

EXECUTIVE COMMITTEE MEETING
Thursday June 3, 2021
10:00 am
CES Virtual Meeting
In Conjunction with
The NMSBA School Law Conference
Microsoft Teams meeting

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AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda*
- IV. Induction of New Board Members: Adan Delgado
- V. Approval of Minutes – March 31, 2021*
- VI. Agency Communications
 - A. Partnerships – LeAnne Gandy
 - 1. NMCCS – Erik Bose
 - 2. NMCEL – Stan Rounds
 - 3. NMPED – Adan Delgado
 - 4. NMSBA – Joe Guillen
 - 5. Higher Ed (4 yr.) – Dr. Debra Dirksen
 - 6. Higher Ed (2 yr.) – Edward Desplas
 - B. Finance – Dwain Haynes
 - C. Scholarship – Brenda Vigil
 - D. Nominating – Dwain Haynes
 - E. Policy – LeAnne Gandy
- VII. Program Overview/Reports
 - A. Leadership
 - B. Paycheck Protection Program (PPP)
 - C. Mural Update

VIII. Administrative Overview

A. Administrative Reports

1. Directors
 - (Finance) a. Robin Strauser*
 - (Ancillary) b. Lisa Chacon-Kedge*
 - (Procurement) c. Gustavo Rossell*
 - (REAP/Northern Services) d. Paul Benoit*
 - (Technology) e. Brad Schroeder*
 - (Southern Services) f. Jim Barentine*
 - (Human Resources) g. Teri Thelemaque*
 - (Food) h. Lori O'Rourke
2. Executive Director*
 - a. IGA – Inter-Governmental Agreement with PED to provide assistance in managing the Emergency Assistance for Nonpublic Schools (EANS Funds)
 - b. Healthy Workplaces Act
 - c. Requesting permission to continue discussion with Clear Energy for installation of solar panels
 - d. Request approval of the 2021-2022 fiscal year budget

B. Personnel Report

1. Staff Contracts and Resignations*

C. Consent Agenda

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

IX. Setting Next Meeting Dates

- A. Executive Committee Meeting Tuesday July 20, 2021 at 3:00 pm, Embassy Suites (in conjunction with NMCEL Annual Conference)
- B. Executive Committee Meeting July in conjunction with the Facility Managers Workshop: discuss best option

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**Item VIII.A.1.a
Finance Report - Deputy Executive Director Robin Strauser**

Finance:

As of April 30, 2021, CES' revenue totals \$220,133,840. This is \$40,048,803 less than April 30, 2020. A 15.4% decrease in revenue. CES is showing a loss of \$390,707. The loss has been decreasing as CES has been profitable on a monthly basis for the past several months. 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' revenue and profit will increase accordingly.

We are also comparing our finances to the 2018-2019 fiscal year. In so doing, CES is ahead in revenue by \$15,782,421 as compared to April 2020. This is a 7.7% increase.

CES' Sandia Synergy Center, (SSC), rental property is doing okay. Revenue at the end of April 2021 is \$350,052. This is a decrease in revenue of \$82,971, (19%), over last year for this same time. Profit is \$151,802 as of April 2021; down \$79,083 over April 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. We are feeling that once the pandemic restrictions are relaxed and with the completion of the neighboring Nation Nuclear Safety Administration building that our vacant space will be leased.

Combining the financial reports of CES and SSC, revenue is \$220,483,892, and loss is \$238,905.

CES' purchase order volume at the end of April 2021 is \$197,572,547 This is a decrease of \$70,878,063 over April 2020 purchase order volume of \$268,450,610. A 26.4% 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. With the end of year approaching and schools preparing for in person learning this next year, PO has picked up.

Direct Purchase: We are seven weeks into the roll out of CES' new purchasing process known as Direct Purchase. In these weeks we have already come up with a list of suggested enhancements to make this process even better. These suggestions have come from CES staff, vendors, and Members. The new process started slowly but has certainly picked up the pace in the last few weeks. Approximately, \$9,400,000 of Direct Purchase PO' have been approved and sent to vendors in these first seven weeks. What a good start to this program.

The PO volume is good news. This process has involved 16 of CES' staff. I want to thank them all for their hard work and perseverance in making DP happen.

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. Business Department staff will be returning to work at CES' office beginning June 1, 2021. It will be nice for me to see staff again and regain the comradery that happens when we all are in the office.

CES ,and especially the Business Department, suffered and a horrible loss May 8th. Jacklyn, an MSR, died. I think many Business Department staff are still cannot believe it. I know I cannot. Jacklyn was only 39. She will be missed!

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. It still has some bumps that need to be smoothed out, but it is working and gaining popularity among members and vendors.

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**Item VIII.A.1.b
Ancillary Report – Lisa Chacon-Kedge**

Total Number of Ancillary Staff to date: 251

Diagnosticians – 47	Occupational Therapists -30
Physical Therapists – 11	Certified Occupational Therapy Assistants - 6
School Psychologists – 17	Clinical Psychologists - 2
Social Workers – 46	Speech Language Pathologists - 51
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. Issues/obstacles related to New Mexico Educational Retirement Board (ERB) that were reported in previous board report have since been resolved and affected employees were both authorized or approved for work in their assigned districts. Staff evaluations have been received and will be issued week of May 17, 2021.

Background Checks

On 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. On May 10, 2021, CES legal counsel submitted a written request to NM DPS and the FBI for an update regarding the status of our application. In the interim, CES has drafted a plan and presented it to Ancillary staff during our May 15, 2021 Spring Ancillary Meeting.

- 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. One additional CPI training has been scheduled for June 2021.

Ancillary Staff Training Opportunities

During the May 15, 2021 Spring Ancillary meeting, Ancillary staff had the opportunity to meet briefly in breakout rooms to list possible training topics for school year 2021-22. CES Ancillary Office staff will be reviewing the feedback and looking to provide those opportunities to staff.

2021-2022 School Year Planning

Ancillary contracts and staff allocations will be issued week of May 17, 2021. Ancillary office staff will be working to issue district contracts as well.

CES Ancillary Handbook

The CES Ancillary Handbook was updated as of May 7, 2021. The link will be made available on the CES website shortly.

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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

The **eProcurement** s/w system consisting of Cost, Contracts Modules + new Notification system has been delivered and we have used it successfully with 18 RFPs, since its deployment in November 2020. We continue to learn the system and devise improvements and enhancements to the system are forthcoming.

The new **digital BlueBook** Module was launched on April 5, 2021. CES uploaded contracts and contract addenda; CES Vendors began uploading, on March 12, 2021, 1) pricing pages, 2) logos, 3) W9 + NM CRS #, 4) update POC information. From March 15 – April 30, a *Data Quality Check Team*, comprised of Dotty McKinney, Jim Barentine, and Paul Benoit, provided vendor support uploading the required documents. The *Data Quality Check Team* assisted 538 vendors with logins and several thousands of documents uploaded. A massive task that was superbly executed and worth noting.

CES Members have been able to login securely and access, 24/7, vendor contracts, pricing pages, vendor contact information, place purchase orders through our new online portal, etc. The CES Team continues to debug the new system and devise optimizations in upcoming patches and enhancements.

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.

On April 5, 2021, CES lunched statewide the new 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.

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

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 1st Quarter of FY 2021-22:

RFP #	RFP Description	Release	Pre-Prop	Due	Evaluations	Award
2021-34	<i>Construction Management Services</i>	<i>JV</i>	5/21/2021	5/26/2021	6/11/2021	6/7-10/21
2021-36A	<i>Fleet Management System</i>	<i>JT</i>	5/21/2021	5/26/2021	6/11/2021	6/7-10/21
2021-36B	<i>In Vehicle Monitoring</i>	<i>JT</i>	5/21/2021	5/26/2021	6/11/2021	6/7-10/21
2021-37	<i>E-Rate Consulting Services</i>	<i>JT</i>	5/21/2021	5/26/2021	6/11/2021	6/7-10/21

III Strategic Plan Update

5/14/21 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>April, May 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>
2. Build RFP documents digital libraries within the eProcurement system	

<p>3. Continuous review and improvement of processes and systems in the Procurement Department</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 reducing our carbon footprint.</i>
<p>4. Review of all documents and adjust language</p>	

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**Item VIII.A.1.d
Northern Services/NMReap – Paul Benoit**

Northern Services Notes

Things have been “fast and furious” over the past two months. Since we are still on limited to no travel through our regions, Jim and I continue to provide support for major projects and transitions.

Direct Purchase/Digital Bluebook Model and Transition

Over the past year, I have been serving as support for data quality as we prepared for and transitioned into the Digital Bluebook. This consisted of several phases. The first was to analyze and improve the quality of vendor information and contract details in the temporary “ProCure” system. This data was ultimately used to transfer over 300 vendors and 1,200 contracts into the Digital Bluebook.

The next phase was to upload contracts and addenda into each of those contracts. There was a team of 7 of us that input this information in just a few days as the launch date approached. In Mid-March, Jim Dotty and I entered “phase 2”, which was contacting all the vendors to walk them through updating logos, inputting pricing files, uploading W-9’s, and signing/uploading direct purchase addenda. Each of us worked with, trained, begged, and cajoled between 150 to 180 vendors each through this. I was able to reach about 90% completion rate among my vendors. There were several who were simply non-responsive.

Jim and I have now moved to the “member side” of supporting the system as we work with members to get registered in the bluebook and learn to navigate the system, especially uploading PO’s. In this phase we are continuing work that Gary Tripp started on behalf of CES. As of 5/12/2021, there were 251 registered members/entities and 231 who have not yet registered (These numbers compare members/entities from the CES Directory to the registration list). Many of the un-registered entities are those who rarely do business with CES, but we will continue to reach out to them so that they are prepared for their next purchase, whenever that may be.

PED – Unaccounted for Students in/from NM Public Schools

I continue to help manage the data for the PED as we have accounted for just over 10,000 students who were in STARS last year but did not show up on this year’s 40 day. We continue to work to track down information and welfare updates on the remaining 2,100. My role continues to be helping manage multi-agency meetings and preparing reports for PED Secretary and other leads.

