



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 10/16/2025

Re: 27114 BAR

Message

Attached is a Maintenance 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

A horizontal bar with a gradient from light orange to dark orange, located at the bottom of the page.

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: 040-000-2526-0005-M

Fund Type: Flowthrough

Adjustment Type: Maintenance

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

FLOWTHROUGH ONLY

Budget Period: 07/01/2025

To: 06/30/2026

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27114 Structure d Literacy and Early Literacy	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	0000 No Job Class	\$16,350.00	(\$8,740.00)	\$7,610.00	
27114 Structure d Literacy and Early Literacy	1000 Instruction	57331 Fixed Assets (more than \$5,000)	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	0000 No Job Class		\$8,740.00	\$8,740.00	
Sub Total							\$0.00		
Indirect Cost									
DOC. TOTAL							\$0.00		

Justification:

Purchase supplies over \$5,000

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

A. The requested budge/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.

Approvals by Digital Signature

Name

Role

Date

Jamie Shepperd

Business Manager

10/16/2025 10:49:11 AM

Capitan Municipal Schools

ALL FUNDS

Fiscal Year: 2025-2026

From Date: 7/1/2025

To Date: 6/30/2026

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
27114 1000 56112 1010 040033 0000	OTHER TEXTBOOKS	\$10,000.00	\$0.00	\$10,000.00	\$1,523.20	\$1,523.20	\$8,476.80	\$0.00	\$8,476.80	84.77%
27114 1000 56113 1010 040033 0000	SOFTWARE	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
27114 1000 56118 1010 040033 0000	GENERAL SUPPLIES AND MATERIALS	\$16,350.00	\$0.00	\$16,350.00	\$451.50	\$451.50	\$15,898.50	\$0.00	\$15,898.50	97.24%
	FUNCTION: INSTRUCTION - 1000	\$44,750.00	\$0.00	\$44,750.00	\$1,974.70	\$1,974.70	\$42,775.30	\$0.00	\$42,775.30	95.59%
27114 2200 53330 1010 040033 0000	PROFESSIONAL DEVELOPMENT	\$5,250.00	\$0.00	\$5,250.00	\$0.00	\$0.00	\$5,250.00	\$1,400.00	\$3,850.00	73.33%
	FUNCTION: SUPPORT SERVICES-INSTRUCTION - 2200	\$5,250.00	\$0.00	\$5,250.00	\$0.00	\$0.00	\$5,250.00	\$1,400.00	\$3,850.00	73.33%
FUND: STRUCTURED LITERACY AND EARLY LITERACY - 27114		\$50,000.00	\$0.00	\$50,000.00	\$1,974.70	\$1,974.70	\$48,025.30	\$1,400.00	\$46,625.30	93.25%
27149 1000 51100 1010 040992 1414	SALARIES EXPENSE	\$150,000.00	\$0.00	\$150,000.00	\$16,463.88	\$16,463.88	\$133,536.12	\$115,247.12	\$18,289.00	12.19%
27149 1000 51100 1010 040992 1714	SALARIES EXPENSE	\$60,000.00	\$0.00	\$60,000.00	\$6,695.40	\$6,695.40	\$53,304.60	\$46,867.60	\$6,437.00	10.73%
27149 1000 51300 1010 040992 1414	ADDITIONAL COMPENSATION	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
27149 1000 51300 1010 040992 1714	ADDITIONAL COMPENSATION	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
