



EXECUTIVE COMMITTEE MEETING
Wednesday, February 2, 2022
5:00 pm at El Dorado Hotel, Santa Fe
Anasazi South
In Conjunction with
The NMSBA Board Institute

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda*
- IV. Induction of New Board Members: Dr. Gwen Warniment, Elisa Begueria
- V. Nomination and Election for the CES Treasurer's position
- VI. Approval of Minutes – October 17, 2021*
- VII. Agency Communications
 - A. Partnerships – Brian Snider
 1. NMCCS – Erik Bose
 2. NMCEL – Stan Rounds
 3. NMPED – Dr. Gwen Warniment
 4. NMSBA – Joe Guillen
 5. Higher Ed (4 yr.) – Dr. Debra Dirksen
 6. Higher Ed (2 yr.) – Edward DesPlas
 - B. Finance – LeAnne Gandy
 - C. Scholarship – TBD
 - D. Nominating – LeAnne Gandy
 - E. Policy – Brian Snider
- VIII. Program Overview/Reports
 - A. Report on AESA Conference
 - B. Report on follow-up to El Cajon Union School District Initiatives
 - C. Staffing report update
- IX. Administrative Overview
 - A. Administrative Reports
 1. Directors
 - (Finance) a. Robin Strauser*
 - (Ancillary) b. Lianne Pierce*
 - (Procurement) c. Gustavo Rossell*

- (REAP/
Northern Services) d. Paul Benoit*
- (Technology) e. Brad Schroeder*
- (Southern Services) f. Jim Barentine*
- (Human Resources) g. Yvonne Tabet*

- 2. Executive Director*
 - a. Approve Professional Development Programs for 2022-23*
 - b. Budget proposal and timeline*

B. Personnel – Report

- 1. Staff Contracts and Resignations*

C. Consent Agenda

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

X. Setting Next Meeting Dates

- A. Wednesday, April 6, 2022, in conjunction with the Budget Conference
- B. Wednesday, June 1, 2022, in conjunction with the School Law Conference
- C. Monday, July 11, 2022, in conjunction with the NMCEL Summer Conference

XI. Adjournment

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

* Included in Advance Packet Mailing

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.1a
Robin Strauser, Deputy Executive Director
Administrative and Finance Report**

. Finance:

As of December 31, 2021, CES' revenue is \$93,113,723 through traditional PO's and \$70,073,682 through direct Purchase PO's. This is a total \$163,187,405 in total revenue. The number of Po's processed through Direct Purchase is 1955. The Revenue as of December 31, 2021, is \$22,157,712 more than CES' revenue as of December 31, 2020. A 15.7% increase in revenue. CES is showing a loss of \$597,961 this year. CES' loss as of December 31, 2020, was \$866,871.

CES' Sandia Synergy Center, (SSC), rental property is generating a profit. Revenue at the end of December 2021 is \$197,140. Profit is \$135,587 as of December 2021. There are two vacant suites at Sandia Synergy Center. It has been difficult to find new tenants as a lot or people continue to work remotely.

Combining the financial reports of CES and SSC, revenue is \$163,384,545, and an overall loss of \$462,374.

Direct Purchase: As mentioned above, CES has approved 1,955 purchase orders through December. Direct Purchase is proving to be an excellent process benefiting CES, its members and vendors.

Staff: The Business Department is currently fully staffed. We have had some staff turnover between our last meeting and this one though. Maintaining capacity has been a challenge with the training of new staff. The more senior staff in the business has stepped up well to train new staff. An additional position has added to provide cross training and backup for payroll and accounts payable. The EANS program has proven to be more labor intensive than originally thought. CES has hired a full-time position just to deal with EANS. This addition is funded by EANS.

Strategic Plan:

Refer to the Strategic Plan included in this packet for progress reporting and updates. The Direct Purchase project was rolled out April 5, 2021, so it is still a fairly new program. Members and vendors have embraced this new way of purchasing and making it very successful. There are still enhancements to be made to make this program even better.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.1b
Ancillary Report –Lianne Pierce, Ancillary Director**

Goal 1 - Make Every Customer a Raving Fan of CES

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

Ancillary Staff Training and Materials Requests

- Last quarter Discipline Representatives contributed information regarding training interests and needs for ancillary staff.
- Due to COVID and district needs, extra training has not been a consideration.
- Inventory Management System: Follet Destiny, trainings were completed 11/12 and 11/17 by ancillary office staff.
- CPI Budget – approximately \$10,000 of the \$15,000 budget for PD for Ancillary Staff.
 - CPI training has continued throughout the year.
 - \$5,650 for certifying and recertifying staff.
 - CPI Trainers will be needing recertification, at the rate of \$3,500.00 (times 2 trainers.)

Payroll & Timesheet entry process:

- Since taking over in October, the training video referenced in the last Ancillary report from October 1, 2021, has not been discussed.

“In addition to requested training, CES Ancillary Office staff is also in the beginning stages of developing guidance documents and resources for CES Ancillary staff on topics related to the payroll and invoicing process.

After consultation with northern and southern services managers, we are contemplating a training video like the one created for Direct Purchase that would walk staff through the timesheet entry process and management of time throughout the school year.

The goal of this effort is to reduce overages in billing without prior written approval from district administration as outlined in CES Ancillary Handbook.

We are very much in the early stages of this process, and we are hopeful that this will reduce delays in payment of invoices to CES.”

- This will be discussed with Jim and Aaron during the 3rd quarter.

Background Checks & Impact of HB 128 on CES Ancillary Operations

- Without and ORI number assigned, we continue to use “Good Hire” and ancillary staff will need to process through districts/schools to be compliant.
- We defer to HR regarding results from the HB 128 background checks.
- **Still Relevant:** CES Leadership may wish to consider recommendation outlined in letter from NM DPS dated 03/29/2021. Employees / prospective employees can submit a request directly to the FBI with fingerprints to conduct a background check. This would include process of signing a third-party waiver allowing the FBI to release results of background check directly to the employer (CES). Website is as follows:

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

**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.**

Total Number of Ancillary Staff to date: 231 (as of 12/31/2021)

Diagnosticians – 43, down 2	Occupational Therapists – 26, no change
Physical Therapists – 8, no change	Certified Occupational Therapy Assistants – 5, down 1
School Psychologists – 24, up 10	Clinical Psychologists – 2, no change
Social Workers – 45, up 2	Speech Language Pathologists – 43, down 2
Audiologists-3, no change	SLPA – 1, up 1
Licensed Practical Nurses – 1, no change	Registered Nurses – 10, down 5
Adapted Physical Education Teachers – 0, no change	Recreation Therapists – 9, no change
Teachers of the Visually Impaired – 1, no change	Certified Orientation & Mobility Specialists – 1, no change
Ancillary Teachers – 2, no change	Rehabilitation Counselors - 9

- CES Ancillary Office staff continue to review applications for prospective ancillary staff seeking to fill vacancies throughout New Mexico. As of this date, CES is working to identify staff who can fill 103 vacancies.

90-Day Plan for the 3rd Quarter:

- Develop position relating to Behavior management in the school, work with TAP and refine job descriptions for the 2022-2023 school year.
- Develop position for a Surrogate Parent as defined by IDEA and NMAC for children in CYFC custody, when needed for EDT/IEP meetings.
- Research with Robin and David, the possibility of Health Insurance options for Ancillary Staff for 2022-2023 Contract, with a view towards increasing recruitment and securing retention.
- Review policy regarding reimbursement for moving expenses to consider a period of service prior to reimbursement regarding recruitment for the 2022-2023 contract.
- Explore supporting interns from ancillary programs from universities around the state. We will need veterans to be their mentors. We will need to examine a way to support the interns towards getting their clinical hours.
- Work with Cindy SooHoo and Loretta Garcia to develop “Compliance Corner” addition to our part of the CES website, all newsletters etc. for the purpose of addressing pressing legal compliance issues.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.1c
Gustavo Rossell-Procurement Manager**

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

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

New Strategic Partnerships

Cultivation of new partnerships with prominent vendors such as **Apple** and **AT&T Global Solutions – Education – NM**. CES and Apple have been negotiating contracts for several weeks and negotiations are going well. CES and AT&T Client Solutions for Education - NM are also exploring how CES can leverage existing AT&T contract(s) for *Commodity Internet Access* products (hotspots, laptops w LTE built-in, access points, hotspots on buses, etc.) and other services.