RAPID RESPONSE REPORTING FOR PED (PUBLIC AND PRIVATE SCHOOLS)

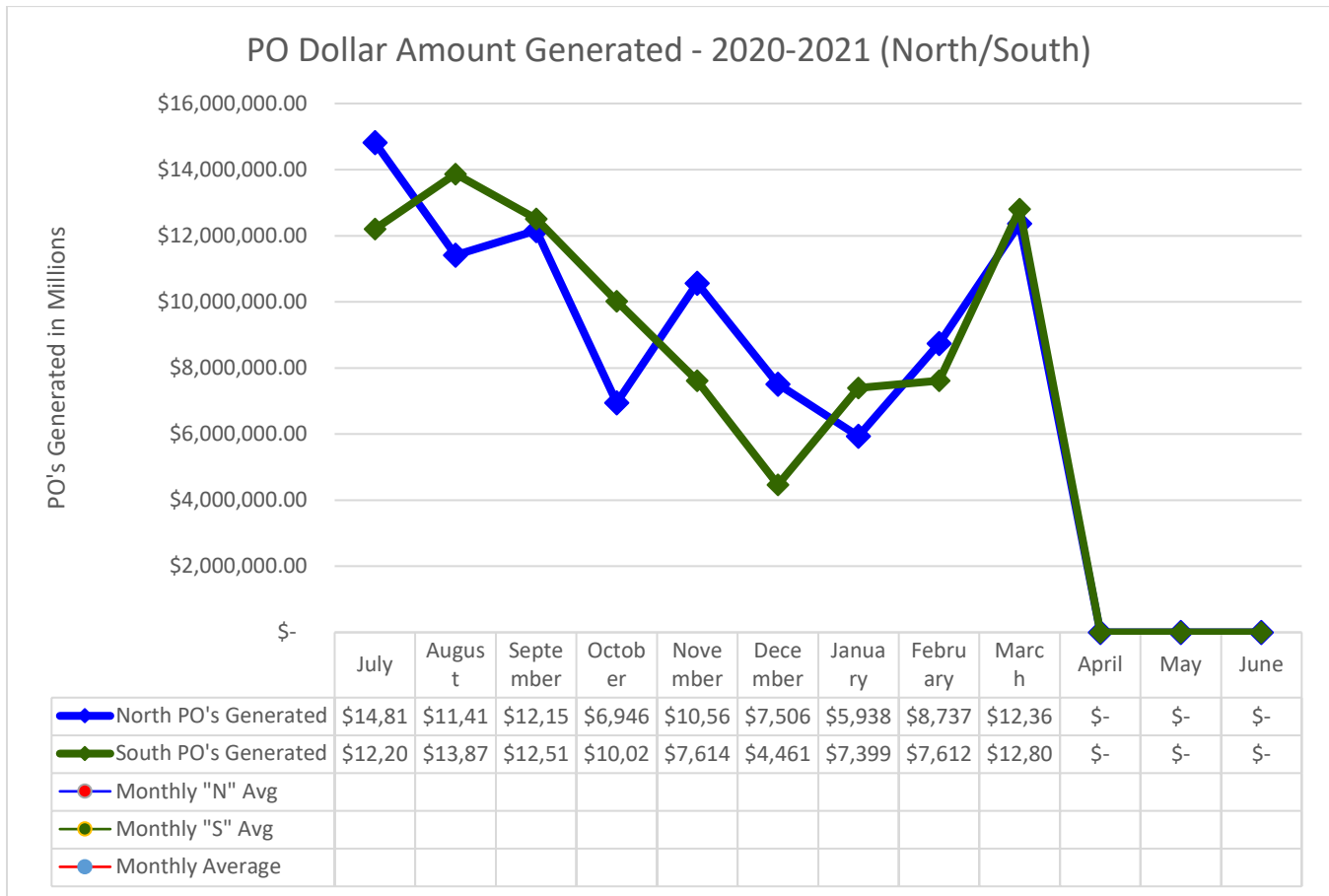
A new project that I’ve taken on in the last two weeks and may run through June 30 is pulling Rapid Response Data from the reporting portal for public and private schools and preparing several reports (daily and weekly) for PED, DOH, and Governor’s Office. The PED has contracted with CES for several phases of this reporting and follow up over the last year. This task seems to take about 10 hours per week to complete the various reports.

NMREAP NOTES

For the first time since 2013, CES has increased the annual subscription costs for members' access. We increased the rate by 5%. Out of 91 renewal quotes sent out (on 4/26) I have received 54 renewals, 31 no responses (2nd notice going out 5/13 and 5/14). 5 districts have indicated that they will not be renewing the notice due to no openings or limited use of NMREAP. There are also 5 districts that have a renewal date other than July 1 (Winter/Spring Renewals) that will not receive renewal notices. I anticipate remaining at or over 90 subscriptions.

PO/VOLUME REPORT

With schools moving to re-open in March, we saw a solid increase in PO volume and anticipate that trend to continue as schools and the state begin to re-open more and more. Below is a "quick summary" of monthly PO volume for each region, north and south, for the first three quarters.



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**Item VIII.A.1.e
Technology – Brad Schroeder**

Needless to say, it's been all things Direct Purchase...updates for the new digital BlueBook by Vendors, logins for Members, access to the system, submissions of PO, and changes/updates all around as we move forward with this new purchasing program at CES. We held 3 CES Member and 3 Procurement Partners Q&A sessions soon after the rollout. The new purchasing program has been well received by CES Members and Procurement Partners. Going forward will be adding more member accounts to the system, updates to the submission form, improved price file management for Vendors, changes to our internal SharePoint dashboard and enhancements to the eProcurement system overall.

We are also working to improve our Azure cloud environment (which supports our accounting system), and also some research and development to better improve our HR processes/systems, part of which includes the usage of Adobe Sign for digital signature and workflow.

The audio/video in our conference rooms is now complete. The big hang up was the opening/closing of the panels in the large training (Zia) room. It truly is a 1st class setup, for both in-person and virtual meetings/events/trainings/etc. Looking forward to hosting you all there soon 😊

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**Item VIII.A.1.f
Southern Services – Jim Barentine**

All my “travel” to assist members and vendors continues to be virtual (digital) in nature. People seem to have become quite adept at using Zoom to accomplish business! So many of our members’ personnel either continue to work from home or would prefer to avoid face-to-face meetings that are unnecessary, actual travel remains infeasible. I have had conversations with many of my contacts across southern New Mexico and at least email conversations with those unavailable to “meet.”

There continues to be an above average overall rate of staff turnover among members as adjustments are made to meet changing workloads. It has made contact updating more challenging than usual. While working from home, it at least fits into the work schedule easily. With new personnel at our members organizations comes many opportunities for education re CES. Fluctuations in the use of CES contracts by members occur most often when an entity experiences staff turnover, so I focus a lot of work time on educating entities’ new staff on the benefits and processes related to using CES as a procurement partner, especially now that an interactive Bluebook and Direct Purchasing are in place.

Bo and I continue to adapt our digital media program as needed. Video projects to support Direct Purchasing and LEAP have challenged us to communicate well. The growth of our social media reach has continued. Currently, we have 531 followers on Facebook (27% growth in 12 months), 412 on LinkedIn (61% growth in 12 months), 234 on Twitter (9% growth in 12 months), and 292 on Instagram (51% growth in 12 months). Our post reaches/impressions remain in the thousands each month. Our posting modalities are multiple, and we continue to work to gain a large pool of CES-related photos to support posts. We welcome contributed photos and information from members. Digital media is an effective way for CES to maintain a presence with its members.

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 assisted vendors with the uploading of contract documents to the new digital Bluebook. That phase essentially complete, we are now working to support the Bluebook login process and Direct Purchase PO upload process with members.

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.

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**Item VIII.A.1.g
Human Resources – Teri Thelemaque**

Office Staff

It is with a heavy heart we announce the passing of one of our Purchasing Specialist, Jacklyn Serrano (formally known as Member Service Representatives). Since the last meeting we have also experienced a staff shortage in our Ancillary office. We have a new temp to hire, Maria “Mimi” Sacone in the Ancillary Administrative Assistant role.

Return to Work

CES office staff will have returned to the office by the time we have the June 3 board meeting. The management team will return the week of May 24 with the rest of the staff returning June 1. We look forward to seeing everyone in and around the office again. We have been busy creating COVID safe practices to ensure the health and well-being of our staff.

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. CES legal counsel has sent a letter to the FBI and DPS requesting an update on our request. In the interim:

- CES will conduct a GoodHire background check for \$20 (incorrectly stated at \$22 in the previous board report) for a domestic watch list search, nationwide criminal database search, sex offender registry search and social security number trace. CES Ancillary staff will pay this fee every 2 years to maintain a current background check in our file.
- Staff will need to complete fingerprint background checks with their assigned schools. CES will reimburse the first fingerprint background check they need to complete (\$44). Any additional fingerprint background checks that are required will be considered for reimbursement on a case-by-case basis.
- A Criminal History Affidavit form will be completed by applicants seeking employment with CES and a GoodHire background check will be completed at the expense of the new hire.
- In the new district Ancillary contract, we have indicated each district needs to comply with their HR policy regarding a fingerprint background check for contractors. A letter will also go out to districts relating information about fingerprint background checks.

Hiring/Interviewing

Since our last Executive Committee Meeting, we have hired 7 professional services staff members and 1 Speech Language Pathologist. We have also been busy interviewing potential Ancillary staff for the 2021-2022 school year. At the writing of this report, we have 17 Ancillary staff who have indicated they do not plan on signing a new contract with CES.

Ancillary Office

The Ancillary office will hold their End of year meeting on May 15, 2021. This will again be a virtual meeting. The office has been working diligently to prepare for this meeting. School districts were sent requests for the next fiscal year, staff have been surveyed and placements are taking place. We have been busy interviewing with hopes of placing new staff for the next school year.

Quarterly Wellness Pledge

We are in the midst of the 4th quarter Wellness Challenge. This quarter we are offering attendance at the monthly NMPSIA Wellness webinars. We are challenging staff to get out and take 15-minute walks at least 6 times during the quarter. We have asked staff to host/attend a healthy lunch virtual meeting (however this option isn't gaining traction). We have again created 3 jamboards for staff to utilize and share ideas. One option is making a healthy substitute in their life. The intent here is to identify something unhealthy they want to change and make a substitute choice for 1 week to see if they can make it stick. The other two jamboards are sharing healthy recipes and sharing quick stretches/exercises. And lastly, we've asked staff to share a picture with the CES logo in it.

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**Item VIII.A.h
Food Report - Lori O'Rourke**

As we move through the fourth quarter of this year, our food sales are beginning to increase. At the end of April our sales are 70% of last year at this time. Remembering back, we had just begun to feel the effects of Covid and closed schools. The chart below shows the percent of this year's sales versus last year. The green columns represent quarterly totals, but I showed the last quarter by month, so that you can see the increase has begun.

	1st Qtr	2nd Qtr	3rd Qtr	April	May	June	4th Qtr	Totals July-June
2017-18								\$ -
Labatt	\$ 792,488.79	\$ 1,702,444.59	\$ 2,807,946.86	\$ 385,921.06	\$ 208,003.00	\$ 103,165.34	\$ 697,089.40	\$ 3,505,036.26
2018-19								
Labatt	\$ 1,001,775.74	\$ 2,225,166.99	\$ 3,822,848.29	\$ 541,507.06	\$ 302,906.59	\$ 132,645.25	\$ 977,058.90	\$ 4,799,907.19
2019-20								
Labatt	\$ 1,094,568.36	\$ 2,415,625.45	\$ 3,895,613.52	\$ 410,881.51	\$ 307,832.14	\$ 334,608.93	\$ 1,053,322.58	\$ 4,948,936.10
2020-2021								
Labatt	\$ 818,126.32	\$ 1,599,387.24	\$ 2,609,034.29	\$ 425,015.71				
% vs. PY mo.	75%	66%	67%	103%				

I anticipate the coming year will show growth in sales to current customers as well as new participants as Labatt is able to call on prospects to promote the contract through CES.

The [Senate Agriculture Committee began hearings](#) in the last few weeks in preparation for Child Nutrition Reauthorization to occur later this year. There were five school food bills introduced.

