



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
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SECRETARY DESIGNATE OF EDUCATION

MICHELLE LUJAN GRISHAM
GOVERNOR

November 15, 2019

Mr. Travis Dempsey, Superintendent
Gadsden Independent School District
P.O. Drawer 70
Anthony, NM 88021

Dear Superintendent Dempsey:

State appropriated funding for a model internship program at Gadsden High School and Santa Teresa High School was allocated through the 2019 legislative session (Laws of 2019, Chapter 279, Section 25A {HB548} and Laws of 2019, Chapter 278 Section 26A {SB 536}). The New Mexico Public Education Department (PED) has determined funding in the amount of \$50,000.00 for Gadsden Independent School District.

This funding is to be used specifically for a model internship program at Gadsden High School and Santa Teresa High School as specified in the supplement section on page three of this award letter. This award is based upon reimbursable expenditures. Adherence to the requirements as detailed in the supplement and documentation supporting expenditures is required.

Please note the following NM State Legislation appropriation information specific to this award:

Award Name: Model Internship Program
Funding Agency: NM Public Education Department, Special Appropriation Fund
Compliance Requirements: NM Procurement Code (1.4.1 NMAC), Procurement Code (13-1-28 through 13-1-99 NMSA 1978)
NM Department of Finance Administration Rules and Regulations
<http://nmdfa.state.nm.us/Forums.aspx>

The table below indicates Gadsden Independent School District's state appropriation for a model internship program at Gadsden High School and Santa Teresa High School. Please submit a Budget Adjustment Request (BAR) for this amount using **fund code 27546** and **revenue object code 43202** within the Operating Budget Management System (OBMS) located on the PED OBMS website.

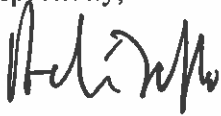
Model Internship Program allocation for BAR	\$50,000.00
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In OBMS, attach a copy of this award letter and a worksheet reflecting how funds will be utilized within the allowable purchases described on the supplement page. The supporting documentation must be sufficient to ensure allowable uses for the funds under the funded program; failure to submit sufficient descriptions will delay approval of the BAR.

This award is effective for the fiscal year period July 1, 2019 through June 30, 2020 upon receiving PED approved budget authority in OBMS. The award amount must be fully expended by June 30, 2020. The last day to submit requests for reimbursement for FY20 will be July 7, 2020.

If you have fiscal questions, please contact your designated fiscal analyst within the Fiscal Grants Management Bureau, who will refer your questions to the appropriate level. If you have programmatic questions, please contact Rick Schmidt, Education Administrator of the College and Career Readiness Bureau at Rick.Schmidt@state.nm.us, or (505) 827-6798.

Respectfully,



Adán Delgado
Deputy Secretary of Finance and Operations

AD/GW/ep/mr/sgl/as

Enc: Supplement Page
cc: Ludym Martinez, Associate Superintendent of Finance, Gadsden Independent School District
Elaine Perea, PhD, Director, College and Career Readiness Bureau

NM Public Education Department's College and Career Readiness Bureau (CCRB) Model Internship Program at Gadsden High School and Santa Teresa High School

SUPPLEMENT

This award is to develop model internship programs at both Gadsden High School and Santa Teresa High School in the Gadsden Independent School District. The model internship programs will follow work-based learning best practices as indicated in the Association for Career and Technical Education's (ACTE) research-based *Quality CTE Program of Study Framework* including the following:

The work-based learning experiences shall comply with relevant federal, state and local laws and regulations.

The requirements and procedures for the work-based learning experiences shall address access, selection, liability, supervision, rights and responsibilities, safety, transportation, learning objectives and evaluations shall be formalized and shared in advance of work-based learning experiences with employers, students and parents/guardians (as appropriate).

DEFINITIONS

Career and Technical Education (CTE): For the purposes of this award, CTE is defined as education that provides students with the academic and technical skills, knowledge and training necessary to succeed in high-skill, high-wage, and in-demand careers.

FUNDING

Funds may only be used as follows at Gadsden and Santa Teresa High Schools:

- Purchased services for the model internship program
- Salaries and benefits for the model internship program
- Supplies and materials for the model internship program
- Travel for teachers and/or students in the model internship program

Indirect costs will not be an allowable purchase.

Fiscal documentation in the form of a detailed expenditure report, as required by the PED, must be submitted with each request for reimbursement that provides: 1) time/date; 2) original adjustments and current budget amounts; 3) current and year-to-date expenditures; 4) budget balance (budget minus expenditures); 5) encumbrances; 6) budget balance that represents the budget, minus the expenditures, plus encumbrances; and 7) remaining budget balance percentage.

Submissions should also include (as appropriate):

- Pre-approved subcontracts and invoices with detailed breakdown of services provided
- Supporting documentation: Receipts, packing slips, invoices.

Items purchased or expenditures for deliverables must be traceable to line items included in the original PED-approved budget.

NMAC 6.20.2.10 Budget Maintenance Standards:

- Budget adjustment requests shall be submitted on the most current form prescribed by the department. The school district shall maintain a log of all budget adjustment requests to account for status, numerical sequence, and timely approval at each level. The log is to be retained for audit purposes.
- School districts shall submit budget adjustment requests for the operating budget to the department for the budget increases, budget decreases, transfers between functional categories, and transfers from the emergency reserve account. Expenditures shall not be made by the school district until budget authority has been established and approval received from the department. Budget adjustments shall not be incorporated into the school district's accounting system until approval is received by the department.
- School districts shall submit periodic financial reports to the department using the department-approved format. Reporting shall be either monthly or quarterly. Required reporting frequency may be changed by the department at any time during the year. Reports are due at the department by the last working day of the month following the end of the required reporting period, unless extended to a later date by the secretary of education.

[02-03-93, 11-01-97, 01-15-99: 6.20.2.24 NMAC – Rn, 6 NMAC 2.2.1.24, 05-31-01; A, 10-15-03; A, 11-30-06]