



# CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

## Memo

**To:** Board of Education

**From:** Jamie Shepperd

**Date:** 9/15/2026

**Re:** 26107 BAR

---

### Message

Attached is an Initial Budget BAR for fund 26107, Ed Fellows.

Must submit backup for all BARs,  
except transfers of funds for SEG or  
direct grants

**STATE OF NEW MEXICO**  
**PUBLIC EDUCATION DEPARTMENT**  
300 Don Gaspar Santa Fe, NM 87501-2786  
**Budget Adjustment Request**

Doc. ID: 040-000-2627-0001-IB  
Fund Type: Direct Grant

Adjustment Type: Initial Budget

Fiscal Year: 2026-2027

Entity Name: Capitan Municipal Schools

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Jamie Shepperd, Chief Financial Officer

Total Approved Budget (Flowthrough):

Phone: 575-354-8514

Email: jamie.shepperd@capitantigers.org

**FLOWTHROUGH ONLY**

Budget Period: 2026-07-01

To: 2027-06-30

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 26107.0000.43214 \$264,000.00

| Fund                                      | Function         | Object                          | Program                                            | Location                     | Job Class                                            | Present Budget | Adj Amt Exp  | Adj Budget   | ADD'L FTE |
|-------------------------------------------|------------------|---------------------------------|----------------------------------------------------|------------------------------|------------------------------------------------------|----------------|--------------|--------------|-----------|
| 26107<br>REC/Distr<br>ict Fiscal<br>Agent | 1000 Instruction | 51100 Salaries<br>Expense       | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 040033 Capitan<br>Elementary | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 |                | \$186,360.00 | \$186,360.00 | 5.00      |
| 26107<br>REC/Distr<br>ict Fiscal<br>Agent | 1000 Instruction | 51100 Salaries<br>Expense       | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 040034 Capitan<br>High       | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 |                | \$37,272.00  | \$37,272.00  | 1.00      |
| 26107<br>REC/Distr<br>ict Fiscal<br>Agent | 1000 Instruction | 52111 Educational<br>Retirement | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 040033 Capitan<br>Elementary | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 |                | \$33,824.40  | \$33,824.40  |           |
| 26107<br>REC/Distr<br>ict Fiscal<br>Agent | 1000 Instruction | 52111 Educational<br>Retirement | 1010 Regular<br>Education<br>(PreK-12)<br>Programs | 040034 Capitan<br>High       | 1711<br>Instructional<br>Assistants -<br>Grades 1-12 |                | \$6,543.60   | \$6,543.60   |           |
| Sub Total                                 |                  |                                 |                                                    |                              |                                                      |                | \$264,000.00 |              | 6.00      |
| Indirect Cost                             |                  |                                 |                                                    |                              |                                                      |                |              |              |           |
| DOC. TOTAL                                |                  |                                 |                                                    |                              |                                                      |                | \$264,000.00 |              |           |

**Justification:**

Ed Fellows 2026-2027

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



# REGION 9

## EDUCATION COOPERATIVE

2002 SUDDERTH DRIVE, RUIDOSO, NM 575-257-2368 WWW.RECNM9.ORG

### MEMORANDUM OF UNDERSTANDING

**BETWEEN REGION 9 EDUCATION COOPERATIVE AND Capitan Municipal Schools**

**Memorandum # 27998000035**

THIS FUNDING MEMORANDUM (Memorandum) is entered into by and between the Region 9 Education Cooperative (REC 9) and **Capitan Municipal Schools**, referred to individually as Agency and jointly as Agencies.

#### 1. PURPOSE

New Mexico Educator Fellows Program (NM-EFP).

The NM-EFP is designed to address New Mexico students' unmet learning needs by recruiting, training, and retaining educators. The program supports Local Educational Agencies (LEAs) by providing funding for salary and related costs for Educational Assistants (EAs) and structural support to incentivize educational attainment by EAs.

#### 2. COMPENSATION

A. REC 9 shall pay to the Capitan Municipal Schools monthly payments for authorized services satisfactorily performed and expenses incurred pursuant to "ADDENDUM A," such compensation not to exceed **two hundred sixty four thousand dollars and zero cents (\$264,000.00)**, inclusive of gross receipts tax (GRT). Such compensation is a maximum and not a guarantee that the work assigned to be performed by Capitan Municipal Schools under this Agreement shall equal the amount stated herein. There is no requirement imposed upon REC 9 pursuant to this Agreement to purchase any quota of services hereunder.

