



EXECUTIVE COMMITTEE MEETING
Tuesday July 20, 2021
2:00 PM Work Session for Strategic Plan
Roll call at 3:30 PM
Embassy Suites

AGENDA

- I. Call to Order
- II. Strategic Plan Work Session
- III. Roll Call
- IV. Oath of Office – Tana Daugherty, Loren Cushman, Teresa Salazar
- V. Approval of Agenda*
- VI. Approval of Minutes – June 3, 2021*
- VII. Election of CES Executive Committee Secretary and Treasurer
- VIII. Agency Communications
 - A. Partnerships – LeAnne Gandy
 - 1. PCSNM – Erik Bose
 - 2. NMCEL – Stan Rounds
 - 3. NMPED – Adan Delgado
 - 4. NMSBA – Joe Guillen
 - 5. Higher Ed (4 yr.) – Dr. Dirksen
 - 6. Higher Ed (2 yr.) – Edward DesPlas
 - B. Finance – Dwain Haynes
 - C. Scholarship – TBD
 - D. Nominating – Dwain Haynes
 - E. Policy – LeAnne Gandy
- IX. Program Overview/Reports
 - A. ENS Update
 - B. Regional Meetings

X. 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. Strategic Plan
 - b. CES Budget Modifications

B. Personnel - Report

1. Staff Contracts and Resignations*

C. Consent Agenda

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

XI. Setting Next Meeting Dates

- A. Executive Committee Meeting, held during Facility Managers Workshop, time and date to be determined

XII. Adjournment

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

* Included in Advance Packet Mailing

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

Finance:

As of May 31, 2021, CES' revenue totals \$241,494,737. The amount of revenue that has run through the Direct Purchase program as of May 31st is \$16,719,954. Adding these two amounts, it gives CES a total revenue of \$258,214,691. This is \$26,632,493, (11.5%), more than May 2019 revenue and \$28,995,218, (10.1%), less than May 31, 2020. CES is showing a loss of 233,253 as of May 31, 2021. 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 as of May 31, 2021. 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 \$26,632,493 as compared to May of 2019. This is a 10.1% increase.

CES' Sandia Synergy Center, (SSC), rental property is doing okay. Revenue at the end of May 2021 is \$381,345. Profit is \$165,214 as of May 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 \$258,596,036, and loss is \$68,040.

CES' purchase order volume at the end of May 2021 is \$221,663,448. This is a decrease of \$74,425,765 over May 2020 purchase order volume of \$308,561,043. A 24.1% 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 thirteen 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. Approximately, \$16,719,954 of Direct Purchase PO' have been approved and sent to vendors in these thirteen weeks. The number of PO's processed is 602.

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

Because CES has not financially closed the month of June, year-end, I have only given the actual numbers as of May 31, 2021. I do have some preliminary financial information though for year end. CES' revenue has already exceeded \$300,000,000. This means that the 2020-2021 year, at this point, will be the second-best revenue year in CES' history. CES was notified at the end of June that its PPP loan has been forgiven. Not only is this fantastic news in and of itself, but CES' finances will be greatly affected. The \$2,452,900 loan will no longer be a liability and becomes revenue for the ancillary Department. With the increase in revenue, the \$2,452,900 goes right to the bottom line as profit. CES will be showing an abnormally high profit in the 2020-2021 year.

Staff: Business Department staff for the most part, have returned to the office. There are a few that continue to work remotely due to various situations. This presents some challenges at times, but staff are very diligent about the work that needs to be performed.

CES had two resignations in the Business Department at the end of June. Holly Goodall, a Purchasing Specialist resigned after two years of working for CES. Lori O'Rourke resigned after almost fifteen years of working at CES as the Business Services Coordinator. She supervised the Purchasing Specialists. These two were great contributors to CES, its members and Vendors.

We are in the process of trying to hire replacements for these two positions.

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. There are several enhancements that have been made or are in the process of being made that will make this process even better: for internal staff and our members and Vendors.

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

Total Number of Ancillary Staff to date: 205

Diagnosticians - 37	Occupational Therapists -24
Physical Therapists - 9	Certified Occupational Therapy Assistants - 6
School Psychologists - 15	Clinical Psychologists - 2
Social Workers - 39	Speech Language Pathologists - 40
Audiologists-3	Registered Nurses - 13
Licensed Practical Nurses - 1	Recreation Therapists - 7
Adapted Physical Education Teachers - 1	Certified Orientation & Mobility Specialists - 2
Teachers of the Visually Impaired - 1	Rehabilitation Counselors - 4
Ancillary Teachers - 1	

2020-2021 School Year Wrap Up

The end of the 2020-2021 school year was one that was marked by many adjustments to allocations to provide for additional services that fell under a variety of different titles/program codes including

- Extended School Year ESY,
- extended learning,
- summer compensatory,
- summer recovery institute

Additionally, Ancillary Office staff worked to respond to and resolve issues related to invoices for services provided by ancillary staff. Business office staff were also involved and supportive in resolving the many issues that arose as we approached and came to the end of the fiscal year.

2021-2022 School Year Preparation

Preparation for the upcoming 2021-2022 school year continues. As of the date of this report, the Ancillary Office has received approximately 83 requests from school districts and charter schools. Our office has started to receive purchase orders for the requested services. POs will be filed electronically and referenced in ancillary portal as well. Ancillary Office staff have worked to replenish inventory of testing materials and kits for distribution in the coming weeks. We have identified some inventory control issues that we will be working to resolve in the coming weeks. CPI training schedule for ancillary staff has been established.

