



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
300 DON GASPAR  
SANTA FE, NEW MEXICO 87501-2786  
Telephone (505) 827-5800  
[www.ped.state.nm.us](http://www.ped.state.nm.us)

HANNA SKANDERA  
SECRETARY OF EDUCATION

SUSANA MARTINEZ  
Governor

September 12, 2014

Mr. Efren Yturralde, Superintendent  
Gadsden Independent Schools  
P.O. Drawer 70  
Anthony, NM 88021

Dear Superintendent Yturralde:

The Public Education Department (PED) values the participation of your school(s) in Year 2 of the *Academic Language Development for All in New Mexico* (ALD4ALL) project, directed by PED's Bilingual Multicultural Education Bureau (BMEB) and supported by the W.K. Kellogg Foundation. Gadsden Independent Schools has been awarded **\$10,000.00** for the following two schools' participation in the ALD4ALL project during FY 15:

Chaparral Elementary School	\$5000.00
Santa Teresa Middle School	\$5000.00
<b>Total</b>	<b>\$10,000.00</b>

The \$5,000.00 is granted toward reimbursement of teacher substitute and/or travel expenses related to the ALD4ALL project during SY 14-15.

The funding under this award must be used to support the participation of Gadsden Independent Schools bilingual multicultural education program team(s) in the ALD4ALL professional learning. This award may be used for reimbursement of the cost of teacher substitutes for on-site or off-site training and/or mileage and per diem (at state rates) for the schools' teams to attend ALD4ALL trainings.

These funds are on a reimbursement basis and must be requested using the Request for Reimbursement (RfR) process; please refer to the guidelines attached. In order to budget these funds, please submit for approval an electronic Budget Adjustment Request (BAR) in the amount of \$5,000.00 for each school.

The **Fund Code is 26121** and the **Revenue Code is 41922**. This award must be expended by June 30, 2015. The final date for RfR submission is July 7, 2015.

The deadline for BAR submission is **October 31, 2014**. On November 7, 2014 the PED reserves the right to redistribute funds that have not been budgeted by this deadline.

If you have questions, please contact Dr. Icela Pelayo, BMEB Director, directly at (505) 827-6667 or [icela.pelayo@state.nm.us](mailto:icela.pelayo@state.nm.us) or Sherri Green, BMEB Management Analyst, at (505) 827-6594 or [sherrit.green@state.nm.us](mailto:sherrit.green@state.nm.us).

Best regards,



Hipolito "Paul" Aguilar  
Deputy Secretary, Finance and Operations

HA/IP/sg

Enc. (1): Reimbursement Guidelines

cc: Hanna Skandera, Secretary of Education  
Leighann Lenti, Deputy Secretary, Policy and Programs  
Icela Pelayo, Ph.D., Director, Bilingual Multicultural Education Bureau  
Susan Lucero, Bureau Chief, Fiscal Grants Management Bureau  
Laura Pargas, Principal, Chaparral Elementary School  
Rosa Lovelace, Principal, Santa Teresa Middle School



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### **FY 15 ALD4ALL in New Mexico Project Reimbursement Guidelines**

For reimbursement for the ALD4ALL project you will need to submit the following documentation with your RfRs as follows:

#### **Reimbursement for Teacher Substitute Costs:**

1. Documentation verifying substitute coverage for your school(s) designated bilingual multicultural education program teachers participating on the dates of ALD4ALL professional learning sessions.
2. Only RfRs, submitted for substitute teacher coverage for designated teachers from participating ALD4ALL schools specified in the award letter(s), will be approved.

#### **Reimbursement for Travel Expenses:**

1. School/district travel reimbursement forms documenting travel expenditures.
2. Original itemized invoices and/or receipts for lodging and/or meals.
3. Only travel expenses to/from ALD4ALL professional learning sessions for designated teachers or school from participating ALD4ALL schools specified in the award letter(s), will be approved.
4. State approved rates will be used for per diem and mileage reimbursement per 2.42.2 NMAC Per Diem and Mileage Act.