

# Appendix B, Training and Experience Audit Email Correspondence

**From:** [Vernon Jaramillo](#)  
**To:** [Saiz, Amelia, PED](#); [Sisneros, Diego, PED](#); [Romero, Daniel, PED](#)  
**Cc:** [Saucedo, Ernestine, PED](#); [Poulos, Katie, PED](#); [Pelayo, Icela, PED](#); [Rael, Marian K., PED](#); [Craig, David, PED](#)  
**Subject:** Corrected - Re: Reply - from Vernon - Last chance for any outstanding -Carinos de Los Ninos  
**Date:** Friday, January 12, 2018 5:07:59 PM

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Ms. Amelia Saiz-

I forwarded referenced information to Mr. Diego Sisneros and Mr. Romero this evening at 4:26 p.m from home.

Let me know if more information or details are needed.

Please acknowledge receipt .

Respectfully,

Vernon Jafamillo

Sent from [Outlook](#)

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**From:** Vernon Jaramillo <vernon\_jaramillo@hotmail.com>  
**Sent:** Friday, January 12, 2018 4:42 PM  
**To:** Saiz, Amelia, PED; Sisneros, Diego, PED; Romero, Daniel, PED  
**Cc:** Saucedo, Ernestine, PED; Poulos, Katie, PED; Pelayo, Icela, PED; Rael, Marian K., PED; Craig, David, PED  
**Subject:** Re: Reply- from Vernon - Last chance for any outstanding -Carinos de Los Ninos

Ms. Saiz-

I forwarding information to Mr. Diego Sisneros and Mr. Romero this evening at 4;26 p.m from home.

Vernon

Sent from [Outlook](#)

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**From:** Saiz, Amelia, PED <Amelia.Saiz@state.nm.us>

**Sent:** Friday, January 12, 2018 4:30 PM

**To:** Jaramillo, Vernon; Sisneros, Diego, PED; Romero, Daniel, PED

**Cc:** Saucedo, Ernestine, PED; Poulos, Katie, PED; Pelayo, Icela, PED; Rael, Marian K., PED; Craig, David, PED

**Subject:** RE: Reply- Last chance for any outstanding -Carinos de Los Ninos

Hi Mr. Jaramillo,

Please provide that information today. As mentioned below, today is the last day to submit documentation to the PED for supporting documentation.

Thank you

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**From:** Vernon Jaramillo [mailto:vernon\_jaramillo@hotmail.com]

**Sent:** Friday, January 12, 2018 4:26 PM

**To:** Sisneros, Diego, PED; Romero, Daniel, PED

**Cc:** Saucedo, Ernestine, PED; Poulos, Katie, PED; Pelayo, Icela, PED; Rael, Marian K., PED; Saiz, Amelia, PED

**Subject:** Reply- Last chance for any outstanding -Carinos de Los Ninos

Dear Mr. Diego Sisneros and Mr. Dan Romero,

Reply to 6 Outstanding Items.

1. Suzana Gonzales worked 3 years with Carinos and was given 4 years of additional credit as a Teacher in Mexico for a **Total of 7 years**. We believe that the former Carinos Officer Manager released some of the documents to Ms. Suzana Gonzales when she resigned with Carinos to obtain employment with Pojoaque School District. **I will be requesting for Ms.Suzana Gonzales to provide me with a copy of her experience in Mexico as a teacher as verification of my good faith decision.**
2. Dorothy Valdez was given credit for MA +15 Semester hours . We believe that the former Carinos Officer Manager released some her transcripts to Mrs. Dorothy Valdez when she resigned with Carinos to obtain employment with the Espanola School District. **I will be requesting for Mrs. Dorothy Valdez to provide me with a copy of her most current transcript to reflect the 15 semester hours as verification of my good faith decision.**
3. Nora Martinez has worked 3 years for Carinos and was given credit for her 35 years of teaching experience as reflected on her provide certificated statement from the **Education Retirement Board** .**I will be requesting for Mrs. Nora Martinez to provide me with a copy of her Teaching experiencing from the various schools as verification of my good faith decision.**