IGA's with NMPED to use CES contracts have increased this year. CES Procurement has sourced from affiliated cooperative AEPA instructional contracts for NMPED to use saving them time and money. CES also provided NMPED with a contract with Claro Consulting (Ferdinand Serim) for the professional services required to launch the “transmission of instructional content over TV digital signal (UNM’s KNME TV) project”; Taos Municipal School is the first of five pilot schools, to test the project.

Procurement Survey & Growth Through New RFPs Categories

CES conducted a research survey of the US Top 20 purchasing cooperatives according to NIGP, primarily, to identify prominent contracts + procurement categories that other coops have that CES does not so we can develop and issue new RFPs in new categories. When available, the survey also collected data on competitors` administrative fee, procurement model, markets/regions and other.

In January 2022, CES Procurement will release three RFPs concurrently in three new categories: 1) Devices w. the iOS System, 2) Electric Vehicles Charging Stations, and 3) Lubricants (Aviation / Auto / Industrial).

e-Procurement system + Digital BlueBook

The **eProcurement** software system, consisting of Cost, Contracts Modules, Notification + integration with the digital BlueBook, was deployed in November 2020. The ongoing interdepartmental collaborative effort at CES with the developer, Real Time Solutions, our eProcurement Technology Partner, is necessary to improve continuously CES` procurement system through enhancements.

The new **digital BlueBook** Module, which is CES` electronic vendor listing with purchasing capabilities, was launched on April 5, 2021. CES Members have been able to login securely and access, 24/7, vendor contracts, pricing pages, vendor contact information, and submit purchase orders through our new online portal.

Direct Purchase Business Model

The new Direct Purchase business model has been in production for approximately 9 months. This new procurement product is a *Procure-to-Pay* process (member buys & pays seller directly, CES performs contract & pricing compliance on POs), now available to our members, leveraging the power of cooperative purchasing, for economical, fast, and compliant with NM Procurement Code procurements. Since April 2021, Members have submitted over 3500 POs for approximately \$120M.

I Update on Recent Publicly Competed Solicitations and Contract Awards

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

RFP #	RFP Description	Status
2022-04	<i>Robotic, Self-Motorized, Autonomous Disinfection and Sterilization</i>	Awarded to: <ul style="list-style-type: none"> • Build with Robots (spray technology) • SNAP Solutions (UV technology)

II Update on Upcoming Publicly Competed Solicitations

RFPs that will be advertised soon:

RFP #	RFP Description	Proc. Mgr.	Release
2022-06 New Categ.	<i>Electric Charging Stations, Batteries & Related</i> <i>(all dates are tentative)</i>	JT	01/24/22
2022-07 New Categ.	Lubricants (aviation, auto, heavy equipment, industrial, etc.) <i>(all dates are tentative)</i>	JV	01/24/22
2022-09	<i>Fuel - Gasoline, E85, Diesel, Biodiesel and Related</i>	JV	03/28/22
2022-10	<i>Heavy Equipment, Parts, Accessories, Leasing and Related</i>	JT	03/28/22
2022-11	<i>Material Handling Equipment, Parts, Accessories, Leasing and Related</i>	GR	03/28/22

III Strategic Plan Update:

Strategic goals for the Procurement Department for FY 2021-22 have been developed.

Major Areas of focus:

- continuous review and improvement of processes and systems (eProcurement and the digital BlueBook) in the Procurement Department.
- Continue the development, refinement, and enhancement of the Direct Purchase business model.
- October 2021 - Procurement Dept. Survey of national purchasing coops.

CES conducted a research survey of the US Top 20 purchasing cooperatives according to NIGP, primarily, to identify prominent contracts + procurement categories that other coops have that CES does not so we can develop and issue new RFPs in new categories. When available, the survey also collected data on competitors` administrative fee, procurement model, markets/regions and other.

Findings: CES has a comprehensive range of categories & contracts especially for schools.

Conclusions, recommendations: the expansion of our portfolio of contracts to new categories of products and services in areas to be used by cities & counties.

* Data is being analyzed for new RFPs in new categories → RFPs in 3 new categories will be released in Jan. 2022.

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

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.1d
Paul Benoit – Northern Services / NMREAP**

Northern Services Travel Notes

With the “rise and fall” of virus cases, travel has been spotty, as well. The “longest” trip I made this past quarter was a three-day run to the Taos area in November. It was an enjoyable and fruitful trip in which I was able to make contact with a variety of members/entities in Mora, Taos, Questa, Red River, and NMSD (Santa Fe). Was able to conduct a quick, impromptu training and Q and A with the Taos Schools business office staff. In December, travel was primarily in my home region (east side) with a few trips to ABQ and central region.

Direct Purchase/Digital Bluebook Model and Transition

Direct Purchase seems to be catching on well with our members and participating entities. Jim and I continue to help customers manage their accounts and navigate the changes and differences between construction PO’s versus “goods and services”.

Jim and I concluded our series of trainings in December. These trainings were offered every other Monday, since the end of September, and were on-line, open to any/all members and entities. We had good attendance at each, ranging from as small as 8 to as large as 26 attendees.

We await the roll-out of changes that have come from our feedback in the field that will improve the process and tracking of the traditional PO’s (Construction), to prevent/minimize “missed po’s” in the current system.

We also try to work closely with the Purchasing Specialists to help customers troubleshoot when there are issues with a PO or a quote. Because we have a number entities that use us 1-2 times a year (or even less), we are still discovering entities that need training in getting an account set up and running.

Once the new enhancements are made to the digital bluebook, Jim and I will be setting up a new round of training to help members understand the enhancements and their value in expediting PO submission and approval.

RAPID RESPONSE REPORTING FOR PED (PUBLIC AND PRIVATE SCHOOLS)

By the end of the year, I was able to wrap up my contractor role with PED in helping track Rapid Response Numbers. These duties were officially turned back to PED about mid-December.

NMREAP NOTES

We remain at 95 active subscriptions in NMREAP. I continue to offer technical support to applicants, as I can, and work with REAP national for those requiring more in-depth assistance. I also follow up with schools regularly, responding to their inquiries, as well as checking with subscribers to see if there are any needs related to NMREAP.

Direct Purchase PO/VOLUME REPORT

I provide Robin with monthly reports on Direct Purchase volume and a summary of “days to process” for DP purchase orders. When available, I continue to provide him with the full volume report, as well. The first half of the year report (2021-22) will be available once Jim and I receive the December traditional PO’s.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.1e
Brad Schroeder - Technology**

As of January 13, 2022, we have 2052 approved POs for \$73.3M for Direct Purchase. We have made improvements to the purchasing process to include the rollout of Traditional and Vendor Portal purchases, as well as an abbreviated/printable BlueBook. We are working to make tweaks and adjustments both to the system and business processes as they arise. This new addition should greatly help alleviate the backlog of Traditional POs in our system. We are also working with several members/vendors jointly to set up streamlined purchasing mechanisms between their account software packages. The City of Albuquerque is the 1st to go down this path, time will tell how it goes and how advantageous it may be for other members to pursue a similar route. We are still in the process of evaluating our systems regarding the processing of PTO, Expense Reports, Timesheets, Travel Logs, et al.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.1f
Jim Barentine – Southern Services**

As my travel to assist members and vendors has increased, much has continued to occur via virtual (digital) connection. With the relaxed Covid restrictions, I am visiting the members onsite, but many times a significant portion of our members' personnel are either continuing to work from home or preferring to avoid face-to-face meetings that are unnecessary, so my visits don't keep pace with pre-Covid visits. Since the last Executive Committee meeting, I have made scheduled on-site visits to members in Regions 4(south), 6, and 8. I keep in touch with all my contacts across southern New Mexico and conduct at least email conversations with those unavailable to meet in person.

