



**EXECUTIVE COMMITTEE
MEETING
Wednesday, March 31, 2021
10:00 am-12:00 pm
Virtual ZOOM Meeting**

[Click here to register in Advance](#)

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda*
- IV. Oath of Office – Adan Delgado
- V. Approval of Minutes – February 10, 2021*
- VI. Agency Communications
 - a. Partnerships – Dwain Haynes
 - i. NMCCS – Erik Bose
 - ii. NMCEL – Stan Rounds
 - iii. NMPED – Adan Delgado
 - iv. NMSBA – Joe Guillen
 - v. Higher Education (4yr) – Debra Dirksen
 - vi. Higher Education (2yr) – Edward Desplas
 - b. Finance – Dwain Haynes
 - c. Scholarship – Brenda Vigil
 - d. Policy – LeAnne Gandy
- VII. Program Overview/Reports
 - a. Construction update
 - b. Mural
 - c. Focus Group Meeting on April 6, 2021

VIII. Administrative Overview

A. Administrative Reports

1. Directors

Finance	a.	Robin Strauser*
Ancillary	b.	Lisa Chacon-Kedge*
Procurement	c.	Gustavo Rossell*
Northern Services/REAP	d.	Paul Benoit*
Technology	e.	Brad Schroeder*
Southern Services	f.	Jim Barentine*
Food	g.	Lori O'Rourke*
Human Resources	h.	Teri Thelemaque*

2. Executive Director – David Chavez*

- a. CES Budget – Ancillary Rate Schedule
- b. Office Staff Compensation
 - i. 2% salary for all staff.
 - ii. 2% incentive if our strategic plan financial goals are met. This would be paid out in June or July once it is determined that our financial goals were met.
- c. Request approval to re-apply for reconsideration of the J-1 program.
- d. Executive Director's Evaluation

B. Personnel – Report

1. Staff Contracts and Resignations*

C. Consent Agenda

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

IX. Setting Next Meeting Dates

- A. Executive Committee Meeting, June 3 in conjunction with the NMSBA School Law Conference

X. Adjournment

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

*Included in Advance Packet Mailing

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING**

March 31, 2021

Item VIII.A.1.a

Finance Report - Deputy Director Robin Strauser

Finance:

As of February 28, 2021, CES' revenue totals \$177,704,860. This is \$23,285,782 less than February 28, 2020 which is a 11.6% decrease in revenue. CES is showing a loss of \$611,250. This loss is attributed to the Payroll Protection Plan, (PPP), loan that CES received to pay ancillary staff. In using the PPP money to pay ancillary staff, CES did not bill members for ancillary services the first quarter of the fiscal year. This means that CES is not recording any revenue, but payroll expenses have been incurred. By using the PPP loan money to pay ancillary staff and not bill members for these ancillary services is one way that CES has helped schools during these tight budget times. CES has applied for loan forgiveness but has not received any notification concerning forgiveness. Once forgiveness is granted, CES will take the loan amount, \$2,452,900, into revenue. When this happens, CES will be profitable.

We are also comparing our finances to the 2018-2019 fiscal year. In so doing, CES is ahead in revenue by \$19,069,454 as compared to February of 2019. This is a 12% increase.

CES' Sandia Synergy Center, (SSC), rental property is doing okay. Revenue at the end of February 2021 is \$285,855. This is a decrease in revenue of \$55,437, (17%), over last year for this same time. Profit is \$177,263 as of February 2021; up \$3,181 over February 2020. There are two vacant suites at Sandia Synergy Center. It has been difficult to find new tenants with most people working remotely during the pandemic. However, our property manager says that there is a company that is showing some interest in one of these suites.

Combining the financial reports of CES and SSC, revenue is \$177,990,715 and loss is \$433,987.

CES' purchase order volume at the end of February 2021 is \$154,988,418. This is a decrease of \$66,124,154 over February 2020's purchase order volume of \$221,112,573. A 30% decrease in PO volume. PO volume is a predictor of future revenue. A significant amount of CES' revenue comes from construction projects. With the pandemic, there has been many fewer construction projects. This has affected revenue and PO volume.

Staff: Business Department staff continue working remotely. This presents some challenges at times, but staff are very diligent about the work that needs to be performed. As you know, it has been a year now that staff have been working remotely. Many staff are wanting to get to the office.

Strategic Plan:

Refer to the Strategic Plan included in this packet for progress reporting and updates. The Direct Purchase project has been moving swiftly to meet the goal of “going live” on April 5, 2021

**Cooperative Educational Services
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Item VIII. A.1.b

Ancillary Report – Lisa Chacon-Kedge

Total Number of Ancillary Staff to date: 251 (as of 03/02/2021)

Diagnosticians - 47	Occupational Therapists -31
Physical Therapists - 11	Certified Occupational Therapy Assistants - 6
School Psychologists - 17	Clinical Psychologists - 3
Social Workers - 46	Speech Language Pathologists - 50
Audiologists- 4	Registered Nurses - 17
Licensed Practical Nurses - 1	Recreation Therapists - 7
Adapted Physical Education Teachers - 1	Certified Orientation & Mobility Specialists - 2
Teachers of the Visually Impaired - 2	Rehabilitation Counselors - 5
Ancillary Teachers - 2	

2020-2021 School Year

CES Ancillary Office continues to work to hire and place staff in districts and charter schools throughout New Mexico. We continue to interview candidates for vacant positions and for possible placement for the 2021-22 school year. The Ancillary Office has recently encountered some obstacles to successful placement of retirees as the New Mexico Educational Retirement Board (NM ERB) did not approved them for placement in school districts at this time. Our office remains in contact with affected staff regarding the status of their Independent Contractor applications and communications with ERB.

Background Checks

CES continues to await notification from the New Mexico Department of Public Safety and the Federal Bureau of Investigation as to whether our office will be issued an ORI number to conduct fingerprint background checks internally. The Ancillary Office has worked with HR Specialist Teri Thelemaque to draft a plan for vetting Ancillary staff (new hires and existing employees) in the absence of this authorization. This proposed plan includes

- Background Check Guidance Document detailing how background checks will be completed for new Ancillary staff and existing Ancillary staff
- CES Criminal History Affidavit to be completed by applicants seeking employment
- Letter/template for use in communicating to districts the status of CES Ancillary employee background checks.

CPI Training Continues

CPI trainings continue virtually. Our two certified trainers share the responsibility of providing virtual full courses and refresher courses to ancillary staff. Additionally, trainers are providing

training on CPI to member districts/charter school staff as a part of their in-house professional development or required training schedule. Remaining courses are listed below:

- 03/20/2021 Full Course, Part 1
- 03/27/2021 Full Course, Part 2
- 04/17/2021 Refresher Course

Ancillary Staff Training Opportunities

The Ancillary Office continues to share training opportunities to ancillary staff through the CES TAP online webinars and NMPED upcoming trainings on various special education topics including goal writing and eligibility. The CES Ancillary Office has arranged for one RN's participation in a virtual training opportunity in April. Space in these free trainings through the New Mexico Department of Health is very limited. Our office has maintained communication with training organizers to provide additional opportunities for our team of RNs.

2021-2022 School Year Planning

District and Ancillary contract templates have been edited and submitted for review and approval. Ancillary surveys have been issued to our staff to determine their placement requests for the 2021-22 school year. Of our 251 CES Ancillary Staff, 172 have submitted their surveys indicating their desire to continue employment through CES next year. Nine (9) Ancillary staff members have informed our office of their intent to resign/retire and 15 remain uncertain of their plans for next year. Our office staff continues its outreach to determine the intent of the approximately 55 staff who have not yet submitted their placement requests.

Ancillary staff evaluations will be issued to school districts by March 12, 2021. Ancillary request forms will be issued to school districts shortly thereafter.

CES Ancillary Handbook

Ancillary Director worked with HR to review and offer edits/revisions to the CES Ancillary Handbook. The draft revisions were submitted to Executive Director Chavez for review and approval.

**Cooperative Educational Services
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Item VIII.A.1.c

Procurement 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.

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

e-Procurement system + Digital BlueBook

eProcurement s/w system consisting of Cost, Contracts Modules + new Notification system has been delivered and we have used it with 12 RFPs, since its deployment in November 2020. We continue to debug system as applicable.

The new Digital BlueBook Module is in the final stages of development & implementation. CES has uploaded contracts and contract addenda. CES Vendors will begin uploading, on March 12, 2021, 1) pricing pages, 2) logos, 3) W9 + NM CRS #, 4) update POC information. Full membership-wide launch: Monday, April 5, 2021. Members will be able to login securely and access, 24/7, vendor contracts, pricing pages, contact information, place orders through our new online portal, etc.