1. **The Universal School Meals Program Act of 2021** will provide all K-12 students with free breakfast, lunch, dinner, and a snack at school, regardless of income, while also increasing school meal reimbursement rates and reimbursing schools for all delinquent meal debt.
2. **The CARE for Kids Act** will provide automatic free school meal eligibility for children living with grandparents or other relatives due to the opioid crisis or COVID-19 pandemic.
3. [The Summer Meals Act](#) reduces paperwork for meal program sponsors and give meal sites the option of serving three meals (or two meals and a snack) to children who attend evening enrichment programs during the school year and summer. The bill would also provide grants to rural districts to help transport students to meal sites and allow areas in which at least 40% of students receive free or reduced-priced meals to host a summer meal program. Also, summer nutrition program providers would be allowed to serve children after emergencies or disasters and get reimbursed if the meals are taken off site.
4. **The Farm to School Act of 2021** would expand the USDA's Farm to School Grant program through increasing its annual mandatory funding to \$15 million, boosting the maximum grant award to \$500,000 and giving priority to proposals that serve high-need schools.

The Food and Nutrition Education in Schools Act would provide schools with federal funding for projects, such as school gardens, that give nutrition education to students. Schools in neighborhoods with high rates of childhood diet-related illnesses and those in which 40% of students qualify for free or reduced-priced meals would be given priority for the funding.

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**Item VIII.A.2
Executive Director - David Chavez**

Item (a) Inter-Governmental Agreement with PED to provide assistance in managing the Emergency Assistance for Nonpublic Schools (EANS Funds) for New Mexico private schools. Mr. Louie Torrez, PED Federal Programs Finance Director approached me inquiring if CES has the capacity to assist PED in managing financial allocations to Private Schools desiring to participate in the EANS program. After several meetings with Mr. Torrez, it was determined CES would be able to assist. If we receive the IGA, to perform this work, we have the capacity to perform the deliverables. CES would receive funding to support a coordinator for the program, and the revenue to hire a person to address the finance/budgeting aspect of the project. CES also assesses a 5% indirect cost rate for administering the IGA. I recommend that the Executive Committee approve CES accepting the IGA if and when it is presented to CES.

Item (b) Healthy Workplaces Act – The CES Executive Committee approved my recommendation at our March meeting to allow for a 2% increase to the entity allocation for the 2021-2022 fiscal year. This increase coupled with the additional 2% increase for the 2022-2023 fiscal year would be used to support the anticipated sick leave benefit for our Ancillary Staff. Recently, it came to my knowledge that the Healthy Workplaces Act will not obligate public employers (i.e., the United States, the state, or any political subdivision of the state) to provide paid sick leave to employees. I have requested CES legal counsel, Mr. Ron VanAmberg, provide us with his legal opinion explaining CES exclusion from this Act. I am providing his opinion for your review. In consideration of this information, I am requesting to apply the 2% increase to the hourly rate to each of the Ancillary salary schedules.

Item (c) I am requesting permission to continue discussions with a representative from Clear Energy for the installation of solar panels on our building at 10601 Research Rd. If the Executive Committee approves me to move forward with these discussions, I will plan on presenting a proposal outlining the Architectural renderings, along with the monetary implications for the project.

I have been in discussion with a representative from Clear Energy, CES Solar vendor, discussing the installation of solar panels at our new facility. The install would include parking shade structures and the solar panels would rest on top of the parking structures. I have had preliminary discussions with the Clear Energy representative, and the Sandia Science and Technology Park representative. The conversation with the Sandia park representative was to inquire as to the protocols needed to be followed to secure permission to proceed with the project. If this is approved by the CES Executive Committee, it would require that I secure approval from the Sandia Park Architectural Control Committee to proceed with the project.

Item (d) I request the Executive Committee approve the 2021-2022 fiscal year budget. Below find the budget and financial assumptions used to develop the budget. I've also requested that Mr. Strauser include a complete budget for your review. We will present the budget at the June 3rd Executive Committee meeting.

Budget – Assumptions and Budget approval for FY 2021-2022

Budget Assumptions:

- 2% compensation increase for core and ancillary staff.
- Will realize approximately \$13,000 from TQP Indirect cost
- Lease with CREC will bring in \$103,500 over the life of the lease, there is a clause in the lease agreement that will allow CREC to pay off the lease prior to the anniversary date.
- M & R, utilities, custodial on new building will increase over our previous office space we have an additional 8,000 square feet with higher maintenance areas i.e., four larger restrooms, two kitchen areas more conference rooms etc.
 - SSC property revenue is down by \$106,000.00 several contributing factors two buildings vacated by Raytheon creates a competitive market, not as much demand for office space with companies continuing to work remotely.

Financial Assumptions:

- Increase Ancillary Institutional rate by 2%
- Procurement revenue projected to be down by approximately \$3,700,000 because of moving to the Direct Purchase Model. CES will only be accounting for the fee rather than revenue associated with the billing.
- Will subsidize in-services by \$20,505.00 this is the cost center that pays for our Facility Managers and Superintendent's Academy.
- We have established a new cost center in anticipation of receiving an IGA from PED. The IGA is to support EANS funds for private schools.
- We are subsidizing LEAP by \$336,896.00 down from present year funding.
- Subsidizing Leadership by \$101,000.00
- We anticipate that LEAP will show a profit of approximately \$18,000.00.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
Thursday June 3, 2021**

**Item VIII.B.1
Personnel Report – Teri Thelemaque**

New Staff Contracts Received for 2020-2021:

- Cynthia Bishop Professional Services
- Kirk Carpenter Professional Services
- Crystal Dockery Professional Services
- Maria del Carmen Graham Professional Services
- Patricia Harrelson Professional Services
- Katie Londono SLP
- Yvette Lujan Flores Professional Services- SITE
- Juan Portley Professional Services- TAP
- Kurt Steinhaus Professional Services

Staff Resignations/Terminations for 2020-2021:

- Adela Chavez Ancillary Administrative Assistant
- Jacklyn Serrano Purchasing Specialist

**Item VIII.C.1
Check Register**

March 16, 2021 through May 14, 2021

Check Number	Date	Payee	Amount
0080422	3/31/2021	Chavez, Adela G.	1,225.96
0080423	3/31/2021	Davis, Ronda	6,145.32
0080424	3/31/2021	Smith, Sarah V.	1,203.75
0080425	3/31/2021	Smith, Sunita T.	1,069.86
0080426	3/31/2021	VOIDED	-
0080426	3/31/2021	VOIDED	-
0080427	3/31/2021	Chavez, Adela G.	1,039.01
0080428	4/30/2021	Davis, Ronda	6,982.56
0080429	4/30/2021	Smith, Sarah V.	4,009.08
0080430	4/30/2021	Smith, Sunita T.	771.23
237269	3/19/2021	Alb Bernalillo Co Water Utility Author	764.37
237270	3/19/2021	Albuquerque Publishing Company	91.48
237271	3/19/2021	Ambitions Technology Group	4,536.50
237272	3/19/2021	Bridgers & Paxton Consulting Engineers	7,933.74
237273	3/19/2021	Coyote Cabling	120,839.15
237274	3/19/2021	David Chavez	308.79
237275	3/19/2021	Texas New Mexico Newspaper Partnership, LLC	227.69
237276	3/19/2021	ProVelocity, LLC fka EQC Technologies Corp.	8,630.09
237277	3/19/2021	Facility Solutions Group	951.86
237278	3/19/2021	Farmington Municipal Schools	1,671.60
237279	3/19/2021	Greer Stafford/SJCF Architecture Inc	87,450.67
237280	3/19/2021	Havona Environmental, Inc.	11,219.61
237281	3/19/2021	Johnson Controls	13,173.10
237282	3/19/2021	K12 Accounting LLC	1,628.62
237283	3/19/2021	MCLL, Inc dba Melloy Chevrolet	143,857.78
237284	3/19/2021	Ohio Child Support Payment Central	1,428.00
237285	3/19/2021	Quill Corporation	499.16
237286	3/19/2021	Riverside Insights	1,349.62
237287	3/19/2021	Roswell Daily Record	91.71
237288	3/19/2021	RSM	1,227.10
237289	3/19/2021	The Santa Fe New Mexican	120.80
237290	3/19/2021	Southwest Air Systems, Inc.	9,539.35
237291	3/19/2021	Vigil & Associates Architectural Group PC	2,870.27
237292	3/26/2021	AT&T Mobility	96.29
237293	3/26/2021	Bridgers & Paxton Consulting Engineers	42,149.82
237294	3/26/2021	Eagle Vision Performance Solutions Inc.	480.00
237295	3/26/2021	Facility Solutions Group	183.80
237296	3/26/2021	Pitsco, Inc.	102,707.45
237297	3/26/2021	RSM	61.50
237298	3/26/2021	Smith Engineering Company	93,805.33
237299	3/26/2021	Verizon Wireless	594.23
237300	3/26/2021	Staples	32,850.00
237301	3/30/2021	Bank of Albuquerque	13,419.55
237302	4/2/2021	AFLAC	2,906.52
237303	4/2/2021	Albuquerque Collegiate Charter School	4,425.20
237304	4/2/2021	Albuquerque Public Schools	6,673.28
237305	4/2/2021	Allstate Benefits	172.17
237306	4/2/2021	American Fidelity Assurance Co	752.12
237307	4/2/2021	Officewise Furniture and Suppy	5,827.16
237308	4/2/2021	CenturyLink	86.75
237309	4/2/2021	CenturyLink	1,972.99
237310	4/2/2021	City of Albuquerque	25.00
237311	4/2/2021	Computer Automation Systems Inc	395.06
237312	4/2/2021	Crystal Chavez	2,729.00
237313	4/2/2021	General Hydronics Concrete	26,369.86
237314	4/2/2021	Hansen & Prezzano/Builders LLC	96,747.99
237315	4/2/2021	Jive Communications	4,729.68

237316	4/2/2021	New Mexico Gas Company	348.96
237317	4/2/2021	Ohio Child Support Payment Central	204.00
237318	4/2/2021	PNM	1,245.96

