



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

HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

MEMORANDUM

TO: Superintendents, Business Managers and Charter Schools
FROM: Steve Burrell, Director, School Budget and Finance Analysis Bureau
Public Education Department
DATE: September 27, 2011
SUBJECT: October 2011 Training & Experience (T&E) Program

The following items are needed to calculate the October 2011 Training & Experience Index for use in 2012-2013 funding for School Districts and for State and Local Charter Schools. Senate Bill 454 passed during the 2009 Legislative Session authorizing the Public Education Department to use the better of the State or Local Charter Schools October 2009 T&E or their District's 2008-2009 final funded T&E for funding in 2010-2011. *The Senate Bill 454 provision has expired, therefore, existing Local and State Charter Schools must use their own October 2011 T&E Indices for funding in 2012-2013. New Charter Schools opening in the fall of 2012 will use their home district's October 2011 T&E Index.*

1. *Manual of Procedures for the Calculation of the Training & Experience Index, September 2008 Revised.* This manual can be downloaded from the Public Education Department website www.ped.state.nm.us.
2. The latest version of the training & experience program files (which are now on Microsoft Access) and the instruction manual that is to be downloaded from the Public Education Department website, www.ped.state.nm.us. *Please follow the attached download instructions.* Also, please make sure that you use the latest version of the training & experience program and not last year's program.

You should also include eligible Training and Experience staff paid from the Education Jobs fund 25255 in calculating your October 2011 T&E Index.

It is very important that the appropriate individual(s) responsible for submitting T&E data be given the above information. Those individuals completing the reports should carefully review and follow the instructions provided.

The Training & Experience e-mailed files and report are due on or before **November 4, 2011**.

The Training & Experience program has not changed from the prior year; however, please be sure to use the latest version of the program. If you have questions related to the use of this program, contact your assigned Budget Analyst. If you have technical problems with the program, call your Budget Analyst.

Thank you.

SB/pb

cc: SB&FAB Budget Analysts