



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

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

November 7, 2018

Travis Dempsey, Superintendent
Gadsden Independent Schools
P.O. Drawer 70
Anthony, New Mexico 88021

Dear Mr. Dempsey:

State appropriated funding is awarded to Gadsden Independent Schools for the 2018 Excellence in Teaching Awards by the State of New Mexico for FY19. The funding under this award must be used solely for Excellence in Teaching salary supplements. These salary supplements are \$5,000.00 or \$10,000.00 per teacher and may only be awarded to teachers who have met the award criteria. **This is the first time in the state's history that New Mexico has recognized the state's most outstanding teachers, including those that achieved two years of student growth in one academic year, with Excellence in Teaching awards.**

Salary supplements are supplemental wages and are therefore subject to tax withholding according to Employer's Tax Guide, Publication No. 15 (2018) Section 7, published by the Internal Revenue Service (<http://www.irs.gov/pub/irs-pdf/p15.pdf>). The Excellence in Teaching salary supplement is considered a "one-time" payment and will not increase an employee's annual base pay. Therefore, it is not subject to retirement contributions as per NMAC 2.82.2.3.8. **The total award amount issued to your district/charter school includes the employer's share of Social Security and Medicare Tax withholding at 7.65%.**

Please note the following State of New Mexico Legislative appropriation information specific to this award:

Award Name: Excellence in Teaching
Funding Agency: NM Public Education Department, Special Appropriation Fund
Compliance Requirements: NM Procurement Code (NMSA Chapter 13);
2.42.2 NMAC, Travel & Per Diem;
NM Department of Finance Administration Rules and Regulations
<http://nmdfa.state.nm.us/Forums.aspx>

The table below indicates Gadsden Independent Schools' FY19 state appropriation for the Excellence in Teaching Awards. Please submit a budget adjustment request (BAR) for this amount using **fund code 27125** and **revenue object code 43202** within the Operating Budget Management System (OBMS) located on the OBMS website.

Teacher Salary Supplement	\$165,000.00
Employer Share Tax Withholding	\$12,622.50
FY19 Award Amount to BAR	\$177,622.50

The table below lists teachers who **earned** the Excellence in Teaching salary supplements and the amount for which they are approved:

LEA	Teacher Name	License Number	Award
GADSDEN	CHRISTINA RENTERIA	324404	\$5,000.00
GADSDEN	CARLOS ENRIQUEZ	330696	\$5,000.00
GADSDEN	SAUL NUNEZ	315982	\$5,000.00
GADSDEN	BETHANY MARTINEZ	303568	\$5,000.00
GADSDEN	DEBBIE HARTMANN	329124	\$5,000.00
GADSDEN	GUADALUPE CASTILLO	362475	\$5,000.00
GADSDEN	MANUEL TOMENBANG	290003	\$10,000.00
GADSDEN	BLANCA CARDONA-GUTIERREZ	363831	\$10,000.00
GADSDEN	SANDRA CARRILLO	373525	\$5,000.00
GADSDEN	SANDRA CALZADA NINO	347051	\$5,000.00
GADSDEN	ANNA VALDEZ	282760	\$5,000.00
GADSDEN	ROSA GOSE	205372	\$5,000.00
GADSDEN	ERIKA BARRON	371845	\$5,000.00
GADSDEN	ROBERTO PARRA	249175	\$5,000.00
GADSDEN	JOSE ESCOBEDO	297713	\$5,000.00
GADSDEN	DAVID UBINGER	313086	\$10,000.00
GADSDEN	MARIA CORDOVA	356450	\$5,000.00
GADSDEN	ISELA ROSALES	329961	\$5,000.00
GADSDEN	RINA VIRAMONTES	322849	\$10,000.00
GADSDEN	SHERI REES	254664	\$5,000.00
GADSDEN	GRACIELA CORDERO	314375	\$5,000.00
GADSDEN	CECILIA GALLEGOS	277015	\$5,000.00
GADSDEN	JESSICA GONZALEZ	362450	\$5,000.00
GADSDEN	TERESA ZAMORA	309484	\$5,000.00
GADSDEN	ALEJANDRO GARCIA	368433	\$5,000.00
GADSDEN	ARCELIA GUILLERMO-RIOS	266588	\$5,000.00
GADSDEN	CELIA RIVERO	324857	\$5,000.00
GADSDEN	MARTHA GARDEA	270709	\$5,000.00

GADSDEN	AMADA DE SANTIAGO FRENCH	324886	\$5,000.00
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These funds are on a reimbursement basis and must be requested using the Request for Reimbursement (RfR) process in OBMS. The supporting documentation must be sufficient to demonstrate teacher eligibility under the funded program. Please refer to the guidelines below:

- The deadline for BAR submission is **November 30, 2018**. Please secure board approval in order to establish budget authority. **LEAs must issue monetary awards to identified teachers by December 21, 2018**. Required documentation for reimbursement will be the following items:
 - Expenditure Report and/or Payroll Distribution Report demonstrating warrants issued to teachers with detail.
 - Cancelled warrant copies of checks/ACH issued
- The FY19 award amount must be fully expended by Friday, **December 21, 2018**.
- The deadline for RfR submissions for Excellence in Teaching salary supplements for the 2018-2019 school year is **January 31, 2019**.

If you have fiscal questions, please contact your designated fiscal analyst within the Fiscal Grants Management Bureau, who will refer your question to the appropriate individual. For programmatic questions, please contact Seana Flanagan, Director, Educator Growth and Development Bureau, at 505-827-4522 or seana.flanagan@state.nm.us.

Regards,



Marian K. Rael
Acting Deputy Secretary, Finance and Operations

MKR/AS/sgl/scf

cc: Seana Flanagan, Director Educator Growth and Development Bureau
Ludym Martinez, Associate Superintendent of Finance, Gadsden Independent Schools