Check Number	Date	Payee	Amount
237319	4/2/2021	Quill Corporation	705.56
237320	4/2/2021	Real Time Solutions Inc	1,141.15
237321	4/2/2021	RMKM Architecture, P.C.	4,128.92
237322	4/2/2021	Sharp Electronics Inc	28,514.29
237323	4/2/2021	SMPC Architects	5,870.80
237324	4/2/2021	Stephen Leos Architect, LLC	4,438.72
237325	4/2/2021	Stites Enterprises	1,728.00
237326	4/2/2021	Truly Nolen	76.59
237327	4/2/2021	Van Amberg, Rogers, Yepa & Abeita LLP	283.16
237328	4/9/2021	Association of Educational Purchasing Agencies	14,670.03
237329	4/9/2021	Altura Preparatory School	8,380.62
237330	4/9/2021	Coyote Cabling	7,736.05
237331	4/9/2021	Dry Fly Enterprises, Inc.DBA Nube Group	6,044.17
237332	4/9/2021	Facility Solutions Group	8,100.26
237333	4/9/2021	Hansen & Prezzano/Builders LLC	9,035.06
237334	4/9/2021	Huitt-Zollars, Inc.	11,140.70
237335	4/9/2021	Jive Communications	7,036.84
237336	4/9/2021	The Lawn Rangers, Inc	877.60
237337	4/9/2021	Lobo Internet Services	250.00
237338	4/9/2021	Guadalupe Mountain Fencing FKA MHAT LLC	1,821.83
237339	4/9/2021	Network Cabling, Inc.	13,872.00
237340	4/9/2021	Sewco, Inc. dba Officewise Furniture & Supply	1,206.42
237341	4/9/2021	NSC Pearson Inc.	2,144.54
237342	4/9/2021	The Playwell Group, Inc.	54,931.28
237343	4/9/2021	Quill Corporation	240.95
237344	4/9/2021	Roswell Daily Record	89.97
237345	4/9/2021	The Santa Fe New Mexican	164.21
237346	4/9/2021	Southwest Copy Systems	52.25
237347	4/9/2021	Sunset Cleaning Services	970.86
237348	4/9/2021	The Flippen Group	20,049.38
237349	4/9/2021	United States Postal Service	530.00
237350	4/9/2021	Western Psychological Serv	465.08
237351	4/16/2021	Alb Bernalillo Co Water Utility Author	847.52
237352	4/16/2021	Albuquerque Collegiate Charter School	4,427.83
237353	4/16/2021	Albuquerque Publishing Company	88.54
237354	4/16/2021	Ambitions Technology Group	4,398.29
237355	4/16/2021	Corbins Service Electric	25,317.53
237356	4/16/2021	Staples	39,749.23
237357	4/16/2021	Crystal Springs Bottled Water	30.95
237358	4/16/2021	David Chavez	12,852.30
237359	4/16/2021	Insignia Software Corporation	1,975.31
237360	4/16/2021	La Harca, Inc.	12,286.42
237361	4/16/2021	MCLL, Inc dba Melloy Chevrolet	43,310.62
237362	4/16/2021	New Mexico Junior College	19,167.15
237363	4/16/2021	Rader Awning & Upholstery, Inc.	28,104.75
237364	4/16/2021	RMKM Architecture, P.C.	5,677.26
237365	4/16/2021	RSM	1,100.13
237366	4/16/2021	Smith Engineering Company	58,757.54
237367	4/16/2021	Stites Enterprises	10,773.33
237368	4/16/2021	Tel/Logic Inc	8,410.00
237369	4/16/2021	Zoom Video Communications, Inc.	111.65
237370	4/23/2021	Bridgers & Paxton Consulting Engineers	49,981.55
237371	4/23/2021	CenturyLink	1,972.99
237372	4/23/2021	David Chavez	252.16
237373	4/23/2021	ProVelocity, LLC fka EQC Technologies Corp.	5,894.32
237374	4/23/2021	Facility Solutions Group	13,698.03
237375	4/23/2021	Harmonix Technologies, Inc.	1,706.48
237376	4/23/2021	Horrocks Engineers, Inc.	3,663.44
237377	4/23/2021	Huitt-Zollars, Inc.	3,846.75
237378	4/23/2021	Imagination Station dba Istation	15,076.25

237379	4/23/2021	Jive Communications	4,729.68
237380	4/23/2021	Johnson Controls	13,173.11
237381	4/23/2021	KSA Engineering, Inc.	8,468.56
237382	4/23/2021	MCLL, Inc dba Melloy Chevrolet	150,222.20
237383	4/23/2021	MJLL, Inc. dba Melloy Chrysler Jeep Dodge Ram	34,008.89

Check Number	Date	Payee	Amount
237384	4/23/2021	Guadalupe Mountain Fencing FKA MHAT LLC	21,794.95
237385	4/23/2021	Pitsco, Inc.	108,013.38
237386	4/23/2021	The Playwell Group, Inc.	62,721.68
237387	4/23/2021	Dude Solutions	6,680.61
237388	4/23/2021	Sharp Electronics Inc	5,644.76
237389	4/23/2021	Sites Southwest LLC	25.42
237390	4/23/2021	Tel/Logic Inc	3,679.38
237391	4/23/2021	Vigil & Associates Architectural Group PC	26,517.80
237392	4/30/2021	ACES Technical Charter School	2,567.60
237393	4/30/2021	AT&T Mobility	96.44
237394	4/30/2021	CenturyLink	90.21
237395	4/30/2021	City of Socorro	1,790.98
237396	4/30/2021	Cobb, Fendley & Associates, Inc.	5,403.87
237397	4/30/2021	Staples	25,772.10
237398	4/30/2021	Coyote Cabling	60,419.58
237399	4/30/2021	Cuba Independent Schools	7,372.70
237400	4/30/2021	Overhead Door Company of Albuquerque	1,093.09
237401	4/30/2021	Dry Fly Enterprises, Inc.DBA Nube Group	719.17
237402	4/30/2021	GM Builders, Inc.	39,279.94
237403	4/30/2021	Jive Communications	15.00
237404	4/30/2021	Los Alamos Public Schools	390.99
237405	4/30/2021	Los Lunas Schools	266.25
237406	4/30/2021	Media Arts Collaborative Charter School	83.97
237407	4/30/2021	New America School - Las Cruces	16,667.13
237408	4/30/2021	New America Schols	982.50
237409	4/30/2021	New Mexico Gas Company	219.71
237410	4/30/2021	NSC Pearson Inc.	3,564.06
237411	4/30/2021	PNM	1,300.21
237412	4/30/2021	Quill Corporation	26.09
237413	4/30/2021	RSM	1,865.50
237414	4/30/2021	Roofs, Inc.	51,183.91
237415	4/30/2021	Sandoval County	833.45
237416	4/30/2021	Sharp Electronics Inc	12,460.74
237417	4/30/2021	Solare Collegiate Charter School	4,501.10
237418	4/30/2021	T or C Housing Authority	360.45
237419	4/30/2021	Verizon Wireless	594.29
237420	4/30/2021	Wenger Corporation	16,085.95
237421	4/30/2021	Zoom Video Communications, Inc.	145.63
237422	5/7/2021	AC Disposal Services, Inc.	9,382.72
237423	5/7/2021	AFLAC	2,934.21
237424	5/7/2021	Albuquerque Public Schools	15,243.90
237425	5/7/2021	Albuquerque Forklift & Equipment	29,525.93
237426	5/7/2021	Allstate Benefits	172.17
237427	5/7/2021	Altura Preparatory School	12,236.85
237428	5/7/2021	American Fidelity Assurance Co	824.36
237429	5/7/2021	The Ask Academy	72.05
237430	5/7/2021	Texas New Mexico Newspaper Partnership, LLC	235.08
237431	5/7/2021	ProVelocity, LLC fka EQC Technologies Corp.	16,400.99
237432	5/7/2021	Facility Solutions Group	925.61
237433	5/7/2021	Farmington Municipal Schools	3,799.00
237434	5/7/2021	Hansen & Prezzano/Builders LLC	45,259.25
237435	5/7/2021	Havona Environmental, Inc.	16,544.83
237436	5/7/2021	Jive Communications	577.12
237437	5/7/2021	La Harca, Inc.	41,259.01
237438	5/7/2021	Lee Engineering, LLC	9,600.36
237439	5/7/2021	MCLL, Inc dba Melloy Chevrolet	23,370.32
237440	5/7/2021	New America School - Las Cruces	2,441.40
237441	5/7/2021	Ohio Child Support Payment Central	408.00

237442	5/7/2021	Questa Independent School	2,602.92
237443	5/7/2021	Quill Corporation	529.66
237444	5/7/2021	Safari Micro Inc	3,807.72
237445	5/7/2021	Santa Fe Public Schools	22,542.20
237446	5/7/2021	Dude Solutions	14,354.40
237447	5/7/2021	Sharp Electronics Inc	14,146.49
237448	5/7/2021	Siembra Leadership High School	615.70

Check Number	Date	Payee	Amount
237449	5/7/2021	Smith Engineering Company	2,527.04
237450	5/7/2021	Sunset Cleaning Services	970.86
237451	5/7/2021	Tel/Logic Inc	19,588.29
237452	5/7/2021	Tierra Adentro of New Mexico	3,261.90
237453	5/7/2021	Truly Nolen	76.59
237454	5/7/2021	Truth or Consequences Municipal Schools	5,721.90
237455	5/7/2021	Wenger Corporation	14,179.56
237456	5/14/2021	Academy For Tech & The Classics	458.50
237457	5/14/2021	AC Disposal Services, Inc.	53,650.36
237458	5/14/2021	Albuquerque Public Schools	592.56
237459	5/14/2021	Bank of Albuquerque	10,602.23
237460	5/14/2021	Bridgers & Paxton Consulting Engineers	8,144.25
237461	5/14/2021	CenturyLink	19.95
237462	5/14/2021	Chenoa Lonowski	750.00
237463	5/14/2021	Cimarron Municipal Schools	936.65
237464	5/14/2021	City of Albuquerque	37,963.95
237465	5/14/2021	Staples	10,210.07
237466	5/14/2021	Crystal Springs Bottled Water	98.56
237467	5/14/2021	Document Solutions, Inc. (DSI)	296,865.38
237468	5/14/2021	ProVelocity, LLC fka EQC Technologies Corp.	567.90
237469	5/14/2021	Facility Solutions Group	14,818.63
237470	5/14/2021	Greer Stafford/SJCF Architecture Inc	15,422.63
237471	5/14/2021	Huitt-Zollars, Inc.	2,854.94
237472	5/14/2021	Jive Communications	3,238.07
237473	5/14/2021	La Harca, Inc.	8,097.63
237474	5/14/2021	Mark Armijo Academy	65.50
237475	5/14/2021	Nathan Fuller	750.00
237476	5/14/2021	Oscar Fernandez	750.00
237477	5/14/2021	RMKM Architecture, P.C.	2,018.80
237478	5/14/2021	Dude Solutions	6,680.61
237479	5/14/2021	Smith Engineering Company	70,367.02
237480	5/14/2021	Stephen Leos Architect, LLC	3,270.27
237481	5/14/2021	Steven Olguin	750.00
237482	5/14/2021	Vigil & Associates Architectural Group PC	17,606.09
237483	5/14/2021	Wanda Newberry	300.00
237484	5/14/2021	Wenger Corporation	9,364.08

226 Checks for total of 3,090,179.16

Approved this _____ day of _____, 2021

Attest:

President, Executive Committee

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
Thursday June 3, 2021**

Item VIII.C.2

**Statement of Revenues, Expenses and Changes in Fund Net
For the Ten Months Ending Friday, April 30, 2021**

	April	YTD
EXTRAORDINARY REVENUE	\$0.00	\$0.00
A/R-A/P CLEARING ACCOUNT	566.45	62,310.18
	566.45	62,310.18
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	90,164.05	741,619.05
Professional Services-Expense	73,331.22	666,928.12
	16,832.83	74,690.93
PLACEMENT SERVICES		
Placement Services-Revenue	5,235.00	64,175.00
Placement Services-Expense	498.33	32,309.64
	4,736.67	31,865.36
MEDICAID		
Medicaid-Revenue	81,595.40	464,565.06
Medicaid-Expense	69,893.97	398,261.79
	11,701.43	66,303.27
FOOD		
Food-Revenue	3,512.38	26,984.47
Food-Expense	503.93	5,529.21
	3,008.45	21,455.26
PROCUREMENT		
Procurement-Revenue	20,662,863.20	196,809,676.74
Procurement-Expense	20,403,985.26	195,053,348.39
	258,877.94	1,756,328.35
AEPA		
AEPA-Revenue	682,908.82	12,607,153.46