4. Grace Martinez has worked for Carinos for 5 years ( of an on)and had a total of 25 years of experience . **I will be requesting for Ms. Grace Martinez to provide me with an update on her total years of teaching experience as verification of my good faith decision.**
5. Rosella Valdez was employed in November of 2016 with 9 years of experience with a MA degreee. She resigned on August of 2017 with Carinos to obtain employment with the Espanola School District. **I will be requesting for Ms. Rosella Valdez to provide me with a copy of her Official Transcript as verification of my good faith decision.**
6. Debbie Katko - I believe that during the beginning of the 2016-17 SY our former Carinos Officer Manager released some of the documents to Mrs. Debbie Katko when Ms. Katko resigned with Carinos to obtain employment with Pojoaque School District. **I will be requesting for Ms. Katko to provide me with a copy reflecting her 20 years of experience as a teacher as verification of my good faith decision.**
7. Let me know if you need more information.

Kindly confirm receipt. Respectfully, Vernon

Sent from [Outlook](#)

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**From:** Vernon Jaramillo <[vernon\\_jaramillo@hotmail.com](mailto:vernon_jaramillo@hotmail.com)>

**Sent:** Friday, January 12, 2018 1:44 PM

**To:** Saiz, Amelia, PED; Romero, Daniel, PED

**Cc:** Sisneros, Diego, PED; Saucedo, Ernestine, PED; Poulos, Katie, PED; Pelayo, Icela, PED; Rael, Marian K., PED

**Subject:** Reply to Ms. Amelia Saiz: Ref: Last chance for any outstanding -Carinos de Los Ninos

Dear Ms. Amelia Saiz-

I just received your e-mail this afternoon .

I have out on sick leave this entire week , due to the flu and back problems ( sciatic) .

As a matter of fact, I have been ill for the past two weeks.

I assure you that the outstanding items will be submitted to you by next Tuesday (by end of the work day - January 16, 2018).

Please confirm receipt of this communication.

Respectfully,

Vernon Jaramillo, Chancellor

Sent from [Outlook](#)

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**From:** Saiz, Amelia, PED <[Amelia.Saiz@state.nm.us](mailto:Amelia.Saiz@state.nm.us)>  
**Sent:** Friday, January 12, 2018 12:07 PM  
**To:** Jaramillo, Vernon; Romero, Daniel, PED  
**Cc:** Sisneros, Diego, PED; Saucedo, Ernestine, PED; Poulos, Katie, PED; Pelayo, Icela, PED; Rael, Marian K., PED  
**Subject:** RE: Reply: Last chance for any outstanding -Carinos de Los Ninos

Hello Mr. Jaramillo,

The deadline to submit additional documents is by COB today January 12, 2018. Carinos Charter school has been given a substantial amount of time, as well as extensions to provide the documentation. Additionally, upon submission of the the Training and Experience report to the Department, at the bottom of the form is a [signed certification](#) that adequate work papers have been maintained in completing the T & E reports.

The finalization of the work papers and audit will be begin today.

Again, the deadline to submit outstanding documentation is by close of business today, January 12, 2018.

Thank you,

Amelia “Molly” Saiz  
Acting ASD Director/CFO  
Audit and Accounting Bureau Chief  
State of New Mexico Public Education Department  
300 Don Gaspar Ave  
Santa Fe, NM 87501  
505-827-3856 (Direct)  
[Amelia.Saiz@state.nm.us](mailto:Amelia.Saiz@state.nm.us)

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**From:** Vernon Jaramillo [[mailto:vernon\\_jaramillo@hotmail.com](mailto:vernon_jaramillo@hotmail.com)]  
**Sent:** Friday, January 12, 2018 11:10 AM  
**To:** Romero, Daniel, PED  
**Cc:** Saiz, Amelia, PED; Sisneros, Diego, PED; Saucedo, Ernestine, PED  
**Subject:** Re: Reply: Last chance for any outstanding items by 1-6-2018

Dear Mr. Dan Romero-

I received your e-mail this morning .