Background Checks

There is no change in status as of this date regarding CES’s request for an ORI number through the New Mexico Department of Public Safety and the Federal Bureau of Investigation. As a result, we have proceeded with our interim plan that was detailed in previous board packets which includes completion of a Good Hire background check. Since running this process, the Ancillary Office was informed of one apparent circumstance in which the Good Hire background check for one ancillary employee did not include or reflect a “hit” that was identified through a previous FBI background check. This circumstance raises the possibility that CES may not be fully aware of ancillary staff history reported in background checks completed by school districts/charter schools.

Impact of House Bill 128 on CES Ancillary Operations and Additional Federal Regulations

CES Ancillary Office and HR staff have been reviewing the requirements set forth in HB 128 to determine the implications on our operations. Julie Garcia of Poms and Associates will be presenting on this topic to Ancillary Staff during our Beginning of Year/Fall Ancillary staff meeting on July 31, 2021. Additionally, Ancillary Office and HR staff have started reviewing the requirements set forth in the *Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630)*. This is the result of an ancillary request for services from a participating entity (PE) and request from legal counsel for that entity for CES to agree to supplemental terms and conditions.

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**Item X.A.1.c
Procurement – 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 was deployed in November 2020, and we have used it successfully with 18 RFPs. Since its deployment, the Procurement Team and Brad have been compiling a list of items that require debugging, improvements, and enhancements to the eProcurement system. This ongoing collaborative effort with the developer (Real Time Solutions, our eProcurement technology partner) is necessary to continuously improve CES` procurement system. Coding work will commence in July 2021.

The new **digital BlueBook** Module, which is CES` electronic vendor listing, was launched on April 5, 2021. After identifying the vendor in the digital BlueBook, from which a member wishes to procure from, CES Members` purchasing departments upload their purchase orders to the digital BlueBook online Direct Purchase form for fast processing and contract and pricing compliance.

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. Coding work will commence in July 2021.

Direct Purchase Business Model

The new Direct Purchase business model has been in production for approximately 3.5 months. The CES Procurement Department, in conjunction with CES IT, Executive Leadership, and the Business Office have been monitoring the performance of the new process and making adjustments, procedural and / or technical, as appropriate for its successful operation.

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
2021-34	<i>Construction Management</i>	<i>JV</i>	5/21/2021	5/26/21	6/11/2021	6/21-

	<i>Services</i>					30/21
2021-36A	<i>Fleet Management System</i>	<i>JT</i>	5/21/2021	5/26/21	6/11/2021	6/21 – 7/8
2021-36B	<i>In Vehicle Monitoring</i>	<i>JT</i>	5/21/2021	5/26/21	6/11/2021	6/21 – 7/8
2021-37	<i>E-Rate Consulting Services</i>	<i>JT</i>	5/21/2021	5/26/21	6/11/2021	6/21 – 7/8

II Strategic Plan Update:

CES Procurement Department’s Strategic Goals for 2020-2021 were met. Strategic goals for the Procurement Department for FY 2021-22 are being finalized. Areas of focus:

- continuous review and improvement of processes and systems in the Procurement Department
- the expansion of our portfolio of contracts to new categories of products and services to provide new procurement options to our members and compliment the Governor’s initiative of “buy New Mexico”. Currently, 70% of CES’ contract-holders are New Mexico companies.

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

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

Northern Services Notes

As the state continues to loosen restrictions related to COVID, it is our hope to be traveling and calling on schools/entities soon. In the meantime, Jim and I continue to work with members over the phone and work on a variety of office-related projects to which we can lead our time and skills!

Direct Purchase/Digital Bluebook Model and Transition

Since the last meeting, we transitioned to helping on the member side of direct purchase and continue to help members get their log-ins, navigate the system, and work out details related to DP based on their entity policies and practices.

In addition, we have helped track issues with the system. Brad continues to work with RTS to address issues and make improvements to the e-Procurement system

PED – Unaccounted for Students in/from NM Public Schools

There has been little activity on this project, but we will be working to prepare a final report. As of today, there are 2,030 students left on the list. The EOY reports are being reviewed by PED STARS staff and this list should reduce some more before the final report.

RAPID RESPONSE REPORTING FOR PED (PUBLIC AND PRIVATE SCHOOLS)

I have been preparing reports for the PED from the Rapid Response data entered by school districts for 9 weeks now. The cases, obviously, have drastically reduced since school let out. I will also be working with PED communication staff to respond to IPRA requests related to data that PED/State has tracked on COVID reports over the past year.

