiries, as well as checking with subscribers to see if there are any needs related to NMREAP.

We are getting ready for the “spring rush”, in which schools will be sent renewal notices and we will begin processing those renewals. This requires a coordinated effort in which I am the “middleman” in receiving renewal POs from the district to working with Anthony's staff to get NMREAP invoices out.

OTHER INITIATIVES

Jim and I continue our efforts to maintain the member directory for our use and for our vendors' use. Earlier this year the member directory was pulled from the home page and made “private”, meaning only CES and our

vendors have access to the database. Jim and I continue to update the directory when our members have staff changes due to retirement or departures of contacts. We have standardized the positions we track and extracting and pulling specific contact types has become much easier.

I have also undertaken the task to review all Participating Entity Agreements and JPA's on file to ensure that we have an accurate master index of members and entities and to determine where we might need to follow up if there is not an agreement on file. It also will give Jim and I an idea of other entities "out there" that we can call on to sign up to use CES. Just in the last few weeks I have been able to establish agreements or begin the process with five new entities that had not previously utilized CES. These are in Raton, Encino, Western NM Correctional, Gamercos Water and Sanitation, and the Northeast Region Housing Authority.

APPENDIX 1 – Summary of APPROVED Direct Purchase POs by Month for 2021-22 FY

2021-22	# Approved	Volume Approved	Average Approved DP PO	Volume Per Business Day
July	373	\$14,327,367.92	\$38,411.17	\$ 651,244.00
August	415	\$14,665,268.69	\$35,338.00	\$ 637,620.38
September	329	\$11,806,433.93	\$35,885.82	\$ 536,656.09
October	299	\$ 9,067,924.12	\$30,327.51	\$ 431,805.91
November	300	\$ 7,180,033.22	\$23,933.44	\$ 377,896.49
December	239	\$13,007,379.21	\$54,424.18	\$ 684,598.91
January	340	\$ 9,505,421.22	\$27,957.12	\$ 475,271.06
February	399	\$ 8,203,979.98	\$20,561.35	\$ 431,788.42
March	214	\$ 4,802,689.33	\$22,442.47	\$ 369,437.64
April	0	\$ -		
May	0	\$ -		
June	0	\$ -		
Total	2908	\$92,566,497.62	\$31,831.67	\$ 510,702.10

Cooperative Educational Services

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Technology Department Administrative Report – Brad Schroeder

As of March 17, 2022, we have 2893 approved POs for \$92.1M for Direct Purchase.

We have made improvements to the purchasing process to include the rollout of Traditional and Vendor Portal purchases, as well as an abbreviated/printable BlueBook. We are working to make tweaks and adjustments both to the system and business processes as they arise. This new addition should greatly help alleviate the processing of Traditional POs in our system.

We are also working with several members/vendors jointly to set up streamlined purchasing mechanisms between their account software packages. The City of Albuquerque is the 1st to go down this path, time will tell how it goes and how advantageous it may be for other members to pursue a similar route.

We are still in the process of evaluating our systems regarding the processing of PTO, Expense Reports, Timesheets, Travel Logs, et al.

Cooperative Educational Services

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Southern Services Administrative Report – Jim Barentine

I continue to travel to members and vendors to assist and liaison as much as possible. The elimination of the Mask Mandate has made members' personnel very much more available and open to the visits. I have conducted a lot of orientation and training for members, particularly in cases where they have experienced turnover of staff. I have met members who, due to nearly two years since being able to visit them, are completely new to me or have nearly forgotten how to use CES services. My focus since the last E.C. meeting has been primarily on region 6. I continue to utilize virtual meetings as a training forum and as a much-improved means of attending weekly CES admin and staff meetings.

Some of our members have sometimes experienced communication difficulties with us (due to COVID, staff turnover on their end and ours, etc.). It has been great to see the enthusiasm with which CES staff continue to find means of improving communication while continuing to teach members to distinguish methods of using the Bluebook and placing orders and how to become reliant upon assigned staff members to resolve issues that may occur.

