



EXECUTIVE COMMITTEE MEETING
July 11, 2022
3:00 P.M.
Embassy Suites by Hilton Albuquerque
1000 Woodward Pl NE, Albuquerque, NM 87102
Octotillo 1

AGENDA

- I. Call to Order
- II. Roll Call
- III. Oath of Office – Johnna Bruhn, Felix Garcia, Aaron McKinney, Kevin Summers, Dr. Matt Goodlaw
- IV. Approval of Agenda*
- V. Approval of Minutes – June 1, 2022*
- VI. Election of CES Executive Committee Secretary and Treasurer
- VII. Agency Communications
 - A. Partnerships – Brian Snider
 - 1. PCSNM – Erik Bose
 - 2. NMCEL – Stan Rounds
 - 3. NMPED – Dr. Matt Goodlaw
 - 4. NMSBA – Joe Guillen
 - 5. Higher Education (4yr) – Dr. Debra Dirksen
 - 6. Higher Education (2yr) – Edward DesPlas
 - B. Finance – LeAnne Gandy
 - C. Scholarship – TBD
 - D. Policy – Brian Snider
- VIII. Program Overview/Reports
- IX. Leadership Training Schedule Update
 - 1. First Year Principals Academy
 - 2. First Year Superintendents Academy
 - 3. Superintendents Mentor Program
 - 4. Leadership Series Monthly Presentations
 - 5. Aspiring Superintendents Academy

6. Leadership Conference
7. Principal Regional Leadership Development?

X. Administrative Reports

A. Directors*

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

B. Executive Director*

1. Review and Approve 2022-2023 Strategic Plan

C. Personnel - Report

D. Staff Contracts and Resignations*

E. Consent Agenda

1. Approval of Checks*
2. Profit and Loss and Balance Sheets*
3. RFB and RFP Awards*

XI. Setting Next Meeting Dates

XII. Monday July 11, 2022, in conjunction with the NMCEL Summer Conference

XIII. Monday October 17, 2022, in conjunction with the CES Leadership Academy

XIV. February 8, 2023, in conjunction with the NMSBA Board Member Institute

XV. Adjournment

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

* Included in Advance Packet Mailing

**Cooperative Educational Services
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**Robin Strauser, Deputy Executive Director
Administrative and Finance Report**

Finance:

As of May 31, 2022, CES' revenue is \$217,361,229.46 through traditional PO's and \$99,829,325 through Direct Purchase PO's. This is a total of \$317,190,554.46 in revenue. The Revenue as of May 2022 is \$75,695,818 more than CES' revenue as of May 2021; a 31.3% increase in revenue. CES is showing a profit of \$2,510,077.93 this May. CES had a loss as of May 2021 in the amount of \$233,253.

CES' Sandia Synergy Center, (SSC), rental property is generating a profit. Revenue at the end of May 2022 is \$361,388. Profit is \$158,117 as of May 2022. A few suites are still unleased. Having unleased space has turned out to not be a terrible thing. With the addition of staff, CES will need to utilize the vacant space.

Combining the financial reports of CES and SSC, revenue is \$317,551,942, and profit is \$2,668,195.

CES is having a truly phenomenal year.

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. CES has approved 3,878 purchase orders totaling \$125,881,198 through May 2022. This method of purchasing is continually assessed and enhanced to make it even better. There will be enhancements introduced at the beginning of the next fiscal year. Informative marketing material is sent each week to keep members up to date on what the enhancements are. A virtual training schedule has been developed and members have been informed of those dates and times. The goal is to make this rollout of enhancements a smooth and informative process.

EANS (Emergency Assistance to Non-public Schools): CES is administering the EANS program for PED. This is a \$7.1 million project to provide reimbursements for goods and services purchased by the schools and to source goods and services through CES vendors for their future needs through September 2023. It also requires CES to hire personnel to mitigate learning loss due to COVID.

ARP EANS (American Rescue Plan EANS): PED asked CES to administer the ARP EANS program for them. This is a \$4.1 million project to provide non-public schools with the goods, services, and personnel to mitigate COVID related learning loss. This project runs through September 2024.

Staffing for the non-public schools has increased significantly in the last month. There are now eighty active EANS staff and there are about twenty more to hire. This has created quite a bit more work for payroll processing and the HR onboarding of all these new employees. CES has hired a full time HR generalist to keep pace with this additional work. The HR generalist is paid from EANS and ARP EANS funds.

To administer these programs, CES now has staff, 4.5 FTE's, to take on this additional workload. These positions, program facilitator, two purchasing specialists, and a .5 FTE payroll specialist and 1.0 HR Generalist, funded through each program. CES receives an indirect cost for administration. PED is saying good things about how CES has managed and is managing these programs. Kudos to the CES staff involved with these programs.