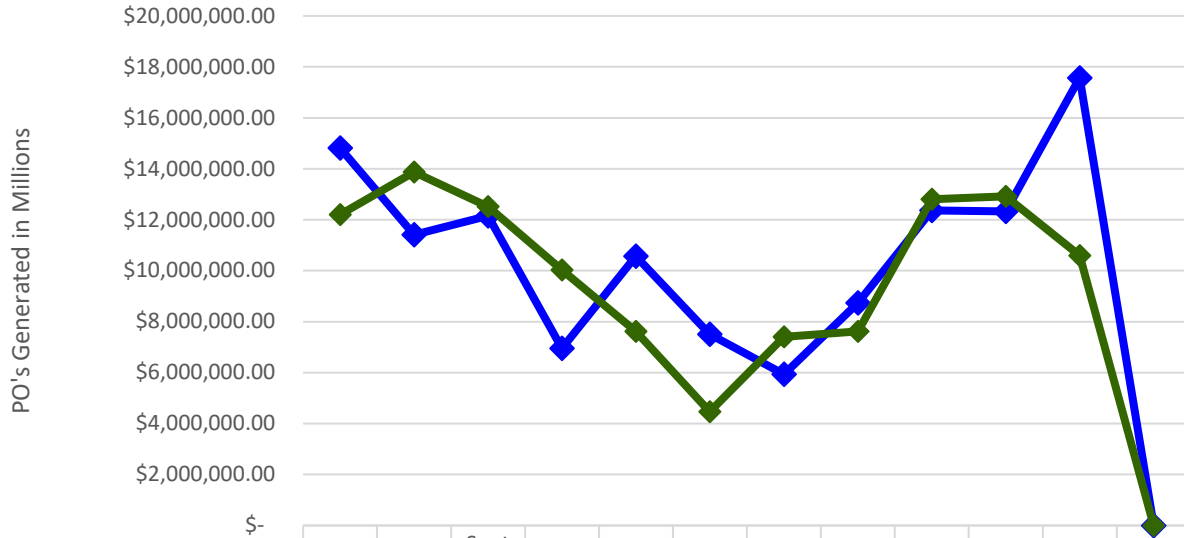
NMREAP NOTES

Subscriptions to NMREAP remain steady, over 90. I am in the annual “throes” of chasing down PO’s, invoice payments, etc.....

PO/VOLUME REPORT

PO Volume, on attached report, showed a sharp increase in northern region for the month of May. Still awaiting June/EOY reports and will report on fourth quarter and year in my next report.

PO Dollar Amount Generated - 2020-2021 (North/South)



	July	August	September	October	November	December	January	February	March	April	May	June
North PO's Generated	\$14,8	\$11,4	\$12,1	\$6,94	\$10,5	\$7,50	\$5,93	\$8,73	\$12,3	\$12,3	\$17,5	\$-
South PO's Generated	\$12,2	\$13,8	\$12,5	\$10,0	\$7,61	\$4,46	\$7,39	\$7,61	\$12,8	\$12,9	\$10,5	\$-
Monthly "N" Avg												
Monthly "S" Avg												
Monthly Average												

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

Made several changes to Direct Purchase including the adjustments for the new fiscal year. All is working well, already have 9 submissions into the 2021-2022 SharePoint list as of July 1. Hope to be making lots of updates to eProcurement, BlueBook, and Direct Purchase from RTS starting early July.

I will be fully deprecating CESUtility1 by the end of July, which will leave us with the following server network:

- CESVS (on-premise)
 - CESVDC01 (domain controller)
 - CESVDC01 (domain controller failover)
 - Print services and Software installation files
- CESAzureDC01 (cloud domain controller)
- CESAzureGPSQL01 (cloud GP and FileMaker databases)
- CESRemoteAPP01 (cloud Parallels and GP applications, file sync with GP and SharePoint)

So we only have 1 server on-premise and the rest are cloud based. Other cloud bases services include:

- Microsoft/Office 365
- Amazon Web Services (AWS)
 - eProcurement, Ancillary Portal
- 3rd Party Licensing
 - Image Silo (document management)
 - GoToConnect (phones)
 - Twilio (SMS)
 - Adobe Creative Cloud (Acrobat DC/Adobe Sign)
 - Crestron XIO (A/V)

Lots has changed in the “soon-to-be” 7 years I have been at CES regarding our software/hardware solutions, all for the better 😊

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

Most of my “travel” to assist members and vendors continues to be virtual (digital) in nature. With the CDC and State relaxing Covid restrictions, as of this writing, I have asked permission to begin visiting the members on a “testing the waters” basis. There probably remains a significant portion of our members’ personnel either continuing to work from home or preferring to avoid face-to-face meetings that are unnecessary. I keep in touch with my contacts across southern New Mexico and conduct at least email conversations with those unavailable to meet in person.

Between “this time of year” and adjustments being made to meet changing workloads, there continues to be a significant rate of staff turnover among members. It keeps the updating of contacts challenging. Also, the now somewhat ordinary turnover of about 1/3 of NM’s Superintendents points my work toward an ever-continuing focus on education/reeducation of members’ personnel regarding CES and its programs. The new interactive Bluebook and the Direct Purchasing process both add to the need for education/reeducation.

The digital media program continues to serve CES well. In addition to social media posts, the creation of supportive videos and advertising fliers is always just a little more work than manageable, so there is never any slack/down time. The growth of our social media reach has mushroomed, from Total Reach for all platforms for FY2020 at 20,200 to FY2021 at 54,297! Total followers for all platforms now number 1,412, up from 1,137 a year ago. 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 and vendors.

Paul and I continue work to support the efforts of the Procurement and Business Office departments to transition between purchasing models, supporting both members and vendors.

Marketing and collaboration efforts have continued, occurring primarily via email, teleconference, and/or videoconference.

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

Office Staff

There have been numerous staffing changes in the past month. Lori O'Rourke resigned her position as the Business Office Coordinator effective July 2, 2021. Leslie Neely retired from the Receptionist position effective June 30, 2021. Holly Goodall resigned her Purchasing Specialist position effective July 2, 2021. We have hired a new Receptionist, Abigail Hansen. We have hired 1 of 2 open Purchasing Specialist positions, welcome Monica Myers. We are advertising for an additional Purchasing Specialist and Finance Manager, which will fill the roll Lori vacated.

Return to Work

CES office staff returned to work at our new office on June 1, 2021. We were able to lift COVID restrictions in our office on July 1, 2021! Most of our staff will be back in the office starting on July 5. We have a few still on COVID accommodations but hope to have them back in the office very soon.

Background Checks

We still have not received communication from the FBI related to our application for our ORI status. We have begun using Good Hire background checks and notifying schools they need to run fingerprint background checks on CES contracted Ancillary staff.

