CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 11/12/2026

Re: 27178 BAR

Message

Attached is an Increase BAR for fund 27178, School Buses.

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: 040-000-2627-0004-I
Fund Type: Flowthrough
Adjustment Type: Increase

Fiscal Year: 2026-2027
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: Capitan Municipal Schools
Contact: Jamie Shepperd, Chief Financial Officer
Phone: 575-354-8514
Email: jamie.shepperd@capitantigers.org

FLOWTHROUGH ONLY

Budget Period: 07/01/2026 **To:** 06/30/2027
A. Approved Carryover:
B. Total Current Year Allocation:
D. Total Funding Available:

Revenue 27178.0000.43202 $452,102.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27178 School Buses	2700 Student Transportation	57312 Buses	0000 No Program	040000 Capitan District Office	0000 No Job Class	$562,280.00	$452,102.00	$1,014,382.00	
						Sub Total	$452,102.00		
						Indirect Cost			
						DOC. TOTAL	$452,102.00		

Justification:
Purchase of new School Busses

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.

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NEW MEXICO CAPITAL OUTLAY GRANT AGREEMENT
CAPITAL APPROPRIATION PROJECT – FUND 27178

THIS AGREEMENT is made and entered into by and between the State of New Mexico, Public Education Department, 300 Don Gaspar Avenue Santa Fe NM 87501, (**"Department"**) and Capitan Municipal Schools, (**"Grantee"**) (individually **"Party"** and collectively **"Parties"**). This Agreement shall be effective as of the date the Department executes it (**"Effective Date"**).

WITNESSETH

WHEREAS, in the Laws of 2024, Chapter 66, Section 47, Paragraph 3, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

WHEREAS, the Department is granting to Grantee, and the Grantee is accepting the grant of funds from this appropriation, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

AGREEMENT

I. PROJECT DESCRIPTION, GRANT AMOUNT, AND REVERSION

A. A24I3424 (**"Project"**) 06/30/2026 (**"Reversion Date"**). Laws of 2024, Chapter 66, Section 47, Paragraph 3, Two Hundred Ninety Five Thousand One Hundred Six Dollars and No Cents (295106), to purchase and equip 2 district-owned buses..

B. Grantee's total reimbursements shall not exceed Two Hundred Ninety Five Thousand One Hundred Six Dollars and No Cents (295106) (**"Appropriation Amount"**).

C. In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I, the language of the laws cited herein shall control.

The information contained in Article I is referred to collectively as the **"Project Description."**

II. DISBURSEMENT LIMITATION

A. Upon the Effective Date, the Grantee shall submit to the Department a comprehensive procurement plan and expenditure plan, detailing a Project timeline with milestones, required procurements, and identifying expected expenditures per milestone (collectively, **"Project Budget"**). The Department shall review and approve the Project Budget by issuing a Notice of Department's Obligation (**"Notice of Obligation"**), in accordance with the Project Description, a

NEW MEXICO CAPITAL OUTLAY GRANT AGREEMENT
CAPITAL APPROPRIATION PROJECT

THIS AGREEMENT is made and entered into by and between the State of New Mexico, Public Education Department, 300 Don Gaspar Ave. Santa Fe NM 87501, ("**Department**") and Capitan Municipal Schools, ("**Grantee**") (individually "**Party**" and collectively "**Parties**"). This Agreement shall be effective as of the date the Department executes it ("**Effective Date**").

WITNESSETH

WHEREAS, in the Laws of 2026, Chapter 71, Section 64, Paragraph 2, the Legislature made an appropriation to the Department, funds from which the Department is making available to the Grantee pursuant to this Agreement; and

WHEREAS, the Department is granting to Grantee, and the Grantee is accepting the grant of funds from this appropriation, in accordance with the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, the parties hereby mutually agree as follows:

AGREEMENT

I. PROJECT DESCRIPTION, GRANT AMOUNT, AND REVERSION

A. A26K3335 ("**Project**") 6/30/2028 ("**Reversion Date**"). Laws of 2026, Chapter 71, Section 64, Paragraph 2, One Hundred Fifty Six Thousand Nine Hundred Six Dollars and No Cents ($156906), to purchase 1 district-owned buses.

B. Grantee's total reimbursements shall not exceed One Hundred Fifty Six Thousand Nine Hundred Six Dollars and No Cents ($156906) ("**Appropriation Amount**") minus the allocation for Art in Public Places ("**AIPP amount**"), if applicable, -, which equals One Hundred Fifty Six Thousand Nine Hundred Six Dollars and No Cents ("**Adjusted Appropriation Amount**").

C. In the event of a conflict among the Appropriation Amount, the Reversion Date, as defined herein and/or the purpose of the Project, as set forth in this Agreement, and the corresponding appropriation language in the laws cited above in this Article I, the language of the laws cited herein shall control.

The information contained in Article I is referred to collectively as the "**Project Description**."