There continues to be more staff turnover than usual among members. The news media have tagged the phenomenon as "The Great Resignation." My work includes an increased focus on education/reeducation of members' personnel regarding CES and its programs, especially with assisting in the processes of the interactive Bluebook and the Direct Purchasing program. I have held many entity-specific trainings regarding CES purchase processes, and I am continually helping troubleshoot "difficulties" had by members. Paul Benoit and I held a 6-session series of periodic "Bluebook & Direct Purchasing" training sessions, open to anyone. Turnout fluctuated from meeting to meeting, but it seems to have been a positive experience for participants. We will probably repeat the process when the next set of significant changes have been made to the PO submittal process, as planned for Traditional purchases (construction). I continue to await the roll-out of the new abbreviated Bluebook Reference, as so many of our members prefer dependence upon a printed document to that of our online Bluebook.

I am beginning work on my annual "Jim's Watch List" of legislation, to be shared with superintendents, REC directors, and charter directors in my assigned work area, plus Paul for northern distribution as he sees fit. For it, I attempt to best capture bills, resolutions, and memorials that may have any significant impact upon or relevance to public education. (There may be some I miss; feel free to ask about specific legislation you would like tracked.)

The digital media program continues to serve CES well. In addition to social media posts, the creation of supportive videos, monthly newsletters, and advertising fliers keeps the workload full for Aaron Gonzales, who has done well in his assumption of the Media Specialist role, refining some post and media content and format. Digital media is an effective way for CES to maintain a presence with its members and vendors, and we attempt to connect with the social media sites of our members and vendors to enhance their impact.

I continue to support the work of the Ancillary Program through recruitment and identification of placement opportunities. It is slow in most areas of the south, with requests being "spotty."

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

- CES Fall Leadership Conference (Albuquerque in-person)
- Facility Managers Workshop (Albuquerque in-person)
- NMPPA Fall Conference (Albuquerque in-person)
- NMRHCA & NMERB Legislative Update to NM RSA (Albuquerque virtual)
- NM Counties Conference (Santa Fe in-person)
- How To Do Business With CES workshops (Alamogordo in-person X2)
- SERTPO Planning Meetings (Roswell virtual)

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.1g
Yvonne Tabet – Human Resources**

Since the last Executive Committee meeting, a lot of training and learning has taken place for the new Human Resources Director. Learning the different processes for hiring and onboarding has been the greatest challenge. To better understand the different processes for each classification of employees, a resource document was developed. Its dynamic in nature to add or delete as processes change. It will serve to assist future Directors of Human Resources.

Employee Classification	Office Staff	Ancillary Staff	Professional Services	EANS
Who?	Staff @ CES Building	CES Employees that service member agencies and/or school districts in the state: Educational Diagnosticians, Speech Language Pathologists, Occupational Therapists, Certified Occupational Therapist Assistant, Physical Therapists, Psychologists, School Psychologists, Social Workers, Recreational Therapists, School Nurses, Orientation and Mobility Specialist, Teacher of Visually Impaired, Rehabilitation Counselor, Adaptive PE Teachers.	SITE, LEAP, TAP, Leadership Development, Professionals schools want to hire (finance/business managers, forensic auditors, REC directors, facility managers etc. pd 85% of PO from schools)	Private School Personnel
How they apply	INDEED.com Hiring Manager reviews	INDEED.com if posted CES Website- directed to CES HR email	Website under Professional Services link	
How Processed	-Hiring Manager makes recommendation to HR -Salary is determined by Executive Director or Deputy Executive Director. -Phone call is made by HR Director to make a verbal offer -If accepted, an Official CES Offer Letter is sent with salary, starting date, supervisor, etc.	-Ancillary Director and School Site make recommendation/assignment -Paperwork is gathered, processed by Ancillary Dept -Ancillary Department determines if qualified, licensed, references, gathers documents (STARS form, EEOC, emergency contact, ancillary handbook acknowledgement form,) places in 36 Ancillary Folder>Fiscal Year>New Hire 20-21>Name of Employee>Save as TIFF and put in One Drive folder -HR Director sends welcome email with information for Adobe sign emails that are to come, COVID protocol & survey link, link for GoodHire background check. -HR Director adds other New Hire Documents (I9 pg.1, Direct Deposit, W4, ,) -Meet in person with staff to complete verification of I9 Identification documents and have them sign letter of intent (only once paperwork is complete and GoodHire	-CES HR email -Call applicant, get details as to what services they want to provide -HR Director forward to Executive Director (or discusses with manager of program they are applying for. -Executive Director/program manager makes determination -Email sent by HR Director -Adobe Sign New	

	<ul style="list-style-type: none"> -Create folder in employees name in One Drive -After CES Offer Letter signed and returned, HR sends Adobe Sign New Hire Documents (19 Employment Verification Form, Direct Deposit, EEOC, W4) -Employee returns documents via Adobe Sign -Download the documents, open, save as Microsoft Print to PDF, Edit returned New Hire Paperwork for Payroll purposes (delete forms not needed) -When employee starts, meet and complete I9 pg. 2 (the I9 is a print to PDF because you need to add your signature after you've filled it out), scan voided check, give NMPSIA Enrollment form, and send NMPSIA link to benefits -Exempt Staff contract issued, HR93 Folder, change name, file print to MS 	<p>background check is complete.</p> <ul style="list-style-type: none"> -When returned upload to Payroll File, Dynamic ID issued -HB 128 Expanded Background check: Send Good Hire and Work Release Forms template, Applicant Work History template, Sample Employers Background Questionnaire template. -Setup staff in ThinkHR for Sexual Harassment and Bloodborne Pathogen training. Assign training after setup. https://apps.thinkhr.com/en-us#!/training?section=/course/view.php?id=1305 -Sent email with training information including link to complete the Child Abuse & neglect training. -Add staff member to Master Expiration Dates excel (36 Ancillary, FY 21-22, Staff folder) -Once HB 128 expanded background is complete, create Ancillary Contract. 	<p>Hire Documents sent</p> <ul style="list-style-type: none"> -COVID-19 questionnaire, vaccine status, copy paste link -Contract issued (HR 93 file, 21-22 Professional Services Contract, (pull the correct one for 85% or set rate) change name and save as PDF) -Scope of Work, if have school in mind -Purchase Order, sent to HR and then forwarded to Payroll, AR/AP 	
--	---	--	--	--

	Print to PDF, save to employers file -Upload New Hire Docs to Payroll file, Dynamic ID issued			
Tracking Employees	-New and Termed Spreadsheet -COVID vaccine status excel -Image Silo	-CES Portal (enter Dynamic ID) -New & Termed spreadsheet -Master Expiration Dates excel -COVID Vaccine status excel -Image Silo	-New & termed spreadsheet -COVID vaccine status excel -Image Silo -Professional Services spreadsheet	
Benefits: Health	-80% Medical, dental, vision -stipend pays the remaining 20% -benefit stipend \$367.58 can go to extra retirement account, FSA if not used Medical, Dental & Vision premiums	-Employee is enrolled in Basic Life Insurance at 15 hrs/week - (Ancillary office staff present monthly report that needs to be checked to see if anyone becomes eligible or loses eligibility. -Employee can enroll in Medica, dental and vision benefits after 20/week -Pay for benefits -Enroll in NMPSIA via HR Dept.	NONE	
Benefit: Retirement	-403(b) or 457 match \$1.57 up to 8% of salary, vested day one -401(a) account, <50K 3% deposited, >50K 1% deposited, vested 3 yrs.	-Employee can open a 403(b) or 457 account and contribute ().	NONE	
Image Silo: CES Electronic Filing System	Go to IS, login, hover over CES HR Active Office Staff Files and click Upload (cloud icon)			
*HB128 Process		-Forms are returned by Adobe Sign by the new hire -Save the file as a TIFF and rename each document -Add the employee to the Work History Verification document -Send Employer Work History Questionnaire,		

		Audit form and Applicant Waiver form to email provided or used		
--	--	--	--	--

Below are the most recent employees to join CES in the different categories of employee from mid-October to January 14th, 2022.