Direct Purchase Business Model

CES Procurement Department, in conjunction with CES IT, Executive Leadership, CES N. and S. Representatives, et al., has been working on all aspects of the implementation of the new Direct Purchase Business Model. To reach this objective, the CES Team has had to devise **new** strategies, systems, use of tools, implementation, and monitoring protocols, etcetera, for this new business model's successful launch and operation.

CES is on track to meet the April 5, 2021 statewide launch of the Direct Purchase model.

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 are listed below. A more detailed list of the contracts and the vendors awarded can be found in the New Contracts - Board Report through January 22, 2021.

RFP #	RFP Description	Release	Pre-Prop	Due	Evaluations	Award
2021-23 (21 .5)	<i>AEPA eRate Consulting Services</i>	1/18	2/3	2/24	TBD	TBD
2021-20	<i>IT Professional Services</i>	1/20/21	1/26/21	2/10/21	2/15-19/21	2/24/21
2021-24	<i>Music, Performing Arts &</i>	1/20/21	1/26/21	2/10/21	2/15-19/21	2/24/21

	<i>Related</i>					
2021-26	<i>Fire Turnout Equipment (no responses received)</i>	1/20/21	1/26/21	2/10/21	2/15-19/21	2/24/21

II Upcoming Publicly Competed Solicitations:

The following is a list of the Requests for Proposals to be advertised and available to the public in the 4th Quarter of FY 2020-21:

RFP #	RFP Description	Release	Pre-Prop	Due	Evaluations	Award
2021-25	<i>Janitorial Products, Equipment & Consulting / Training, Materials & Related</i>	2/12/21	2/17/21	3/5/21	3/8-11/21	3/12/21
2021-27	<i>Temporary Employment and Recruitment Services</i>	2/12/21	2/17/21	3/5/21	3/8-11/21	3/12/21
2021-28	<i>Student Management, Special Education & Educational Managed Curriculum</i>	2/12/21	2/17/21	3/5/21	3/8-11/21	3/12/21
2021-30	<i>School Safety Audits, Inspections, Consulting and Training Services</i>	3/12/21	3/17/21	4/2/21	4/5-8/21	4/9/21
2021-31	<i>Physical Education, Athletic, Recreation, Health and Training Supplies</i>	3/12/21	3/17/21	4/2/21	4/5-8/21	4/9/21
2021-32	<i>Hardwood Flooring Systems Materials, Installation and Related Services</i>	3/12/21	3/17/21	4/2/21	4/5-8/21	4/9/21
2021-33	<i>JOC Program Consulting Services</i>	3/12/21	3/17/21	4/2/21	4/5-8/21	4/9/21

III Strategic Plan Update

3/12/21 report update on strategic goals for the Procurement Department for FY 2020-21.

Activity	Periodic Report Commentary
1. Complete development and implementation of Phase 2 of CES` eProcurement system	<p>February 2021</p> <p>1) eProc Phase 2 completed ✓ ongoing debugging of system as we progress through various stages of RFP process with multiple RFPs.</p> <p>2) eProc RFP documents library ✓</p> <p>3) Continuous review and improvement of processes and systems → New process: Aligned 3 RFP releases (pre-proposals, Evals, awards) to realize efficiencies and to better leverage the use of available Evaluators (who have been in short supply lately) on RFPs w. historically low # of responses.</p> <p>4) Review of all documents and adjust language to fit new Direct Purchase business model → ongoing</p> <p>March 2021</p> <p>1) eProc Phase 2 completed ✓ ongoing debugging of system as we progress through various stages of RFP process with multiple RFPs.</p> <p>2) eProc RFP documents library ✓</p> <p>3) Continuous review and improvement of processes and systems → ongoing <u>New process:</u> Aligned 4 RFP releases (pre-proposals, Evals, awards) to realize efficiencies and to better leverage the use of available Evaluators (been in short supply lately) on RFPs w. historically low # of responses.</p> <p>4) Review of all documents and adjust language to fit new <i>Direct Purchase</i> business model ✓ 03/04/21</p> <p>*CES Procurement Department's Strategic Goals for 2020-2021 have been met. Continuous review and improvement of Procurement Department's documents, processes, systems, and strategies, will be</p>

	<p>ongoing.</p> <ul style="list-style-type: none">• <i>Our RFPs and entire procurement process can now be done, from cradle-to-grave, 100% digitally.</i>
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**Cooperative Educational Services
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Item VIII.A.1.d

Northern Services/NMReap Report – Paul Benoit

Northern Services Notes

This week, March 6-13, marks the 52nd week of the pandemic lock-down/quarantine measures that changed the way of life for all of us – at home, in our communities, and in our work! What a ride it has been.

The restrictions have greatly restricted travel opportunities and our time out in the field with our valued members. As a result, we have “made do” with variety of technology-based communications including email, videoconferencing, and telephone. Through these means we have been able to maintain contact and communication with our valued members and vendors.

In the interim, since the last report, I have been blessed to provide support on several major projects in which CES is engaged, in addition to providing phone, email, and on-line support to our members!

PSFA Internet Connectivity Project

Since the last report, this project wrapped up and all the data and information forwarded to Project Manager Terry Othick and to the PSFA. Even with the return to full-time school, the need for increased and effective connectivity was certainly brought to light and hopefully this project will provide opportunity to fill the identified coverage needs around the state.

PED – Unaccounted for Students in/from NM Public Schools

I have continued my role as Project Coordinator on the multi-agency effort to account for students that “dropped” from the STARS system between the end of last year and this school year. In addition to coordinating communications, I have helped manage the data and generate reports for PED communication.

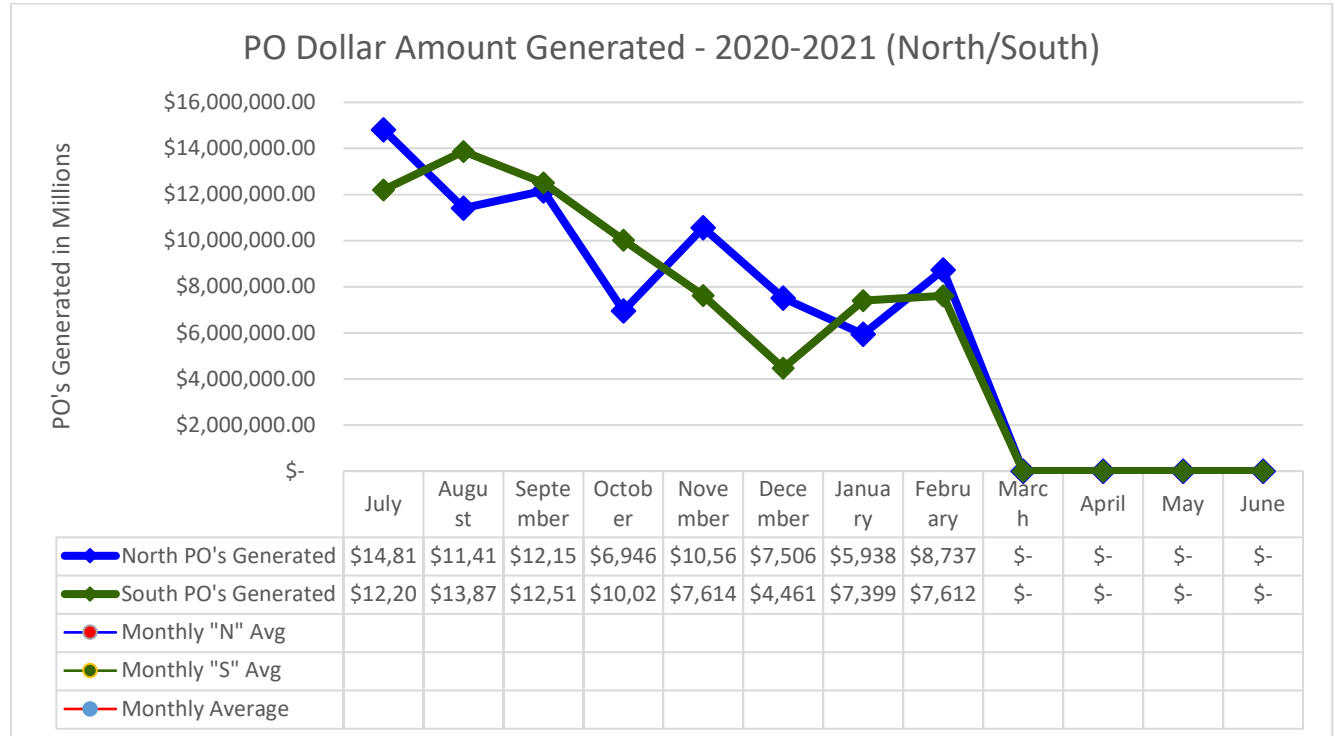
PROCUREMENT SUPPORT FOR TRANSITION TO DIRECT BUSINESS MODEL

I have spent the last year helping to combine vendor, contact, and contract information into a database that Brad designed – ProCure. The goal of preparing this data was to get all the vendor information into one collective database for migration into the new E-Procurement Bluebook System. This month has been a whirlwind of activity and the culmination of the entire organization’s efforts to kick off direct purchase and electronic access to all vendor information. I am on the team to monitor data input from our vendors and quality check the system. The “down-time” from traveling has freed up Jim and I to lend our time and skills to moving this project forward.