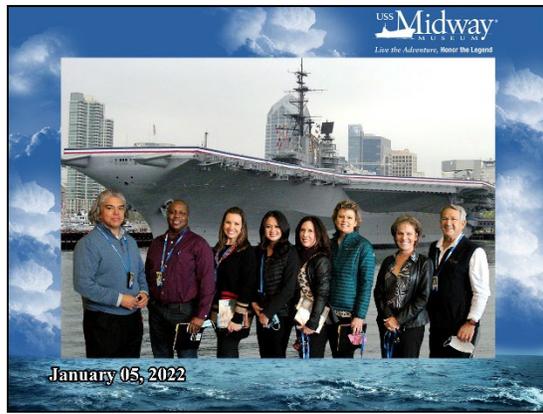
The continually revised series of "Jim's Watch List" of legislation seems to have been helpful and well-received. The final version for this year's regular session, including final disposition of bills, was distributed while many were on Spring Break.

The quantity and quality of videos coming out of our digital media program has seen an increase in pace. While many do not lend themselves to website posting, you can see some of the recent quality under 'About', then 'Video Resources,' on our website. We have also been involved in a newer initiative to create clean webinars from fully recorded TAP workshops.

We conduct an ongoing collection of candid photos taken by CES staff. The goal is to assist in the humanization of our social media posts. These efforts began December 2019 and have resulted in the collection of 72 staff-submitted photos thus far. We also collect some free photos from a subscription source (Picography) plus pay for unlimited access to another subscription source (StoryBlocks). These resources collectively give us the ability to be extremely creative in the media we produce. I have placed a sample assortment of the staff-submitted photos on the next page for your enjoyment.

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

- NMSBA Legislative Conference (Santa Fe, in-person)
- NMASBO Winter Conference (Albuquerque, in-person)
- NMPPA Winter Conference (Ruidoso, in-person)
- Multiple meetings with contracted and potential vendors (in-person & virtual)
- SERTPO Planning Meetings (Roswell virtual)



Cooperative Educational Services

EXECUTIVE COMMITTEE MEETING

Wednesday, April 6, 2022

Human Resources Department Administrative Report – Yvonne Tabet

Since the last Executive Committee meeting, the Human Resources department has been updating job descriptions, completion of CES Compensation Study 2022, processing new employees, managing COVID mandates and various other Human Resources type activities.

Below are the most recent employees to join CES in the various categories from January to March 09, 2022.

Office Staff

Name	Position
Amanda Hall	Executive Administrative Assistant
Nancy Roy	Purchasing Specialist

Ancillary Staff

Name	Position
Nathan Summers	School Psychologist
Holly Newman	Diagnostician

Professional Services

Name
Donna Grein
Barbara Eiffert
Patricia Carden
Stephanie Hofacket

EANS Contractor

Name
Micah Sowers
Dariana Rosas
Amy DeCesare
Nicole Meagher
Rachel Kass
Kaya Thompson

On February 17, 2022, the Governor of New Mexico lifted the mandatory indoor face mask mandate for the state. On February 18, 2022, CES followed suit and lifted the mandatory indoor face mask for the office building. The requirement to weekly COVID test remains in effect for those that have not shown proof of vaccination. The latest compliance numbers are below:

Department of Health Order, March 9, 2022, Compliance Table

Employee Group	Proof of Vax	Outstanding	Weekly Testing	Medical Waiver	Inactive
Ancillary	177	7	26	1	11
Professional Services	51	21	10	0	
Office Staff	31	1	6	0	0

With the assistance from the Ancillary Director the number of Ancillary Proof of Vaccination increased from 134 respondents to 177 respondents. Ancillary Weekly Testing increased from twenty respondents to twenty-six respondents. CES is now offering weekly COVID Testing at the CES Office building to accommodate weekly testers, on Thursdays, from 1-4 pm, any CES employee can make an appointment to get a test.

The Human Resources Director has been collaborating closely with Executive Director to complete a CES Comprehensive Salary Study. The study's findings are attached in the Executive Committee packet for this

meeting. In summary, preliminary salary data was gathered from New Mexico Workforce solutions for average, entry and experienced salaries for the Albuquerque and Central region of New Mexico. National salary data has been pulled from United States Department of Labor for New Mexico and Southwest Regional comparisons, which include Arizona, Texas, and Colorado. In addition, more pertinent salary data from *Mohave Cooperative*, located in the state of Arizona, a cooperative like CES, was compared for a more applicable equivalent of salaries for this study.