B. Nothing contained in this Agreement shall require REC 9 to pay for any unsatisfactory work, as determined by REC 9, or for work that is not in compliance with the terms of this Agreement. In no event will the Capitan Municipal Schools be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided. Capitan Municipal Schools is responsible for notifying REC 9 no less than 30 days prior to the services provided under this Agreement reaching the total compensation amount.

C. Payment is subject to the availability of funds pursuant to the Appropriations provisions set forth in Paragraph 10 below and to any negotiations between the parties from year to year pursuant to Paragraph 1, PURPOSE. All invoices **MUST BE** received by the Agency **no later than 5:00 pm MST on June 24, 2027**. Invoices received after such date **WILL NOT BE PAID**.

### **3. RESPONSIBILITIES OF THE PARTIES**

The Agencies understand that each should be able to fulfill its responsibilities under this Memorandum and in accordance with the provisions of law and regulation that govern their individual activities. Nothing in this Memorandum is intended to negate or otherwise render ineffective any such legal provisions or operating procedures. If at any time either of the Agencies is unable to perform its functions under this Memorandum in addition to its statutory and regulatory mandates, the affected agency shall immediately provide written notice to the other to establish a date for mutual resolution.

### **4. SCOPE OF WORK**

Capitan Municipal Schools shall provide the services as set forth in the scope of work in **"ADDENDUM A - STATEMENT OF WORK"** incorporated by reference as though fully set forth herein.

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL SIGNED BY THE REC 9 EXECUTIVE DIRECTOR. This Agreement shall terminate on **June 24, 2027** unless otherwise terminated pursuant to Article 9 herein.

### **5. MAINTENANCE OF RECORDS**

Each agency shall maintain its own records as required in compliance with applicable federal, state, or local laws, ordinances, and codes, but in no case for a period of less than four (4) years after the date of termination of this Memorandum. Upon written request of either agency, and during normal business hours, there shall be made available to that agency for examination of all of the other agency's records with respect to all matters covered by this Memorandum and any subsequent agreements. The examining agency may audit, examine and/or make excerpts or transcripts from such records of data as may be pertinent to this Memorandum, as well as by federal and state law. Upon the termination of this Memorandum, each party's records will be returned to that party by the other party, where a written request for the same is made within ninety (90) days from the date of termination.

The Agencies shall maintain fiscal and programmatic records relative to those funds and activities that have been made subject to this Memorandum for a minimum of seven (7) years after submission of the final expenditure report for each sub grant made subject to this Memorandum.

The Agencies further agree that each shall maintain appropriate records for strict accountability for all receipts and disbursements of funds transferred or expended pursuant to this Memorandum, pursuant to established federal and New Mexico cost accounting requirements.

It is the understanding of REC 9 that all subcontractors engaged in the performance of services under this Agreement are employees of Capitan Municipal Schools. Accordingly, Capitan Municipal Schools shall be solely responsible for ensuring full compliance with all applicable New Mexico laws and regulations governing background checks. Capitan Municipal Schools shall ensure that all required background checks have been completed and that satisfactory results have been obtained and verified prior to any subcontractor or contractor personnel providing services under this Agreement.

It is the understanding of REC 9 that all sub-contractors are employees of Capitan Municipal Schools; therefore, it is the responsibility of Capitan Municipal Schools to ensure all requirements of New Mexico House Bill 128 has been satisfied for sub-contractors.

NM HB128: <https://www.nmlegis.gov/Sessions/21%20Regular/final/HB0128.pdf> Ethical misconduct definitions are found in NM HB 128.

## **6. CONFIDENTIALITY**

All material given to, made available, prepared or assembled by one agency by virtue of this Memorandum, including but not limited to student records related to services provided under this Memorandum, shall be kept confidential in accordance with the law. Likewise, any information which an agency identifies as proprietary or confidential information, or otherwise requests to be kept confidential, will be safeguarded by the other agency and shall not be disclosed to any individual or organization without the prior written approval of the agency claiming confidentiality, except where required by law.

## **7. LIABILITY**

Nothing in this Memorandum waives or relinquishes any immunity or defense, including, without limitation, immunity available under the New Mexico Tort Claims Act on behalf of each respective agency or its agents and representatives as a result of the executions of this Memorandum or the performance of the obligations contained herein.

The Agencies are solely and individually liable for their actions of the governing officials, officers, employees, and agents and no party to this Memorandum shall be responsible for liability incurred as a result of the other agency's acts or omissions in connection with this Memorandum.