Staff: The Business Department staffing has had transitions. One of the EANS Purchasing Specialists left but a replacement is starting June 27th. With the start of the new Fiscal Year, an additional employee has been budgeted and approved to be an administrative assistant.

Strategic Plan:

Refer to the Strategic Plan included in this packet for progress reporting and updates. The Direct Purchase project 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 successful as noted above. The Direct Purchase goal will be dropping off the 2022-2023 Strategic Plan, but we will continue to think of ways the system can improve.

Efficiency Initiatives:

These initiatives as mentioned at our last meeting continue to be in the forefront for the Business Department. They are making handling and processing of orders less time intense by further leveraging the capabilities of existing software. Reassessing how we receive and handle construction documents such as bonds and wage decision documents is currently in the works. We can have these documents uploaded directly into our document management software. This will be much more efficient and will allow for better tracking of these documents. Currently, these documents are received via email, must be managed by staff, and then uploaded manually into the document management software. We are looking at this same approach in receiving vendors' invoices. We are also having demos of automated payroll time keeping for employees, handling of new hire paperwork and the uploading of time sheet data directly into our financial accounting package. Ad Hoc teams have organized to determine other "pinch points" in processes to further improve efficiency. Add-ons for CES' financial software are being implemented. These will reduce the number of keystrokes it takes for data entry lessening process times and the opportunity for errors.

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**Lianne Pierce, Ancillary Director
Ancillary Services Report**

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:

- Met with RTS in a zoom meeting to share the screen to show problems in the Portal regarding partial backouts. Identified two areas for them, one was the math is incorrect when deducting partial days. The other issue was it did not backout the requested minutes at all when saving and rechecking

Initiative #2:

- CPI for 22-23 SY has been scheduled on the calendar. Three Full Course Initial Certifications, and 5 Refresher courses for all staff needing a new or recertification in CPI.
 - First refresher completed June 4, 2022.
- Starting to investigate ways to provide CEUs for SLPs due to new Ethics CEU requirements, through Professional Services. After doing research – this is cost prohibitive due to ASHA criteria. We will not be pursuing this.
- In support of Initiative #1 regarding Autism, we will look at Professional Development for our Diagnosticians to evaluate when Autism is a consideration. Currently working towards compiling Autism evaluation teams to be available on an as needed basis.
- Job Code has been assigned in CES Ancillary Portal for Behavior Management Specialist. Next step is to post Job Description for CES “Apply Now” portal.
- Job Code for ASL Interpreters has been added to the portal and a job description and pay grade has been assigned.

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 June 26, 2022: 238, 11 have retired or resigned
- Number of Interviews: twenty-two for the 22-23 school year.
- Number of Placements: thirty total ESY Placements
- Number of Ancillary request Forms sent out to Districts and Charters: 150
- Number of Districts/Charters with Forms returned: ninety
- Number of Districts/Charters with Contracts submitted: eight
- Number of POs Submitted: zero as of this writing.

Vacancies not currently counted as we are resetting for the 2022-2023 School Year

**Cooperative Educational Services
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**Gustavo Rossell, Procurement Manager
Procurement Department Administrative Report**

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

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

Cybersecurity (and related) RFP

New category RFP has been issued to provide comprehensive cybersecurity products and services to CES members.

Job Order Contracting (JOC) Program solicitation

The contract for CES` construction program “*Job Order Contracting*” is up for solicitation and the CES Procurement Dept. is preparing timelines, reviewing RFP documents, in preparation for the August 2022 release. The resulting +/- 250 contracts will be in place by December 2022 and will have a 3-year Term

The CES Job Order Contracting (JOC) Program accounts for 45% - 55% (\$150M annually) of annual total procurement business.

Architectural / Engineering (A/E) RFP solicitation

CES Procurement Dept. has started working on this RFP’s timeline & proposal to submit to PTAB (6/27). Categories added to scope of work: Environmental (landfills), Hydraulic, Mechanical (warehouse), Industrial, etc. for city & county members.

NMPED

CES Procurement Department continues strengthening the strategic partnership with NMPED IT and Assessment departments. For FY 2022-23, NMPED IT & Assessment departments plan to use CES again and the existing IGAs we have in place for about four annual procurements for approximately \$4.5M.