NMREAP NOTES

NMREAP has picked up two new subscriptions in the last weeks. It is also time to start sending out invoices for the new year so that schools can make renewal decisions with this year PO's or next.

Addenda –Year-to-Date Summary PO Volume Summaries



YEAR TO DATE SUMMARY

	North PO's Generated	South PO's Generated	"State" Entities	TOTAL YR
July	\$ 14,818,872.41	\$ 12,204,535.73	\$157,142.34	\$27,180,550.48
August	\$ 11,416,213.67	\$ 13,870,743.34	\$448,162.57	\$25,735,119.58
September	\$ 12,155,580.44	\$ 12,512,952.33	\$173,543.79	\$24,842,076.56
October	\$ 6,946,662.26	\$ 10,023,302.67	\$76,037.65	\$17,046,002.58
November	\$ 10,565,933.68	\$ 7,614,736.38	\$230,524.31	\$18,411,194.37
December	\$ 7,506,916.01	\$ 4,461,604.54	\$77,871.78	\$12,046,392.33
January	\$ 5,938,921.77	\$ 7,399,758.23	\$23,703.70	\$13,362,383.70
February	\$ 8,737,101.34	\$ 7,612,092.83	\$15,504.62	\$16,364,698.79
March	\$ -	\$ -	\$-	\$-
April	\$ -	\$ -	\$-	\$-
May	\$ -	\$ -	\$-	\$-
June	\$ -	\$ -	\$-	\$-
YEAR	\$ 78,086,201.58	\$ 75,699,726.05	\$1,202,490.76	\$154,988,418.39

**Cooperative Educational Services
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Item VIII.A.1.e

Technology Report – Brad Schroeder

The end of 2020 and early part of 2021 have been dedicated to two projects: New CES facility and Direct Purchase:

As we are getting settled into the new facility, we are still waiting for our 500 Mbps fiber internet from Lumen (formerly CenturyLink). We spent the 1st part of January working using Verizon hotspots and such, cell phone service in our new area is spotty. We reached out to Lobonet and were able to procure wireless internet services that is much more reliable and speeds of 70 Mbps. We will use this wireless internet as our backup solution in the event our primary fiber services has any down time. We now have keycard access to the facility, over 12 wireless access points for both staff and guest users and setting up the audio/video solutions for each training room currently. Technology within the facility is of the highest quality on the market.

We are in our final push of testing the Direct Purchasing business model for CES. Both test members and vendors are in the system and we are making all necessary adjustments where feedback allows. All have been highly receptive of the new process and we are eagerly anticipating the rollout in early April. This solution is 100% maintained in-house, which allows for the flexibility, cost-savings, and agility to cater the solution to all stakeholders.

Other big items include:

- Release of LEAP application on 2/1
- New CES website for early March
- Review HR systems

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Item VIII.A.1.f

Southern Services Report – Jim Barentine

My work to support the membership throughout the South continues. I communicate regularly with all my contacts, some more than others, as needed, relying heavily upon email, telephone, and web meeting tools. The South continues to regularly utilize CES services, with the downturn in volume being largely attributable to the pandemic.

There is more turnover of staff than usual among the members, some probably due to furloughs and changing work conditions. I spend a lot of my time educating (and re-educating) members' personnel on what CES offers and how to avail themselves of those offerings. With the preparations for the Direct Purchasing model, that education portion of my job has expanded. I am thankful that David has chosen to involve me in many of the planning discussions, even if sometimes as a "fly on the wall," so that I feel competent in aiding members.

Bo and I are working to create video segments that will assist members and vendors in their use of and support of the Direct Purchasing model. Those videos will be posted on the CES website, readily available. With approximately 500 member organizations and over 1000 contracts, it is crucial that we contribute to the efforts to "automate" our support of members and vendors. This will allow CES to continue its expansion of services to members and its strengthening of its economic base.

I have continued publication of 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. So far this year, I seem to have caught every bill in which there has been interest among the K-12 leadership.

Paul and I continued work to support the efforts of the Procurement and Business Office departments to transform the CES purchasing model for members. We continue keeping both the Bluebook and Procure current, supporting the transition to an online interactive Bluebook and Direct Purchasing. We have assisted with the uploading of contract documents to the new digital Bluebook and work to ensure accuracy of content and active participation by vendors.

Marketing and collaboration efforts have been scattered and informal, occurring via email, teleconference, and/or videoconference. Support has tended to be for programs involving individual organizations or small groups of constituents.

I continue to participate in multiple online trainings and meetings, which increase my knowledge and ability to serve members. I also attend the meetings PED leadership holds with Superintendents and Charter Directors, providing CES leadership with notes.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING**

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Item VIII.A.1.g

Food Report – Lori O’Rourke

The recent legislation passed by Congress on March 10th, “increases and extends the Pandemic Electronic Benefits Transfer program (P-EBT) to provide cash benefits for eligible free-and-reduced-priced lunch students not attending school due to emergency closures and remote services but does not provide further emergency reimbursements for school meal programs.”

The U.S. Department of Agriculture extended its summer meal waivers for the entire 2020-21 school year. The USDA waivers, which will now be in place through June 30, 2021, allow schools to waive meal pattern requirements and serve meals to all children under 18 at no charge. The waivers also enable meals to be served outside of the typically required group settings and mealtimes, and permit parents and guardians to pick up meals for their children.

The previous extension of these waivers was originally set to expire at the end of December, but in early October, Congress passed a continuing resolution bill that granted authority and funding for further extensions, which was later signed into law.

These waiver extensions are great news for students and the school nutrition professionals working so hard to support them throughout this pandemic. Families struggling to make ends meet can be assured that their students will have access to healthy school meals, whether they are learning at home or in school.

Reading the above legislation, brought to mind a recent article I read regarding “universal free meals”. With estimates that **over 11 million U.S. children struggle with hunger**, student nutrition advocates have been pushing for universal free meals in schools for several years.

The Covid-19 pandemic has cast a spotlight on food insecurity, economic hardship, and the essential role of student nutrition professionals. Those in favor of universal free meals are pushing for Congress to pass legislation that would guarantee every child gets a no-cost meal at school.

Data shows that universal free meals could lead to higher test scores and increased meal participation. When all students, no matter their background, would receive free meals, this could put an end to lunch shaming as well as the stigma associated with free school meals.

Good nutrition lends itself to better academic success, and both of those combined lend themselves to better contributions to society, and fewer medical costs.

For this progress to occur, there must be more money allocated to school meals so schools would be able to cover all the associated costs. Time, money, and effort will be required to pass a bill

that will meet the need of students, nutrition professionals and industry stakeholders, but it is a worthy investment.

A future where every student can receive a free meal at school could have lasting implications not only for New Mexico's children, but for the food industry as a whole.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING**

March 31, 2021

Item VIII.A.1.h

Human Resources Report – Teri Thelemaque

Background Checks

We continue waiting on the Department of Public Safety and the FBI to make a final decision on issuing CES an ORI number to obtain our own background checks. Lisa Chacon-Kedge and I have proposed background check guidance for the time being. As of the writing of this report, we still need to meet with Mr. Chavez and legal counsel to finalize the documents and plans. We hope to use the proposed plans until a decision is made by the FBI.

- We have proposed CES conduct GoodHire background checks at a cost of \$22 for a domestic watch list search, nationwide criminal database search, sex offender registry search and social security number trace.
- We have proposed a Criminal History Affidavit form to be completed by applicants seeking employment with CES
- A letter to districts/charters/PE's indicating the status of background checks for each Ancillary employee assigned to their location

Hiring/Interviewing

Since our last Executive Committee Meeting, we have hired 3 professional services staff members, 2 social workers and 1 physical therapist. We have also been busy interviewing potential Ancillary staff for the 2021-2022 school year.

Ancillary Office

The Ancillary office is in the process of surveying staff to find out who will be returning for the next school year. This includes staff making requests to change placements. Additionally, schools will soon be surveyed to ascertain their staffing needs for next school year.