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Wednesday, April 6, 2022

Item (H.b.) Administrative Reports – David Chavez

Budget 2022-2023 Fiscal Year

Request the following increases for next fiscal year's budget:

- Increase the Ancillary rate for members using the program by 7%
 - 3% would be applied to increase in compensation for all employees
 - 4% would be applied to providing health insurance for employees desiring to participate. CES would provide 60% of the coverage and the employee would provide the remaining 40%.
- Office Staff Compensation – Proposed
 - Provide a d 5% increase in compensation for all CES staff.
 - Allow for the greater of a \$1,200.00 or 2% incentive if CES meets its fiscal goals for the 2022-2023 fiscal year. This is a one-time incentive pay that does not factor into the employee's salary package.
- Request approval to purchase a Ford Explorer as a replacement for the 2014 GMC Acadia. The Acadia has approximately 150,000 miles we are requesting to trade in the Acadia on the purchase of the Ford Explorer.
- Request permission to continue the IGA's we currently have with PED and to negotiate any new IGA's with PED. Presently we have 4 IGA's with PED:
 - EANS I
 - EANS II
 - Two IGA's that allow for PED to contract with CES for Professional Service Staff
 - LEAP IGA's with PED increasing the number of Dyslexia practitioners, CES provides the instruction during their first year in LEAP and the May Center provides the second-year experience.
 - Memorandum of Agreement with NACA Inspired School Network (NISN) for the indigenous educator pipeline.
 - TQP grant in the amount of approximately \$300,000.00.
 - IGA with the culture and equity division of PED to allow LEAP graduates to work towards the TESOL endorsement. LEAP provides the first year of instruction and the language acquisition is provided through our partnership with New Mexico State and Eastern New Mexico Universities.
- This meeting has traditionally been used to evaluate the CES Executive Director. I have provided President Gandy with my own self-evaluation and the template that is used to evaluate the CES Executive Director.

Cooperative Educational Services

EXECUTIVE COMMITTEE MEETING

Wednesday, April 6, 2022

Item (I.a.) Personnel Report-Yvonne Tabet

As of March 9, 2022

Staff Resignations/Terminations for 2021-2022

- Marissa Lopez Purchasing Specialists
- Diane Hajek Purchasing Specialist
- Martha Willis Diagnostician/RHC

New Staff Contracts Received for 2021-2022

- Stephanie Hofacket Professional Services
- Nicole Meagher EANS
- Micah Sowers EANS
- Nathan Summers School Psychologist
- Holly Newman Diagnostician
- Amanda Hall Executive Administrative Assistant
- Dariana Rosas EANS
- Amy DeCesare EANS
- Rachel Kass EANS
- Donna Grein Professional Services
- Kaya Thompson EANS
- Barbara Eiffert Professional Services
- Patricia Carden Professional Services
- Nancy Roy Purchasing Specialist

Cooperative Educational Services
STATEMENT OF NET ASSETS
For the Eight Months Ending Monday, February 28, 2022

CASH	
Operating BOA	\$10,307,200.49
Operating WF	0.00
Petty Cash	200.00
Endowment Fund	0.00
TOTAL CASH	<u>10,307,400.49</u>
ACCOUNTS RECEIVABLE	22,290,411.63
PREPAID EXPENSES	95,625.25
ACCRUED REVENUE	0.00
OTHER RECEIVABLES	(6,957.12)
TOTAL CURRENT ASSETS	<u>32,686,480.25</u>
 EQUIPMENT	
Ancillary	0.00
Accum Dep Anc	0.00
Furnishings	599,825.72
Accum Dep Furn	(448,987.26)
Vehicles	130,851.21
Accum Dep Veh	(77,750.40)
NET EQUIPMENT	<u>203,939.27</u>
 PROPERTY	
Land	410,888.64
Building 4216	296,135.47
Building 10601	5,469,794.51
Accum Dep Bldg 4216	(327,090.34)
Accum Dep Bldg 10601	(11,240.59)
Improvements	671,194.70
Accum Dep Imp	(453,262.58)
NET PROPERTY	<u>6,056,419.81</u>
TOTAL EQUIPMENT & PROPERTY	<u>6,260,359.08</u>
 OTHER ASSETS	
Investment in SSC	0.00
TOTAL OTHER ASSETS	<u>0.00</u>
TOTAL ASSETS	<u>\$38,946,839.33</u>