## **8. DISPUTES**

The Agencies will attempt to resolve disputes informally and at the lowest level at which the issues can be resolved. At each level the Agencies will attempt in good faith to resolve any dispute by discussions between representatives who have authority to settle the dispute.

Where such informal efforts do not resolve the dispute, the agency dissatisfied with the performance of any of the obligations imposed on the other, under the terms of this Memorandum, shall give written notice to the non-performing agency of the duties which the dissatisfied agency believes have not been performed. The non-performing agency shall have 10 days from receipt of such notice to correct any failure to perform the duties so specified.

## **9. TERMINATION PROVISIONS**

REC 9 may terminate this Memorandum for convenience or cause. Capitan Municipal Schools may terminate this Memorandum based upon REC 9's uncured, material breach of this Memorandum only after Capitan Municipal Schools written (30) day notice to REC 9 of breach and intent to terminate, and an opportunity to cure.

Notification of termination shall be given at least 30 days prior to the intended date of termination. Notification of termination shall not relieve the terminated agency of the obligation to complete duties imposed prior to the date of termination.

## **10. APPROPRIATIONS**

The terms of this Memorandum are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Memorandum. If sufficient appropriations and authorization are not made by the Legislature, this Memorandum shall terminate immediately upon written notice being given by one agency to the other. The REC 9's decision as to whether sufficient appropriations are available shall be accepted by the Capitan Municipal Schools and shall be final. If REC 9 proposes an amendment to the Memorandum to unilaterally reduce funding, Capitan Municipal Schools shall have the option to terminate the Memorandum or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

## **11. EXTENSION**

The Agencies may jointly agree to extend the Memorandum in writing. Notification of intent to seek to extend the Memorandum must be given to the other agency at least 30 days prior to the expiration of the Memorandum.

## **12. AMENDMENT**

This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

If REC 9 proposes an amendment to the Agreement Capitan Municipal Schools shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article 9 herein, or to agree to the amendment as proposed.

## **13. NOTICE**

Any notice required to be given to either agency by this Memorandum shall be in writing and shall be delivered by courier service, U.S. mail, or by electronic communication to the receiving agency designee as specified below. Electronic notification shall be deemed received at the time the agency sending electronic notice receives written verification of receipt by the receiving agency, including but not limited to a read receipt.

To REC 9:

Veronica Wadley  
2002 Sudderth Dr.  
Ruidoso, NM 88345  
[veronica.wadley@regionix.org](mailto:veronica.wadley@regionix.org)

To Capitan Municipal Schools:  
P.O Box 278  
Capitan, NM 88316  
[briana.gibson@capitantigers.org](mailto:briana.gibson@capitantigers.org)

#### **14. TOTALITY**

This Memorandum incorporates all the terms agreed upon by the Agencies with respect to its subject matter. This Memorandum supersedes all prior agreements, arrangements, and communications between the Agencies, oral or written, concerning this subject matter.

#### **15. GOVERNING LAW**

This Memorandum shall be governed by the laws of the United States and the State of New Mexico.

#### **16. EQUAL OPPORTUNITY COMPLIANCE**

The Agencies agree to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Agencies agree to assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, or if the employer has fifty or more employees, spousal affiliation, or, if the employer has fifteen or more employees, sexual orientation or gender identity, be discrimination under any program or activity performed under this Memorandum. If either of the Agencies is found not to be in compliance with these requirements during the term of this Memorandum, the non-complaint agency agrees to take appropriate steps to correct these deficiencies.

#### **17. WORKERS' COMPENSATION**

The Agencies agree to comply with state laws and rules applicable to workers' compensation benefits for its own employees. If the Capitan Municipal Schools fails to comply with the

Workers' Compensation Act and applicable rules when required to do so, this Memorandum may be terminated by REC 9.

#### **18. MINOR IRREGULARITIES**

Anything in the Memorandum that does not affect the price, quality and/or quantity, or any other mandatory requirement may be corrected by the Agency, without the use of an Amendment to the Memorandum. Notification of change shall be made to Capitan Municipal Schools via email.

## SIGNATURES

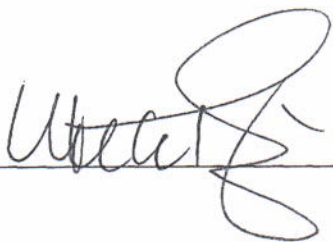
IN WITNESS WHEREOF, REC 9, and Capitan Municipal Schools have caused this Memorandum to be executed, said memorandum to become effective as of the date set forth below upon which it is executed by the REC 9 Executive Director.