Lisa Chacon-Kedge and I have proposed a few changes to staff and district contracts for the upcoming school year. The proposed changes include additional wording about background check requirements for staff and district/charter/PE's. Lisa and I also spent time editing changes to the Ancillary handbook. Recommended changes for contracts and handbook have been submitted to Mr. Chavez for approval.

We have begun discussions regarding our end of school year meeting for Ancillary staff. There is a great discrepancy in mass meeting attendance size between the green and turquoise reopening levels which has us contemplating a fully virtual meeting again for the end of year meeting.

Policy and Administrative Regulations updates

The Personnel subcommittee for Board Policy Review will meet in the coming weeks to finalize proposed changes to that section of policy. We may have pending changes on sick leave should the legislature pass and the governor sign into legislation any of the bills relating to paid sick leave and paid family medical leave.

I also finalized some of the changes we have made to the Administrative Regulations. We met with POMS & Associates in early March to discuss safety and security of the new facility. These meetings will result in a few more Administrative Regulation changes in the coming weeks.

Quarterly Wellness Pledge

We will finish out the 3rd quarter wellness pledge at the end of March. This quarter we created a gratefulness “Jam board” for staff to post what they are grateful for. I have included a picture of that below. Additionally, this quarter we participated in 3 Wells Fargo financial webinars, 3 NMPSIA wellness webinars and NMPSIA hosted a Medicare 101 information session for our staff. As we look toward the next quarter, the Climate Action Team has come up with the following challenge options.

- Walking club- Intentionally spend more time walking- group @ CES office or at your own home
- Intentional Food/beverage lifestyle changes. Choose an unhealthy beverage or food regularly consumed and replace it with a health option. Try to do it every day for 1 week, then extend it to two weeks and so forth.
- Lunch club- 3 virtual lunch visits with health recipes shared
- Where is the CES logo? Take a picture wherever you take a CES logo'd item
- Wellness idea “Jam board”
- NMPSIA wellness webinars





I am grateful for a loving and caring family! "Family, we may not have it all together, but together, we have it all!"

I am grateful for a spouse who sticks with me through thick and thin, through good and bad, through healthy and ill. My true sunshine!

I am grateful that my girls are growing into amazing young women. They are dedicated, determined, and just all around amazing!

I am grateful for my family and the support they give daily, I am grateful for the job I have. I am grateful that I haven't completely lost my marbles during this "PANDEMIC". :)

I'm a grateful for my spouse and kids!

Every Day May Not Be Good, But There Is Good In Every Day!

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING**

March 31, 2021

Item VIII. A.2

Executive Director's Report

David Chavez

Item (a) CES Budget – Request approval to set the Ancillary Institutional Rate for the 2021-2022 fiscal year.

The New Mexico Legislature is on course to approving sick leave for select employees that currently do not qualify for sick leave. If this legislation passes, it will have implications for CES budgeting. It is my understanding that the legislation, if passed and signed, will not take effect until July of 2022. CES will need to address this by increasing the institutional rate. It is my recommendation that the Executive Committee allow me to increase the institutional rate, over the next two years, to allow budget for the sick leave. It is anticipated that this will need to be budgeted at approximately \$450,000.00.

Item (b) Office Staff Compensation – Request approval for the following salary considerations year for fiscal year 2021-2022:

1. A 2% salary increase for all staff.
2. A 2% incentive if our strategic plan financial goals are met. This would be paid in June or July once it is determined that our financial goals were met

Item (c) Request approval to re-apply for reconsideration of the J-1 program.

I would like to request permission from the Executive Committee to re-apply for the J-1 teacher program. If approved, this would allow CES to qualify as an approved agency to recruit and place foreign teachers in teaching positions in NM school districts. I am proposing that we take 2021-2022 fiscal year as a planning year to go through the application process and seek a partnership with someone that would assist with teacher recruitment.

Item (d) Executive Director's Evaluation – This is the meeting the Executive Committee has traditionally evaluated the CES Executive Director. This will be done in an Executive Session to deal with Personnel.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING**

March 31, 2021

Item VIII. B.1

Personnel Report as of March 12,2021 – Teri Thelemaque

New Staff Contracts Received for 2020-2021:

- Donald Blackburn PT
- Sherri Carver Professional Services
- Curtis Clough Professional Services
- Alesia Crossland SW
- Jennifer Kempner SW
- David Willden Professional Services

Staff Resignations/Terminations for 2020-2021:

- Fidel Chavez

COOPERATIVE EDUCATIONAL SERVICES
Item VIII.C.1
CHECK REGISTER

January 22, 2021 through March 15, 2021

Check Number	Date	Payee	Amount
0080414	1/29/2021	Smith, Sarah V.	1,350.87
0080415	2/12/2021	Davis, Ronda	1,900.50
0080416	2/26/2021	VOID	-
0080417	2/26/2021	Smith, Sarah V.	203.34
0080418	2/26/2021	VOID	-
0080419	2/26/2021	Davis, Ronda	5,572.46
0080420	2/26/2021	Smith, Sarah V.	808.79
0080421	2/26/2021	Smith, Sunita T.	1,373.60
237085	1/29/2021	AC Disposal Services, Inc.	18,765.43
237086	1/29/2021	Albuquerque Collegiate Charter School	5,616.38
237087	1/29/2021	Alice King Community School	2,865.21
237088	1/29/2021	Ambitions Technology Group	9,710.68
237089	1/29/2021	Astro Turf Corp.	407,809.43
237090	1/29/2021	AT&T Mobility	97.63
237091	1/29/2021	Belen Consolidated Schools	3,408.68
237092	1/29/2021	Bridgers & Paxton Consulting Engineers	5,012.35
237093	1/29/2021	City of Albuquerque	9,350.00
237094	1/29/2021	Facility Solutions Group	5,514.71
237095	1/29/2021	Havona Environmental, Inc.	3,689.70
237096	1/29/2021	Jive Communications	4,778.91

237097	1/29/2021	Lea County	187.72
237098	1/29/2021	MJLL, Inc. dba Melloy Chrysler Jeep Dodge Ram	45,147.99
237099	1/29/2021	New Mexico Gas Company	685.38
237100	1/29/2021	Parkhill Smith & Cooper Inc	27,179.23
237101	1/29/2021	PNM	330.80
237102	1/29/2021	Quill Corporation	141.65
237103	1/29/2021	RBM Engineering, Inc.	46,387.04
237104	1/29/2021	Rush Truck Centers of New Mexico Inc	167,998.52
237105	1/29/2021	Sharp Electronics Inc	124,415.27
237106	1/29/2021	SMPC Architects	3,890.16
237107	1/29/2021	Stites Enterprises	17,322.67
237108	1/29/2021	The Flippen Group	3,753.09
237109	1/29/2021	United States Postal Service	440.08
237110	1/29/2021	Verizon Wireless	594.23
237111	1/29/2021	Western Paper	101,575.14
237112	1/29/2021	VOID	-
237113	2/5/2021	Advanced Communications and Electronics, Inc.	14,617.30
237114	2/5/2021	AFLAC	2,906.52
237115	2/5/2021	Alb Bernalillo Co Water Utility Author	279.14
237116	2/5/2021	Albuquerque Freightliner Inc	266,640.75
237117	2/5/2021	Allstate Benefits	172.17
237118	2/5/2021	Altura Preparatory School	4,393.42
237119	2/5/2021	American Fidelity Assurance Co	752.12
237120	2/5/2021	Antoinette Metheney	450.00
237121	2/5/2021	CenturyLink	2,829.47

237122	2/5/2021	Document Solutions, Inc. (DSI)	9,400.30
237123	2/5/2021	General Hydronics Concrete	65,177.54
237124	2/5/2021	Hansen & Prezzano/Builders LLC	1,981.70
237125	2/5/2021	Jive Communications	574.15
237126	2/5/2021	Joannie Romero	1,000.00
237127	2/5/2021	Lobo Internet Services	1,911.03
237128	2/5/2021	Lovington Municipal Schools	5,299.66
237129	2/5/2021	MCLL, Inc dba Melloy Chevrolet	82,517.53
237130	2/5/2021	Network Cabling, Inc.	26,755.34
237131	2/5/2021	Dry Fly Enterprises, Inc.	5,151.03
237132	2/5/2021	Parkhill Smith & Cooper Inc	58,654.63
237133	2/5/2021	Planmember	3,118.69
237134	2/5/2021	Prather Consulting	2,035.61
237135	2/5/2021	RSM	697.00
237136	2/5/2021	Smith Engineering Company	41,478.23
237137	2/5/2021	Southwest Concrete & Paving, Inc.	225,930.18
237138	2/5/2021	Southwest Hazard Control Inc	70,647.99
237139	2/5/2021	Stephen Leos Architect, LLC	2,867.30
237140	2/5/2021	Sunset Cleaning Services	1,510.22
237141	2/5/2021	Tel/Logic Inc	2,628.13
237142	2/5/2021	Thirteen Twenty, LLC DBA Tate Branch	34,153.27
237143	2/5/2021	Vigil & Associates Architectural Group PC	2,409.21
237144	2/5/2021	Walsh, Gallegos, Trevino, Russo, & Kyle, P.C.	231.93
237145	2/5/2021	Western Paper	40,925.85
237146	2/5/2021	VOID	-

