



**CAPITAN MUNICIPAL SCHOOLS**

Home of the Tigers

# Memo

**To:** Board of Education  
**From:** Jamie Shepperd  
**Date:** 10/14/2025  
**Re:** 27114 BAR


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## Message

Attached is an Initial Budget BAR for fund 27114, Structured Literacy and Early Literacy.

**CAPITAN MUNICIPAL SCHOOLS** *To Lead, Educate, and Prepare All Students*

Located in 150 Forest, Capitan, NM 88316 • Mailing Address PO Box 278, Capitan, NM 88316 • Phone (575) 354-8500 • Fax (575) 354-8505



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: 040-000-2526-0003-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2025-2026

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

|                                   |                |
|-----------------------------------|----------------|
| <b>FLOWTHROUGH ONLY</b>           |                |
| Budget Period: 07/01/2025         | To: 06/30/2026 |
| A. Approved Carryover:            |                |
| B. Total Current Year Allocation: |                |
| D. Total Funding Available:       |                |

Revenue 27114.0000.43202 \$50,000.00 ✓

| Fund              | Function                          | Object                               | Program                                   | Location                  | Job Class                        | Present Budget | Adj Amt Exp | Adj Budget    | ADD'L FTE |
|-------------------|-----------------------------------|--------------------------------------|-------------------------------------------|---------------------------|----------------------------------|----------------|-------------|---------------|-----------|
| 27114             | 1000 Instruction                  | 51300 Additional Compensation        | 1010 Regular Education (PreK-12) Programs | 040033 Capitan Elementary | 1411 Teachers-Grades 1-12        |                | \$7,200.00  | ✓ \$7,200.00  |           |
| 27114             | 1000 Instruction                  | 51300 Additional Compensation        | 1010 Regular Education (PreK-12) Programs | 040033 Capitan Elementary | 1413 Teachers-Early Childhood Ed |                | \$1,200.00  | ✓ \$1,200.00  |           |
| 27114             | 1000 Instruction                  | 56112 Other Instructional Materials  | 1010 Regular Education (PreK-12) Programs | 040033 Capitan Elementary | 0000 No Job Class                |                | \$10,000.00 | ✓ \$10,000.00 |           |
| 27114             | 1000 Instruction                  | 56113 Software                       | 1010 Regular Education (PreK-12) Programs | 040033 Capitan Elementary | 0000 No Job Class                |                | \$10,000.00 | ✓ \$10,000.00 |           |
| 27114             | 1000 Instruction                  | 56118 General Supplies and Materials | 1010 Regular Education (PreK-12) Programs | 040033 Capitan Elementary | 0000 No Job Class                |                | \$16,350.00 | ✓ \$16,350.00 |           |
| 27114             | 2200 Support Services-Instruction | 53330 Professional Development       | 1010 Regular Education (PreK-12) Programs | 040033 Capitan Elementary | 0000 No Job Class                |                | \$5,250.00  | ✓ \$5,250.00  |           |
| Sub Total         |                                   |                                      |                                           |                           |                                  |                | \$50,000.00 |               |           |
| Indirect Cost     |                                   |                                      |                                           |                           |                                  |                |             |               |           |
| <b>DOC. TOTAL</b> |                                   |                                      |                                           |                           |                                  |                | \$50,000.00 |               |           |

**Justification:**

Early Literacy and Reading Support Award

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.

|                                       |                  |                      |
|---------------------------------------|------------------|----------------------|
| <b>Approvals by Digital Signature</b> |                  |                      |
| <u>Name</u>                           | <u>Role</u>      | <u>Date</u>          |
| Jamie Shepperd                        | Business Manager | 9/23/2025 1:24:52 PM |



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
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MARIANA D. PADILLA  
SECRETARY OF PUBLIC EDUCATION

MICHELLE LUJAN GRISHAM  
GOVERNOR

August 29, 2025

**MEMORANDUM**

**TO:** Superintendents, Charter School Leaders and Business Managers  
**FROM:** Amanda DeBell, Deputy Secretary of Teaching, Learning and Innovation  
**RE:** New Mexico State Appropriation - Early Literacy & Reading Support (27114) FY26  
Final Award

DocuSigned by:  
*Amanda DeBell*  
88199725368D409...

During the 2025 legislative session, the state appropriated funding for Early Literacy & Reading Support. The New Mexico Public Education Department (PED) has determined its final FY 25-26 award for the Early Literacy & Reading Support which is illustrated on Exhibit C. This funding is to be used specifically for Early Literacy & Reading Support, as identified in this award letter. This award is based upon reimbursable expenditures. Adherence to the requirements and documentation supporting expenditures is required. Please note the following New Mexico State Legislation appropriation information and compliance requirements specific to this award:

Award Name: Early Literacy & Reading Support.