### Region 9 Education Cooperative (REC 9)

\_\_\_\_\_  
Bryan Dooley  
Executive Director  
Region 9 Education Cooperative

\_\_\_\_\_  
DATE

### Capitan Municipal Schools

  
\_\_\_\_\_

8/13/2026

DATE

### REVIEWED BY REC 9 Chief Procurement Officer (CPO)

Veronica Wadley  
Veronica Wadley (Aug 13, 2026 11:43:07 MDT)

08/13/2026

Signature

Date

### REVIEWED BY REC 9 IGA COORDINATOR

Emily Foose  
Emily Foose (Aug 13, 2026 11:41:32 MDT)

08/13/2026

Signature

Date

ADDENDUM A

**STATEMENT OF WORK**

Capitan Municipal Schools **will:**

- Designate a primary point of contact to serve as the liaison for the Educator Fellows Program.
- Ensure the designated district point of contact and participating building administrators attend all required Educator Fellows Program orientation sessions.
- Use Educator Fellows funding solely to establish new, full-time Educator Fellow Education Assistant (EA) positions. Funds must supplement, not supplant, state and local funding and may not be used to replace or fund existing EA positions supported through operational, Title, SPED, or other local, state, or federal funding sources.
- Ensure the combined salary and benefits provided to each Educator Fellow do not exceed **\$44,000** per program year.
- Maintain accurate and complete records in the designated district tracking sheet or database. Required tracking information must be entered within **30 days of the Educator Fellow's hire date**. Failure to maintain complete and accurate records may result in delayed or denied reimbursement.
- Ensure each Educator Fellow is assigned to a school environment that supports the instructional needs of high-needs students while providing meaningful opportunities for the Fellow's professional growth and development. High-needs placements include, but are not limited to, schools with high percentages of students from low socioeconomic backgrounds, students receiving Special Education (SPED) services, English Language Learners (ELL), Native American-serving schools, and schools with high percentages of academically underperforming students. Districts shall prioritize Fellow placements in Special Education (SPED) and bilingual education settings to address critical staffing shortages, strengthen recruitment efforts, and support "grow your own" educator pipelines for local education agencies (LEAs) and other hard-to-fill positions across the state.
- Assign each Educator Fellow to a qualified mentor teacher who serves as the teacher of record and provides direct supervision of students in the classroom. To be eligible for the mentor teacher stipend, the mentor teacher must directly supervise the Educator Fellow and may not serve exclusively in a non-classroom coaching role, such as an instructional coach or professional development leader.
- Be fiscally responsible for providing semester stipends of **\$1,280** for each Educator Fellow and **\$640** for each eligible mentor teacher. The LEA retains local discretion in establishing stipend eligibility criteria.
- Submit ad hoc reports and supporting documentation upon request to verify compliance with Educator Fellows Program requirements.

**Program Participation and Implementation**

The LEA must ensure that each Educator Fellow:

- Provides small-group intervention, high-dosage tutoring, one-on-one support, or assists the mentor teacher in ways that expand opportunities for targeted student instruction.
- Is not assigned as a permanent substitute, teacher of record, or placed in a position that does not directly support students. Educator Fellows may not cover long-term substitute vacancies or supervise students for disciplinary purposes without prior approval from the Educator Fellows Director. Fellows may serve as substitutes for no more than **16 hours per semester**.
- Enrolls in a minimum of **six (6) credit hours** no later than the semester following the date of hire, maintains good academic standing as defined by the institution of higher education, pursues coursework leading to an education-related degree and New Mexico educator licensure, and remains on track to graduate within **six (6) calendar years**, which is the maximum period of program participation.
- Participates in all required Educator Fellows Program meetings, Communities of Practice, professional development, assessments, and other program requirements.
- Receives paid leave to attend required Educator Fellows Program meetings, Communities of Practice, professional development, required assessments, and approved higher education coursework. Paid program leave is separate from paid educational leave provided for college coursework.
- Pursues a degree that prepares them to work with students in a role leading to state-level education licensure. Educator Fellows are eligible for paid educational leave based on their enrolled credit hours, in accordance with program requirements for four-day and five-day school calendars. In five-day school districts, Educator Fellows are guaranteed a minimum of one (1) hour of paid educational leave per enrolled credit hour, up to twelve (12) hours per week. In four-day school districts, Educator Fellows are guaranteed a minimum of thirty (30) minutes of paid educational leave per enrolled credit hour, up to six (6) hours per week. Paid educational leave may be used only for verified synchronous or asynchronous coursework. Verified synchronous coursework must be completed off campus. Verified asynchronous coursework must be completed in a designated space with minimal distractions outside the classroom or, with prior approval from the building administrator, off campus.
- Is provided a minimum of one hour per week for participation in professional learning communities (PLCs), collaborative planning with a mentor teacher or instructional team, district-provided professional development, and other professional learning opportunities.
- Has a mutually agreed-upon work schedule that includes instructional responsibilities and educational leave. The schedule must be approved by the building administrator, the Educator Fellow, and the Educator Fellows Program, submitted to the assigned Coach at the beginning of each semester, and updated as needed throughout the semester.
- Completes all student teaching requirements, when applicable, while continuing to participate in required Communities of Practice and other applicable program requirements.