Cooperative Educational Services
STATEMENT OF NET ASSETS
For the Eight Months Ending Monday, February 28, 2022

ACCOUNTS PAYABLE	25,756,249.66
ACCRUED EXPENSES	
Ancillary Payroll	0.00
Expenses	0.00
Compensated Absences	159,731.44
TOTAL ACCRUED EXPENSES	<u>159,731.44</u>
SUMMER INSURANCE PREMIUMS	152,636.60
PAYROLL TAXES PAYABLE	(9,574.97)
EMPLOYEE BENEFITS PAYABLE	3,359.48
AEPA	0.00
MEMBER CREDIT LIABILITY	0.00
DEFERRED REVENUE	188,804.09
Mortgage Payable	5,383,585.96
PPP Loan	0.00
Fiscal Agency Liability - NMPFMA	32,150.43
TOTAL LIABILITIES	<u>31,666,942.69</u>
NET ASSETS	6,695,035.49
CURRENT CHNG in NET ASSETS-PROFIT/(LOSS)	584,861.15
TOTAL NET ASSETS	<u>7,279,896.64</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$38,946,839.33</u>

**COOPERATIVE EDUCATIONAL SERVICES
CHECK REGISTER**

January 21, 2022 through February 28, 2022

Check Number	Date	Payee	Amount
238270	1/21/2022	Albuquerque Collegiate Charter School	4,473.06
238271	1/21/2022	Christian Learning Center	2,250.00
238272	1/21/2022	B&M Cillessen Construction Company, Inc.	69,468.38
238273	1/21/2022	Bobbie Gutierrez	252.00
238274	1/21/2022	Central Regional Educational Cooperative #5	1,807.00
238275	1/21/2022	VOIDED	-
238276	1/21/2022	ESA Construction Inc	114,237.38
238277	1/21/2022	Floor Tech Contracting LLC	39,829.69
238278	1/21/2022	Inflection.com, Inc.	43.16
238279	1/21/2022	Greer Stafford/SJCF Architecture Inc	19,248.10
238280	1/21/2022	Jive Communications	553.92
238281	1/21/2022	NM School Personnel Association	1,000.00
238282	1/21/2022	Dry Fly Enterprises, Inc.DBA Nube Group	10,198.50
238283	1/21/2022	Planmember	512.09
238284	1/21/2022	Stites Enterprises	8,386.97
238285	1/21/2022	Submittable Holdings, Inc.	7,051.00
238286	1/21/2022	Teresa Salazar	31.29
238287	1/21/2022	Wizer Electric LLC	55,773.73
238288	1/21/2022	Yearout Mechanical	6,597.98
238289	1/21/2022	Holmans USA	94,560.53
238290	1/28/2022	Alb Bernalillo Co Water Utility Author	663.31
238291	1/28/2022	All Sports Trophies	7.50
238292	1/28/2022	Ambitions Technology Group	2,418.70
238293	1/28/2022	AT&T Mobility	107.62
238294	1/28/2022	Bernalillo County Treasurer	16,655.49
238295	1/28/2022	Bridgers & Paxton Consulting Engineers	14,814.81
238296	1/28/2022	Build-X, LLC	61,429.91
238297	1/28/2022	CenturyLink	1,957.96
238298	1/28/2022	CenturyLink	19.95
238299	1/28/2022	Joannie Romero	1,000.00
238300	1/28/2022	Daniel Benavidez	61.16
238301	1/28/2022	ESA Construction Inc	15,812.46
238302	1/28/2022	Fat Cat Enterprises, LC	2,874.87
238303	1/28/2022	Hansen & Prezzano/Builders LLC	22,543.04
238304	1/28/2022	Imagination Station dba Istation	1,092,368.38
238305	1/28/2022	Las Cruces Public Schools	6,344.85
238306	1/28/2022	NM State University	6,543.10
238307	1/28/2022	Network Cabling, Inc.	20,573.85
238308	1/28/2022	NM School Personnel Association	275.00
238309	1/28/2022	Plan B Networks, Inc.	76,941.14
238310	1/28/2022	PNM	1,570.02
238311	1/28/2022	Poms & Associates Insurance Brokers Inc	241.64
238312	1/28/2022	Quill Corporation	456.83
238313	1/28/2022	Safeguard Business Systems	966.50
238314	1/28/2022	Scholastic Testing Service Inc.	29.12
238315	1/28/2022	Sharp Electronics Inc	3,700.00
238316	1/28/2022	Smith Engineering Company	1,596.60
238317	1/28/2022	Tierra Adentro of New Mexico	5,718.92
238318	1/28/2022	Van Amberg, Rogers, Yepa & Abeita LLP	1,226.43
238319	1/28/2022	Verizon Wireless	1,552.41
238320	1/28/2022	WPS	2,855.60
238321	1/28/2022	Yearout Mechanical	67,142.66
238322	1/28/2022	Zoom Video Communications, Inc.	211.92
238323	2/4/2022	VOIDED-printer error	-
238324	2/4/2022	American Fidelity Assurance Co	2,067.46
238325	2/4/2022	B&M Cillessen Construction Company, Inc.	198,833.71