HB 128

House Bill 128 will have a great impact on Ancillary and Professional services staff as it relates to the HR work behind making sure they are fully vetted per the requirements in HB 128. We will be working with POMS & Associates as well as legal counsel for guidance on documentation for this process.

Hiring/Interviewing

Since our last Executive Committee Meeting, we have hired 6 professional services staff members 3 office staff members and one office staff temporary employee. We have also been busy interviewing potential Ancillary staff for the 2021-2022 school year. At the writing of this report, we have 34 Ancillary staff who have resigned and 3 office staff.

We are set to have a new hire orientation on July 16, 2021, for new Ancillary staff.

Ancillary Office

The Ancillary office will hold their beginning of year meeting on July 31, 2021. This will again be a hybrid meeting with both in person and virtual attendees.

Quarterly Wellness Pledge

We completed the 4th quarter wellness pledge and are working on our next wellness pledge. We are planning to do a back-to-school drive but have not yet committed to who will receive the donations. If you have ideas for us on schools or communities in need, please let me (Teri) know.

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**Item X.A.1.h
Food Report – Lori O’Rourke**

It has certainly been a different kind of year, the Covid-year, and I am grateful we made it through together! Our food program has done amazingly well, all things considered, and Labatt really stepped up to help school districts and senior centers meet the needs of students and seniors. From pre-packaged grab-and-go meals to Styrofoam containers, disposable gloves, utensils, and other items needed for Covid-safe practices, they were there for CES’ members. In turn, your own food staff went over and above to feed the community.

Below you will see Labatt’s progress through the years, with 20-21 being the first dip in sales. I anticipate the coming year will see a rise that will more than make up for the losses this year. Labatt Foods has a new contract that will take CES members all the way to June of 2025. July 2nd is my last day with CES. It has been a pleasure working with each of you. Thank you.



Year	Total Purchases
2016*	\$604,217
2017	\$2,394,365
2018	\$2,897,807
2019	\$3,128,291
2020	\$2,933,067
2021**	\$1,665,148
Totals	\$13,622,895

New Accounts

Account Name	Start Date
Mescalero Apache Schools	Mar-20
Pecos Independent Schools	Jun-20
Navajo Preparatory School	Oct-20
Sandoval County Senior Center	Jan-21

**From Oct. 2016-June 2021*

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**Item X.A.2
Executive Director – David Chavez**

Item (a) Request approval of the CES 2021-2022 Strategic Plan. We'll be able to cover the recommended changes to the strategic plan during the 2:00 p.m. work session on 07-20-2021. I am requesting approval of the plan, incorporating any recommended changes, for the 2021-22 fiscal year.

The CES Leadership team, along with Ms. Michele Lis, will be presenting the proposed goals, action plans, vision, mission, and core values during the work session. The Executive Committee will have the opportunity to make changes and additions during the review of the plan during the work session. Any changes or revisions will become a part of the plan when approved by the Executive Committee.

Item (b) Request permission to modify our budget we presented in June by including approximately \$7,200,000.00 for the private school EAN's funds. These funds would be monitored through their own cost center 9043 and allow CES to report to PED and the Executive Committee on the funds expended through this IGA.

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**Item X.B.1
Personnel Report – Teri Thelemaque
As of July 2, 2021**

New Staff Contracts Received for 2020-2021:

- Michael Chavez Professional Services
- Veronica Garcia Professional Services
- Carol Gonzales Professional Services
- Tawnya Yates Professional Services
- TJ Parks Professional Services
- Javier Lopez Professional Services
- Taylor Strauser Office Assistant
- Monica Myers Purchasing Specialist
- Abigail Hansen Receptionist
- Mimi Sacone Ancillary Administrative Assistant

Staff Resignations/Terminations for 2020-2021:

- Lori O'Rourke Business Services Coordinator
- Leslie Neely Receptionist
- Holly Goodall Purchasing Specialist
- Anita Ricka PT
- Chrystal Wood OT

- Claudine Olivas RN
- Ever Corral Sch Psy/Diag
- Guadalupe Santos RN
- Jessica Nunn SLP
- Kathy Bradley Askren Sch Psy
- Kristina Sampsel OT
- Laura Leinneweber Diag
- Lauren Coble OT
- Leanne Armstrong RN
- Mary Chavez Diag
- Sandra Baade OT
- Victor Gonzales RHC
- Sadhu Khalsa SW
- Leighan Collins OT
- Jay Harvey SLP
- Aubrey Bassham SW
- Virginia Brown SLP
- Catherine Kelly SLP
- Sandra Fortier SW
- Karin Luzzi RN

- Ellen Espinosa SLP
- Malissa Cox SW
- Cecy Barffuson Franco SW
- Aliyah Daigneaux SLP
- Greg Geanious Diag
- Happy Pierce SLP
- Joyce Fletcher Diag
- Barbara Adkins OT
- Elisa Garnand SW
- Janelle Otero SW
- Linda Jacobs-Condit Aud
- Aniesa Trujillo TVI