The Educator Fellows Program Coach will inform the LEA if the Educator Fellow is not completing their required program requirements.

## **Educator Fellow Responsibilities**

Each Educator Fellow must:

- Attend all required Communities of Practice.
- Maintain regular and timely communication with their assigned Coach.
- Complete all required assignments and tasks associated with the Communities of Practice and other program requirements.
- Maintain good academic standing, as defined by the institution of higher education.
- Participate actively, professionally, and constructively in all Communities of Practice and other required program activities.
- Implement research-based instructional strategies that align with an identified professional growth goal.
- Maintain and regularly update the required goal-setting worksheet.
- Enroll in and successfully complete a minimum of **six (6) credit hours** each academic semester.
- Provide an accurate class and work schedule to their Coach at the beginning of each semester and update the schedule as changes occur.
- Use paid educational leave solely for approved higher education coursework and related academic requirements.
- Work directly with students by providing small-group instruction, one-on-one support, or by assisting the mentor teacher in delivering whole-group instruction and other instructional activities.

Educator Fellows are required to comply with all program requirements throughout the term of their participation. Failure to fulfill the responsibilities outlined above may result in delayed or denied reimbursement.

## **Mentor Teacher Responsibilities**

The LEA must:

- Assign a qualified Mentor Teacher to each Educator Fellow.
- Ensure each Mentor Teacher understands and fulfills the responsibilities outlined in this Statement of Work.

Each Mentor Teacher must:

- Serve as the primary point of contact for providing day-to-day support and guidance to the assigned Educator Fellow.

- Provide opportunities for the Educator Fellow to observe effective instructional practices through classroom instruction, lesson planning, classroom management, assessment practices, and, when appropriate, observations of other effective educators.
- Collaborate with the Educator Fellow in lesson planning and instructional preparation, as appropriate.
- Provide regular coaching, feedback, and support to promote the Educator Fellow's professional growth and development.
- Model effective instructional practices and provide opportunities for the Educator Fellow to plan and deliver small-group, targeted instruction under appropriate supervision.
- Maintain regular communication with the Educator Fellow, Coach, and building administrator regarding the Fellow's progress, concerns, or support needs, as appropriate.

### **LEA Finance Department Responsibilities**

The LEA Finance Department must:

- Attend the required fall fiscal orientation provided by Region 9 (held virtually).
- Ensure the district tracking sheet and/or database is accurate, complete, and shared with the Educator Fellows Director.
- Submit all Requests for Reimbursement (RfRs) through the Region 9 reimbursement portal in accordance with all deadlines established by Region 9.
- Include all required supporting documentation with each RfR, including a **payroll journal report** and a **general ledger report**. Incomplete reimbursement requests may result in delayed processing.
- Respond promptly to requests for additional documentation or clarification needed to process reimbursement requests.
- Submit monthly reimbursement requests for eligible program expenses.
- Submit the final reimbursement request only after the Educator Fellows Director has certified that the Educator Fellow has satisfactorily completed all program requirements for the current school year.
- Submit the final reimbursement request no later than **June 24, 2027**, unless otherwise authorized in writing by Region 9.

### **Program Compliance**

The LEA acknowledges that participation in the Educator Fellows Program is contingent upon compliance with this Statement of Work, the applicable Memorandum of Understanding (MOU), and all program guidance issued by Region 9 and the New Mexico Public Education Department (NMPED). Failure to comply with program requirements may result in corrective action, delayed or denied

reimbursement, repayment of disallowed costs, suspension of reimbursement, or removal from participation in the Educator Fellows Program.