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

RFPs that have advertised, are closing, or that have been scheduled for evaluations or awards:

RFP #	RFP Description
2022-13 New Category	<i>Comprehensive Assistance, Training & Educational Resources & Services</i> → RFP awarded to BeAble, CLARO Consulting, MaiaLearning, Educated Wallet
2022-09	<i>Fuel - Gasoline, E85, Diesel, Biodiesel and Related</i> → RFP awarded to Petroleum Traders
2022-15 New Category	<i>Above Ground Fuel Storage Tanks, Fuel Dispensing Pumps, Sales, Installation, Maintenance, Repair and Related</i> → RFP awarded to Eaton Sales & Service
2022-10	<i>Heavy Equipment, Parts, Accessories, Leasing and Related</i> → RFP awarded to 4 Rivers (John Deere), Wagner (Caterpillar), Sierra Machinery (Volvo), DVL Grp. (Genetec generators)
2022-	<i>Material Handling Equipment, Parts, Accessories, Leasing</i>

11	<i>and Related</i> → RFP awarded to Medley Equipment and Abq. Forklift
2022-16 New Category	<i>Technology Services</i> → RFP closing 7/15
2022-18 (19-02)	<i>Cat 1: Doors, Accordion Doors & Operable Walls</i> <i>Cat 2: Doors, Locks, Keys, Locksets, Access Control Systems and Related (Access security)</i> → RFP closing 7/15
2022-19 (19-11)	<i>Cat 1: Energy Consulting, Audits and Feasibility Studies, Professional Engineering and Related</i> <i>Cat 2: Facility, Building, System Replacements, Upgrades and Retrofits</i> → RFP closing 7/15
2022-20	<i>Design Professional (A/E)</i> → per NM Proc. Code: under review by PTAB (AIA) before releasing RFP in July 2022

II Strategic Plan Update:

The Procurement Department has accomplished its FY 2021-22 goals; 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 categories to be used by cities & counties.
- Since January 2022, CES has issued RFPs in 8 new categories resulting in approximately 40 new contracts.

* New goals for the Procurement Department for FY 2022-2023 have been developed and presented before the Executive Committee Board.

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

Northern Services Travel Notes

Though it has been a brief time since the last Executive Board Meeting in early June, travel has been busy with the Law Conference, NM Counties Law Conference, and Region 1 (NW) travel for training with the purchasing/business staff at City of Farmington, and extensive time with both San Juan County and City of Aztec Purchasing staff.

We also had a good conference with NMCounties in June. We had good booth traffic and it, as always, was time well spent.

Direct Purchase/Digital Bluebook Model and Transition

Jim and I have been preparing for a series of training sessions for members/entities in the enhancements to the Digital Bluebook and uploading PO's for CES compliance review and assistance to members/entities in the purchasing process.

We have five training sessions planned. These will be repeat sessions offered on July 11, 18, 25, 26, and 27. We started our email "blitz" on June 15th. The trainings will be via zoom.

The basic agenda/lesson plan for the training will be:

- **Navigating the Bluebook**
 - **Search Features**
 - **Locating Vendor/Contract Information**
 - **Printable Bluebook**
- **Purchasing Types**
 - **Direct Purchase (PO made out to the Vendor)**
 - **Traditional Purchase (PO made out to CES)**
 - **Gordian**
 - **RSMeans**
 - **Shop Vendor Portal**
 - **Contact the Vendor**
- **Question and Answer**

I continued to provide in-person, on phone, and on-line trainings to individual members and entities in the North. As noted, above, I conducted a training for City of Farmington Business/Purchasing staff and will have met with the Village of Taos Ski Valley Manager and Department heads on June 29th to review the bluebook, by the time you receive this update.

Jim and I also work closely with the Purchasing Specialists to follow up with any members/entities who "struggle" with the Digital Bluebook, uploading POs, and differentiating purchase options.

NMREAP NOTES

NMREAP renewals continued to be strong. There are sixty-nine confirmed renewals. Fifteen upon whom I am awaiting a response b. anticipate all to renew. There are nine who do not renew until mid-year. I have picked up three new subscriptions in the last couple of weeks, as well. There are currently \$62,480 in renewal confirmations, \$11,480 pending response, and \$7,790 in mid-year renewals. After expenses for CES State license and coordinator stipend, the profitability is estimated to be around \$48,000. I anticipate maintaining close to one hundred active subscriptions.

STRATEGIC PLAN OUTLINE FOR NORTHERN SERVICES

Below is the basic outline of Northern Services Goals and Strategies in the Strategic Plan – Action Plan. Since we just recently met, my report (above) stands and is reflective of efforts to address these action goals and strategies at this time.

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

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

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 launching this new program on August 1, 2022.

We are also collaborating with several members/vendors jointly to set up streamlined purchasing mechanisms between their account software packages. The City of Albuquerque is the first 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.

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

I have now been “traveling” for a year, and it is SSSOOO refreshing to see our members’ personnel face-to-face! Despite a pace-hampering continuation of the Pandemic, I have visited every Southern member/PE and its departments during the past 12 months. It has sparked a renewed interest in CES’ programs and services.