237147	2/12/2021	Alb Bernalillo Co Water Utility Author	786.91
237148	2/12/2021	Albuquerque Publishing Company	446.04
237149	2/12/2021	Bank of Albuquerque	11,542.39
237150	2/12/2021	Bridgers & Paxton Consulting Engineers	1,899.14
237151	2/12/2021	Staples	32,850.00
237152	2/12/2021	Dry Fly Enterprises, Inc.	5,210.36
237153	2/12/2021	Greer Stafford/SJCF Architecture Inc	78,479.73
237154	2/12/2021	Havona Environmental, Inc.	31,312.25
237155	2/12/2021	Parkhill Smith & Cooper Inc	5,676.86
237156	2/12/2021	Penasco Independent Schools	65.96
237157	2/12/2021	PlaySolutions, Inc.	143,605.94
237158	2/12/2021	Poweron Technology Services, LLC	10,654.30
237159	2/12/2021	Quill Corporation	901.87
237160	2/12/2021	RSM	4,455.26
237161	2/12/2021	San Miguel County	3,069.90
237162	2/12/2021	The Santa Fe New Mexican	293.49
237163	2/12/2021	Smith Engineering Company	45,984.89
237164	2/12/2021	Southwest Copy Systems	4.66
237165	2/12/2021	The Flippen Group	40,098.77
237166	2/12/2021	Truly Nolen	76.59
237167	2/12/2021	Vigil & Associates Architectural Group PC	8,896.35
237168	2/12/2021	Western Paper	21,124.68
237169	2/12/2021	Wizer Electric LLC	234,479.26
237170	2/19/2021	Albuquerque Freightliner Inc	96,493.83
237171	2/19/2021	Ambitions Technology Group	1,245.08

237172	2/19/2021	Coyote Cabling	9,454.80
237173	2/19/2021	AcmeEnviron Indust Hygiene dba DC Environ	3,097.96
237174	2/19/2021	Facility Solutions Group	4,074.97
237175	2/19/2021	Fulcrum Contracting, LLC	4,041.59
237176	2/19/2021	General Hydronics Concrete	40,286.89
237177	2/19/2021	Hansen & Prezzano/Builders LLC	24,632.79
237178	2/19/2021	Imagination Station dba Istation	6,030.50
237179	2/19/2021	K12 Accounting LLC	1,149.62
237180	2/19/2021	MCLL, Inc dba Melloy Chevrolet	52,148.39
237181	2/19/2021	Parkhill Smith & Cooper Inc	7,123.86
237182	2/19/2021	RSM	1,912.90
237183	2/19/2021	Stephen Leos Architect, LLC	3,663.67
237184	2/19/2021	Vigil & Associates Architectural Group PC	6,795.15
237185	2/19/2021	Western NM University	296.52
237186	2/19/2021	Zoom Video Communications, Inc.	97.09
237187	2/26/2021	AC Disposal Services, Inc.	21,655.11
237188	2/26/2021	AT&T Mobility	96.29
237189	2/26/2021	Bank of Albuquerque	6,772.96
237190	2/26/2021	Bridgers & Paxton Consulting Engineers	5,298.77
237191	2/26/2021	Staples	32,336.70
237192	2/26/2021	Texas New Mexico Newspaper Partnership, LLC	559.39
237193	2/26/2021	ProVelocity, LLC fka EQC Technologies Corp.	7,707.58
237194	2/26/2021	General Hydronics Concrete	173,914.93
237195	2/26/2021	Hansen & Prezzano/Builders LLC	16,169.68
237196	2/26/2021	Huitt-Zollars, Inc.	45,006.88

237197	2/26/2021	Integrity Data	4,750.00
237198	2/26/2021	L N Curtis & Sons	6,881.73
237199	2/26/2021	New Mexico Gas Company	435.29
237200	2/26/2021	Pitney Bowes	605.32
237201	2/26/2021	PNM	7.55
237202	2/26/2021	Quill Corporation	179.03
237203	2/26/2021	Sandia Lightwave, LLC	105,850.80
237204	2/26/2021	Smith Engineering Company	894.62
237205	2/26/2021	Stites Enterprises	88,804.28
237206	2/26/2021	The Flippen Group	643.81
237207	2/26/2021	Truly Nolen	76.59
237208	2/26/2021	Van Amberg, Rogers, Yepa & Abeita LLP	1,608.75
237209	2/26/2021	Verizon Wireless	594.23
237210	2/26/2021	Vigil & Associates Architectural Group PC	25,577.03
237211	2/26/2021	Wizer Electric LLC	16,940.37
237212	2/26/2021	Zoom Video Communications, Inc.	119.75
237213	3/1/2021	VOID	-
237214	3/1/2021	Micaiah Parks	500.00
237215	3/5/2021	AFLAC	2,906.52
237216	3/5/2021	Albuquerque Collegiate Charter School	4,425.31
237217	3/5/2021	Allstate Benefits	172.17
237218	3/5/2021	Altura Preparatory School	4,393.42
237219	3/5/2021	American Fidelity Assurance Co	752.12
237220	3/5/2021	CenturyLink	172.50
237221	3/5/2021	Coyote Cabling	46,020.22

237222	3/5/2021	David Chavez	176.92
237223	3/5/2021	Dry Fly Enterprises, Inc.	719.17
237224	3/5/2021	Havona Environmental, Inc.	1,417.19
237225	3/5/2021	IVS Inc - Angel Trax	2,917.73
237226	3/5/2021	Jive Communications	574.15
237227	3/5/2021	Johnson Controls	13,096.29
237228	3/5/2021	La Harca, Inc.	37,047.90
237229	3/5/2021	MCLL, Inc dba Melloy Chevrolet	86,393.09
237230	3/5/2021	Network Cabling, Inc.	4,392.97
237231	3/5/2021	Parkhill Smith & Cooper Inc	6,495.29
237232	3/5/2021	Prather Consulting	997.85
237233	3/5/2021	Quill Corporation	399.36
237234	3/5/2021	Roswell Daily Record	223.41
237235	3/5/2021	Safeguard Business Systems	1,233.82
237236	3/5/2021	Scholastic Testing Service Inc.	257.91
237237	3/5/2021	Sharp Electronics Inc	23,430.17
237238	3/5/2021	Southwest Copy Systems	42.01
237239	3/5/2021	Sunset Cleaning Services	970.86
237240	3/5/2021	Stites Enterprises	146,271.15
237241	3/5/2021	The Flippen Group	31,186.17
237242	3/5/2021	Van Amberg, Rogers, Yepa & Abeita LLP	676.65
237243	3/5/2021	Western Psychological Serv	608.08
237244	3/12/2021	Acme Environmental Inc	8,310.37
237245	3/12/2021	Constructors & Associates, Inc.	11,247.52
237246	3/12/2021	CenturyLink	4,749.05

237247	3/12/2021	City of Truth or Consequences	5,148.84
237248	3/12/2021	Crystal Springs Bottled Water	82.46
237249	3/12/2021	David Chavez	64.47
237250	3/12/2021	Dry Fly Enterprises, Inc.DBA Nube Group	5,889.98
237251	3/12/2021	ProVelocity, LLC fka EQC Technologies Corp.	66,187.65
237252	3/12/2021	Facility Solutions Group	2,505.35
237253	3/12/2021	Federal Express Corp	83.64
237254	3/12/2021	Hansen & Prezzano/Builders LLC	19,352.46
237255	3/12/2021	Huitt-Zollars, Inc.	10,291.87
237256	3/12/2021	Lake Arthur Municipal Schools	1,286.53
237257	3/12/2021	Petroleum Traders Corp	12,333.57
237258	3/12/2021	Pitney Bowes	33.08
237259	3/12/2021	RSM	697.00
237260	3/12/2021	Safeguard Business Systems	126.00
237261	3/12/2021	Sandia Lightwave, LLC	28,415.30
237262	3/12/2021	Dude Solutions	20,437.42
237263	3/12/2021	Smith & Aguirre Construction Company, Inc.	16,945.59
237264	3/12/2021	Southwest Copy Systems	21.47
237265	3/12/2021	Southwest Hazard Control Inc	3,484.61
237266	3/12/2021	Stites Enterprises	416.00
237267	3/12/2021	Trinity3 Technology, LLC	320,691.36
237268	3/12/2021	Vigil & Associates Architectural Group PC	3,613.82