AEPA-Expense	684,046.23	12,400,041.03
	<u>(1,137.41)</u>	<u>207,112.43</u>
ANCILLARY		
Ancillary-Revenue	1,258,978.67	8,656,670.77
Ancillary-Expense	1,138,547.50	9,739,175.12
	120,431.17	(1,082,504.35)
	April	YTD
INSERVICES		
Inservices-Revenue	0.00	0.00
Inservices-Expense	1,303.49	13,458.59
	<u>(1,303.49)</u>	<u>(13,458.59)</u>
MEETINGS		
Meetings-Revenue	0.00	0.00
Meetings-Expense	773.24	8,133.77
	<u>(773.24)</u>	<u>(8,133.77)</u>
SITE		
SITE Revenue	0.00	0.00
SITE Expense	28,581.26	240,027.31
	<u>(28,581.26)</u>	<u>(240,027.31)</u>
TAP		
TAP- Revenue	19,383.06	234,748.31
TAP - Expense	12,865.50	166,891.55
	<u>6,517.56</u>	<u>67,856.76</u>
ALD		
ALD Revenue	2,000.00	77,660.00
ALD Expense	37,913.14	196,619.68
	<u>(35,913.14)</u>	<u>(118,959.68)</u>
LEAP		
LEAP Revenue	10,800.00	166,920.40
LEAP Expense	24,497.68	178,903.65
	<u>(13,697.68)</u>	<u>(11,983.25)</u>
TQP		
TQP Revenue	0.00	171,885.52
TQP Expenses	28,364.39	220,698.73
	<u>(28,364.39)</u>	<u>(48,813.21)</u>
BUSINESS OFFICE		
Business Office-Revenue	0.00	0.00

Business Office-Expense	4,060.46	32,515.92
	<u>(4,060.46)</u>	<u>(32,515.92)</u>
EXECUTIVE DIRECTOR		
Executive Director-Revenue	0.00	0.00
Executive Director-Expense	6,675.46	69,025.71
	<u>(6,675.46)</u>	<u>(69,025.71)</u>
HUMAN RESOURCES		
Human Resources-Revenue	0.00	0.00
Human Resources-Expense	7,023.85	69,427.73
	<u>(7,023.85)</u>	<u>(69,427.73)</u>
TECHNOLOGY		
Technology-Revenue	0.00	0.00
Technology-Expense	18,427.92	214,989.19
	<u>(18,427.92)</u>	<u>(214,989.19)</u>
ENTITY		
Entity-Revenue	22,040.81	95,281.08
Entity-Expense	72,641.14	880,572.23
	<u>(50,600.33)</u>	<u>(785,291.15)</u>
PROFIT/(LOSS)	226,113.87	(390,707.32)

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
Thursday June 3, 2021**

**Item VIII.C.2
Statement of Net Assets
For the ten Months Ending Friday, April 30, 2021**

CASH	
Operating BOA	\$6,763,692.55
Operating WF	0.00
Petty Cash	200.00
Endowment Fund	0.00
TOTAL CASH	6,763,892.55
ACCOUNTS RECEIVABLE	16,176,313.67
PREPAID EXPENSES	73,155.46
ACCRUED REVENUE	0.00
OTHER RECEIVABLES	(1,856.31)
TOTAL CURRENT ASSETS	23,011,505.37
EQUIPMENT	
Ancillary	9,397.75
Accum Dep Anc	(9,397.75)
Furnishings	1,220,005.78
Accum Dep Furn	(663,595.25)
Vehicles	130,851.21
Accum Dep Veh	(56,893.40)
NET EQUIPMENT	630,368.34
PROPERTY	
Land	410,888.64
Building	296,135.47
Building 1401	5,457,850.01
Accum Dep Bldg	(207,723.98)
Improvements	671,194.70
Accum Dep Imp	(424,781.16)
NET PROPERTY	6,203,563.68
TOTAL EQUIPMENT & PROPERTY	6,833,932.02
OTHER ASSETS	
Investment in SSC	0.00
TOTAL OTHER ASSETS	0.00
TOTAL ASSETS	\$29,845,437.39

ACCOUNTS PAYABLE	17,853,430.81
ACCRUED EXPENSES	
Ancillary Payroll	0.00
Expenses	0.00
Compensated Absences	151,629.40
TOTAL ACCRUED EXPENSES	<u>151,629.40</u>
SUMMER INSURANCE PREMIUMS	104,215.57
PAYROLL TAXES PAYABLE	206,384.75
EMPLOYEE BENEFITS PAYABLE	(24,562.28)
AEPA	0.00
MEMBER CREDIT LIABILITY	0.00
DEFERRED REVENUE	3,096.98
Mortgage Payable	4,728,232.46
PPP Loan	2,452,900.00
Fiscal Agency Liability - NMPFMA	38,325.00
TOTAL LIABILITIES	<u>25,513,652.69</u>
NET ASSETS	4,722,492.02
CURRENT CHNG in NET ASSETS-PROFIT/(LOSS)	(390,707.32)
TOTAL NET ASSETS	<u>4,331,784.70</u>
TOTAL LIABILITIES & NET ASSETS	\$29,845,437.39

Sandia Synergy Center
Financial Summary
4/30/2021

		March	April	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	991,048.62		1,011,858.32	20,809.70
Cash - Security Deposits BOA - SSC	28,440.14		28,441.31	1.17
Accounts Receivable - SSC	18,987.42		10,117.77	(8,869.65)
Prepaid Expenses - SSC	177.68		177.68	0.00
Fixed Assets	2,999,614.09		2,994,039.08	(5,575.01)
Total Assets	4,038,267.95		4,044,634.16	6,366.21

Accounts Payable - SSC	0.00		0.00	0.00
Deferred Rent - SSC	0.00		0.00	0.00
Tenant Deposits - SSC	28,365.21		28,365.21	0.00
Total Liabilities	28,365.21		28,365.21	0.00

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)	145,436.06		151,802.27	6,366.21
Total Fund Balance	4,009,902.74		4,016,268.95	6,366.21

Total Liabilities & Fund Balance	4,038,267.95		4,044,634.16	6,366.21
Total Revenue	(317,767.32)		(350,051.90)	(32,284.58)
Total Expense	172,331.26		198,249.63	25,918.37
(Profit)/Loss	(145,436.06)		(151,802.27)	(6,366.21)

Revenue - Rent - SSC	(283,761.84)		(311,973.37)	(28,211.53)
Revenue - Passthru Maintenance - SSC	0.00		0.00	0.00
Revenue - Passthru Electricity - SSC	(4,971.83)		(6,132.18)	(1,160.35)
Revenue - CAM - SSC	(29,023.00)		(31,934.53)	(2,911.53)
Revenue - Interest Tenant Deposits - SSC	(10.65)		(11.82)	(1.17)
Revenue - Misc - SSC	0.00		0.00	0.00

Legal Fees - SSC	0.00		0.00	0.00
Accounting/Audit Fees - SSC	0.00		0.00	0.00
Commission Expense - SSC	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	50,175.09		55,750.10	5,575.01
Property Insurance - SSC	8,036.00		12,054.00	4,018.00
Property Tax - SSC	0.00		0.00	0.00
Janitorial - CAM - SSC	14,227.26		14,227.26	0.00
Janitorial Supplies - CAM - SSC	827.38		939.57	112.19
Contract Maintenance - CAM - SSC	3,889.61		6,230.49	2,340.88
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	869.58	869.58	0.00
Roof Repairs - CAM - SSC	0.00	0.00	0.00
Electricity - CAM - SSC	10,144.29	12,469.75	2,325.46
Gas - CAM - SSC	7,493.82	10,284.26	2,790.44
Water & Sewer - CAM - SSC	6,589.20	7,911.73	1,322.53
Solid Waste Removal - CAM - SSC	2,082.42	2,319.58	237.16
Telephone - CAM - SSC	511.36	575.97	64.61
Security & Alarm Monitoring - CAM - SSC	582.54	582.54	0.00
HVAC Maintenance - CAM - SSC	12,424.05	12,424.05	0.00
HVAC Repairs - CAM - SSC	671.56	790.22	118.66
Grounds Maintenance - CAM - SSC	5,346.26	5,841.41	495.15
Snow Removal - CAM - SSC	3,879.19	3,879.19	0.00
Window Washing - CAM - SSC	248.11	248.11	0.00
Association Fees - CAM - SSC	2,043.32	2,806.26	762.94
Management Fees Contract - CAM - SSC	11,272.35	12,351.10	1,078.75
Management Fees Intercompany - CAM - SSC	7,800.00	11,700.00	3,900.00
Internet CAM - SSC	1,167.68	1,417.68	250.00
Equipment & Storage Rental Fees	0.00	0.00	0.00
Electricity - SSC	5,159.50	5,159.50	0.00
Repairs - SSC	0.00	0.00	0.00
Maintenance - SSC	0.00	0.00	0.00
Repairs & Maintenance General - SSC	0.00	0.00	0.00
Electricity Passthru - SSC	4,967.83	5,494.42	526.59
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

Strategic Priorities Update

APPENDIX A

Goal 1 - Make Every Customer a Raving Fan of CES

1a) Strategy: Better address school district needs by delivering services using multiple modalities (direct and virtual delivery). Increase CES Ancillary and professional services staff capacity to deliver services as circumstances require.

Strategic Initiative: Train and provide technical support for CES Ancillary and Professional Services staff to support these needs.

Team Lead: Lisa Chacon-Kedge

Team Members: Brad Schroder, Adela Chavez,

Angelina Zamaripa **Other Resources needed/used:**

- Equipment including headsets, second monitors, document cameras as needed.
- Ongoing training on use of equipment and demonstration of test administration, transition from one form of assessment (verbal response) to another (demonstration).
- Continued research and exploration of additional platforms that are appropriate for remote therapy and assessment.
- Continue to maintain availability of online resources for remote assessment and therapy (from test publishers).

Activity:

- Periodic consultation/dialogue with ancillary staff to identify needs as school year progresses.
- Create platform for specific disciplines to consult and network (using Microsoft Teams)
- Ordering materials/resources for both direct and remote assessment.
- Survey of school districts to determine what platform districts are using for remote instruction to ensure that CES ancillary staff are supported by CES in learning to troubleshoot/navigate platform successfully.
- Provide access to selected platform (Teams) and training for ancillary staff to use as a backup to district selected platform.

Measure of progress, including baseline data

- Survey of ancillary staff to gauge level of effectiveness of technical assistance, support, and training.

Periodic Report commentary:

July 2020-- Ordered equipment needed for online assessment. Fall Ancillary Meeting—introduced ancillary staff to Teams and provided resources for staff to review at their convenience. Online assessment tools available courtesy of test vendors.
August 2020-- Set up remote assessment station in Road Runner room. Equipment available for check out from staff Requested scope of work from TAP Consultant for Teams training Requested scope of work from SLP consultant and Diag consultant regarding remote/telehealth services and remote assessment. Tentative training date for remote assessment set for 9/12/2020.
September 2020-- Planning remote assessment trainings for October. Continued distribution of equipment (laptops, headsets, etc.) needed for therapy/instruction.