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Item X.C.1

CHECK REGISTER

May 15, 2021 through June 30, 2021

Check Number	Date	Payee	Amount
80432	5/18/2021	McKinney, Eila D.	2,741.57
80433	5/28/2021	Davis, Ronda	5,628.31
80434	5/28/2021	Smith, Sarah V.	1,008.56
80435	6/30/2021	Smith, Sarah V.	1,450.88
80436	6/30/2021	Smith, Sunita T.	203.17
80437	6/30/2021	Strauser, Taylor M.	246.85
237485	5/21/2021	Alb Bernalillo Co Water Utility Author	1,483.23
237486	5/21/2021	Albuquerque Freightliner Inc	236,032.59
237487	5/21/2021	Astro Turf Corp.	544,349.14
237488	5/21/2021	Officewise Furniture and Suppy	15,763.76
237489	5/21/2021	Bank of Albuquerque	6,554.48
237490	5/21/2021	Bridgers & Paxton Consulting Engineers	7,162.74
237491	5/21/2021	Cobb, Fendley & Associates, Inc.	20,026.13
237492	5/21/2021	Eagle Vision Performance Solutions Inc.	6,000.00
237493	5/21/2021	ENMU - Portales	1,200.00
237494	5/21/2021	ESA Construction Inc	131,658.03
237495	5/21/2021	Facility Solutions Group	1,378.11
237496	5/21/2021	Greer Stafford/SJCF Architecture Inc	11,604.90
237497	5/21/2021	Hansen & Prezzano/Builders LLC	14,288.09
237498	5/21/2021	Havona Environmental, Inc.	1,201.34
237499	5/21/2021	HEI, Inc.	127,308.34
237500	5/21/2021	Jal Schools	9,219.69
237501	5/21/2021	Jive Communications	3,238.07
237502	5/21/2021	Johnson Controls Fire Protection	889.45
237503	5/21/2021	Mission Achievement and Success Charter School	11,551.34
237504	5/21/2021	Network Cabling, Inc.	6,985.43
237505	5/21/2021	Northstar NM LLC	6,473.57
237506	5/21/2021	Sewco, Inc. dba Officewise Furniture & Supply	16,118.52
237507	5/21/2021	Pitsco, Inc.	17,005.00
237508	5/21/2021	Poweron Technology Services, LLC	3,196.29
237509	5/21/2021	Rhett Burt	500.00
237510	5/21/2021	Roofs, Inc.	167,478.65
237511	5/21/2021	Dude Solutions	16,402.43
237512	5/21/2021	Sharp Electronics Inc	68,457.09
237513	5/21/2021	Stites Enterprises	23,941.33
237514	5/21/2021	Tel/Logic Inc	3,632.97
237515	5/21/2021	The Flippen Group	18,074.07
237516	5/21/2021	Van Amberg, Rogers, Yepa & Abeita LLP	3,383.25
237517	5/21/2021	Wanda Newberry	1,030.00
237518	5/21/2021	Vigil & Associates Architectural Group PC	15,852.56
237519	5/28/2021	Albuquerque Freightliner Inc	97,679.01
237520	5/28/2021	Albuquerque Bilingual Academy	5,087.90
237521	5/28/2021	AT&T Mobility	96.44
237522	5/28/2021	CenturyLink	1,972.99
237523	5/28/2021	City of Truth or Consequences	629.70
237524	5/28/2021	Staples	529.73
237525	5/28/2021	CPI	4,178.90
237526	5/28/2021	Craft Q Enterprises LLC	293.42

237527	5/28/2021	Dry Fly Enterprises, Inc.DBA Nube Group	527.39
237528	5/28/2021	ProVelocity, LLC fka EQC Technologies Corp.	3,853.79
237529	5/28/2021	ESA Construction Inc	18,298.27
237530	5/28/2021	Facility Solutions Group	32,408.82
237531	5/28/2021	Daiohs	426.05
237532	5/28/2021	Hansen & Prezzano/Builders LLC	14,276.79
237533	5/28/2021	L N Curtis & Sons	6,881.73
237534	5/28/2021	MCLL, Inc dba Melloy Chevrolet	73,441.98

Check Number	Date	Payee	Amount
237535	5/28/2021	MFLL, Inc. dba Melloy Ford	2,819.75
237536	5/28/2021	Network Cabling, Inc.	80,329.27
237537	5/28/2021	New Mexico Gas Company	70.37
237538	5/28/2021	Pitney Bowes	435.34
237539	5/28/2021	PNM	1,330.02
237540	5/28/2021	Professional Document Systems Inc	4,854.46
237541	5/28/2021	Quality Maintenance Inc	15,715.12
237542	5/28/2021	Quill Corporation	793.68
237543	5/28/2021	RSM	10,746.97
237544	5/28/2021	Safari Micro Inc	98,187.56
237545	5/28/2021	Stites Enterprises	65,460.69
237546	5/28/2021	RCC X (SWRCC)	4,046.97
237547	5/28/2021	Terracon Consultants	26,827.57
237548	5/28/2021	Troxell Communications Inc	1,479.11
237549	5/28/2021	Truly Nolen	76.59
237550	5/28/2021	Verizon Wireless	594.29
237551	5/28/2021	Vigil & Associates Architectural Group PC	21,533.22
237552	5/28/2021	Zoom Video Communications, Inc.	101.94
237553	5/28/2021	Smith Engineering Company	13,446.28
237554	5/28/2021	VOID	-
237555	5/28/2021	Southwest Hazard Control Inc	29,133.83
237556	5/28/2021	Sandoval Academy for Bilingual	671.76
237557	6/4/2021	Allstate Benefits	172.17
237558	6/4/2021	Altura Preparatory School	8,993.85
237559	6/4/2021	Ambitions Technology Group	2,268.25
237560	6/4/2021	American Fidelity Assurance Co	824.36
237561	6/4/2021	Bridgers & Paxton Consulting Engineers	8,261.36
237562	6/4/2021	Education Plus	28,137.19
237563	6/4/2021	ESA Construction Inc	122,423.71
237564	6/4/2021	Daiohs	37.76
237565	6/4/2021	Havona Environmental, Inc.	262.09
237566	6/4/2021	Jive Communications	559.68
237567	6/4/2021	MJLL, Inc. dba Melloy Chrysler Jeep Dodge Ram	41,454.81
237568	6/4/2021	Network Cabling, Inc.	1,614.95
237569	6/4/2021	Ohio Child Support Payment Central	408.00
237570	6/4/2021	Paradise Power Company, Inc. DBA PPC Solar	19,604.61
237571	6/4/2021	Rodahl & Hummell Architecture, P.C.	16,613.73
237572	6/4/2021	Ronda Davis	77.66
237573	6/4/2021	Dude Solutions	17,582.61
237574	6/4/2021	Sunset Cleaning Services	1,618.11
237575	6/4/2021	Vigil & Associates Architectural Group PC	11,223.48
237576	6/4/2021	Walsh, Gallegos, Trevino, Russo, & Kyle, P.C.	162.35
237577	6/11/2021	AFLAC	2,934.21
237578	6/11/2021	Albuquerque Collegiate Charter School	4,425.47
237579	6/11/2021	Albuquerque Forklift & Equipment	26,824.20
237580	6/11/2021	CenturyLink	90.21
237581	6/11/2021	Staples	977.46
237582	6/11/2021	David Chavez	491.48
237583	6/11/2021	Dry Fly Enterprises, Inc.DBA Nube Group	191.78
237584	6/11/2021	Document Solutions, Inc. (DSI)	6,153.87