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Checks for total of

4,477,209.51

Approved this _____ day of _____,
2021

Attest:

President, Executive Committee

Cooperative Educational Services
STATEMENT OF NET ASSETS
For the Eight Months Ending Sunday, February 28, 2021
Item VIII.C.2

CASH	
Operating BOA	\$7,154,565.17
Operating WF	0.00
Petty Cash	200.00
Endowment Fund	0.00
TOTAL CASH	<u>7,154,765.17</u>

ACCOUNTS RECEIVABLE	17,302,202.03
PREPAID EXPENSES	88,040.52
ACCRUED REVENUE	0.00
OTHER RECEIVABLES	<u>(1,369.00)</u>
TOTAL CURRENT ASSETS	<u>24,543,638.72</u>

EQUIPMENT	
Ancillary	9,397.75
Accum Dep Anc	(9,397.75)
Furnishings	757,734.29
Accum Dep Furn	(660,426.95)
Vehicles	130,851.21
Accum Dep Veh	<u>(54,852.84)</u>
NET EQUIPMENT	<u>173,305.71</u>

PROPERTY	
Land	410,888.64
Building	296,135.47
Building 1401	5,384,514.92
Accum Dep Bldg	(207,091.21)
Improvements	671,194.70
Accum Dep Imp	(422,191.93)

NET PROPERTY	6,133,450.59
TOTAL EQUIPMENT & PROPERTY	<u>6,306,756.30</u>
OTHER ASSETS	
Investment in SSC	<u>0.00</u>
TOTAL OTHER ASSETS	0.00
 TOTAL ASSETS	 <u>\$30,850,395.02</u>

ACCOUNTS PAYABLE	18,962,621.96
ACCRUED EXPENSES	
Ancillary Payroll	0.00
Expenses	0.00
Compensated Absences	<u>151,629.40</u>

TOTAL ACCRUED EXPENSES	<u>151,629.40</u>
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SUMMER INSURANCE PREMIUMS	83,715.37
PAYROLL TAXES PAYABLE	218,363.59
EMPLOYEE BENEFITS PAYABLE	56,634.08
AEPA	0.00
MEMBER CREDIT LIABILITY	0.00
DEFERRED REVENUE	46,730.98
Mortgage Payable	4,728,232.46
PPP Loan	2,452,900.00
Fiscal Agency Liability - NMPFMA	<u>38,325.00</u>
TOTAL LIABILITIES	<u>26,739,152.84</u>

NET ASSETS	4,722,492.02
CURRENT CHNG in NET ASSETS- PROFIT/(LOSS)	(611,249.84)
 TOTAL NET ASSETS	 <u>4,111,242.18</u>
 TOTAL LIABILITIES & NET ASSETS	 <u>\$30,850,395.02</u>

Sandia Synergy Center
Financial Summary
3/15/2021

	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	962,010.85	965,421.63	3,410.78
Cash - Security Deposits BOA - SSC	28,437.84	28,438.93	1.09
Accounts Receivable - SSC	12,069.55	26,267.14	14,197.59
Prepaid Expenses - SSC	177.68	177.68	0.00
Fixed Assets	3,049,789.18	3,049,789.18	0.00
Total Assets	4,052,485.10	4,070,094.56	17,609.46
Accounts Payable - SSC	0.00	0.00	0.00
Deferred Rent - SSC	2,042.16	0.00	(2,042.16)
Tenant Deposits - SSC	28,365.21	28,365.21	0.00
Total Liabilities	30,407.37	28,365.21	(2,042.16)
Investment form CES	3,250,804.85	3,250,804.85	0.00
Fund Balance - SSC	613,661.83	613,661.83	0.00
Profit & Loss - SSC	0.00	0.00	0.00
Profit/(Loss)	157,611.05	177,262.67	19,651.62
Total Fund Balance	4,022,077.73	4,041,729.35	19,651.62
Total Liabilities & Fund Balance	4,052,485.10	4,070,094.56	17,609.46
Total Revenue	(253,366.17)	(285,854.67)	(32,488.50)
Total Expense	95,755.12	108,592.00	12,836.88
(Profit)/Loss	(157,611.05)	(177,262.67)	(19,651.62)
Revenue - Rent - SSC	(226,246.32)	(254,400.63)	(28,154.31)
Revenue - Passthru Maintenance - SSC	0.00	0.00	0.00
Revenue - Passthru Electricity - SSC	(3,607.60)	(4,295.21)	(687.61)
Revenue - CAM - SSC	(23,503.90)	(27,149.39)	(3,645.49)
Revenue - Interest Tenant Deposits - SSC	(8.35)	(9.44)	(1.09)
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	9,482.22	9,482.22	0.00
Bank Fees - SSC	0.00	0.00	0.00
Depreciation Expense - SSC	0.00	0.00	0.00
Property Insurance - SSC	8,036.00	8,036.00	0.00
Property Tax - SSC	0.00	0.00	0.00
Janitorial - CAM - SSC	11,098.90	12,663.08	1,564.18
Janitorial Supplies - CAM - SSC	638.60	638.60	0.00
Contract Maintenance - CAM - SSC	2,610.02	3,245.46	635.44
Maintenance Supplies - CAM - SSC	0.00	0.00	0.00
Electrical Repairs - CAM - SSC	0.00	0.00	0.00
Plumbing Repairs - CAM - SSC	118.66	118.66	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	610.68	869.58	258.90
Roof Repairs - CAM - SSC	0.00	0.00	0.00
Electricity - CAM - SSC	8,314.99	9,189.13	874.14
Gas - CAM - SSC	3,041.31	5,280.20	2,238.89
Water & Sewer - CAM - SSC	5,227.24	6,569.32	1,342.08
Solid Waste Removal - CAM - SSC	1,619.66	1,619.66	0.00
Telephone - CAM - SSC	382.14	446.75	64.61
Security & Alarm Monitoring - CAM - SSC	582.54	582.54	0.00
HVAC Maintenance - CAM - SSC	8,282.70	8,282.70	0.00
HVAC Repairs - CAM - SSC	671.56	671.56	0.00
Grounds Maintenance - CAM - SSC	4,379.70	4,851.11	471.41
Snow Removal - CAM - SSC	681.77	3,193.10	2,511.33
Window Washing - CAM - SSC	248.11	248.11	0.00
Association Fees - CAM - SSC	1,240.97	2,043.32	802.35
Management Fees Contract - CAM - SSC	9,114.85	10,193.60	1,078.75
Management Fees Intercompany - CAM - SSC	7,800.00	7,800.00	0.00
Internet CAM - SSC	1,167.68	1,167.68	0.00
Equipment & Storage Rental Fees	0.00	0.00	0.00
Electricity - SSC	4,475.24	4,782.43	307.19
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	3,607.60	4,295.21	687.61
Maintenance Passthru - SSC	0.00	0.00	0.00
Janitorial Services SNL - SSC	1,900.00	1,900.00	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

Sandia Synergy Center
Financial Summary
3/15/2021

	January	February	Change
Cash - WF Operating - SSC: 0000-11013-5555-0000 Cash - WF Operating -SSC	0.00	0.00	0.00
Total 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: 0000-11012-5555-0000 Cash - BOA Operating - SSC	962,010.85	965,421.63	3,410.78
Total Cash - BOA Operating - SSC	962,010.85	965,421.63	3,410.78
Cash - Security Deposits BOA - SSC: 0000-11054-5555-0000 Cash - Security Deposits BOA - SSC	28,437.84	28,438.93	1.09
Total Cash - Security Deposits BOA - SSC	28,437.84	28,438.93	1.09
Accounts Receivable - SSC: 0000-13011-5555-0000 Accounts Receivable - SSC	12,069.55	26,267.14	14,197.59
Total Accounts Receivable - SSC	12,069.55	26,267.14	14,197.59
Prepaid Expenses - SSC: 0000-15000-5555-0000 Prepaid Expenses - SSC	177.68	177.68	0.00
Total Prepaid Expenses - SSC	177.68	177.68	0.00
Fixed Assets:			
0000-17011-5555-0000 Land - SSC	641,700.00	641,700.00	0.00
0000-17021-5555-0000 Building Improvements - SSC	23,630.00	23,630.00	0.00
0000-17022-5555-0000 Accum Depr - Building Improvements - SSC	(7,220.28)	(7,220.28)	0.00
0000-17111-5555-0000 Building - SSC	2,609,104.85	2,609,104.85	0.00
0000-17112-5555-0000 Accum Depr Building - SSC	(217,425.39)	(217,425.39)	0.00
Total Fixed Assets	3,049,789.18	3,049,789.18	0.00
Total Assets	4,052,485.10	4,070,094.56	17,609.46
Accounts Payable - SSC: 0000-21011-5555-0000 Accounts Payable - SSC	0.00	0.00	0.00
Total Accounts Payable - SSC	0.00	0.00	0.00
Deferred Rent - SSC: 0000-22010-5555-0000 Deferred Rent - SSC	2,042.16	0.00	(2,042.16)