Funding Agency: NM Public Education Department, Special Appropriation Fund; Early Literacy & Reading Support., NM Laws of 2025, Section IV, Item (I)

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

<https://www.nmdfa.state.nm.us/financial-control/resource-information>

Please submit a Budget Adjustment Request (BAR) for the award amount indicated on Exhibit C using **Fund Code 27114** and **Revenue Code 43202** within the Operating Budget Management System (OBMS) located on the PED OBMS website. Please attach a copy of this award memo and Exhibit C to the BAR.

**This award is effective for the fiscal year period from July 1, 2025, through March 31, 2026, upon receiving PED approved budget authority in OBMS. The award amount must be fully expended by March 31, 2026. The last day to submit requests for reimbursement for FY 25-26 for this specific funding will be April 15, 2026.**

If you have fiscal questions, please contact Valerie Padilla, Fiscal Grants Management Bureau at [valerie.padilla@ped.nm.gov](mailto:valerie.padilla@ped.nm.gov), (505) 538-0215. If you have programmatic questions, please contact Severo Martinez, at (505) 660-7262 / [Severo.martinez@ped.nm.gov](mailto:Severo.martinez@ped.nm.gov) or Contact your Education Administrator with the Early Literacy & Reading Support bureau.

Enc. (1): Award Table-Exhibit C



**Model and Support School Allocations FY25-26 - Early Literacy and Reading Support Grant**

| OBMS ENTITY CODE | LOCAL EDUCATION AGENCY                     | School Site                                | School Site Allocation | Total Amount to BAR |
|------------------|--------------------------------------------|--------------------------------------------|------------------------|---------------------|
| 46               | Alamogordo Public Schools                  |                                            |                        | \$35,000            |
|                  |                                            | Desert Star Elementary School              | \$35,000               |                     |
| 1                | Albuquerque Public Schools                 |                                            |                        | \$755,000           |
|                  |                                            | Alvarado Elementary School                 | \$30,000               |                     |
|                  |                                            | A. Montoya Elementary School               | \$35,000               |                     |
|                  |                                            | Armijo Elementary School                   | \$30,000               |                     |
|                  |                                            | Atrisco Elementary School                  | \$25,000               |                     |
|                  |                                            | Bel-Air Elementary School                  | \$30,000               |                     |
|                  |                                            | Carlos Rey Elementary School               | \$35,000               |                     |
|                  |                                            | Dolores Gonzales Elementary School         | \$30,000               |                     |
|                  |                                            | eCademyK8 Online Magnet School             | \$25,000               |                     |
|                  |                                            | Emerson Elementary School                  | \$35,000               |                     |
|                  |                                            | Helen Cordero Elementary School            | \$30,000               |                     |
|                  |                                            | Inez Elementary School                     | \$35,000               |                     |
|                  |                                            | Kirtland Elementary School                 | \$35,000               |                     |
|                  |                                            | La Mesa Elementary School                  | \$40,000               |                     |
|                  |                                            | Lew Wallace Elementary School              | \$25,000               |                     |
|                  |                                            | Los Ranchos Elementary School              | \$25,000               |                     |
|                  |                                            | Lowell Elementary School                   | \$30,000               |                     |
|                  |                                            | Macarthur Elementary School                | \$30,000               |                     |
|                  |                                            | Mission Avenue STEM Elementary School      | \$35,000               |                     |
|                  |                                            | Mitchell Elementary School                 | \$30,000               |                     |
|                  |                                            | Navajo Elementary School                   | \$35,000               |                     |
|                  |                                            | Pajarito Elementary School                 | \$35,000               |                     |
|                  |                                            | Reginald Chavez Elementary School          | \$25,000               |                     |
|                  |                                            | Rudolfo Anaya Elementary School            | \$40,000               |                     |
|                  |                                            | Sandia Base Elementary School              | \$30,000               |                     |
|                  | <b>APS Charters</b>                        |                                            |                        |                     |
| 1015118          | Christine Duncan Heritage Academy          | Christine Duncan Heritage Academy          | \$35,000               | \$35,000            |
| 508-001          | International School at Mesa del Sol (The) | International School at Mesa del Sol (The) | \$5,000                | \$5,000             |
| 66               | Bloomfield Schools                         |                                            |                        | \$35,000            |
|                  |                                            | Central Primary School                     | \$35,000               |                     |
| 40               | Capitan Municipal Schools                  |                                            |                        | \$50,000            |
|                  |                                            | Capitan Elementary School                  | \$50,000               |                     |
| 67               | Central Consolidated Schools               |                                            |                        | \$25,000            |
|                  |                                            | Mesa Elementary School                     | \$25,000               |                     |
| 53               | Chama Valley Independent Schools           |                                            |                        | \$50,000            |
|                  |                                            | Chama Elementary School                    | \$25,000               |                     |
|                  |                                            | Tierra Amarilla Elementary School          | \$25,000               |                     |
| 48               | Cloudcroft Municipal Schools               |                                            |                        | \$50,000            |
|                  |                                            | Cloudcroft Elementary School               | \$50,000               |                     |
| 24               | Cobre Consolidated Schools                 |                                            |                        | \$125,000           |
|                  |                                            | Bayard Elementary School                   | \$25,000               |                     |
|                  |                                            | Central Elementary School                  | \$25,000               |                     |
|                  |                                            | Hurley Elementary School                   | \$50,000               |                     |
|                  |                                            | San Lorenzo Elementary School              | \$25,000               |                     |
| 62               | Cuba Independent Schools                   |                                            |                        | \$50,000            |
|                  |                                            | Cuba Elementary School                     | \$50,000               |                     |