Check Number	Date	Payee	Amount
238326	2/4/2022	Bridgers & Paxton Consulting Engineers	107,931.37
238327	2/4/2022	Clearly Clean Janitorial Services, LLC	65,079.45
238328	2/4/2022	VOIDED-printer error	-
238329	2/4/2022	VOIDED-printer error	-
238330	2/4/2022	VOIDED-printer error	-
238331	2/4/2022	VOIDED-printer error	-
238332	2/4/2022	VOIDED-printer error	-
238333	2/4/2022	VOIDED-printer error	-
238334	2/4/2022	VOIDED-printer error	-
238335	2/4/2022	VOIDED-printer error	-
238336	2/4/2022	VOIDED-printer error	-
238337	2/4/2022	VOIDED-printer error	-
238338	2/4/2022	VOIDED-printer error	-
238339	2/4/2022	VOIDED-printer error	-
238340	2/4/2022	VOIDED-printer error	-
238341	2/4/2022	VOIDED-printer error	-
238342	2/4/2022	VOIDED-printer error	-
238343	2/4/2022	VOIDED-printer error	-
238344	2/4/2022	VOIDED-printer error	-
238345	2/4/2022	David Chavez	4,274.58
238346	2/4/2022	ESA Construction Inc	56,981.97
238347	2/4/2022	Daiohs	244.83
238348	2/4/2022	Inflection.com, Inc.	64.74
238349	2/4/2022	Greer Stafford/SJCF Architecture Inc	917.60
238350	2/4/2022	Hansen & Prezzano/Builders LLC	9,305.13
238351	2/4/2022	Havona Environmental, Inc.	3,005.06
238352	2/4/2022	Holcomb Law Office	1,346.28
238353	2/4/2022	Imagination Station dba Istation	14,239.48
238354	2/4/2022	Jive Communications	553.92
238355	2/4/2022	Guadalupe Mountain Fencing FKA MHAT LLC	17,435.44
238356	2/4/2022	New Mexico Public Procurement Association	200.00
238357	2/4/2022	The Playwell Group, Inc.	63,796.43
238358	2/4/2022	RSM	672.60
238359	2/4/2022	Smith & Aguirre Construction Company, Inc.	259,851.81
238360	2/4/2022	Vigil & Associates Architectural Group PC	36,021.61
238361	2/4/2022	Wizer Electric LLC	39,418.26
238362	2/11/2022	AFLAC	3,075.30
238363	2/11/2022	Albuquerque Publishing Company	403.23
238364	2/11/2022	Amanda Hall	30.00
238365	2/11/2022	BCL Enterprises, Inc.	15,794.16
238366	2/11/2022	Bernalillo Public Schools	1,415.07
238367	2/11/2022	Bridgers & Paxton Consulting Engineers	165.43
238368	2/11/2022	Crisis Prevention Institute	2,768.32
238369	2/11/2022	Floor Tech Contracting LLC	4,640.05
238370	2/11/2022	Grass Masters, LLC	48,919.07
238371	2/11/2022	J & M Heritage Construction Company, LLC	45,229.93
238372	2/11/2022	Jennifer Carr	417.68
238373	2/11/2022	Johnson Controls	13,568.40
238374	2/11/2022	MCLL, Inc dba Melloy Chevrolet	120,469.13
238375	2/11/2022	Next Level Home Audio & Video, Inc	14,633.27
238376	2/11/2022	NM Edge NMSU Cooper Extension Serve	490.00
238377	2/11/2022	New Mexico Gas Company	733.89
238378	2/11/2022	Pluma, LLC	86,614.27
238379	2/11/2022	Quadient Leasing USA, Inc.	258.06
238380	2/11/2022	Quill Corporation	886.66
238381	2/11/2022	RMKM Architecture, P.C.	25,334.68
238382	2/11/2022	Roswell Daily Record	114.48
238383	2/11/2022	RSM	2,615.55
238384	2/11/2022	Sandia Lightwave, LLC	18,173.47
238385	2/11/2022	The Santa Fe New Mexican	132.29
238386	2/11/2022	Smith Engineering Company	9,875.81