Office Staff

Name	Position
Aaron Gonzales	Media Specialist
Valerie Yoakum	Ancillary Assistant
Meena Chamberlin	Purchasing Specialist
Bertha Ochoa	EANS Finance Assistant
Rhonda Hinsen	Purchasing Specialist
Tanya Marquez	Business Specialist
Michael Floyd	Purchasing Specialist
Tim Flores	LEAP

Ancillary Staff

Name	Position
Julie Rivera	Diagnostician
Martha Willis	Diagnostician/RHC
Susanna Cole	Speech Language Pathologist
Christie Polanco	Speech Language Pathologist Lead
Aimee Daily	School Psychologist
Aubrey Bassham	Social Worker

Professional Services

EANS Contractor

Name
Erlinda Martinez
Tonna Burgos
Conrad Duran
Leslie Rohrer
Carrie Bunce

Name
Kai Lucio
Kristine Meyer
Melinda Rice
Aiden Young
Lauren Barnes
Madison Barnes
Daniel Bocher

On December 2, 2022, the New Mexico Department of Health issued a Public Health Order directing the following:

1. All school workers in any private school, public school, or charter school who (i) are not fully vaccinated against COVID-19; (ii) have not received a booster dose, if eligible according to the FDA, by January 17, 2022, or within four weeks of becoming eligible; and/or (iii) are unwilling to provide proof of such vaccination to their respective supervisors shall:
 - a. Provide adequate proof that the school worker has tested negative for COVID-19 on a weekly basis; and
 - b. Wear a mask or multilayer cloth face covering at all times indoors during the course and scope of their employment except when eating or drinking. An unvaccinated school worker will only be exempt from wearing a mask indoors if adequate proof is

provided that the school worker has been instructed otherwise by a licensed healthcare provider.

On December 14th, notices were sent to all employees to give notice of the health order. During this time, collection of booster vaccination cards and determining weekly COVID-19 testers has occurred.

Below is a table of the most recent rates of return of vaccination cards, weekly testers and those that have not responded to the request. The Outstanding category represents individuals that have failed to respond to the notice and those that have responded to the notice but have not submitted proof of booster vaccination card. This category also includes employees that aren't eligible to take the booster vaccination due to the six-month timeline after second dose of vaccination. For example, an employee that received the 2nd dose of the vaccination on September 15, 2021, is not eligible for booster vaccination until March 15, 2022. These individuals are not subject to weekly testing.

Department of Health Order, December 2, 2021, Compliance Table

Employee Group	Sent	Returned	Outstanding	Weekly Testing
Ancillary	225	134	70	20
Professional Services	88	41	40	6
Office Staff	40	28	5	7

The Human Resources Director has been working closely with Executive Director to complete a CES Comprehensive Salary Study. Preliminary data has been gathered from New Mexico Workforce solutions for average, entry and experienced salaries for the Albuquerque and Central region of New Mexico. National data has been pulled from United States Department of Labor for New Mexico and Southwest Regional comparisons, which include Arizona, Texas, and Colorado.

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.A.2
David Chavez – Executive Director**

Item (a) Approve the continuation of the following professional development programs for the 2022-2023 fiscal year.

- **Technical Assistance Program (TAP)** this is complimentary professional development program offered to school district personnel in the area of special education. This is the longest standing professional development program offered through CES. This program is financed by New Mexico insurance Authority with a budget of \$300,000.00
- **School Improvement Technical Expertise (SITE)** This program provides a set number of complimentary days, based on district enrollment, in regular education professional development offerings. This program is designed to meet the unique professional development needs of a school and is done through an MOA approved by the district superintendent and his/her leadership team. The training is based on the most effective research practices based on a coaching model for delivery.
- **Administrator Leadership Program (ALD)** this program requires approval by the Professional Practices and Standards Committee. We will need to present to the committee this spring for reconsideration of program approval. Successful completion of this program allows students access to the New Mexico administrative license.
- **Leading Educators Through Alternative Pathways** – this program allows students to sit for the New Mexico teacher exam upon successful completion. The program is a one-year program and has served approximately 390 candidates.
- **New Mexico School Board Leadership Development** – this professional development program, provided in collaboration with the NMSBA, provides four training modules for new board members. The modules include, roles and responsibilities of board members, board superintendent relations, finance, and strategic planning. The modules are delivered during the four NMSBA major conferences.
- **CES Leadership Development** – this program focuses on providing executive leadership for the district superintendent and his/her leadership team. The program includes, Aspiring Superintendents training, New Superintendent support, First Year Principals Academy, monthly topical offerings, the annual leadership conference, and individual district leadership training.
- **Facility Managers, Maintenance and Custodial training** – this training is delivered through seven modules developed through a partnership with Public School Facilities Authority, and POMS and Associates. The training is delivered during three two-day sessions throughout the year. The individuals that complete all seven modules are awarded a certificate after successful completion of each module and a master certificate upon completion of all seven modules. CES and the partner organizations host

an annual three-day facility managers conference that offers a general session along with seventeen break-out sessions.

Item (b) Request approval for the attached budget timeline. The attached budget timeline provides the Executive Committee with the activities associated with the development of the CES budget. The budget is reviewed by the CES Budget subcommittee, prior to presenting the budget to the full Executive Committee for approval.

Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022

Agenda Item IX.B.1
Yvonne Tabet – Personnel Report
Staff Contracts and Resignations

As of October 2, 2021

Staff Resignations/Terminations for 2021-2022

- Alicia Herrera Payroll Specialists
- Natasha Ortiz Purchasing Specialist
- Pam Reed Executive Administrative Assistant

New Staff Contracts Received for 2021-2022

- Marissa Lopez Purchasing Specialist
- Kai Lucio EANS Contractor
- Erlinda Martinez Professional Services
- Lianne Pierce Director of Ancillary Services
- Julie Rivera Diagnostician
- Martha Willis Diagnostician
- Tonna Burgos Professional Services
- Conrado Duran Professional Services
- Aaron Gonzales Media Specialist
- Yvonne Tabet Director of Human Resources
- Leslie Rohrer Professional Services
- Kristine Meyer EANS
- Melinda Rice EANS
- Aiden Young EANS
- Susanna Cole SLP
- Carrie Bunce Professional Services
- Lauren Barnes EANS
- Valerie Yoakum Ancillary Administrative Assistant
- Meena Chamberlin Purchasing Specialist
- Bertha Ochoa EANS Financial Assistant
- Rhonda Hinsin Purchasing Specialist
- Tanya Marquez Business Specialist
- Christie Polanco SLP Lead
- Michael Floyd Purchasing Specialist
- Madison Barnes EANS
- Daniel Bocher EANS

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.C.1
Consent Agenda- Approval of Checks**