237585	6/11/2021	EdRising New Mexico	15,759.00
237586	6/11/2021	ESA Construction Inc	115,725.03
237587	6/11/2021	Gordon Bernell Charter School	65.50
237588	6/11/2021	Hansen & Prezzano/Builders LLC	24,330.40
237589	6/11/2021	Havona Environmental, Inc.	7,545.93
237590	6/11/2021	Horrocks Engineers, Inc.	5,376.99
237591	6/11/2021	Imagination Station dba Istation	3,015.25
237592	6/11/2021	K12 Accounting LLC	2,975.08
237593	6/11/2021	Los Lunas Schools	297.60
237594	6/11/2021	Network Cabling, Inc.	56,912.13
237595	6/11/2021	NM Coalition of Educational Leaders	10,000.00

Check Number	Date	Payee	Amount
237596	6/11/2021	Pecos Valley Construction LLC	4,938.27
237597	6/11/2021	Quill Corporation	117.04
237598	6/11/2021	VOID	-
237599	6/11/2021	Computer Automation Systems Inc	19,358.02
237600	6/11/2021	Smith Engineering Company	12,323.56
237601	6/11/2021	Socorro Consolidated Schools	9,463.10
237602	6/11/2021	Solare Collegiate Charter School	4,710.93
237603	6/11/2021	Team Builders Plus	1,000.00
237604	6/11/2021	The Electric Horseman Inc	10,039.45
237605	6/11/2021	Wenger Corporation	22,646.00
237606	6/18/2021	Albuquerque Freightliner Inc	254,773.34
237607	6/18/2021	AcmeEnviron Indust Hygiene dba DC Environ	8,041.20
237608	6/18/2021	J & M Heritage Construction Company, LLC	14,579.18
237609	6/18/2021	The Playwell Group, Inc.	17,993.93
237610	6/18/2021	Professional Document Systems Inc	7,267.16
237611	6/18/2021	Quality Maintenance Inc	3,995.38
237612	6/18/2021	RMKM Architecture, P.C.	8,771.90
237613	6/18/2021	Roswell Daily Record	86.93
237614	6/18/2021	Sandia Paper Co., Inc.	2,386.17
237615	6/18/2021	Smith Engineering Company	38,965.87
237616	6/18/2021	SMPC Architects	3,961.27
237617	6/18/2021	Tel/Logic Inc	41,149.29
237618	6/18/2021	The Flippen Group	20,365.43
237619	6/18/2021	Vigil & Associates Architectural Group PC	4,496.30
237620	6/18/2021	Wenger Corporation	91,078.38
237621	6/25/2021	Alb Bernalillo Co Water Utility Author	1,333.64
237622	6/25/2021	Albuquerque Collegiate Charter School	4,455.00
237623	6/25/2021	Albuquerque Publishing Company	152.15
237624	6/25/2021	Angelina Sandoval	55.00
237625	6/25/2021	AT&T Mobility	96.44
237626	6/25/2021	Bridgers & Paxton Consulting Engineers	5,497.67
237627	6/25/2021	CenturyLink	4.66
237628	6/25/2021	CenturyLink	19.95
237629	6/25/2021	CenturyLink	1,972.99
237630	6/25/2021	Cobb, Fendley & Associates, Inc.	15,233.02
237631	6/25/2021	Cottonwood Classical Preparatory	3,006.45
237632	6/25/2021	Crystal Springs Bottled Water	69.26
237633	6/25/2021	David Chavez	810.93
237634	6/25/2021	Dry Fly Enterprises, Inc.DBA Nube Group	12,200.67
237635	6/25/2021	Texas New Mexico Newspaper Partnership, LLC	257.94
237636	6/25/2021	Entrench Inc	62,796.47
237637	6/25/2021	ESA Construction Inc	33,667.43
237638	6/25/2021	Daiohs	56.04
237639	6/25/2021	Greer Stafford/SJCF Architecture Inc	6,793.73
237640	6/25/2021	Hansen & Prezzano/Builders LLC	2,312.17
237641	6/25/2021	VOID	-
237642	6/25/2021	KSA Engineering, Inc.	11,893.04