Check Number	Date	Payee	Amount
238387	2/11/2022	Southwest Hazard Control Inc	65,732.79
238388	2/11/2022	Sunset Cleaning Services	1,348.43
238389	2/11/2022	Team Builders Plus	3,000.00
238390	2/11/2022	Terracon Consultants	6,653.88
238391	2/11/2022	Truly Nolen	76.59
238392	2/11/2022	Wizer Electric LLC	53,360.39
238393	2/18/2022	Acme Environmental Inc	14,079.68
238394	2/18/2022	Albuquerque Collegiate Charter School	4,477.48
238395	2/18/2022	Bixby Electric, Inc.	51,972.35
238396	2/18/2022	Cathy Kanoelani Ikeda	500.00
238397	2/18/2022	AcmeEnviron Indust Hygiene dba DC Environ	6,068.06
238398	2/18/2022	First Financial Administrators, Inc.	4,186.70
238399	2/18/2022	Hansen & Prezzano/Builders LLC	5,102.35
238400	2/18/2022	Jaramillo Accounting Group LLC	7,022.66
238401	2/18/2022	NM State University	4,250.40
238402	2/18/2022	Petty Cash/CES	49.07
238403	2/18/2022	Poms & Associates Insurance Brokers Inc	50.00
238404	2/18/2022	ProActive Roof Systems and Construction, LLC	173,214.23
238405	2/18/2022	Wizer Electric LLC	229,111.90
238406	2/25/2022	Abigail Hansen	286.63
238407	2/25/2022	Alb Bernalillo Co Water Utility Author	662.75
238408	2/25/2022	Ambitions Technology Group	2,268.25
238409	2/25/2022	AT&T Mobility	106.12
238410	2/25/2022	Bloomfield Schools	26,999.92
238411	2/25/2022	Bridgers & Paxton Consulting Engineers	43,377.00
238412	2/25/2022	CenturyLink	1,957.96
238413	2/25/2022	CenturyLink	19.95
238414	2/25/2022	Texas New Mexico Newspaper Partnership, LLC	223.61
238415	2/25/2022	Huitt-Zollars, Inc.	12,447.83
238416	2/25/2022	K. Barnett & Sons, Inc.	67,487.63
238417	2/25/2022	McClain + YU Architecture & Design LTD	15,981.48
238418	2/25/2022	Mesa Verde Enterprises, Inc.	50,111.30
238419	2/25/2022	New America Schools	18,410.86
238420	2/25/2022	Next Level Home Audio & Video, Inc	1,208.28
238421	2/25/2022	New Mexico Public Procurement Association	400.00
238422	2/25/2022	Smith Engineering Company	15,548.70
238423	2/25/2022	Southwest Carpet & Floors, Inc.	35,494.78
238424	2/25/2022	Southwest Concrete & Paving, Inc.	43,430.96
238425	2/25/2022	United States Postal Service	513.86
238426	2/25/2022	Van Amberg, Rogers, Yepa & Abeita LLP	1,311.01
238427	2/25/2022	Verizon Wireless	476.81
238428	2/25/2022	Wenger Corporation	4,312.03
238429	2/25/2022	W T Denton Mechanical Inc	53,679.64