October 8, 2021 through January 20, 2022

Check Number	Date	Payee	Amount
80452	10/15/2021	Herrera, Alicia M.	1,494.63
80453	10/15/2021	Lopez, Marissa	1,315.61
80454	10/29/2021	Bryant, Laura M.	2,640.03
80455	10/29/2021	McWilliams, Michele L.	101.58
237989	10/12/2021	The Aisling Company	7,587.22
237990	10/12/2021	Bridgers & Paxton Consulting Engineers	33,173.21
237991	10/12/2021	ESA Construction Inc	65,857.05
237992	10/12/2021	Hansen & Prezzano/Builders LLC	950.00
237993	10/12/2021	Johnson Controls	13,568.38
237994	10/12/2021	MFLL, Inc. dba Melloy Ford	31,187.45
237995	10/15/2021	Albuquerque Publishing Company	227.13
237996	10/15/2021	Central Regional Educational Cooperative #5	4,339.00
237997	10/15/2021	Clearly Clean Janitorial Services, LLC	23,478.76
237998	10/15/2021	ESA Construction Inc	22,681.71
237999	10/15/2021	Greer Stafford/SJCF Architecture Inc	8,316.76
238000	10/15/2021	Hansen & Prezzano/Builders LLC	17,403.56
238001	10/15/2021	Havona Environmental, Inc.	2,011.00
238002	10/15/2021	Huitt-Zollars, Inc.	16,833.83
238003	10/15/2021	Jennifer Carr	232.31
238004	10/15/2021	Jive Communications	557.28
238005	10/15/2021	Morrow Enterprises, Inc.	544.78
238006	10/15/2021	New Mexico Public Schools Insurance Authority	631.64
238007	10/15/2021	Northstar NM LLC	5,337.47
238008	10/15/2021	Occupational Health Centers of the SW PA	140.24
238009	10/15/2021	On the Go Casino Inc.	579.83
238010	10/15/2021	PoolPro LLC	1,287.71
238011	10/15/2021	Dude Solutions	471.85
238012	10/15/2021	Smith Engineering Company	10,733.48
238013	10/15/2021	Stites Enterprises	15,690.67
238014	10/15/2021	Sunset Cleaning Services	1,348.43
238015	10/15/2021	Vigil & Associates Architectural Group PC	44,135.31
238016	10/25/2021	Clearly Clean Janitorial Services, LLC	22,862.30
238017	10/25/2021	Document Solutions, Inc. (DSI)	128,141.45
238018	10/25/2021	ESA Construction Inc	30,586.16
238019	10/25/2021	Hansen & Prezzano/Builders LLC	44,380.35
238020	10/25/2021	Network Cabling, Inc.	337.60
238021	10/25/2021	Stites Enterprises	5,008.00
238022	10/25/2021	Transmission & Distribution Servicers, LLC	899.70
238023	10/25/2021	Yearout Mechanical	559.49
238024	10/25/2021	Academic Therapy Publications	705.10
238025	10/25/2021	Alb Bernalillo Co Water Utility Author	756.31
238026	10/25/2021	Albuquerque Collegiate Charter School	8,599.01
238027	10/25/2021	AllPrint Graphics	2,287.36
238028	10/25/2021	All Sports Trophies	101.50
238029	10/25/2021	Cajon Valley Union School District	5,000.00
238030	10/25/2021	CenturyLink	19.95
238031	10/25/2021	CenturyLink	1,972.99
238032	10/25/2021	GoodHire	21.58
238033	10/25/2021	High Plains REC #3	300.00
238034	10/25/2021	Janea A Menicucci	51.70
238035	10/25/2021	Occupational Health Centers of the SW PA	140.24
238036	10/25/2021	Pitney Bowes	32.00
238037	10/25/2021	Quill Corporation	919.20

238038	10/25/2021 Randy Wayne Rich	3,977.22
238039	10/25/2021 RSM	702.00
238040	10/25/2021 Timothy Flores	779.81
238041	10/25/2021 United States Postal Service	338.57
238042	10/25/2021 Van Amberg, Rogers, Yepa & Abeita LLP	2,474.00
238043	10/25/2021 Verizon Wireless	2,684.37
238044	10/25/2021 WPS	597.30
238045	10/25/2021 Zoom Video Communications, Inc.	389.98
238046	10/25/2021 Corbins Service Electric	22,373.20
238047	10/29/2021 Albuquerque Freightliner Inc	4,792.46
238048	10/29/2021 Anthony Montano	105.67
238049	10/29/2021 Archis Design, LLC	9,233.55
238050	10/29/2021 Coyote Cabling	151,723.71
238051	10/29/2021 ESA Construction Inc	35,864.36
238052	10/29/2021 Hansen & Prezzano/Builders LLC	23,676.38
238053	10/29/2021 Havona Environmental, Inc.	3,251.44
238054	10/29/2021 John N.Tortelli	50.00
238055	10/29/2021 Kelly Bassham	30.00
238056	10/29/2021 May Center for Learning	8,400.00
238057	10/29/2021 Network Cabling, Inc.	30,090.04
238058	10/29/2021 Pam Reed	20.00
238059	10/29/2021 NSC Pearson Inc.	2,291.31
238060	10/29/2021 Shamrock Discount Janitor Supply	754.21
238061	10/29/2021 Smith Engineering Company	43,863.52
238062	10/29/2021 Stites Enterprises	106,316.37
238063	10/29/2021 Team Builders Plus	1,000.00
238064	11/3/2021 DZ Bespoke LLC	517.80
238065	11/5/2021 AT&T Mobility	110.89
238066	11/5/2021 Central Regional Educational Cooperative #5	4,339.00
238067	11/5/2021 Cobb, Fendley & Associates, Inc.	5,380.43
238068	11/5/2021 Construction Truck Equipment	114,475.73
238069	11/5/2021 David Chavez	511.20
238070	11/5/2021 ESA Construction Inc	1,607.86
238071	11/5/2021 Daiohs	244.83
238072	11/5/2021 GoodHire	151.06
238073	11/5/2021 Hansen & Prezzano/Builders LLC	11,076.02
238074	11/5/2021 Huitt-Zollars, Inc.	16,804.57
238075	11/5/2021 Jive Communications	557.28
238076	11/5/2021 MFLL, Inc. dba Melloy Ford	394.78
238077	11/5/2021 Guadalupe Mountain Fencing FKA MHAT LLC	3,843.16
238078	11/5/2021 Next Level Home Audio & Video, Inc	35,355.36
238079	11/5/2021 Occupational Health Centers of the SW PA	420.72
238080	11/5/2021 PNM	1,426.38
238081	11/5/2021 Unified Contractor Inc	422,990.19
238082	11/5/2021 Vigil & Associates Architectural Group PC	59,866.06
238083	11/5/2021 VOIDED	-
238084	11/5/2021 Yearout Mechanical	1,745.32
238085	11/5/2021 Yvonne Tabet	927.85
238086	11/5/2021 Sunset Cleaning Services	1,348.43
238087	11/5/2021 Stites Enterprises	2,130.67
238088	11/5/2021 Roofs, Inc.	44,633.09
238089	11/8/2021 Karen F. Romero	434.00
238090	11/12/2021 B&M Cillessen Construction Company, Inc.	200,037.74
238091	11/12/2021 Staples	88,984.50
238092	11/12/2021 David Chavez	2,892.52
238093	11/12/2021 Dry Fly Enterprises, Inc.DBA Nube Group	15,857.63
238094	11/12/2021 ESA Construction Inc	128,781.04
238095	11/12/2021 Jaramillo Accounting Group LLC	15,631.09
238096	11/12/2021 KSA Engineering, Inc.	11,078.81
238097	11/12/2021 LeAnne Gandy	1,697.00
238098	11/12/2021 MFLL, Inc. dba Melloy Ford	31,633.58
238099	11/12/2021 Morrow Enterprises, Inc.	39,580.87
238100	11/12/2021 Network Cabling, Inc.	12,295.86
238101	11/12/2021 Pitsco, Inc.	19,600.00