I apologize for not responding earlier.

I have out on sick leave this week , due to the flu and back problems ( sciatic) .

As a matter of fact, I have been ill for the past two weeks.

I will reply to the outstanding items by next Tuesday (by end of the work day - January 16, 2018).

Please confirm receipt of this communication.

Respectfully,

Vernon Jaramillo, Chancellor

Sent from [Outlook](#)

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**From:** Romero, Daniel, PED <[Daniel.Romero5@state.nm.us](mailto:Daniel.Romero5@state.nm.us)>  
**Sent:** Friday, January 12, 2018 10:52 AM  
**To:** Jaramillo, Vernon  
**Cc:** Saiz, Amelia, PED; Sisneros, Diego, PED  
**Subject:** FW: Reply: Last chance for any outstanding items by 1-6-2018

Mr. Jaramillo,

This is a follow up regarding the documentation requested on December 14, 2017 (Exit Conference held with you at your school) in support of the T&E Report submitted to PED. This information was **due on January 10, 2018** and received nothing from your office. If this information is not provided by close of business today, we will finalize our audit based on the exceptions found and make the necessary SEG Adjustment. Let me know if you should have any questions.

Dan O. Romero, MBA  
Audit Supervisor  
State of New Mexico Public Education Department (PED)  
300 Don Gaspar Ave  
Santa Fe, NM 87501  
505-827-6749

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**From:** Romero, Daniel, PED  
**Sent:** Wednesday, January 03, 2018 9:18 AM  
**To:** Jaramillo, Vernon  
**Cc:** Sisneros, Diego, PED  
**Subject:** RE: Reply: Last chance for any outstanding items by 1-6-2018  
**Importance:** High

Mr. Jaramillo,

This communication serves to inform you that we recognize the School would be closed for the Winter Break from December 25, 2017 through January 8, 2018. However, during our visit on December 14, 2017, we identified and gave you a listing on December 15, 2017 via email of documents were needed in order to complete our audit. This information should have been in the files to support the T&E Report submitted to PED. We anticipate that you would be able to provide the documents identified in order to avoid a substantial adjustment to your SEG Funding. **We need this information no later than January 10, 2018 to complete our audit. We do not anticipate granting a response for information you used to generate the T&E Report you submitted to PED.** Let me know if you should have any questions.

Dan O. Romero, MBA  
Audit Supervisor  
State of New Mexico Public Education Department (PED)  
300 Don Gaspar Ave  
Santa Fe, NM 87501  
505-827-6749

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**From:** Vernon Jaramillo [[mailto:vernon\\_jaramillo@hotmail.com](mailto:vernon_jaramillo@hotmail.com)]  
**Sent:** Tuesday, January 02, 2018 10:32 PM  
**To:** Sisneros, Diego, PED  
**Cc:** Romero, Daniel, PED  
**Subject:** Reply: Last chance for any outstanding items by 1-6-2018

Dear Diego,

This communication serves to inform your that our School is closed for the Winter Break from December 25, 2017 until January 8, 2018.

Nobody at Carinos Charter School is working during Winter Break from December 25, 2017 until January 7, 2018. .

We start school again on Monday January 8, 2018 Therefore, I will be requesting for an extension to response to the referenced T and E concerns.

I had hoped that the T and E visit be in January, instead of December to avoid this situation .

Please confirm receipt of this communication.

Respectfully,

Vernon Jaramillo, Chancellor

Sent from [Outlook](#)

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**From:** Sisneros, Diego, PED <[Diego.Sisneros@state.nm.us](mailto:Diego.Sisneros@state.nm.us)>  
**Sent:** Tuesday, January 2, 2018 10:30 AM  
**To:** Jaramillo, Vernon  
**Cc:** Romero, Daniel, PED  
**Subject:** Last chance for any outstanding items by 1-6-2018

Hello Mr. Jaramillo,

I was instructed to let you know that any outstanding items with your charter's 2016 T&E audit documentation is this Friday January 6, 2018.