237643	6/25/2021	Lee Engineering, LLC	7,543.15
237644	6/25/2021	Lisa Chacon Kedge	670.48
237645	6/25/2021	Magic Roofing & Construction Co., Inc.	86,119.51
237646	6/25/2021	MHS Inc	378.00
237647	6/25/2021	Millennium Commworld	73,081.26
237648	6/25/2021	NM International School	1,666.46
237649	6/25/2021	PlaySolutions, Inc.	39,671.21
237650	6/25/2021	Quality Maintenance Inc	5,593.50
237651	6/25/2021	Quill Corporation	1,060.31
237652	6/25/2021	RSM	1,952.44
237653	6/25/2021	The Santa Fe New Mexican	334.50
237654	6/25/2021	Smith Engineering Company	19,781.43
237655	6/25/2021	Stephen Leos Architect, LLC	15,279.25
237656	6/25/2021	Team Builders Plus	200.00

Check Number	Date	Payee	Amount
237657	6/25/2021	Time Trak Systems	750.82
237658	6/25/2021	Town of Carrizozo	19,501.65
237659	6/25/2021	United States Postal Service	631.99
237660	6/25/2021	Van Amberg, Rogers, Yepa & Abeita LLP	1,672.11
237661	6/25/2021	Verizon Wireless	594.29
237662	6/25/2021	Wenger Corporation	46,175.14
237663	6/25/2021	Zoom Video Communications, Inc.	103.56

185 Checks for total of **3,824,303.76**

Approved this _____ day of _____, 2021

Attest: _____
President, Executive Committee

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
Tuesday July 20, 2021**

Item X.C.2

STATEMENT of REVENUES, EXPENSES and CHANGES in FUND NET ASSETS

For the Eleven Months Ending Monday, May 31, 2021

	May	YTD
EXTRAORDINARY REVENUE	\$0.00	\$0.00
A/R-A/P CLEARING ACCOUNT	(40.03)	62,270.16
	(40.03)	62,270.16
 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	82,287.76	823,906.81
Professional Services-Expense	76,199.67	743,127.79
	6,088.09	80,779.02
 PLACEMENT SERVICES		
Placement Services-Revenue	7,665.00	71,840.00
Placement Services-Expense	498.64	32,808.28
	7,166.36	39,031.72
 MEDICAID		
Medicaid-Revenue	81,119.37	545,684.43
Medicaid-Expense	69,520.79	467,815.35
	11,598.58	77,869.08
 FOOD		
Food-Revenue	4,261.39	31,245.86
Food-Expense	557.59	6,141.41
	3,703.80	25,104.45
 PROCUREMENT		
Procurement-Revenue	18,939,184.77	215,748,861.51
Procurement-Expense	18,714,092.32	213,780,363.13
	225,092.45	1,968,498.38

AEPA		
AEPA-Revenue	700,597.39	13,307,750.85
AEPA-Expense	655,113.96	13,055,209.60
	<u>45,483.43</u>	<u>252,541.25</u>
ANCILLARY		
Ancillary-Revenue	1,468,255.51	10,124,926.28
Ancillary-Expense	1,359,904.99	11,130,728.63
	<u>108,350.52</u>	<u>(1,005,802.35)</u>
INSERVICES		
In-services-Revenue	0.00	0.00
in-services-Expense	1,475.56	15,097.73
	<u>(1,475.56)</u>	<u>(15,097.73)</u>
MEETINGS		
Meetings-Revenue	0.00	0.00
Meetings-Expense	778.49	8,912.26
	<u>(778.49)</u>	<u>(8,912.26)</u>
SITE		
SITE Revenue	18,000.00	18,000.00
SITE Expense	25,852.54	267,842.09
	<u>(7,852.54)</u>	<u>(249,842.09)</u>
TAP		
TAP- Revenue	13,134.94	247,883.25
TAP - Expense	8,704.87	175,596.42
	<u>4,430.07</u>	<u>72,286.83</u>
ALD		
ALD Revenue	16,000.00	93,660.00
ALD Expense	13,503.43	210,123.11
	<u>2,496.57</u>	<u>(116,463.11)</u>
LEAP		
LEAP Revenue	18,020.00	184,940.40
LEAP Expense	30,720.35	209,624.00
	<u>(12,700.35)</u>	<u>(24,683.60)</u>
TQP		
TQP Revenue	0.00	171,885.52
TQP Expenses	29,078.47	250,994.18
	<u>(29,078.47)</u>	<u>(79,108.66)</u>
BUSINESS OFFICE		
Business Office-Revenue	0.00	0.00
Business Office-Expense	2,546.21	35,451.03
	<u>(2,546.21)</u>	<u>(35,451.03)</u>
EXECUTIVE DIRECTOR		
Executive Director-Revenue	0.00	0.00
Executive Director-Expense	5,112.24	74,465.11
	<u>5,112.24</u>	<u>74,465.11</u>

	(5,112.24)	(74,465.11)
HUMAN RESOURCES		
Human Resources-Revenue	0.00	0.00
Human Resources-Expense	7,590.31	77,536.31
	<u>(7,590.31)</u>	<u>(77,536.31)</u>
TECHNOLOGY		
Technology-Revenue	0.00	0.00
Technology-Expense	35,860.02	252,022.69
	<u>(35,860.02)</u>	<u>(252,022.69)</u>
ENTITY		
Entity-Revenue	12,370.83	107,651.91
Entity-Expense	110,830.86	996,401.32
	<u>(98,460.03)</u>	<u>(888,749.41)</u>
PROFIT/(LOSS)	212,915.62	(233,253.46)