238102	11/12/2021	Roofs, Inc.	195,360.00
238103	11/12/2021	Smithco Construction	73,068.89
238104	11/12/2021	Smith Engineering Company	19,445.19
238105	11/12/2021	Teresa Salazar	1,372.98
238106	11/19/2021	Alb Bernalillo Co Water Utility Author	752.66
238107	11/19/2021	Albuquerque Public Schools	1,410.46
238108	11/19/2021	Ambitions Technology Group	2,268.25
238109	11/19/2021	CenturyLink	19.95
238110	11/19/2021	ENMU – Portales	9,747.00

238111	11/19/2021	ESA Construction Inc	25,269.92
238112	11/19/2021	Grass Masters, LLC	171,877.26
238113	11/19/2021	Greater Albuquerque Chamber of Commerce	371.00
238114	11/19/2021	Holmans USA	2,617.89
238115	11/19/2021	Lori McVey Bowers	725.00
238116	11/19/2021	La Harca, Inc.	34,027.39
238117	11/19/2021	Guadalupe Mountain Fencing FKA MHAT LLC	23,971.80
238118	11/19/2021	Occupational Health Centers of the SW PA	140.24
238119	11/19/2021	Paul Brookes Publishing Company	620.99
238120	11/19/2021	NCS Pearson Inc.	655.52
238121	11/19/2021	Quadient Leasing USA, Inc.	231.81
238122	11/19/2021	Riverside Insights	4,477.09
238123	11/19/2021	RSM	1,192.13
238124	11/19/2021	Scholastic Testing Service Inc.	1,438.57
238125	11/19/2021	Stites Enterprises	1,562.67
238126	11/19/2021	Truly Nolen	229.77
238127	11/19/2021	Van Amberg, Rogers, Yepa & Abeita LLP	1,353.30
238128	11/19/2021	Wenger Corporation	56,851.87
238129	11/19/2021	Yvonne Tabet	509.78
238130	11/19/2021	Village of Santa Clara	450.00
238131	11/23/2021	The Aisling Company	68,163.46
238132	11/23/2021	B&M Cillessen Construction Company, Inc.	301,765.86
238133	11/23/2021	Bridgers & Paxton Consulting Engineers	79,885.96
238134	11/23/2021	Holmans USA	58,311.11
238135	11/23/2021	J & M Heritage Construction Company, LLC	21,224.14
238136	11/23/2021	Smith & Aguirre Construction Company, Inc.	24,419.78
238137	11/23/2021	Smith Engineering Company	5,292.31
238138	11/23/2021	Southwest Flooring Solutions, Inc.	32,995.53
238139	11/23/2021	Yearout Mechanical	3,906.29
238140	12/3/2021	Peter Lucero	2,011.92
238141	12/3/2021	Albuquerque Collegiate Charter School	4,471.66
238142	12/3/2021	AT&T Mobility	108.29
238143	12/3/2021	Bridgers & Paxton Consulting Engineers	5,842.73
238144	12/3/2021	Central Regional Educational Cooperative #5	4,339.00
238145	12/3/2021	CenturyLink	8,669.14
238146	12/3/2021	Clearly Clean Janitorial Services, LLC	44,318.54
238147	12/3/2021	ESA Construction Inc	56,310.02
238148	12/3/2021	Daiohs	43.15
238149	12/3/2021	GoodHire	21.58
238150	12/3/2021	Hansen & Prezzano/Builders LLC	56,376.94
238151	12/3/2021	Imagination Station dba Istation	7,119.75
238152	12/3/2021	Jennifer Carr	955.73
238153	12/3/2021	Jive Communications	557.28
238154	12/3/2021	La Harca, Inc.	15,217.78
238155	12/3/2021	MFLL, Inc. dba Melloy Ford	54,718.03
238156	12/3/2021	New Mexico Gas Company	361.86
238157	12/3/2021	Dry Fly Enterprises, Inc.DBA Nube Group	16,497.33
238158	12/3/2021	Pitney Bowes	82.84
238159	12/3/2021	PNM	1,420.49
238160	12/3/2021	Power Line Technologies	1,411.73
238161	12/3/2021	Quill Corporation	1,198.72
238162	12/3/2021	Results Coaching Global, LLC	750.00

238163	12/3/2021 RSM	2,946.61
238164	12/3/2021 Smith & Aguirre Construction Company, Inc.	418,988.85
238165	12/3/2021 Southwest Flooring Solutions, Inc.	2,495.24
238166	12/3/2021 Sunset Cleaning Services	1,348.43
238167	12/3/2021 Verizon Wireless	1,552.61
238168	12/3/2021 Walsh, Gallegos, Trevino, Russo, & Kyle, P.C.	765.37
238169	12/3/2021 WPS	775.80
238170	12/3/2021 Yearout Mechanical	19,272.57
238171	12/10/2021 Ambitions Technology Group	2,268.25
238172	12/10/2021 Constructors & Associates, Inc.	8,861.78
238173	12/10/2021 Coyote Cabling	32,195.82
238174	12/10/2021 David Chavez	1,332.05
238175	12/10/2021 ESA Construction Inc	177,528.95
238176	12/10/2021 Fulcrum Contracting, LLC	9,873.44
238177	12/10/2021 Kirk Carpenter	129.60
238178	12/10/2021 PaperlessPay Corporation	3,424.00
238179	12/10/2021 Paradise Power Company, Inc. DBA PPC Solar	11,955.94
238180	12/10/2021 RSM	19,042.39
238181	12/10/2021 New Mexico Secretary of State	20.00
238182	12/10/2021 Stites Enterprises	1,641.60
238183	12/10/2021 Teresa Salazar	1,110.01
238184	12/10/2021 T J Parks	362.69
238185	12/10/2021 VOIDED	-
238186	12/10/2021 Vigil & Associates Architectural Group PC	63,401.94
238187	12/10/2021 Wenger Corporation	587.65
238188	12/10/2021 Ardham Technologies Inc	84,912.56
238189	12/17/2021 Alb Bernalillo Co Water Utility Author	698.76
238190	12/17/2021 CenturyLink	19.95
238191	12/17/2021 Clearly Clean Janitorial Services, LLC	52,720.11
238192	12/17/2021 Docusign	1,087.38
238193	12/17/2021 ESA Construction Inc	18,148.33
238194	12/17/2021 Fat Cat Enterprises, LC	3,330.64
238195	12/17/2021 Janea A Menicucci	58.98
238196	12/17/2021 Loren Cushman	415.87
238197	12/17/2021 Guadalupe Mountain Fencing FKA MHAT LLC	508.52
238198	12/17/2021 New Mexico Activities Association	10,000.00
238199	12/17/2021 New Mexico Association of Counties	2,000.00
238200	12/17/2021 n2Y LLC	24,173.43
238201	12/17/2021 Safeguard Business Systems	7,338.14
238202	12/17/2021 VOIDED	-
238203	12/17/2021 Stites Enterprises	18,416.53
238204	12/17/2021 Terracon Consultants	21,637.91
238205	12/17/2021 Transmission & Distribution Servicers, LLC	387.72
238206	12/17/2021 Yearout Mechanical	5,419.31
238207	12/17/2021 Zoom Video Communications, Inc.	234.62
238208	12/22/2021 Albuquerque Publishing Company	80.47
238209	12/22/2021 CPI	1,599.60
238210	12/22/2021 e3 MSR West	225.00
238211	12/22/2021 Texas New Mexico Newspaper Partnership, LLC	214.43
238212	12/22/2021 ESA Construction Inc	30,890.48
238213	12/22/2021 Greer Stafford/SJCF Architecture Inc	3,775.63
238214	12/22/2021 Network Cabling, Inc.	19,590.73
238215	12/22/2021 Next Level Home Audio & Video, Inc	113,890.89
238216	12/22/2021 New Mexico School Personnel Association	100.00
238217	12/22/2021 NCS Pearson Inc.	1,912.06
238218	12/22/2021 PRO-ED, Inc.	2,934.57
238219	12/22/2021 Psychological Assessment RS	740.48
238220	12/22/2021 Quill Corporation	312.01
238221	12/22/2021 Roswell Daily Record	100.40
238222	12/22/2021 RSM	757.29
238223	12/22/2021 The Santa Fe New Mexican	103.83
238224	12/22/2021 Smith Engineering Company	24,667.95
238225	12/22/2021 Stites Enterprises	32,816.53
238226	12/22/2021 Wenger Corporation	689.52