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4,192,930.78

Approved this _____ day of _____, 2022

Attest:

President, Executive Committee

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

For the Eight Months Ending Monday, February 28, 2022

	February	YTD
EXTRAORDINARY REVENUE	\$0.00	\$0.00
A/R-A/P CLEARING ACCOUNT	6,942.61	13,735.38
	6,942.61	13,735.38
INSURANCE		
Insurance-Revenue	0.00	1,000.00
Insurance Expense	0.00	0.00
	0.00	1,000.00
Professional Services		
Professional Services-Revenue	92,059.38	754,321.88
Professional Services-Expense	84,950.59	627,388.55
	7,108.79	126,933.33
PLACEMENT SERVICES		
Placement Services-Revenue	1,980.00	56,063.25
Placement Services-Expense	498.03	3,989.49
	1,481.97	52,073.76
MEDICAID		
Medicaid-Revenue	88,113.49	505,852.77
Medicaid-Expense	75,513.50	433,594.28
	12,599.99	72,258.49
FOOD		
Food-Revenue	9,113.36	36,166.82
Food-Expense	60.14	425.96
	9,053.22	35,740.86
PROCUREMENT		
Procurement-Revenue	18,270,289.99	126,033,347.51
Procurement-Expense	18,239,752.96	124,460,358.49
	30,537.03	1,572,989.02
AEPA		
AEPA-Revenue	852,275.67	5,848,046.40
AEPA-Expense	(19,905.87)	5,397,998.09
	872,181.54	450,048.31

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

For the Eight Months Ending Monday, February 28, 2022

	February	YTD
ANCILLARY		
Ancillary-Revenue	1,364,069.19	8,081,455.68
Ancillary-Expense	1,265,728.34	7,758,018.80
	98,340.85	323,436.88
INSERVICES		
Inservices-Revenue	15,308.34	106,853.34
Inservices-Expense	1,445.54	118,736.06
	13,862.80	(11,882.72)
MEETINGS		
Meetings-Revenue	0.00	0.00
Meetings-Expense	880.19	6,731.82
	(880.19)	(6,731.82)
EANS		
EANS-Revenue	199,650.42	1,234,564.42
EANS-Expense	452,323.52	1,638,924.71
	(252,673.10)	(404,360.29)
SITE		
SITE Revenue	0.00	0.00
SITE Expense	23,819.33	227,547.13
	(23,819.33)	(227,547.13)
TAP		
TAP- Revenue	33,683.12	207,397.79
TAP - Expense	23,111.27	146,544.29
	10,571.85	60,853.50
ALD		
ALD Revenue	48,283.98	203,382.62
ALD Expense	36,674.15	253,596.02
	11,609.83	(50,213.40)
LEAP		
LEAP Revenue	160,620.97	351,899.23
LEAP Expense	50,929.15	376,547.82
	109,691.82	(24,648.59)

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

For the Eight Months Ending Monday, February 28, 2022

	February	YTD
TQP		
TQP Revenue	0.00	0.00
TQP Expenses	12,311.33	101,551.25
	(12,311.33)	(101,551.25)
 BUSINESS OFFICE		
Business Office-Revenue	0.00	0.00
Business Office-Expense	3,323.48	31,535.73
	(3,323.48)	(31,535.73)
 EXECUTIVE DIRECTOR		
Executive Director-Revenue	0.00	0.00
Executive Director-Expense	3,605.36	38,351.26
	(3,605.36)	(38,351.26)
 HUMAN RESOURCES		
Human Resources-Revenue	0.00	0.00
Human Resources-Expense	14,159.49	108,531.99
	(14,159.49)	(108,531.99)
 TECHNOLOGY		
Technology-Revenue	0.00	0.00
Technology-Expense	20,629.82	188,477.56
	(20,629.82)	(188,477.56)
 ENTITY		
Entity-Revenue	20,325.00	104,944.43
Entity-Expense	131,116.76	1,035,321.07
	(110,791.76)	(930,376.64)
 PROFIT/(LOSS)	741,788.44	584,861.15