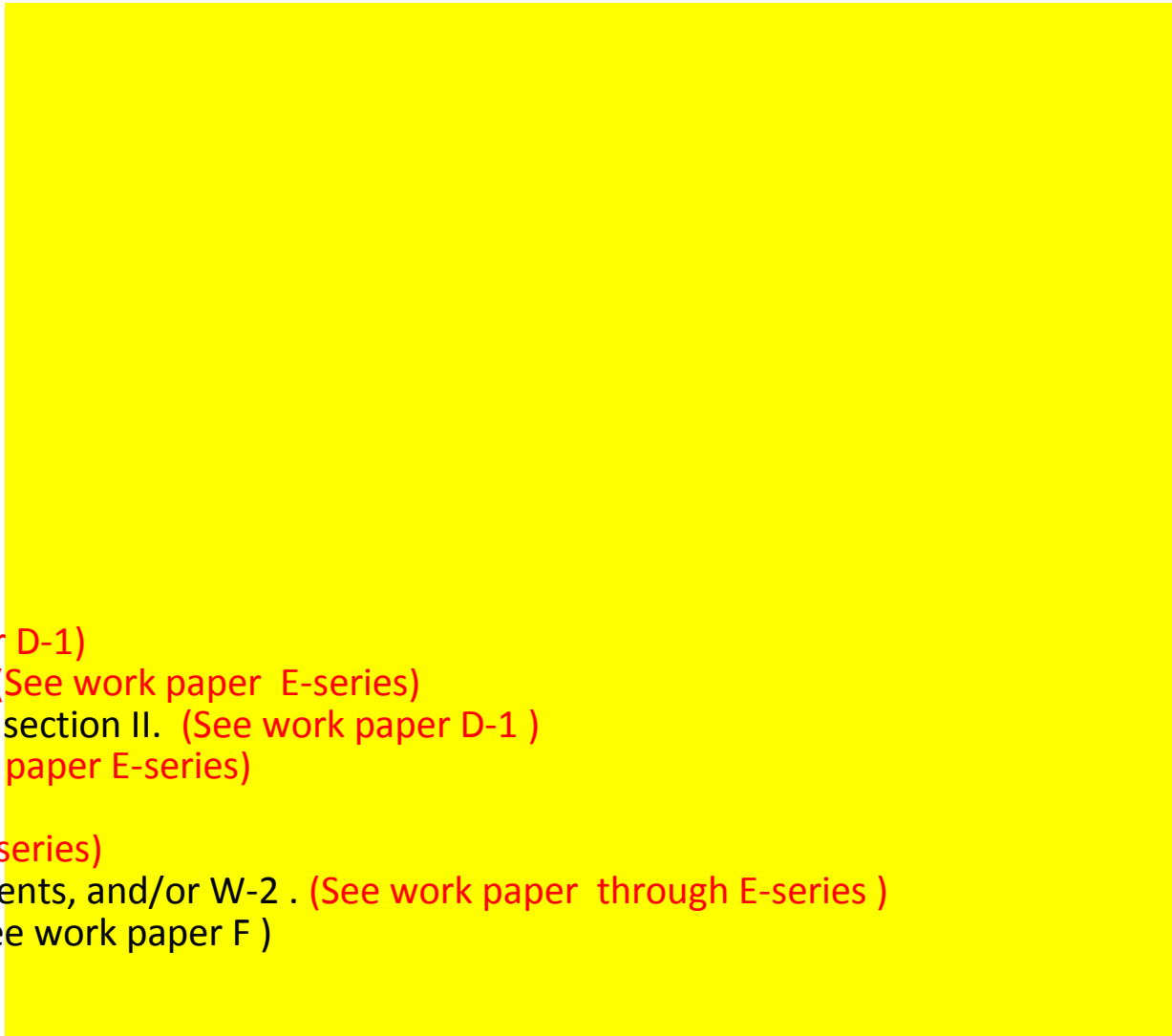
Please let me know if you have any questions