238227	12/22/2021 VOIDED	-
238228	12/22/2021 CDW Government Inc	6,716.36
238229	12/23/2021 AFLAC	3,261.53
238230	12/23/2021 Allstate Benefits	662.35
238231	12/23/2021 American Fidelity Assurance Co	1,386.47
238232	1/4/2022 B&M Cillessen Construction Company, Inc.	42,275.35
238233	1/4/2022 Carver Electric, LLC	95,689.41
238234	1/4/2022 ESA Construction Inc	67,003.09
238235	1/4/2022 Facility Solutions Group	106,607.29
238236	1/6/2022 Christian Learning Center	6,750.00
238237	1/6/2022 B&M Cillessen Construction Company, Inc.	24,353.33
238238	1/6/2022 Build-X, LLC	26,619.49
238239	1/6/2022 David Chavez	232.54
238240	1/6/2022 Daiohs	43.15
238241	1/6/2022 Grass Masters, LLC	42,369.13
238242	1/6/2022 Holmans USA	148.50

238243	1/6/2022 Sunset Cleaning Services	1,348.43
238244	1/6/2022 United States Postal Service	650.98
238245	1/10/2022 David Chavez	6,665.37
238246	1/14/2022 Advanced Communications and Electronics, Inc.	21,497.94
238247	1/14/2022 AT&T Mobility	106.71
238248	1/14/2022 B&M Cillessen Construction Company, Inc.	170,854.53
238249	1/14/2022 Embassy Suites Albuquerque Hotel and Spa	85,483.18
238250	1/14/2022 ESA Construction Inc	26,281.06
238251	1/14/2022 Lisa Romo	144.00
238252	1/14/2022 CenturyLink	1,972.99
238253	1/14/2022 New Mexico Activities Association	825.00
238254	1/14/2022 New Mexico Gas Company	527.39
238255	1/14/2022 New Mexico School Boards Association	5,932.49
238256	1/14/2022 New Mexico Public Procurement Association	300.00
238257	1/14/2022 Pecos Valley RCC 8	3,843.75
238258	1/14/2022 Planmember	897.59
238259	1/14/2022 PNM	1,609.02
238260	1/14/2022 Quill Corporation	153.32
238261	1/14/2022 Results Coaching Global, LLC	375.00
238262	1/14/2022 Riverside Insights	1,107.14
238263	1/14/2022 RSM	1,194.19
238264	1/14/2022 Stites Enterprises	853.33
238265	1/14/2022 Truly Nolen	76.59
238266	1/14/2022 Van Amberg, Rogers, Yepa & Abeita LLP	1,078.41
238267	1/14/2022 Verizon Wireless	534.97
238268	1/14/2022 Yvonne Tabet	2,178.36
238269	1/14/2022 Zoom Video Communications, Inc.	258.90

285 Checks for total of **5,884,131.87**

Approved this _____ day of _____, 2022

Attest:

President, Executive Committee

**Cooperative Educational Services
EXECUTIVE COMMITTEE MEETING
February 2, 2022**

**Agenda Item IX.C.2
Profit & Loss and Balance Sheets**

STATEMENT of REVENUES, EXPENSES and CHANGES in FUND NET

For the Six Months Ending Friday, December 31, 2021

	<u>December</u>	<u>YTD</u>
EXTRAORDINARY REVENUE	\$0.00	\$0.00
A/R-A/P CLEARING ACCOUNT	497.60	9,952.64
	<u>497.60</u>	<u>9,952.64</u>
 INSURANCE		
Insurance-Revenue	0.00	1,000.00
Insurance Expense	0.00	0.00
	<u>0.00</u>	<u>1,000.00</u>
 Professional Services		
Professional Services-Revenue	6,678.37	223,153.48
Professional Services-Expense	116,908.44	412,821.28
	<u>(110,230.07)</u>	<u>(189,667.80)</u>
 PLACEMENT SERVICES		
Placement Services-Revenue	0.00	45,303.25
Placement Services-Expense	493.44	2,965.42
	<u>(493.44)</u>	<u>42,337.83</u>
 MEDICAID		
Medicaid-Revenue	102,638.78	293,644.35
Medicaid-Expense	87,919.35	251,666.09
	<u>14,719.43</u>	<u>41,978.26</u>
 FOOD		
Food-Revenue	5,406.93	27,053.46
Food-Expense	0.00	167.41
	<u>5,406.93</u>	<u>26,886.05</u>
 PROCUREMENT		
Procurement-Revenue	10,605,054.19	82,583,486.88
Procurement-Expense	10,459,957.63	81,325,201.29
	<u>145,096.56</u>	<u>1,258,285.59</u>
 AEPA		
AEPA-Revenue	340,258.18	3,333,852.21
AEPA-Expense	335,806.54	3,783,360.54
	<u>4,451.64</u>	<u>(449,508.33)</u>
 ANCILLARY		
Ancillary-Revenue	1,259,497.04	5,958,006.55
Ancillary-Expense	1,146,207.07	5,603,725.55
	<u>1,113,289.97</u>	<u>354,280.99</u>

	113,289.97	354,281.00
INSERVICES		
Inservices-Revenue	0.00	91,545.00
Inservices-Expense	4,093.65	29,883.48
	<u>(4,093.65)</u>	<u>61,661.52</u>
MEETINGS		
Meetings-Revenue	0.00	0.00
Meetings-Expense	747.84	4,755.50
	<u>(747.84)</u>	<u>(4,755.50)</u>
EANS		
EANS-Revenue	0.00	364,451.18
EANS-Expense	446,668.34	998,762.11
	<u>(446,668.34)</u>	<u>(634,310.93)</u>
SITE		
SITE Revenue	0.00	0.00
SITE Expense	23,831.37	170,616.23
	<u>(23,831.37)</u>	<u>(170,616.23)</u>
TAP		
TAP- Revenue	112,054.46	144,789.55
TAP - Expense	15,746.81	97,156.79
	<u>96,307.65</u>	<u>47,632.76</u>
ALD		
ALD Revenue	(3,000.00)	155,598.64
ALD Expense	39,966.68	184,577.57
	<u>(42,966.68)</u>	<u>(28,978.93)</u>
LEAP		
LEAP Revenue	69,911.84	191,278.26
LEAP Expense	47,346.49	274,418.36
	<u>22,565.35</u>	<u>(83,140.10)</u>
TQP		
TQP Revenue	0.00	0.00
TQP Expenses	11,249.26	73,667.16
	<u>(11,249.26)</u>	<u>(73,667.16)</u>
BUSINESS OFFICE		
Business Office-Revenue	0.00	0.00
Business Office-Expense	4,127.28	24,450.25
	<u>(4,127.28)</u>	<u>(24,450.25)</u>