II. DISBURSEMENT LIMITATION

A. Upon the Effective Date, the Grantee shall submit to the Department a comprehensive procurement plan and expenditure plan, detailing a Project timeline with milestones, required procurements, and identifying expected expenditures per milestone (collectively, "**Project Budget**"). The Department shall review and approve the Project Budget by approving a Notice of Department's Obligation ("**Notice of Obligation**"), in accordance with the Project Description, a sample of which is attached hereto as **Exhibit B** and incorporated herein by reference. After receipt of approved Notice of Obligation, the Grantee may be reimbursed for allowable costs up to the Adjusted Appropriation Amount. This Agreement and any reimbursements up to the Adjusted Appropriation Amount are expressly conditioned upon the following:

NEW MEXICO
Public Education Department

300 Don Gaspar Ave.
Santa Fe, New Mexico 87501
505-827-6640

Approval Date: **April 25, 2025**

APPROVAL TO PURCHASE OR REPLACE A SCHOOL BUS

Control No.: **D2425.169** School District: **CAPITAN**

INFORMATION ON THE SCHOOL BUS TO BE REPLACED

Owner: **CAPITAN**
Bus No.: **4**
Year: **2015**
Seating Capacity: **65**
License No.: **G93975**
VIN: **1BAKFCPA9GF317672**

INFORMATION ON THE SCHOOL BUS TO BE PURCHASED

Year: **2025-2026**
Seating Capacity: **Large Type C**
Special Equipment: **Air Conditioning**
Fuel Type: **Diesel**

SCHOOL BUS PURCHASE

The school bus identified is approved for purchase and placed into service for the **2024-2025** school year.

Additional comments:

- Buses ordered shall meet the New Mexico School Bus Construction Standards approved on December 30, 2010.
- Special equipment must include air conditioning.
- All quotes must be submitted to PED by May 9, 2025.
- Equipment must be ordered by May 30, 2025.
- A Budget Adjustment Request (BAR) must be approved by PED prior to purchase.
- New school buses must be delivered prior to January 1, 2026. If a bus cannot be manufactured and delivered by this date, PED must be notified before the purchase is made.
- School buses must be inspected prior to use and must have the new inspection tag provided by a local authorized dealer.
- **Under no circumstances shall a different size or additions be ordered on the bus without prior approval from PED.** A revised approval letter shall be submitted prior to any deviation from this approval letter.

DocuSigned by:
[redacted]
Amanda Lupardus-Hernandez, Director
Capital Outlay & School Transportation Bureau

DocuSigned by:
Antonio Ortiz
Antonio Ortiz, Director
Finance & Operations

NEW MEXICO
Public Education Department

300 Don Gaspar Ave.
Santa Fe, New Mexico 87501
505-827-6640

Approval Date: **April 25, 2025**

APPROVAL TO PURCHASE OR REPLACE A SCHOOL BUS

Control No.: **D2425.168** School District: **CAPITAN**

INFORMATION ON THE SCHOOL BUS TO BE REPLACED

Owner: **CAPITAN**
Bus No.: **1**
Year: **2015**
Seating Capacity: **68**
License No.: **G93976**
VIN: **1BAKFCPA7GF317671**

INFORMATION ON THE SCHOOL BUS TO BE PURCHASED

Year: **2025-2026**
Seating Capacity: **Large Type C**
Special Equipment: **Air Conditioning, Lift**
Fuel Type: **Diesel**

SCHOOL BUS PURCHASE

The school bus identified is approved for purchase and placed into service for the **2024-2025** school year.

Additional comments:

- Buses ordered shall meet the New Mexico School Bus Construction Standards approved on December 30, 2010.
- Special equipment must include air conditioning.
- All quotes must be submitted to PED by May 9, 2025.
- Equipment must be ordered by May 30, 2025.
- A Budget Adjustment Request (BAR) must be approved by PED prior to purchase.
- New school buses must be delivered prior to January 1, 2026. If a bus cannot be manufactured and delivered by this date, PED must be notified before the purchase is made.
- School buses must be inspected prior to use and must have the new inspection tag provided by a local authorized dealer.
- **Under no circumstances shall a different size or additions be ordered on the bus without prior approval from PED.** A revised approval letter shall be submitted prior to any deviation from this approval letter.

DocuSigned by:
[signature]
Amanda Lupardus-Hernandez, Director
Capital Outlay & School Transportation Bureau

DocuSigned by:
Antonio Ortiz
Antonio Ortiz, Director
Finance & Operations

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NEW MEXICO
Public Education Department

300 Don Gaspar Ave.
Santa Fe, New Mexico 87501
505-827-6640

Approval Date: **July 27, 2026**

APPROVAL TO PURCHASE OR REPLACE A SCHOOL BUS

Control No.: **D2627.011** School District: **CAPITAN**

INFORMATION ON THE SCHOOL BUS TO BE REPLACED

Owner: **CAPITAN**
Bus No.: **3**
Year: **2016**
Seating Capacity: **59**
License No.: **G97168**
VIN: **1BAKDCPA4HF327968**

INFORMATION ON THE SCHOOL BUS TO BE PURCHASED

Year: **2027-2028**
Seating Capacity: **Medium Type C**
Special Equipment: **Air Conditioning**
Fuel Type: **Diesel**

SCHOOL BUS PURCHASE

The school bus identified is approved for purchase and placed into service for the **2026-2027** school year.

Additional comments:

- Buses ordered shall meet the New Mexico School Bus Construction Standards approved on December 30, 2010.
- Special equipment must include air conditioning.
- All quotes must be submitted to PED by August 21, 2026.
- Equipment must be ordered by September 18, 2026.
- A Budget Adjustment Request (BAR) must be approved by PED prior to purchase.
- New school buses must be delivered prior to June 30, 2027. If a bus cannot be manufactured and delivered by this date, PED must be notified before the purchase is made.
- School buses must be inspected prior to use and must have the new inspection tag provided by a local authorized dealer.
- **Under no circumstances shall a different size or additions be ordered on the bus without prior approval from PED.** A revised approval letter shall be submitted prior to any deviation from this approval letter.

DocuSigned by:

Amanda Lupardus-Hernandez, Manager
School Transportation Bureau

DocuSigned by:
Gregory Frostad

Gregory Frostad, Executive Manager
Finance & Operations