



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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DR. VERONICA C. GARCÍA
SECRETARY OF EDUCATION

BILL RICHARDSON

January 11, 2008

Ms. Cynthia Nava
Gadsden Independent Schools
P.O. Drawer 70
Anthony, NM 88021

Dear Ms. Nava:

The district award allocation process for the **Mentoring Program for Beginning Teachers**, as administered by the **Educator Quality Division** of the New Mexico Public Education Department, has been completed.

Based on the legislative appropriation and the district award process, the award being made to your district is \$123,549 for 133 beginning teachers receiving mentorship services.

Funding under this award must be used as specified by supporting legislation, the mentorship regulation (6.60.10 NMAC) and in alignment with the district's mentorship program plan. These funds will be provided on a reimbursement basis and must be expended in accordance with the legislative language.

In order for the district to access these funds, it will be necessary to complete the following:


1. Please submit an electronic Budget Adjustment Request (BAR) utilizing Fund Code: 27154, Revenue Code: 43202 in the Operating Budget Management System OBMS system.
2. These funds are on a reimbursement basis and must be requested using the Request for Reimbursement Form. The Request for Reimbursement must be accompanied by an expenditure report which supports the claim. (See below).
3. Use SDE 566-98, NM SDE Flowthrough Program Budget and Expenditure Report, for reporting of expenditures on a quarterly basis. (See below).
4. Fund Code 27154 does not allow for carryover funds. Therefore, it is critical that the district liquidate their program funds by June 30, 2008. June Payroll Calculations and Unliquidated Obligations will not be accepted. All Requests for Reimbursements must be received by the PED program office on or before July 11, 2008.

All the aforementioned forms may be accessed and downloaded at:
<http://www.ped.state.nm.us/div/admin.serv/fiscal/index.html>. Click on Forms and Instructions.

The contact person in the Fiscal Flowthrough Office of the Public Education Department is Ms. Lea Larranaga. She can be reached at (505) 827-6608 or lea.larranaga@state.nm.us if you need further information on the financial procedures.

The contact person in the Professional Development Bureau of the Public Education Department is Ms. Carol Carpenter. She can be reached at (505) 827-3578 or Carol.Carpenter@state.nm.us if you need further information on the programmatic requirements.

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Veronica C. Garcia, Ed.D.
Secretary of Education

VCG/MC/gg

cc: Dr. Catherine Cross Maple, Deputy Secretary, Learning and Accountability
Dr. Mary Rose CdeBaca, Assistant Secretary, Educator Quality Division
Mr. Larry J. Martinez, Bureau Chief, Professional Development Bureau
Ms. Carol Carpenter, Education Administrator, Professional Development Bureau
Ms. Lea Larranaga, Financial Administrator, Administrative Services Division