Sandia Synergy Center
Financial Summary
2/28/2022

	January	February	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	1,097,702.04	1,108,667.13	10,965.09
Cash - Security Deposits BOA - SSC	28,451.78	28,451.78	0.00
Accounts Receivable - SSC	44,262.89	53,314.69	9,051.80
Prepaid Expenses - SSC	250.00	250.00	0.00
Fixed Assets	2,997,231.41	2,991,000.01	(6,231.40)
Total Assets	4,167,898.12	4,181,683.61	13,785.49
Accounts Payable - SSC	0.00	0.00	0.00
Deferred Rent - SSC	600.00	600.00	0.00
Tenant Deposits - SSC	28,365.21	28,365.21	0.00
Total Liabilities	28,965.21	28,965.21	0.00
Investment form CES	3,250,804.85	3,250,804.85	0.00
Fund Balance - SSC	785,567.90	785,567.90	0.00
Profit & Loss - SSC	0.00	0.00	0.00
Profit/(Loss)	102,560.16	116,345.65	13,785.49
Total Fund Balance	4,138,932.91	4,152,718.40	13,785.49
Total Liabilities & Fund Balance	4,167,898.12	4,181,683.61	13,785.49
Total Revenue	(230,771.53)	(263,078.54)	(32,307.01)
Total Expense	128,211.37	146,732.89	18,521.52
(Profit)/Loss	(102,560.16)	(116,345.65)	(13,785.49)
Revenue - Rent - SSC	(199,392.42)	(228,019.52)	(28,627.10)
Revenue - Passthru Maintenance - SSC	0.00	0.00	0.00
Revenue - Passthru Electricity - SSC	(5,611.65)	(5,611.65)	0.00
Revenue - CAM - SSC	(25,759.37)	(29,439.28)	(3,679.91)
Revenue - Interest Tenant Deposits - SSC	(8.09)	(8.09)	0.00
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	43,619.80	49,851.20	6,231.40
Property Insurance - SSC	6,200.00	6,200.00	0.00
Property Tax - SSC	0.00	0.00	0.00
Janitorial - CAM - SSC	9,385.08	11,494.03	2,108.95
Janitorial Supplies - CAM - SSC	1,257.81	1,505.92	248.11
Contract Maintenance - CAM - SSC	4,707.51	4,707.51	0.00
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	421.98	421.98	0.00
Safety Equip & Maint - CAM - SSC	167.21	167.21	0.00
Roof Repairs - CAM - SSC	0.00	0.00	0.00
Electricity - CAM - SSC	12,285.51	12,285.51	0.00
Gas - CAM - SSC	2,943.47	5,690.35	2,746.88
Water & Sewer - CAM - SSC	4,856.09	4,875.97	19.88
Solid Waste Removal - CAM - SSC	1,907.69	2,181.76	274.07
Telephone - CAM - SSC	580.48	647.22	66.74
Security & Alarm Monitoring - CAM - SSC	705.77	705.77	0.00
HVAC Maintenance - CAM - SSC	12,424.05	12,424.05	0.00
HVAC Repairs - CAM - SSC	0.00	0.00	0.00
Grounds Maintenance - CAM - SSC	4,292.91	4,292.91	0.00
Snow Removal - CAM - SSC	0.00	1,449.84	1,449.84
Window Washing - CAM - SSC	248.11	248.11	0.00
Association Fees - CAM - SSC	0.00	4,046.90	4,046.90
Management Fees Contract - CAM - SSC	6,472.50	7,551.25	1,078.75
Management Fees Intercompany - CAM - SSC	7,956.00	7,956.00	0.00
Internet CAM - SSC	1,750.00	2,000.00	250.00
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	1,038.77	1,038.77	0.00
Electricity Passthru - SSC	4,990.63	4,990.63	0.00
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