*ADDENDUM B Continued on the next page.*

## ADDENDUM B

### FINANCIAL INFORMATION SHEET

This is a FEE FOR SERVICE agreement.

| Description                                                                                                                                 | Rate        | Minimum # of Fellows | Total Budget for<br>FY 26/27                           |
|---------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------|--------------------------------------------------------|
| Ed. Fellows Salary & Benefits- <i>combined up to \$44,000/per fellow</i><br><br>*LEA has discretion to utilize funds for additional fellows | \$44,000.00 | 6 Ed. Fellow (EA)    | \$264,000.00<br><br>*Total budget may not be exceeded. |

The total amount of monies payable to Capitan Municipal Schools under this Agreement shall not exceed **\$264,000.00**.

Start Date: July 1, 2026  
End Date: June 24, 2027

Note: Failure to uphold the terms and conditions of Addendum B, Financial Information Sheet and Section 2, Compensation D. may result in termination of this memorandum.

#### Administrative.

**a. Prior to start date, Capitan Municipal Schools must provide:**

1. R9 Vendor Forms (if applicable)
  - a. Direct Deposit Form
  - b. Vendor Information Form
  - c. Federal W-9

**b. Reimbursement Requests and Billing**

- Reimbursement requests from Capitan Municipal Schools shall be for the actual expenditures disbursed for the approved Educational Assistants hired under the Ed. Fellows Program. All requests are subject to review and approval by the NMPED and REC 9.
- Reimbursement requests and supporting documentation are to be submitted **monthly** to REC 9 through the Ed Fellows Reimbursement Portal. Submissions received via email, mail or any other method will not be considered for payment.

- Reimbursements must be submitted to REC 9 by the 8th of each month or the Friday before.
- Final billing for FY 26/27 must be submitted to REC 9 no later than 12:00 pm MST on June 24, 2027.
- Reimbursement Requests to include: Purchase order number, contract number, claim period, invoice number, date of invoice (must be after services are rendered), General Ledger for 26107, and Payroll Journal Report.
- **Final Invoices** shall be marked as such.

Region 9 Ed Fellows Reimbursement portal link -----> <https://www.formpl.us/form/5516329793683456>

Oversight and direction for the implementation of the Scope of Work as outlined in Addendum A shall be directed by REC 9: Emily Foose, [emily.foose@regionix.org](mailto:emily.foose@regionix.org)

*This MOU was procured under NMSA 1978 13-1-98-A., Exemptions from the Procurement Code. in accordance with State Statute.*

*I have reviewed and agree to the information as set out in Addendum A & B*   
**Capitan Municipal Schools's Initials**

**Purchase Order****REGION 9 EDUCATION COOPERATIVE**  
2002 SUDDERTH DRIVE  
RUIDOSO NM 88345**No. 270443**NM CRS# 02-284110-005  
Tax ID # 85-0441031MAIL INVOICE TO ADDRESS ABOVE  
ENCLOSE INVOICE COPY WITH SHIPMENTReference PO# above on all documents  
PO is VOID after 6/30/2027

P.O. Date: 07/01/2026      Questions ? ACCTS PAYABLE (575) 257-2368

P.O. Issued To :

CAPITAN MUNICIPAL SCHOOLS  
P.O. BOX 278  
CAPITAN NM 88316

Ext:      Account:

Ship To:

REGION 9 EDUCATION COOPERATIVE  
Attn: Emily Foose  
2002 SUDDERTH DR  
RUIDOSO NM 88345  
(575) 257-2368

Contact:

Location: INTERNAL SUPPORTS

Phone: (575) 354-8500

Fax:

Project: ED FELLOWS

Req# 496

Reference: MOU #27998000035

Date Required: 07/01/2026

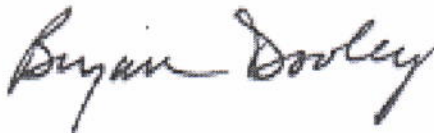
Award Number:

| Line | Qty | Unit | Part# | Description                                                                                                                                                        | Unit Price | Extended   |
|------|-----|------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| 1    | 6   | EA   |       | Ed. Fellows Salary & Benefits- combined up to \$44,000/per fellow (*LEA has discretion to utilize funds for additional fellows) *Total budget may not be exceeded. | 44,000.00  | 264,000.00 |

Special PO Instructions:

This MOU was procured under NMSA 1978 13-1-98-A., Exemptions from the Procurement Code. in accordance with State Statute.

APPROVAL SIGNATURES:



Total Amount: 264,000.00

NOTES:

MSDS sheets must accompany all chemical products

Order Via:

Email

**VENDOR COPY**

Wednesday, August 19, 2026

Page 1 of 1