Total Deferred Rent - SSC	2,042.16	0.00	(2,042.16)
Tenant Deposits - SSC:			
0000-22050-5555-0000 Tenant Deposits - SSC	28,365.21	28,365.21	0.00
Total Tenant Deposits - SSC	28,365.21	28,365.21	0.00
Total Liabilities	30,407.37	28,365.21	(2,042.16)
Investment from CES:			
0000-32201-5555-0000 Investment from CES	3,250,804.85	3,250,804.85	0.00
Total Investment from CES	3,250,804.85	3,250,804.85	0.00
Fund Balance - SSC:			
0000-32300-5555-0000 Fund Balance - SSC	613,661.83	613,661.83	0.00
Total Fund Balance - SSC	613,661.83	613,661.83	0.00
Profit & Loss - SSC	0.00	0.00	0.00
Profit/(Loss):			
0000-41740-9096-0000 Revenue - Rent - SSC	226,246.32	254,400.63	28,154.31
0000-41742-9096-0000 Revenue - Passthu Electricity - SSC	3,607.60	4,295.21	687.61
0000-41743-9096-0000 Revenue - CAM - SSC	23,503.90	27,149.39	3,645.49
0000-41744-9096-0000 Revenue - Interest Tenant Deposits - SSC	8.35	9.44	1.09
2300-56118-9096-0000 General Expenses - SSC	(9,482.22)	(9,482.22)	0.00
2600-55200-9096-0000 Property Insurance - SSC	(8,036.00)	(8,036.00)	0.00
2600-59001-9096-0000 Janitorial - CAM - SSC	(11,098.90)	(12,663.08)	(1,564.18)
2600-59002-9096-0000 Janitorial Supplies - CAM - SSC	(638.60)	(638.60)	0.00
2600-59003-9096-0000 Contract Maintenance - CAM - SSC	(2,610.02)	(3,245.46)	(635.44)
2600-59006-9096-0000 Plumbing Repairs - CAM - SSC	(118.66)	(118.66)	0.00
2600-59008-9096-0000 Pest Control - CAM - SSC	(421.98)	(421.98)	0.00
2600-59009-9096-0000 Safety Equip & Maint - CAM -SSC	(610.68)	(869.58)	(258.90)
2600-59011-9096-0000 Electricity - CAM - SSC	(8,314.99)	(9,189.13)	(874.14)
2600-59012-9096-0000 Gas - CAM - SSC	(3,041.31)	(5,280.20)	(2,238.89)
2600-59013-9096-0000 Water & Sewer - CAM - SSC	(5,227.24)	(6,569.32)	(1,342.08)
2600-59014-9096-0000 Solid Waste Removal - CAM - SSC	(1,619.66)	(1,619.66)	0.00
2600-59015-9096-0000 Telephone - CAM - SSC	(382.14)	(446.75)	(64.61)
2600-59016-9096-0000 Security & Alarm Monitoring - CAM - SSC	(582.54)	(582.54)	0.00
2600-59017-9096-0000 HVAC Maintenance - CAM -SSC	(8,282.70)	(8,282.70)	0.00
2600-59018-9096-0000 HVAC Repairs Non-CAM - SSC	(671.56)	(671.56)	0.00
2600-59019-9096-0000 Grounds Maintenance - CAM - SSC	(4,379.70)	(4,851.11)	(471.41)
2600-59020-9096-0000 Snow Removal - CAM - SSC	(681.77)	(3,193.10)	(2,511.33)
2600-59021-9096-0000 Window Washing - CAM - SSC	(248.11)	(248.11)	0.00
2600-59022-9096-0000 Association Fees - CAM - SSC	(1,240.97)	(2,043.32)	(802.35)
2600-59023-9096-0000 Management Fees Contract - CAM -SSC	(9,114.85)	(10,193.60)	(1,078.75)
2600-59024-9096-0000 Management Fees Intercompany - CAM - SSC	(7,800.00)	(7,800.00)	0.00
2600-59025-9096-0000 Internet CAM - SSC	(1,167.68)	(1,167.68)	0.00
2600-59102-9096-0000 Electricity SNL - SSC	(4,475.24)	(4,782.43)	(307.19)
2600-59106-9096-0000 Electricity Passthu - SSC	(3,607.60)	(4,295.21)	(687.61)
2600-59108-9096-0000 Janitorial Services SNL - SSC	(1,900.00)	(1,900.00)	0.00

Total Profit/(Loss)	157,611.05	177,262.67	19,651.62
Total Fund Balance	4,022,077.73	4,041,729.35	19,651.62
Total Liabilities & Fund Balance	4,052,485.10	4,070,094.56	17,609.46
Total Revenue	(253,366.17)	(285,854.67)	(32,488.50)
Total Expense	95,755.12	108,592.00	12,836.88
(Profit)/Loss	(157,611.05)	(177,262.67)	(19,651.62)
Revenue - Rent - SSC:			
0000-41740-9096-0000 Revenue - Rent - SSC	(226,246.32)	(254,400.63)	(28,154.31)
Total Revenue - Rent - SSC	(226,246.32)	(254,400.63)	(28,154.31)
Revenue - Passthru Maintenance - SSC	0.00	0.00	0.00
Revenue - Passthru Electricity - SSC:			
0000-41742-9096-0000 Revenue - Passthru Electricity - SSC	(3,607.60)	(4,295.21)	(687.61)
Total Revenue - Passthru Electricity - SSC	(3,607.60)	(4,295.21)	(687.61)
Revenue - CAM - SSC:			
0000-41743-9096-0000 Revenue - CAM - SSC	(23,503.90)	(27,149.39)	(3,645.49)
Total Revenue - CAM - SSC	(23,503.90)	(27,149.39)	(3,645.49)
Revenue - Interest Tenant Deposits - SSC:			
0000-41744-9096-0000 Revenue - Interest Tenant Deposits - SSC	(8.35)	(9.44)	(1.09)
Total Revenue - Interest Tenant Deposits - SSC	(8.35)	(9.44)	(1.09)
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:			
2300-56118-9096-0000 General Expenses - SSC	9,482.22	9,482.22	0.00
Total General Expenses - SSC	9,482.22	9,482.22	0.00
Bank Fees - SSC	0.00	0.00	0.00
Depreciation Expense - SSC	0.00	0.00	0.00
Property Insurance - SSC:			
2600-55200-9096-0000 Property Insurance - SSC	8,036.00	8,036.00	0.00
Total Property Insurance - SSC	8,036.00	8,036.00	0.00
Property Tax - SSC	0.00	0.00	0.00
Janitorial - CAM - SSC:			
2600-59001-9096-0000 Janitorial - CAM - SSC	11,098.90	12,663.08	1,564.18

Total Janitorial - CAM - SSC	11,098.90	12,663.08	1,564.18
Janitorial Supplies - CAM - SSC:			
2600-59002-9096-0000 Janitorial Supplies - CAM - SSC	638.60	638.60	0.00
Total Janitorial Supplies - CAM - SSC	638.60	638.60	0.00
Contract Maintenance - CAM - SSC:			
2600-59003-9096-0000 Contract Maintenance - CAM - SSC	2,610.02	3,245.46	635.44
Total Contract Maintenance - CAM - SSC	2,610.02	3,245.46	635.44
Maintenance Supplies - CAM - SSC	0.00	0.00	0.00
Electrical Repairs - CAM - SSC	0.00	0.00	0.00
Plumbing Repairs - CAM - SSC:			
2600-59006-9096-0000 Plumbing Repairs - CAM - SSC	118.66	118.66	0.00
Total Plumbing Repairs - CAM - SSC	118.66	118.66	0.00
Door & Lock Repair & Maint - CAM - SSC	0.00	0.00	0.00
Pest Control - CAM - SSC:			
2600-59008-9096-0000 Pest Control - CAM - SSC	421.98	421.98	0.00
Total Pest Control - CAM - SSC	421.98	421.98	0.00
Safety Equip & Maint - CAM - SSC:			
2600-59009-9096-0000 Safety Equip & Maint - CAM -SSC	610.68	869.58	258.90
Total Safety Equip & Maint - CAM - SSC	610.68	869.58	258.90
Roof Repairs - CAM - SSC	0.00	0.00	0.00
Electricity - CAM - SSC:			
2600-59011-9096-0000 Electricity - CAM - SSC	8,314.99	9,189.13	874.14
Total Electricity - CAM - SSC	8,314.99	9,189.13	874.14
Gas - CAM - SSC:			
2600-59012-9096-0000 Gas - CAM - SSC	3,041.31	5,280.20	2,238.89
Total Gas - CAM - SSC	3,041.31	5,280.20	2,238.89
Water & Sewer - CAM - SSC:			
2600-59013-9096-0000 Water & Sewer - CAM - SSC	5,227.24	6,569.32	1,342.08
Total Water & Sewer - CAM - SSC	5,227.24	6,569.32	1,342.08
Solid Waste Removal - CAM - SSC:			
2600-59014-9096-0000 Solid Waste Removal - CAM - SSC	1,619.66	1,619.66	0.00
Total Solid Waste Removal - CAM - SSC	1,619.66	1,619.66	0.00
Telephone - CAM - SSC:			