EXECUTIVE DIRECTOR		
Executive Director-Revenue	0.00	0.00
Executive Director-Expense	3,199.18	30,191.02
	<u>(3,199.18)</u>	<u>(30,191.02)</u>
HUMAN RESOURCES		
Human Resources-Revenue	0.00	0.00
Human Resources-Expense	17,783.14	72,224.62
	<u>(17,783.14)</u>	<u>(72,224.62)</u>
TECHNOLOGY		
Technology-Revenue	0.00	0.00
Technology-Expense	40,457.42	137,427.53
	<u>(40,457.42)</u>	<u>(137,427.53)</u>
ENTITY		
Entity-Revenue	14,799.57	65,011.19
Entity-Expense	106,630.49	608,049.86
	<u>(91,830.92)</u>	<u>(543,038.67)</u>
PROFIT/(LOSS)	(395,343.46)	(597,961.42)

Cooperative Educational Services
STATEMENT OF NET ASSETS
For the Six Months Ending Friday, December 31, 2021

CASH	
Operating BOA	\$11,765,492.82
Operating WF	0.00
Petty Cash	200.00
Endowment Fund	0.00
TOTAL CASH	<u>11,765,692.82</u>
ACCOUNTS RECEIVABLE	10,147,914.94
PREPAID EXPENSES	230,351.19
ACCRUED REVENUE	0.00
OTHER RECEIVABLES	(6,957.12)
TOTAL CURRENT ASSETS	<u>22,137,001.83</u>
EQUIPMENT	
Ancillary	0.00
Accum Dep Anc	0.00
Furnishings	599,825.72
Accum Dep Furn	(417,098.38)
Vehicles	130,851.21
Accum Dep Veh	(63,015.12)
NET EQUIPMENT	<u>250,563.43</u>
PROPERTY	
Land	410,888.64
Building	296,135.47
Building 1401	5,402,665.54
Accum Dep Bldg	(243,344.05)
Improvements	671,194.70
Accum Dep Imp	(432,548.82)
NET PROPERTY	<u>6,104,991.48</u>
TOTAL EQUIPMENT & PROPERTY	<u>6,355,554.91</u>
OTHER ASSETS	
Investment in SSC	0.00
TOTAL OTHER ASSETS	<u>0.00</u>
TOTAL ASSETS	<u>\$28,492,556.74</u>

ACCOUNTS PAYABLE	16,342,534.23
ACCRUED EXPENSES	
Ancillary Payroll	0.00
Expenses	0.00
Compensated Absences	159,731.44
TOTAL ACCRUED EXPENSES	<u>159,731.44</u>
SUMMER INSURANCE PREMIUMS	146,169.83
PAYROLL TAXES PAYABLE	232,732.91
EMPLOYEE BENEFITS PAYABLE	36,285.34
AEPA	0.00
MEMBER CREDIT LIABILITY	0.00
DEFERRED REVENUE	14,071.03
Mortgage Payable	5,431,807.46
PPP Loan	0.00
Fiscal Agency Liability - NMPFMA	32,150.43
TOTAL LIABILITIES	<u>22,395,482.67</u>
NET ASSETS	6,695,035.49
CURRENT CHNG in NET ASSETS-PROFIT/(LOSS)	(597,961.42)
TOTAL NET ASSETS	<u>6,097,074.07</u>
TOTAL LIABILITIES & NET ASSETS	\$28,492,556.74

Sandia Synergy Center
Financial Summary
12/31/2021

	November	December	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	1,071,970.00	1,072,092.29	122.29
Cash - Security Deposits BOA - SSC	28,449.66	28,450.87	1.21
Accounts Receivable - SSC	34,826.09	59,280.79	24,454.70
Prepaid Expenses - SSC	250.00	250.00	0.00
Fixed Assets	3,040,851.21	3,040,851.21	0.00
Total Assets	4,176,346.96	4,200,925.16	24,578.20
Accounts Payable - SSC	0.00	0.00	0.00
Deferred Rent - SSC	600.00	600.00	0.00
Tenant Deposits - SSC	28,365.21	28,365.21	0.00
Total Liabilities	28,965.21	28,965.21	0.00
Investment form CES	3,250,804.85	3,250,804.85	0.00
Fund Balance - SSC	785,567.90	785,567.90	0.00
Profit & Loss - SSC	0.00	0.00	0.00
Profit/(Loss)	111,009.00	135,587.20	24,578.20
Total Fund Balance	4,147,381.75	4,171,959.95	24,578.20
Total Liabilities & Fund Balance	4,176,346.96	4,200,925.16	24,578.20
Total Revenue	(164,153.34)	(197,139.65)	(32,986.31)
Total Expense	53,144.34	61,552.45	8,408.11
(Profit)/Loss	(111,009.00)	(135,587.20)	(24,578.20)
Revenue - Rent - SSC	(142,138.22)	(170,765.32)	(28,627.10)
Revenue - Passthru Maintenance - SSC	0.00	0.00	0.00
Revenue - Passthru Electricity - SSC	(3,609.60)	(4,287.69)	(678.09)
Revenue - CAM - SSC	(18,399.55)	(22,079.46)	(3,679.91)
Revenue - Interest Tenant Deposits - SSC	(5.97)	(7.18)	(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	0.00	0.00	0.00
Bank Fees - SSC	0.00	0.00	0.00
Depreciation Expense - SSC	0.00	0.00	0.00
Property Insurance - SSC	3,100.00	3,100.00	0.00
Property Tax - SSC	0.00	0.00	0.00
Janitorial - CAM - SSC	6,256.72	7,820.90	1,564.18
Janitorial Supplies - CAM - SSC	793.95	982.73	188.78
Contract Maintenance - CAM - SSC	3,622.44	4,124.98	502.54
Maintenance Supplies - CAM - SSC	0.00	0.00	0.00
Electrical Repairs - CAM - SSC	0.00	0.00	0.00
Plumbing Repairs - CAM - SSC	0.00	0.00	0.00
Door & Lock Repair & Maint - CAM - SSC	0.00	0.00	0.00
Pest Control - CAM - SSC	281.32	281.32	0.00
Safety Equip & Maint - CAM - SSC	167.21	167.21	0.00
Roof Repairs - CAM - SSC	0.00	0.00	0.00
Electricity - CAM - SSC	7,463.46	8,993.52	1,530.06
Gas - CAM - SSC	469.40	1,320.46	851.06
Water & Sewer - CAM - SSC	3,439.20	4,104.23	665.03
Solid Waste Removal - CAM - SSC	1,359.55	1,633.62	274.07

Telephone - CAM - SSC	432.68	513.08	80.40
Security & Alarm Monitoring - CAM - SSC	608.69	608.69	0.00

	November	December	Change
HVAC Maintenance - CAM - SSC	8,282.70	8,282.70	0.00
HVAC Repairs - CAM - SSC	0.00	0.00	0.00
Grounds Maintenance - CAM - SSC	3,302.61	3,797.76	495.15
Snow Removal - CAM - SSC	0.00	0.00	0.00
Window Washing - CAM - SSC	248.11	248.11	0.00
Association Fees - CAM - SSC	0.00	0.00	0.00
Management Fees Contract - CAM - SSC	4,315.00	5,393.75	1,078.75
Management Fees Intercompany - CAM - SSC	3,978.00	3,978.00	0.00
Internet CAM - SSC	1,000.00	1,500.00	500.00
Equipment & Storage Rental Fees	0.00	0.00	0.00
Electricity - SSC	0.00	0.00	0.00
Repairs - SSC	0.00	0.00	0.00
Maintenance - SSC	0.00	0.00	0.00
Repairs & Maintenance General - SSC	1,038.77	1,038.77	0.00
Electricity Passthru - SSC	2,984.53	3,662.62	678.09
Maintenance Passthru - SSC	0.00	0.00	0.00
Janitorial Services SNL - SSC	0.00	0.00	0.00
Renovation Expense Rental Suites - SSC	0.00	0.00	0.00
Fix Me I should be Zero	0.00	0.00	0.00