STATEMENT OF NET ASSETS
For the Eleven Months Ending Monday, May 31, 2021

CASH	
Operating BOA	\$5,867,198.19
Operating WF	0.00
Petty Cash	200.00
Endowment Fund	0.00
TOTAL CASH	5,867,398.19
ACCOUNTS RECEIVABLE	17,755,137.95
PREPAID EXPENSES	56,208.48
ACCRUED REVENUE	0.00
OTHER RECEIVABLES	(2,177.12)
TOTAL CURRENT ASSETS	23,676,567.50
EQUIPMENT	
Ancillary	9,397.75
Accum Dep Anc	(9,397.75)
Furnishings	1,220,415.71
Accum Dep Furn	(669,931.85)
Vehicles	130,851.21
Accum Dep Veh	(60,974.52)
NET EQUIPMENT	620,360.55
PROPERTY	
Land	410,888.64
Building	296,135.47
Building 1401	5,505,996.04
Accum Dep Bldg	(208,989.52)
Improvements	671,194.70
Accum Dep Imp	(429,959.62)
NET PROPERTY	6,245,265.71
TOTAL EQUIPMENT & PROPERTY	6,865,626.26
OTHER ASSETS	
Investment in SSC	0.00
TOTAL OTHER ASSETS	0.00
TOTAL ASSETS	\$30,542,193.76

ACCOUNTS PAYABLE	17,553,699.13
ACCRUED EXPENSES	
Ancillary Payroll	0.00
Expenses	0.00
Compensated Absences	<u>151,629.40</u>
TOTAL ACCRUED EXPENSES	<u>151,629.40</u>
SUMMER INSURANCE PREMIUMS	111,625.17
PAYROLL TAXES PAYABLE	211,736.95
EMPLOYEE BENEFITS PAYABLE	(33,141.73)
AEPA	0.00
MEMBER CREDIT LIABILITY	0.00
DEFERRED REVENUE	3,196.98
Mortgage Payable	5,562,984.30
PPP Loan	2,452,900.00
Fiscal Agency Liability - NMPFMA	<u>38,325.00</u>
TOTAL LIABILITIES	<u>26,052,955.20</u>
NET ASSETS	4,722,492.02
CURRENT CHNG in NET ASSETS-PROFIT/(LOSS)	(233,253.46)
TOTAL NET ASSETS	<u>4,489,238.56</u>
TOTAL LIABILITIES & NET ASSETS	\$30,542,193.76

Sandia Synergy Center
Financial Summary
5/31/2021

	April	May	Change
Cash - WF Operating - SSC	\$0.00	\$0.00	\$0.00
Cash - Security Deposits WF - SSC	0.00	0.00	0.00
Cash - BOA Operating - SSC	1,011,858.32	1,032,077.10	20,218.78
Cash - Security Deposits BOA - SSC	28,441.31	28,442.52	1.21
Accounts Receivable - SSC	10,117.77	8,884.17	(1,233.60)
Prepaid Expenses - SSC	177.68	177.68	0.00
Fixed Assets	2,994,039.08	2,988,464.07	(5,575.01)
Total Assets	4,044,634.16	4,058,045.54	13,411.38
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)	151,802.27	165,213.65	13,411.38
Total Fund Balance	4,016,268.95	4,029,680.33	13,411.38
Total Liabilities & Fund Balance	4,044,634.16	4,058,045.54	13,411.38
Total Revenue	(350,051.90)	(381,344.71)	(31,292.81)
Total Expense	198,249.63	216,131.06	17,881.43
(Profit)/Loss	(151,802.27)	(165,213.65)	(13,411.38)
Revenue - Rent - SSC	(311,973.37)	(339,585.06)	(27,611.69)
Revenue - Passthrough Maintenance - SSC	0.00	0.00	0.00
Revenue - Pass through Electricity - SSC	(6,132.18)	(6,132.18)	0.00
Revenue - CAM - SSC	(31,934.53)	(35,614.44)	(3,679.91)
Revenue - Interest Tenant Deposits - SSC	(11.82)	(13.03)	(1.21)
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	12,386.82	2,904.60
Bank Fees - SSC	0.00	0.00	0.00
Depreciation Expense - SSC	55,750.10	61,325.11	5,575.01
Property Insurance - SSC	12,054.00	12,054.00	0.00
Property Tax - SSC	0.00	0.00	0.00
Janitorial - CAM - SSC	14,227.26	15,791.44	1,564.18
Janitorial Supplies - CAM - SSC	939.57	1,101.38	161.81
Contract Maintenance - CAM - SSC	6,230.49	6,735.35	504.86
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	12,469.75	14,241.13	1,771.38
Gas - CAM - SSC	10,284.26	10,609.90	325.64
Water & Sewer - CAM - SSC	7,911.73	8,645.20	733.47
Solid Waste Removal - CAM - SSC	2,319.58	2,550.96	231.38
Telephone - CAM - SSC	575.97	643.97	68.00
Security & Alarm Monitoring - CAM - SSC	582.54	679.62	97.08
HVAC Maintenance - CAM - SSC	12,424.05	12,424.05	0.00
HVAC Repairs - CAM - SSC	790.22	2,662.23	1,872.01
Grounds Maintenance - CAM - SSC	5,841.41	6,336.56	495.15
Snow Removal - CAM - SSC	3,879.19	3,879.19	0.00
Window Washing - CAM - SSC	248.11	496.22	248.11
Association Fees - CAM - SSC	2,806.26	2,806.26	0.00
Management Fees Contract - CAM - SSC	12,351.10	13,429.85	1,078.75
Management Fees Intercompany - CAM - SSC	11,700.00	11,700.00	0.00
Internet CAM - SSC	1,417.68	1,667.68	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 Pass through - SSC	5,494.42	5,494.42	0.00
Maintenance Pass through - 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