2600-59015-9096-0000 Telephone - CAM - SSC	382.14	446.75	64.61
Total Telephone - CAM - SSC	382.14	446.75	64.61
Security & Alarm Monitoring - CAM - SSC:			
2600-59016-9096-0000 Security & Alarm Monitoring - CAM - SSC	582.54	582.54	0.00
Total Security & Alarm Monitoring - CAM - SSC	582.54	582.54	0.00
HVAC Maintenance - CAM - SSC:			
2600-59017-9096-0000 HVAC Maintenance - CAM -SSC	8,282.70	8,282.70	0.00
Total HVAC Maintenance - CAM - SSC	8,282.70	8,282.70	0.00
HVAC Repairs - CAM - SSC:			
2600-59018-9096-0000 HVAC Repairs Non-CAM - SSC	671.56	671.56	0.00
Total HVAC Repairs - CAM - SSC	671.56	671.56	0.00
Grounds Maintenance - CAM - SSC:			
2600-59019-9096-0000 Grounds Maintenance - CAM - SSC	4,379.70	4,851.11	471.41
Total Grounds Maintenance - CAM - SSC	4,379.70	4,851.11	471.41
Snow Removal - CAM - SSC:			
2600-59020-9096-0000 Snow Removal - CAM - SSC	681.77	3,193.10	2,511.33
Total Snow Removal - CAM - SSC	681.77	3,193.10	2,511.33
Window Washing - CAM - SSC:			
2600-59021-9096-0000 Window Washing - CAM - SSC	248.11	248.11	0.00
Total Window Washing - CAM - SSC	248.11	248.11	0.00
Association Fees - CAM - SSC:			
2600-59022-9096-0000 Association Fees - CAM - SSC	1,240.97	2,043.32	802.35
Total Association Fees - CAM - SSC	1,240.97	2,043.32	802.35
Management Fees Contract - CAM - SSC:			
2600-59023-9096-0000 Management Fees Contract - CAM -SSC	9,114.85	10,193.60	1,078.75
Total Management Fees Contract - CAM - SSC	9,114.85	10,193.60	1,078.75
Management Fees Intercompany - CAM - SSC:			
2600-59024-9096-0000 Management Fees Intercompany - CAM - SSC	7,800.00	7,800.00	0.00
Total Management Fees Intercompany - CAM - SSC	7,800.00	7,800.00	0.00
Internet CAM - SSC:			
2600-59025-9096-0000 Internet CAM - SSC	1,167.68	1,167.68	0.00

Total Internet CAM - SSC	1,167.68	1,167.68	0.00
Equipment & Storage Rental Fees	0.00	0.00	0.00
Electricity - SSC:			
2600-59102-9096-0000 Electricity SNL - SSC	4,475.24	4,782.43	307.19
Total Electricity - SSC	4,475.24	4,782.43	307.19
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:			
2600-59106-9096-0000 Electricity Passthru - SSC	3,607.60	4,295.21	687.61
Total Electricity Passthru - SSC	3,607.60	4,295.21	687.61
Maintenance Passthru - SSC	0.00	0.00	0.00
Janitorial Services SNL - SSC:			
2600-59108-9096-0000 Janitorial Services SNL - SSC	1,900.00	1,900.00	0.00
Total Janitorial Services SNL - SSC	1,900.00	1,900.00	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 Educational Services
STATEMENT of REVENUES, EXPENSES and CHANGES in FUND NET
ASSETS

For the Eight Months Ending Sunday, February 28, 2021

	February	YTD
EXTRAORDINARY REVENUE	\$0.00	\$0.00
A/R-A/P CLEARING ACCOUNT	49,659.69	55,790.75
	49,659.69	55,790.75
INSURANCE		
Insurance-Revenue	0.00	16,500.00
Insurance Expense	0.00	0.00
	0.00	16,500.00
International Teacher		
Internat'l Teacher-Revenue	0.00	0.00
Internat'l Teacher-Expense	0.00	0.00
	0.00	0.00
Professional Services		
Professional Services-Revenue	86,258.91	547,909.52
Professional Services-Expense	80,042.25	515,560.80
	6,216.66	32,348.72
PLACEMENT SERVICES		
Placement Services-Revenue	1,270.00	58,940.00
Placement Services-Expense	492.34	31,312.67
	777.66	27,627.33
MEDICAID		
Medicaid-Revenue	79,775.85	307,371.35
Medicaid-Expense	68,369.95	263,576.31
	11,405.90	43,795.04
FOOD		
Food-Revenue	0.00	20,149.32
Food-Expense	557.59	4,467.69
	(557.59)	15,681.63

PROCUREMENT		
Procurement-Revenue	14,926,499.54	158,777,836.66
Procurement-Expense	14,686,664.42	157,241,444.22
	<u>239,835.12</u>	<u>1,536,392.44</u>
AEPA		
AEPA-Revenue	302,936.39	11,252,765.26
AEPA-Expense	291,301.38	11,146,714.73
	<u>11,635.01</u>	<u>106,050.53</u>
ANCILLARY		
Ancillary-Revenue	1,297,163.15	6,070,695.80
Ancillary-Expense	1,214,631.68	7,361,358.41
	<u>82,531.47</u>	<u>(1,290,662.61)</u>
INSERVICES		
Inservices-Revenue	0.00	0.00
Inservices-Expense	1,475.55	10,944.42
	<u>(1,475.55)</u>	<u>(10,944.42)</u>
MEETINGS		
Meetings-Revenue	0.00	0.00
Meetings-Expense	778.49	6,582.04
	<u>(778.49)</u>	<u>(6,582.04)</u>
SITE		
SITE Revenue	0.00	0.00
SITE Expense	28,591.09	183,021.37
	<u>(28,591.09)</u>	<u>(183,021.37)</u>
TAP		
TAP- Revenue	28,570.54	189,822.46
TAP - Expense	20,151.37	137,853.12
	<u>8,419.17</u>	<u>51,969.34</u>
ALD		
ALD Revenue	500.00	73,160.00
ALD Expense	19,812.82	133,677.09
	<u>(19,312.82)</u>	<u>(60,517.09)</u>
LEAP		
LEAP Revenue	6,750.00	155,120.40

LEAP Expense	18,960.96	133,644.45
	<u>(12,210.96)</u>	<u>21,475.95</u>
TQP		
TQP Revenue	0.00	171,885.52
TQP Expenses	16,742.84	171,612.98
	<u>(16,742.84)</u>	<u>272.54</u>
BUSINESS OFFICE		
Business Office-Revenue	0.00	0.00
Business Office-Expense	3,497.70	25,108.44
	<u>(3,497.70)</u>	<u>(25,108.44)</u>
EXECUTIVE DIRECTOR		
Executive Director-Revenue	0.00	0.00
Executive Director-Expense	5,112.23	58,007.27
	<u>(5,112.23)</u>	<u>(58,007.27)</u>
HUMAN RESOURCES		
Human Resources-Revenue	0.00	0.00
Human Resources-Expense	8,046.10	54,289.79
	<u>(8,046.10)</u>	<u>(54,289.79)</u>
TECHNOLOGY		
Technology-Revenue	0.00	0.00
Technology-Expense	24,522.58	174,013.58
	<u>(24,522.58)</u>	<u>(174,013.58)</u>
ENTITY		
Entity-Revenue	42,388.32	62,703.59
Entity-Expense	108,631.21	718,711.09
	<u>(66,242.89)</u>	<u>(656,007.50)</u>
PROFIT/(LOSS)	223,389.84	(611,249.84)