Continued ordering of online assessments needed for training.
<p>October 2020-- Gather information on newly released online assessments; interview-based assessment measures useful for current circumstances (MIGDAS-2 webinar for autism assessments) Diag remote assessments training October 3—Road Runner Room SLP Telehealth presentation/training October 10—Virtual presentation (presenter remote from Wash DC) Microsoft Teams training—October 24—Microsoft Teams</p>
<p>November 2020-- Ancillary Staff meeting on assessment considerations in light of NM PED guidance; input from Poms & Associates (November 12, 2020) Communication with Ancillary Staff regarding upcoming complimentary webinars offered through CES TAP, Riverside Insights in coming weeks. Introduction of staff to school districts specifically seeking staff specifically for remote assessment</p>
<p>December 2020 Evaluating for Dysgraphia webinar 12/8/2020--PD opportunity offered to Ancillary staff Continued distribution of online digital test administration and scoring access to ancillary staff for remote therapy and assessment. Distribution of hard copy materials and protocols delayed after 12/7/2021 due to move to new CES office building.</p>
<p>January 2021 Continued distribution of online digital test administration materials and scoring software to various ancillary staff (diag; psych; SLP) 01/18/2021 Resumed distribution of hard copy test and therapy materials in stock Continued distribution of equipment (document cameras, monitors) needed for remote assessment and therapy sessions.</p>
<p>February 2021 Continued distribution of online digital test administration materials and scoring software to various ancillary staff (diag; psych; SLP)</p>
<p>March 2021-- Continued distribution of online digital test administration materials and scoring software to various ancillary staff (diag; psych; SLP)</p>
<p>April 2021-- Continued distribution of online digital test administration materials and scoring software to various ancillary staff (diag; psych; SLP) 4/7/2021--Riverside Insights Webinar: Psychological Tele-Assessment: Lessons Learned (so far...) Presentation on issues related to teleassessment vs. Onsite in person assessment with COVID-19 protocol. Both warrant caution and consideration. PD opportunity for ancillary staff and AO staff. Continued distribution of online digital test administration materials and scoring software to various ancillary staff (diag; psych; SLP)</p>
<p>May 2021-- Continued distribution of online digital test administration materials and scoring software to various ancillary staff (diag; psych; SLP) 5/15/2021--Ancillary staff survey to solicit input on training needs for SY 21/22</p>
June 2021

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.

Team Lead: [Lisa Chacon-Kedge](#)

Team Members: Jim Barentine, Teri Thelemaque, Adela Chavez, Angelina Zamaripa, Paul Benoit

Other Resources needed/used:

- Maintain current listing of national and state conferences for specific disciplines. Use these conferences/virtual meetings as opportunity to network and recruit potential candidates.
- Maintain and update CES job postings, REAP postings, Zip Recruiter job postings, UTEP student portal, NM university career center job postings

Activity:

- Distribution of informational flyers at local events (state conferences).
- Network or conduct outreach with local universities (ENMU, WNMU, UNM, NMSU) to recruit graduates.
- Frequent updates to recruiting platforms (Zip Recruiter, CES website, REAP postings, UTEP website, NM university career center sites).

Measure of progress, including baseline data

- Monthly tracking of CES’s ability to fill vacancies for member districts.
- Baseline would be # of Ancillary Staff on contract as of July 1, 2020
- # requests and # requests filled (disaggregated by Ancillary area)

Periodic Report commentary:

<p>July 2020-- Issued allocations to school districts and ancillary staff Continued work on new/recent ancillary placements for 2020-2021 SY</p>
<p>August 2020 Updated vacancies statewide following issuance of allocations to ancillary staff and districts Created job descriptions for advertising purposes (Audiology, O & M, APE) UTEP job fair registration Scheduled work with media specialist</p>
<p>September 2020-- Participation in UTEP Virtual Career Expo Communication with local universities to post vacancies on job boards Communication with representatives from Indeed and SPEDEXchange to discuss and plan advertising campaigns. Review of data (including vacancies at various dates throughout the month) to determine percentage of allocations filled: July 64% of allocations filled. This included allocations that were requested at end of school year 2019-2020.</p>
<p>October 2020-- Follow up with finalizing advertising campaign with SPEDEXchange and Indeed Interviews with multiple potential new hires: SLPs, Updated/revised job descriptions per recommendations from Indeed rep to increase visibility on platform</p>
<p>November 2020-- Continued updates/revised job description for specific role groups (diagnostician) Periodic assessment of effectiveness of job postings on various platforms; changed job posting; discontinued SpedExchange. Interviews with multiple potential new hires (PT D; SW; COTA). Introductions between current CES ancillary staff with school district seeking staff to provide direct services in 5:1 settings (APE, Psych).</p>
<p>December 2020--</p>

<p>Interviews with 7 applicants from various disciplines: 1 TVI; 2 COTA; 2 LMSW; 1 LPCC (referred to LEA); 1 SLP CES received 14 requests for various ancillary service needs and filled 11 of those requests. Meeting with representative from Indeed job posting platform to discuss status/effectiveness of advertising campaigns; invoices received to date; insertion order.</p>
<p>January 2021 Interview with 2 applicants to date: 1 PT Doctorate; 1 LMSW Continued review of SW applicants from Indeed platform 13 new ancillary requests from school districts. CES ancillary office filled 10 of those vacancies with existing staff.</p>
<p>February 2021-- 3 interviews: 1 SW; 1 Diag; 1 RHC. TWO (2) placements for 20-21 SY; third candidate available 21/22 SY (RHC) Participation in 2 career fairs: UTEP; UNM Speech and Hearing Sciences</p>
<p>March 2021-- 6 interviews: Diag intern; 2 PT; LMSW; Bilingual SLP; Bilingual Sch Psych. Candidates seeking placement in current year and/or next year. One PT candidate took position out of state. 10 new ancillary requests from current districts to add to previous requests. Filled total of 12 requests</p>
<p>April 2021-- 6 interviews: 5 Diag; 1 OT. Continued work on placements for next year. 6 new ancillary requests from current districts to add to previous requests. Filled total of 6 requests.</p>
<p>May 2021</p>
<p>June 2021</p>

STRATEGIC PLAN MID-YEAR UPDATE
COOPERATIVE EDUCATIONAL SERVICES
ANCILLARY OFFICE

Goal 1—Make Every Customer a Raving Fan of CES

1a) Strategy: Better address school district needs by delivering services using multiple modalities (direct and virtual delivery). Increase CES Ancillary and professional services staff capacity to deliver services as circumstances require.

During the 2020-2021 school year, CES worked to provide Ancillary staff with the training and resources necessary to continue to perform their duties in both remote/virtual settings as well as in-person. Learning how to deliver services remotely became a necessity rather than an option or personal preference. To many ancillary service providers, learning a new mode of service delivery and or shifting how to deliver services in-person in a safe manner felt a great deal like an internship experience.

As outlined in the Strategic Plan, a number of resources were needed in order to support our staff in building their capacity to deliver services to members and participating entities using virtual approach and in person. CES purchases approximately \$3,600 worth of equipment (headsets, second monitors, document cameras) for staff to utilize on a check-out basis to support remote therapy and assessment. Training on remote assessment and service delivery was provided to staff as well. The budget for ancillary training this year went toward required CPI training, use of virtual platforms (Teams), demonstration of remote assessment and telehealth service delivery). Additional platforms have since been offered (Zoom). Additionally, CES Ancillary has also purchased online assessment materials for use by our evaluation staff.

In addition to providing resources needed to provide services remotely, CES has also purchased personal protective equipment (PPE) for ancillary staff who were working directly with students who attended school on campus.

While much of our work toward accomplishing this goal has been started, more work needs to be done to build discipline specific platforms for ancillary staff to utilize for the purposes of communication and consultation. Additionally, we must survey staff to identify what, if any, needs they anticipate at this point in the year. More recently, several members of CES ancillary nursing staff have more recently requested support/training on school-based services in light of COVID-19 and the possibility that schools will be opening.

The added expenses for equipment, training, online assessment materials, and PPE are added expenses must be taken into consideration.

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.

CES Ancillary office and HR have continued in our efforts to utilize job posting platforms (Zip Recruiter, Indeed, SPED Exchange) to recruit ancillary staff to work for CES. Additionally, Ancillary Office staff have participated in virtual job fairs during the fall of 2020 (UTEP, WNMU). We are currently preparing to participate in UTEP Spring virtual conference. Additionally, we are also exploring career fair opportunities through UNM Department of Speech Hearing Sciences, New Mexico Association of Social Workers.

CES celebrated a high mark in terms of number of CES Ancillary Staff employed during the 2019-2020 school year. At one point in the year, CES employed 272 ancillary staff. However, as the effects of the pandemic continued to impact school operations in New Mexico and nationwide, our numbers began to fall. By 6/29/2020, CES employed 233 ancillary staff. While I do not have a specific date or point in time to reference, I do recall our lowest number of staff employed fell to 229 between March 2020 and June 2020. Our current number of ancillary staff stands at 247.

As we worked to plan for the 2020-2021 school year, our office was notified by many staff members that they either intended to resign or "sit out" the 2020-2021 school year. Many staff expressed concern for their own health given underlying health conditions and the possibility of exposure to COVID-19. Others expressed concern over the possibility that their work in the school setting would directly impact the health of their spouses, parents, or other family members. Others resigned to become full-time care givers to family members with underlying conditions.

As the 2020-2021 school year got underway, the CES ancillary office also worked with Teri Thelemaque, HR Specialist, to create a notification system for all staff to utilize in the event that they tested positive for COVID-19. CES did receive requests from ancillary staff for financial relief under the Families First Coronavirus Relief Act.

The loss of staff and the financial relief provided to ancillary staff to comply with FFCRA are issues to consider in determining whether CES is able to meet its targets set forth in our current Strategic Plan.

1c) Strategy: "Kaizen" - Improve Operational Efficiencies through a process of continuous improvement.
- Procurement

Strategic Initiative: Process of Continuous Improvement of Processes and Systems

Team Lead: [Gustavo Rossell](#)

Team Members: John, Joe, Lisa, Brad

Other Resources needed/used: Technology, Brad's knowledge, RTS to continue enhancing eProcurement system's capabilities, Procurement Department teamwork and involvement through delegation and empowerment.

Activity:

- **✓ Complete the development and implementation of Phase 2 of CES` eProcurement system** → will result in automation of processes (i.e., Cost and final tabulations; creation of online interactive BlueBook) and creation of more efficient documents as forms (i.e., Letters of Award, contracts, etc.)

- ✓ **Build RFP documents libraries within the eProcurement system** → will result in standardization and faster construction of RFPs.
- **Work on continuous improvement of processes and systems in the Procurement Department** to free up time, through efficiencies, which will result in improved quality of work-life and morale, growth in output, and diversification of sources of revenue through new and more contracts.
- **Review of all documents and adjust language**, as applicable, to fit new *Direct Purchase* business model.