I continue to use virtual meetings as an excellent forum for follow-up and trainings, effectively saving time and miles while enabling the simultaneous meeting with multiple people – an excellent by-product of Pandemic-era business. There are a few of our members who still have personnel working remotely, but it is notably a small minority of them.

Media and Social Media work continues successfully. We have recently reworked our Food Purchasing video, with input and cooperation from the vendor, Labatt Food. You can view it on the CES website, videos page, at <https://www.ces.org/video-resources/>. While we have projects continually underway, our next major video undertaking is production of instructional video(s) to support the enhancements made to the Bluebook that impact the ordering processes.

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

- NMSBA Law Conference (Albuquerque)
- NM Counties Annual Conference (Albuquerque)
- Various meetings with contracted and potential vendors
- Various trainings to members

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**Yvonne Tabet, Director of Human Resources
Human Resources Department Administrative Report**

The CES Human Resources Department has been fortunate to have the opportunity to add a Human Resources Specialist to assist the EANS division of CES. Merlynda Johnson started June 20, 2022 and has experience in Human Resources from Wal-Mart and Department of Interior. I look forward to learning from her knowledge and enhancing the department.

223 Ancillary contracts were issued on May 20, 2022, we have received back 162, with twelve resigning/retiring. The Ancillary hiring season has officially started with the department referring twenty-five new hires in which the hiring process has started. July 15, 2022, will be the New Hire Orientation for Ancillary whereas the onboarding process will conclude along with rolling out the Ancillary medical benefits we will be offering to this category of employees. Open Enrollment for CES will start August 1-September 1 and speculate with the new medical benefits offered we will see an influx of current Ancillary employees that will opt into our benefit offerings. Developing a plan on how to implement most efficiently.

HR Department has participated in two demonstrations on Human Resources and Payroll databases to improve our processes from hiring, HR onboarding and payroll. The two companies have been previewed: GreenShades and Paycom.

Below are the most recent employees to join CES in the various categories from May 14, 2022, to June 22, 2022.

Office Staff

Name	Position
Bryan Hardy	Purchasing Specialist
Merlynda Johnson	Human Resources Specialist

Ancillary Staff

Name	Position
No New Hires	

Professional Services

Name	Position
LeAnne Gandy	ALM Consultant

EANS

Name	Position
Abigail Glover	Teacher
Bianca Ruiz	Teacher
Anna Winstead	Teacher
Mark Lenentine	Teacher
Lacey Lenentine	Teacher
Mikey Glover	Teacher
Janell Howe	Teacher
Felicity Ruiz	Teacher
Rebecca Ray	Teacher
Dorothy Thomas	Teacher

Judith Valle	Math Interventionist
Amya Ashley	Teacher's Aide
Beatrice Folger	Teacher's Aide
Brianna Ortiz	Teacher
Brittany St. John	Teacher's Aide
Cheryl Goeldner	Teacher
Curtis Long	Bus Driver
Darlyn Owens	Teacher
DeLyssa Begay	Teacher
Emmanuel Yazzie	Bus Driver
Fred Thomas	Bus Driver
Jayne Ide	Teacher's Aide
Jessica Mosier	Teacher
Jordyn Holtsoie-Henry	Teacher's Aide
Nijmah Awawada	Teacher
Ronda Fernandez	Teacher
Sara Bingley	Teacher
Shandiin Benson	Teacher's Aide
Shayton Brown	Teacher's Aide
Tayan Benron	Teacher's Aide
Tressa Wedenaar	Teacher
Alfredo Gutierrez	Bus Driver
Alberta Mariano	Teacher
Elizabeth Buchen	Teacher
Esraa Esidawy	Teacher
Leslie Watts	Teacher
Suzanne Cordova-Marr	Teacher
Nadia Hack	Teacher
Danielle Herrera	Teacher
Deborah Carrillo	Teacher
Elizabeth Meester	Teacher
Geraldine Blanco	Teacher
Liam Bia	Teacher's Aide
Lyndi Canfield	Teacher
Mark Silva	Teacher
Patricia Lawton	Teacher
Robin Austin	Teacher
Ana Trinidad	Teacher
Alysia Hernandez	Teacher
Rachel Sanchez	Teacher

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Administrative Reports – David Chavez

Item (a) Request approval of the CES 2022-2023 Strategic Plan. I am requesting approval of the plan we've incorporated the recommended changes from our June retreat, for the 2022-23 fiscal year. I have met with the CES Leadership Team members responsible for overseeing a strategic action plan and we've finalized the plan for the upcoming year. You will find the plan in your packet for your review and I will respond to any questions when we meet on July 11th.