# **NM Public Education Department's Literacy and Humanities Bureau (L&HB) Early Literacy and Reading Support**

## **SUPPLEMENT**

### **PURPOSE OF FUNDING**

This award is for the purpose of supporting instructional implementation of Structured Literacy based practices through instructional coaching, professional learning opportunities and high-quality literacy instructional materials in public elementary schools. With the support of a school-based Structured Literacy Coach, teachers will implement the fundamentals of reading instruction they have learned in Language Essentials for Teachers of Reading and Spelling (LETRS) to provide data-guided instruction and evidence-based practices that will improve student reading outcomes. Structured Literacy Coaches will provide professional learning opportunities and observation feedback coaching cycles to support teachers in providing evidence-based interventions for all students, most notably those at risk of reading failure.

Qualifying school districts or charter schools designated to receive funds were based on the district/state charter school application submission to the New Mexico Public Education Department. This funding is to be used specifically for public elementary schools, to leverage state appropriation of funds to improve literacy rates. This award is based upon reimbursable expenditures. Participating teachers and principals can be provided a stipend for commitments outside of contracted hours with grant funds.

### **DEFINITIONS**

#### **Structured Literacy**

For this award, Structured Literacy means the diagnostic, explicit, systematic, sequential and cumulative foundational reading instruction based in the Science of Reading.

#### **Structured Literacy Coach**

For this award, the Structured Literacy Coach will support school sites in the implementation of Structured Literacy in schools awarded the Early Literacy and Reading Support Award.

#### **Language Essentials for Teachers of Reading and Spelling (LETRS)**

For this award, LETRS is a research-based professional development course of study for instructors of reading, spelling and language skills. The course guides elementary teachers through word recognition and language comprehension instructional pacing and assessment to meet all student needs.

## **ALLOWABLE USES OF FUNDING**

Funds may be used as follows: Structured Literacy Purchase Resource Menu 2025-2026

### Indirect Cost Rate

**Indirect costs are NOT ALLOWED**

### **Non-Eligible Costs**

The following are not allowable uses of these funds:

Support for existing athletic programs (while a physical activity component can be part of the after-school program, use of these funds to support existing athletic programs are prohibited).

Purchase of food for snacks or meals (the district is encouraged to apply for separate after school snack or afterschool meal funding available through the PED Student Success and Wellness Bureau's After-School Snack Program or Children Youth and Families Department). Purchase of food during field trips **may** be allowable with prior PED approval.

## **FISCAL REQUIREMENTS**

### Reporting Requirements

Please review Exhibit C and submit a BAR through OBMS for the appropriate amount using fund code 27114 and revenue object code 43202. Please adhere to the following timelines and cited statutory regulations, required for budgeting, obligation, and RfR submission:

- Submit your BAR, and a copy of this letter, including Exhibit C, through OBMS by November 1, 2025.
- Pursuant to NMSA 6-5-3, the appropriate fund shall be encumbered prior to the issuance of vouchers or purchase orders or the engagement of contracts.
- **NMAC 6.20.2.10 BUDGET MAINTENANCE STANDARDS:**
  1. 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.
  2. School districts shall submit budget adjustment requests for the operating budget to the department for 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.
  3. 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]



- REQUESTS FOR REIMBURSEMENT:

1. 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):

2. Pre-approved subcontracts and invoices with detailed breakdown of services provided; and
3. Supporting documentation for the following expenditure categories:
  - a. In-Person Professional Development
    - i. Agenda
    - ii. Itemized Travel Expenditure Summary
    - iii. Receipts if Traveling Based on Actuals (travel must be pre-approved)
    - iv. Attendance Sign-In Roster (if applicable)
  - b. Virtual Professional Development
    - i. Agenda – Identifies course, providing description, dates and time of course
    - ii. Certificate of Completion from provider containing
      1. company logo or letterhead authenticating service provider
      2. Identifies professional development course, dates and time
      3. Prints full name of attendee
    - iii. **If Certificate of Completion not available ->**
      1. Electronic Sign In Roster
      2. Lists each attendee by full name, date and time of log in and log out, course time duration
  - c. Supplies
    - i. Invoices, packing slips (upon request)
  - d. Equipment  $\geq$  \$5K
    - i. Signed PED Equipment  $\geq$  \$5,000 Preapproval to Purchase Form  
<https://webnew.ped.state.nm.us/bureaus/administrative-services/fiscal-grants-management/>
    - ii. Invoice

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

### Closeout Procedures

The final day to submit RFRs for this funding in OBMS for FY25-26 is **April 15, 2026**.