Measure of Progress, including benchmark:

1. Complete the development and implementation of Phase 2 of CES` eProcurement system. ~~7/31/20~~ 11/16/22 ✓
2. Building RFP documents libraries with item descriptions within the eProcurement system. 7/31/20 ✓ last Rev. 1/20/21 ✓
3. Continuous review and improvement of processes and systems in the Procurement Department. → Ongoing
4. Review of all documents and adjust language to fit new *Direct Purchase* business model. 12/1/20 → Ongoing

Periodic Report commentary:

<p>July 2020</p> <p>1) • Ongoing development & testing of eProcurement s/w Phase II (Cost, Contracts, Bluebook Modules + new Notification system)</p> <ul style="list-style-type: none"> • Discussed s/w “Punch list”, from previous Phase (I) of development, for (these) developers to repair in this version. All items have been discussed w RTS.
<p>August 2020</p> <p>1) • Ongoing development & testing of eProcurement s/w Phase II (Cost, Contracts, Bluebook Modules + new Notification system)</p> <ul style="list-style-type: none"> • There was a 2-week hiatus in development & testing b/c an error was found when replacing Cost pgs. after RFP has been released (an Amendment or Addendum). • 8/31: CES Team sent RTS complete notes of latest tests. <p>Built RFP documents libraries within the eProcurement system ✓ → resulting in standardization and faster construction of RFPs</p> <ul style="list-style-type: none"> • Review of all documents and adjusted language/updated, as applicable, to fit the JOC 2021 RFPs → resulting in standardization and faster construction of RFPs
<p>September 2020</p> <p>1) Ongoing development & 3rd testing of eProcurement s/w Phase II (Cost, Contracts, BlueBook Modules + new Notification system).</p> <ul style="list-style-type: none"> • emphasis on tying the entire process beginning-to-end • Final stages, delivery by early Oct. 2020
<p>October 2020</p> <p>1) Ongoing development & testing of eProcurement s/w Phase II (Cost, Contracts, BlueBook Modules + new Notification system)</p> <ul style="list-style-type: none"> • 11/11: Rel. Date of Phase 2 eProcurement system (BlueBook will follow in 3 wks.) <p>2) Building new RFP documents library, within the eProcurement system, for Non-Construction RFPs</p> <p>3 & 4) Review of all RFP documents, adjusted /updated docs., creating w. new uniform look and templates (fillable where applicable)</p>
<p>November 2020</p>

1) ✓ CES Procurement Dept. is very pleased to report that, after 22 months of diagnosing, developing and testing, on 11/12-13/20, Real Time Solutions (the developer and CES` Digital Strategic Partner) cut over from original to new version (Phase II) of eProcurement s/w system consisting of Cost, Contracts Modules + new Notification system; BlueBook Module is in the final stages of development & implementation.

2) ✓ Built, in new eProcurement system, new RFP documents library for Non-Construction RFPs.

3 & 4) Reviewed all RFP boilerplate documents → created new fillable boilerplate template docs., combining 18 Mandatory RFP boilerplate docs. into 4 docs. (*Mandatory Forms, Mandatory T/C, Instructional Documents, Sample Contracts*), w. new uniform image and branding. Redesigned *Business Questionnaire for Offeror Form* to capture vendor data for multiple internal uses. Launched new docs. on 11/17 with 2 RFPs (2021-19, & 21).

- *Our RFPs and entire procurement process can now be done, from cradle-to-grave, 100% digitally.*

December 2020

1) eProc Phase 2 completed ✓ ongoing debugging of system as we progress through various stages of RFP process.

2) eProc RFP documents library ✓

3) Continuous review and improvement of processes and systems → New process: email contract-holders to inform their contract is expiring and new RFP is available to submit proposal.

4) Review of all documents and adjust language to fit new *Direct Purchase* business model → ongoing. RFP docs. Reviewed; need to do T/Cs & contract.

January 2021

1) eProc Phase 2 completed ✓ ongoing debugging of system as we progress through various stages of RFP process with multiple RFPs.

2) eProc RFP documents library ✓

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 (been in short supply lately) on RFPs w. historically low # of responses.

4) Review of all documents and adjust language to fit new *Direct Purchase* business model → ongoing. RFP docs. reviewed, made 100% fillable & redesigned ✓; T/Cs & contract next.

February 2021

1) eProc Phase 2 completed ✓ ongoing debugging of system as we progress through various stages of RFP process with multiple RFPs.

2) eProc RFP documents library ✓

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.

4) Review of all documents and adjust language to fit new *Direct Purchase* business model → ongoing

March 2021

1) eProc Phase 2 completed ✓ ongoing debugging of system as we progress through various stages of RFP process with multiple RFPs.

2) eProc RFP documents library ✓

3) Continuous review and improvement of processes and systems → ongoing

New process: 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.

4) Review of all documents and adjust language to fit new Direct Purchase business model ✓ 03/04/21

April 2021

1) eProc Phase 2 completed ✓ ongoing debugging of system as we progress through various stages of RFP process with multiple RFPs.

2) eProc RFP documents library ✓

3) Continuous review and improvement of processes and systems → ongoing

New process: 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.

4) Review of all documents and adjust language to fit new Direct Purchase business model ✓ 03/04/21

*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 ongoing.

- Our RFPs and entire procurement process can now be done, from cradle-to-grave, 100% digitally reducing our carbon footprint.

May 2021

June 2021

1d) Strategy: Improve Operational Efficiencies - Business Office - Shift model so members purchase directly from vendors. New process will decrease processing time and streamline process for members.

Strategic Initiative: Implement and market a direct purchase process in a way that maintains excellent customer experience.

Team Lead: Robin Strauser

Team Members: David, Brad, Gustavo, Lori

Other Resources needed/used: E-Procurement system fully functional including electronic Blue Book, functionality of interfacing E-Procurement contracts with electronic Blue Book, Share Point programming completed, Teams set up (by commodities).

Activity: Training employees on programs and processes, holding training sessions with members and vendors starting with pilot groups, make sure purchasing process is very easy and very user friendly for members to use.

Measure of progress, including baseline data: Number of PO's received, Revenue, Construction versus Non-construction PO's, Customer feedback

Periodic Report commentary:

<p>July 2020</p> <p>Worked on getting categories and related sub-categories set up to assign contracts for the appendix of the new digital blue book. Discussed the Teams that need to be created for processing PO's. Teams will be dedicated to specific categories and sub-categories within the category. Continued discussions about the process and the data that needs to be collected for the Direct Purchase process.</p>
<p>August 2020</p> <p>Refined category and sub-category listings. It looks like category #10 is a huge category that would need to be covered is assigned to one team. Need to look at dividing category #10 among teams based upon the sub-category listing. Starting the documenting of processes; how members and CES staff will deal with the submission of PO's, the approval process and the process for putting PO' into a pending mode. Discussion items were how to access contract pricing using the digital Blue Book, how to handle change orders or the revision of existing PO's and what the fee collection process and forms will look like</p>
<p>September 2020</p> <p>Reviewed PO reports showing the number of PO's CES received for each of the 15 categories set up for solicitations, and determine the vendors used by the pilot districts and PE's to see if there are any common vendors to use for the pilot testing. It was discovered that there were not any common vendors to the 13 entitles in the pilot group. Will have to re-think choosing vendors. A short demo was created to present to members at the virtual regional meetings conducted by CES. Demo was to show members their process for submitting PO's, quotes and the feedback they would get from CES about the processing of their PO's. Regional meetings were held the last 2 weeks in September. The feedback we received was positive. The goal is to roll out the completed DP process on January 1, 2021. RTS has not supplied CES with the digital Blue Book. It is anticipated that this will happen early October. Things should come together quickly after receipt of the Blue Book</p>
<p>October 2020</p> <p>October was a month of being in a holding pattern waiting for the delivery of the new E-Procurement system and online Blue Book. there was some work done on finalizing who was going to be assigned to the four Teams and began work on the reference manuals.</p>
<p>November 2020</p> <p>Really got back into it in November. Had a demo for The CES DP team on the 10th. Rolled out the demo to business, procurement staff, Jim and Paul. Held an initial meeting for the pilot group vendors. this was an introductory meeting letting them know the overall process and that keeping their pricing and contact information up to date is crucial. Scheduled another vendor pilot group meeting for the 8th of December. We are asking that vendors invite all relevant staff from their organization to attend this meeting. We will go into more detail about the DP process and the administrative fee reconciliation reporting. Continued working on the member and vendor reference manuals, having several meetings throughout November on this subject.</p>
<p>December 2020</p> <p>Had a demo on the 7th for the CES DP team prior to the pilot vendor group meeting on the 8th. Finalized the reconciliation template for presenting to the vendors at this meeting. There may be some modification of the template based on feedback from vendors.</p>
<p>January 2021- Continued the work on our Direct Purchase system; we had meetings with our Direct Purchase vendor group as well as the Member group on the 25th and received great feedback. We sent out the Vendor Reference Manual as well as the Member Manual for their use in navigating through the DP system. A meeting of our DP leadership occurred on the 28th where several issues were discussed, and it was decided that more internal practice needs to happen.</p>

<p>February 2021</p> <p>Direct Purchase (DP) continues to be a high priority. In February there were 17 meetings concerning Direct Purchase including internal team meetings and the orientation meetings with members and vendors. Two topics have created a lot of discussion within CES. They are the vendor monthly reconciliation reports and the NMGR Tax. Hoping to have these items resolved by March 2nd. Brad has set up CES and a vendor in in DP so we can try out the system and get very familiar with how it works. There is a lot of work ahead of us in March. Login information and vendors updated pricing and contract data is the main items to be gathered. In addition to Jim and Paul assisting in this effort, Gary Tripp and Dotty McKinney have been recruited to assist in gathering all the information needed from members and vendors to go live with DP on April 5th.</p>
<p>March 2021</p> <p>Many of us worked continuously on Direct Purchase (DP) throughout March. Preparations for our April 5th “go live” date were a top priority. We had several training sessions for CES staff that will be working in the DP process. Many things came together the last few days of March. The DP process of purchasing through CES Contracts has been in the works for a couple of years and it has finally arrived. Looking forward to April 5th, it is very exciting, but also has a bit of nervousness because of the unknown. In any event, I feel very confident that the CES is up to any challenges that this new process will bring.</p>
<p>April 2021</p> <p>CES rolled out its Direct Purchase process on April 5th. This rollout pretty much monopolized time in April for many of us. We have learned a lot about the process and have several enhancements listed that will make the system even better. The last week of April we held four training sessions, two for members and two for vendors. For some members and vendors, these training sessions were introducing them to Direct Purchase and for the others it was a refresher of the trainings we did in February and March.</p>
<p>May 2021</p>
<p>June 2021</p>

Goal 2 - Improve the quality of instruction and educational leadership across the state

2a) Strategy: Professional Development - Transition from more siloed depts. to cross-functional teams to deliver more effective and responsive PD

Strategic Initiative: Develop a transition plan for long-term sustainability of programs (including strategic partnerships and funding strategy) to support continued growth in the number of individuals and districts utilizing SITE, TAP (e.g. expand TAP outside of Albuquerque), ALD, LEAP, SLD, SBLD.