Thanks

Diego Sisneros



PED Audit and Accounting  
505-827-6758  
[Diego.Sisneros@state.nm.us](mailto:Diego.Sisneros@state.nm.us)



**ATTRIBUTES:**

- A** Verified October Payroll Full-Time Equivalent (FTE) with T&E detail information - per 22-8-24 NMSA 1978. (see work paper D-1)
- B** Verified current licensure certification is in place for reported FTE reported on T&E index and per - 22-10A-3 NMSA 1978. (See work paper E-series)
- C** Verified that FTE reported is an allowable instructionally related personnel job classification and per - T&E manual page 6. section II. (See work paper D-1 )
- D** Verified that contract days/hours met allowable FTE or additional FTE per - T&E manual page7 and 8 section III. (See work paper E-series)
- E** Verification of official transcript and degree per - T&E manual page 10 section 5. (See work paper through E-series )
- F** Verification of additional post degree credit hours earned per - T&E manual page 9. section V. (See work paper through E-series)
- G** Verification of Experience years by reviewing experience verification forms, prior in-district contract years, military documents, and/or W-2 . (See work paper through E-series )
- H** Verified that district school reported Training and Experience FTE is plotted correctly and per district school worksheet. (see work paper F )

Item #	Employee Name	Verified per Auditor					T&E as plotted by Client					Notes	ATTRIBUTES							
		Licensure level	Instructional personnel job classification	Transcript Academic Classification	Years of Experience	FTE verified	Reported FTE	Licensure level	Instructional personnel job classification	Transcript Academic Classification	Years of Experience		A	B	C	D	E	F	G	H
1	Susana Gonzales	2	1411	BA+45	3	1	1	2	1411	BA+45	7									
2	Emily Gonzales	1	1411	BA45	13	1	1	1	1411	BA+45	7									
3	Dorothy Valdez	3	1411	MA	16	1	1	3	1411	MA+15	16	1,2								
4	Grace Martinez	3	1411	MA	5	0.608	110 DAYS	3	1411	MA	10									
5	Nora Martinez	2	1411	MA	3	1	1	2	1411	MA	35									
6	Anthony Jaramillo	3	1411	MA+15	16+	1	1	3	1411	MA+15	28	1,3								
7	Rosella Valdez	2	?	MA NON OFFICIAL	0		117	2		MA	9									
8	Debbie Katko	2	1412	NO OFFICIAL	4	1	1	2	1412	BA	20									
7	Bernice Life	3	1211	MA	16+	1	1	3	1211	MA	32									
9	Vernon Jaramillo	3	1214	MA+45	16+	0.6	0.6	3	1214	MA+45	20+									
23																				
24																				
25																				
26																				

Item #	Employee Name	Verified per Auditor				T&E as plotted by Client					Notes	ATTRIBUTES							
		Licensure level	Instructional personnel job classification	Transcript Academic Classification	Years of Experience	FTE verified	Reported FTE	Licensure level	Instructional personnel job classification	Transcript Academic Classification		Years of Experience	A	B	C	D	E	F	G
27																			

Total exceptions: 0 0 0 0 0 0 0 0 0

**Legend:**  
 ✓ tested without exception  
 n/a not applicable

**Note:**  
 1 contract not signed  
 2 license not in file  
 3 NO OFFICIAL TRANSCRIPT but verified

**Exceptions:**  
 1 Could not verify districts reported T&E FTE with district school's October 17, 2016 payroll. (This is N/A for this auditee)  
 2 Could not verify licensure certification of FTE reported on district school's T&E index  
 3 Could not verify correct and allowable instructional job classification (This is N/A for this auditee)  
 4 Could not verify contract days/hours for allowable or permitted FTE or additional FTE.  
 5 Could not verify official transcript and degree  
 6 Could not verify additional post degree credit hours reported to district school's T&E index  
 7 Could not verify experience years earned and reported to the district school's T&E index  
 8 Per PED reviewed T&E, FTE is reporting at a different level from the district school's original T&E index. (see R drive/)