Team Lead: Gloria and Evan
 Team Members: David, Loretta, Elena, Kim

Other Resources needed/used:

Activity:

1. Align principal training, collaboration and learning with goals and initiatives of SITE, TAP, LEAP
2. Engage principals and other administrators to trainings across departments
3. Providing administrative overviews and content knowledge on content delivered in department trainings.
4. MOA's include requirement for administrative participation and support for implementation

5. Utilizing the resources and expertise of all instructional teams in designing high quality professional learning

Measure of progress, including baseline data

1. Alignment of principal training, collaboration and/or learning with goals and initiatives
2. ALD participants serve as teacher mentors in LEAP where possible
3. Number of principals and other administrators attending trainings across departments (virtually may be problematic for documentation – *how can we account for teachers/administrators logging into the training*)
4. Number of administrative overviews designed i.e. ALD, FYPA etc.
5. Number of times instructional teams meet to design, collaborate and/or deliver content

Periodic Report commentary:

<p>July 2020 – FYPA initiated with 10 participants, coaches assigned for support. ALD framework updated and 112 participants registered. Partnership meetings with PED to align training/learning; Board training sessions on Strategic planning, zoom training for Leaders delivered –20 participants included SITE, LEAP and TAP members along with other leaders in the state.</p>
<p>August 2020 - Statewide Virtual Academy designed, promoted, and initiated through collaboration with SITE, LEAP, TAP, and IT. ASA syllabus redesigned, facilitators selected, candidates (11) selected and enrolled, calendar of sessions/learning set for year. Survey of superintendents across the state for content development for Superintendent Academy. Worked with Leadership Steering Committee to refine selections for learning. Partnership meeting with PED to align training/learnings. Strategy session for 20-21 Board Leadership training. ZOOM trainings for leaders delivered to 26 participants.</p>
<p>September 2020-100+ ALD participants completed the September session over four weekends. Conducted training with ALD mentors during four virtual sessions. In the process of refreshing and/or developing the modules for the ALD October sessions. Continue to communicate with prospective Cohort 8 members. ASA participants presented their year-long projects. FYPA coaches contacted their respective principals. We conducted follow up sessions with 9 of the 10 principals. Identified the topics and session schedule for the Superintendents’ Virtual Academy. Conducted the mentor/mentee training for new superintendents. Facilitated the leadership presentations for the CES Virtual Academy: 3 each week in September.</p>
<p>October 2020 -100+ ALD participants completed the October session over four weekends. Because of circumstances, Evan Grasser and Dr. Rendon facilitated all the sessions this month. Continue to refresh/reproduce the ALD modules. Applications have been sent out to prospective Cohort 8 participants. Conducted additional presentations in the CES Virtual Academy. The second First Year Principal session was conducted, and the two coaches continue to meet with principals and submit summaries of their coaching sessions. We conducted a monthly check-in with each principal. Conducted the first session of the Virtual Superintendents Academy. Developed the first module for the 20-21 Board Leadership program; shared the outline of modules for 3 more modules. Developed the StrawMan proposal for reopening and shared with various groups including the PED.</p>
<p>November 2020 100 + ALD participants completed the November sessions over five weekends. Cohort 6 participants presented their final projects and are in the process of completing their internship requirements. Cohort 6 has completed the program. Evan & Gloria are in the process of revising/refreshing the Spring modules. 38 new participants have been accepted as members of Cohort 8; communication is being sent out to them. Mentor information is being gathered. We conducted the November sessions of the Superintendents’ Academy. FYPA coaches continue to meet with Principals, and we conducted check-in meetings with each principal. Held two planning sessions with</p>

<p>the Moriarty rep for the purpose of organizing a 2-day PD session. ASA continues to meet bi-monthly, and we visit their sessions with superintendents and review their written submissions. Met with and provided training for Master Board members who will assist with facilitation at the first Board Leadership session in December.</p>
<p>December 2020: Facilitated the two PD sessions for the Moriarty administrative team. Facilitated the first session of the Board Leadership Sessions. Communicated with new Cohort 8 members and Cohort 7 members. Conducted two Superintendent Academy sessions. Check-in meetings with FYPA members. Gloria served on a panel with the Superintendent Search Cadre as part of an ASA session. Continued planning with ALD facilitators. Began planning for Spring 2021 PD sessions and programmatic planning for the 2021-22 School year.</p>
<p>January 2021: ALD: A new Cohort 8 began their program of study. Participants of Cohort 7 & 8 completed the January sessions. Special guests assisted in presenting the Special ed. Modules. Evan & Gloria completed all the mentor training for ALD. The fifth FYPA session was conducted; Two Superintendent Academy sessions were conducted in January. Facilitated a planning session for the February Board leadership training. The NMCEL Legislative Primer was open to Supts, Charter Leaders and ASA. We participated in Danielson course on remote learning. Facilitated two Leadership Series: Stump the facilitator and Assessment Prep. Conducted touch base meetings with FYPA participants and reviewed the coaching summaries.</p>
<p>February 2021: ALD participants completed the February sessions, began final presentations. We revised old and designed new Modules for the February sessions. Coaches met with FYPA participants, submitted coaching summaries for our review, and we facilitated the 6th session with participants. Presented our leadership programs to the CES Executive Committee. Facilitated a meeting with supt mentors. Organized and facilitated the February Supt Academy sessions. Along with Hugh Prather we designed and presented the modules for the Board Development session. Designed and facilitated three Leadership Series sessions on Interview techniques and First Year Principal panel and assessment prep. Attended various learning webinars.</p>
<p>March 2021: ALD participants completed the March sessions. We revised old and designed new modules for the March sessions. Cohort 7 completed their program of study and submitted final presentations. Organized and facilitated the March Supts Academy sessions. We've gathered 47 names and contact info for Cohort 9. Coaches met with FYPA participants, submitted coaching summaries for our review, and we facilitated the 7th session with participants. Assisted in planning the PED's Now to Next conference and presented a session Administration in the Remote World. Met with David and Robin to review budgets and determine program tuition for next year. Assisted with the Jemez Valley School District's community meeting. began initial conversations/planning with Elena and Kim re: CLR programs/modules/presentations.</p>
<p>April 2021 Participated with and presented the leadership programs to CES' leadership focus group; facilitated the final two sessions of the Superintendents' Academy; Met w/Joe Guillen and Hugh Prather to plan the June Board session; facilitated the final FYPA PD session; Attended first two Results Coaching sessions; met w/ retiring Supts. to discuss coaching opportunities for FYSA; Facilitated the final Leadership Series session; Met w/PED to learn about new initiatives; Facilitated the final touch base meetings with FYPA participants; Met several times to work on designing PD summer sessions;</p>
<p>May 2021: Completed the brochure for leadership programs, completed and distributed applications for FYPA and ASA to districts. Participated in a board retreat for Zuni schools; Results Coaching session;</p>
<p>June 2021</p>

2b) Strategy: Professional Development - Make determinations for program expansion decisions (where do programs need to expand or contract.)

Strategic Initiative: Implement and monitor programs. Program development and expansion.

Team Lead: David, Loretta, Elena, Kim, Gloria, Evan

Activities: Identify partnerships and additional external funding sources to ensure funding availability for expanded instructional support and school service offerings.

Team Lead: David Chavez

Team Members: Gloria, Evan, Elena, Kim, Loretta

Other Resources needed/used:

Activity:

1. Meaningfully engage and include the Regional Educational Cooperatives, PED, higher education, NMCEL, BIE, and others in the collaboration of design and delivery of CES programming
2. Refine the initiatives for the 2020-2021 school year – accessing the expertise within our external agency partners to strengthen the design and delivery
3. Utilize the 501C3 in innovative ways to strengthen opportunities for expansion of knowledge and resources

Measure of progress, including baseline data

1. Number of opportunities for collaborations, partnerships and dialogue with REC's, PED, NMCEL, BIE, higher education and others
2. Utilization of the 501C3 in pursuing and awarding of grant funding

Periodic Report commentary:

July 2020: Collaborations with our external partners continue to be solidified appropriate partnerships are being developed with the REC's, PED, higher education, NMCEL, BIE and other entities. Many of these partnerships are for the purpose of gathering information on their initiatives to ensure congruency with CES initiatives. CES has established a Steering Committee with representation from each of the partnering organization allowing for the sharing of ideas, resources and collaboration.
August 2020: Multiple initiatives have been planned for fiscal year 2020-2021 many of them have been or are being developed as offerings to school districts. The initiatives have been developed with a lot of input and direction from our partners, especially the Steering Committee. We have not yet had the opportunity to revisit the Educational Development Foundation of NM, 501c3
September 2020: Survey responses along with input from the Steering Committee were used to determine the following areas for PD during the 2020-2021 academic year: Operations and management, Communications, PED mandates, Developing District teams, Building strong Board Superintendent relationships. The delivery of the sessions will be 60–90-minute Zoom meetings with breakout rooms if appropriate.
October 2020: The schedule for 2020-2021 Professional Development has been developed and dates for the sessions have been identified. The first of seven trainings will be delivered on Wednesday, October 28 th on the topic of "A Framework for Principled Thinking and Communicating. All trainings are planned for a virtual environment and are complimentary for all attendees.
November 2020: The delivery of the first PD session for Superintendents and their leadership teams was presented on October 28 th . The initial session had 35 participants with positive feedback from the

<p>attendees. The remainder of the schedule has been completed and there will be one to two sessions per month through the month of April. The Leadership team is working with PED Associate Secretaries in the development of a plan to provide districts with a guidance document to re-open their schools. We have had two meeting and anticipate that CES will be allowed to participate in the development of the plan.</p>
<p>December 2020 CES continues to provide support to PSFA in the identification of IT disconnected or underserved students. The six consultants and the project manager have done a phenomenal job of working the participating districts in identifying students state-wide. The consultants were also tasked with identifying Internet Service Providers (ISP) for the regions they were assigned. We continue to work with pilot districts in the development of District Equity Plans. CES staff is working with Pilot leadership teams guiding their work in the development of a Strategic Planning Process that will incorporate their district equity plan. Met with the CES officers to discuss the feasibility of building a Director position into the fiscal year 2021-2022 budget to oversee the 501(c)3. CES Executive Director will present this at our next Executive Committee Meeting.</p>
<p>January 2021 Met with PED staff to discuss their desire to have a CES Professional Service Staff to support districts with facility readiness to open schools for hybrid instruction. Have assigned Paul Benoit to PED as an Executive on Loan to support. CES continues working with the Pilot districts in the development of their strategic plan that will include incorporation of the equity plan, continuous learning plan etc. This work will allow CES to develop a template that will be shared with other districts to assist in their work when developing their equity plans.</p>
<p>February 2021: Paul continues to work with PED, and other agency staff as the coordinator on a project designed to assist districts' in identifying un-accounted for students. Michael Grossman completed his work with PED and school districts/charter schools in determining their readiness to begin school in a hybrid model. Meeting with PED staff to assist with organizing the Now to Next Virtual conference. The conference is scheduled on March 22-24, 2021. Met with Dr. Gloria Rendon and Evan Grasser to plan a focus group meeting scheduled for April 6th from 8:00 a.m. - 10:00 a.m. Scheduled a meeting with Dr. Gwen Warniment on March 25th to discuss CES PD for Leadership during the 2021-2022 fiscal year.</p>
<p>March 2021: Continuing to meet with three pilot school districts in the development of their Equity Plans. We plan to use this experience to develop a template capturing the strategies that are common to the three districts for future use with other districts desiring assistance. We've also worked with these three districts in guiding them through a process that identifies district strengths, opportunities, aspirations and results. This process will allow them to develop a strategic plan based on leaderships input. Met with the coordinators of the Professional Development programs to begin developing budgets for the 2021-2022 fiscal year.</p>
<p>April 2021: Met with several Deans of Colleges of Education to inquire about their interest in collaborating on in allowing credit towards a Master's Degree for our LEAP candidates. WNMU has agreed to allow up to 12 hours of credit for our candidates LEAP experience. Met with PED Special Education Bureau staff to discuss an IGA for LEAP candidates pursuing a Special Education endorsement through our program. It is anticipated that we will be receiving two IGA's totaling \$70,000.00 to support structured reading and mentor programs through LEAP. Continued our work with the three districts in the development of their Equity Plan development. Met with Superintendent Gandy and the Maddox Foundation to discuss financial support for 4 Lea County school districts collaborating on a science initiative. Met with Gadsden Public Schools Superintendent to discuss the possibility of working with their district on the development of a district strategic plan.</p>
<p>May 2021</p>
<p>June 2021</p>