27149 1000 52111 1010 040992 1414	EDUCATIONAL RETIREMENT	\$29,040.00	\$0.00	\$29,040.00	\$2,988.19	\$2,988.19	\$26,051.81	\$20,917.26	\$5,134.55	17.68%
27149 1000 52111 1010 040992 1714	EDUCATIONAL RETIREMENT	\$11,798.00	\$0.00	\$11,798.00	\$1,215.21	\$1,215.21	\$10,582.79	\$8,506.43	\$2,076.36	17.60%
27149 1000 52112 1010 040992 1414	ERA - RETIREE HEALTH	\$3,200.00	\$0.00	\$3,200.00	\$329.26	\$329.26	\$2,870.74	\$2,304.75	\$565.99	17.69%
27149 1000 52112 1010 040992 1714	ERA - RETIREE HEALTH	\$1,300.00	\$0.00	\$1,300.00	\$133.89	\$133.89	\$1,166.11	\$937.23	\$228.88	17.61%
27149 1000 52210 1010 040992 1414	FICA PAYMENTS	\$9,920.00	\$0.00	\$9,920.00	\$981.30	\$981.30	\$8,938.70	\$6,870.14	\$2,068.56	20.85%
27149 1000 52210 1010 040992 1714	FICA PAYMENTS	\$4,030.00	\$0.00	\$4,030.00	\$402.50	\$402.50	\$3,627.50	\$2,771.55	\$855.95	21.24%
27149 1000 52220 1010 040992 1414	MEDICARE PAYMENTS	\$2,320.00	\$0.00	\$2,320.00	\$229.49	\$229.49	\$2,090.51	\$1,606.71	\$483.80	20.85%
27149 1000 52220 1010 040992 1714	MEDICARE PAYMENTS	\$942.00	\$0.00	\$942.00	\$94.14	\$94.14	\$847.86	\$648.27	\$199.59	21.19%
27149 1000 52311 1010 040992 1414	HEALTH AND MEDICAL PREMIUMS	\$6,501.00	\$0.00	\$6,501.00	\$812.19	\$812.19	\$5,688.81	\$5,685.33	\$3.48	0.05%
27149 1000 52311 1010 040992 1714	HEALTH AND MEDICAL PREMIUMS	\$8,667.00	\$0.00	\$8,667.00	\$1,082.94	\$1,082.94	\$7,584.06	\$7,580.58	\$3.48	0.04%
27149 1000 52312 1010 040992 1414	LIFE	\$28.00	\$0.00	\$28.00	\$3.48	\$3.48	\$24.52	\$24.36	\$0.16	0.57%
27149 1000 52312 1010 040992 1714	LIFE	\$28.00	\$0.00	\$28.00	\$3.48	\$3.48	\$24.52	\$24.36	\$0.16	0.57%
27149 1000 52313 1010 040992 1414	DENTAL	\$236.00	\$0.00	\$236.00	\$29.52	\$29.52	\$206.48	\$206.64	(\$0.16)	-0.07%
27149 1000 52313 1010 040992 1714	DENTAL	\$280.00	\$0.00	\$280.00	\$35.01	\$35.01	\$244.99	\$245.07	(\$0.08)	-0.03%
27149 1000 52314 1010 040992 1414	VISION	\$0.00	\$0.00	\$0.00	\$3.88	\$3.88	(\$3.88)	\$40.74	(\$44.62)	0.00%
27149 1000 52314 1010 040992 1714	VISION	\$0.00	\$0.00	\$0.00	\$5.18	\$5.18	(\$5.18)	\$54.39	(\$59.57)	0.00%
27149 1000 52720 1010 040992 1414	WORKER'S COMPENSATION EMPLOYER'S FEE	\$20.00	\$0.00	\$20.00	\$4.58	\$4.58	\$15.42	\$5.53	\$9.89	49.45%
27149 1000 52720 1010 040992 1714	WORKER'S COMPENSATION EMPLOYER'S FEE	\$20.00	\$0.00	\$20.00	\$2.11	\$2.11	\$17.89	\$4.40	\$13.49	67.45%
27149 1000 53711 1010 040992 0000	OTHER CHARGES	\$11,300.00	\$0.00	\$11,300.00	\$0.00	\$0.00	\$11,300.00	\$0.00	\$11,300.00	100.00%
27149 1000 56112 1010 040992 0000	OTHER TEXTBOOKS	\$11,300.00	\$0.00	\$11,300.00	\$0.00	\$0.00	\$11,300.00	\$0.00	\$11,300.00	100.00%
27149 1000 56113 1010 040992 0000	SOFTWARE	\$11,300.00	\$0.00	\$11,300.00	\$0.00	\$0.00	\$11,300.00	\$0.00	\$11,300.00	100.00%
27149 1000 56118 1010 040992 0000	GENERAL SUPPLIES AND MATERIALS	\$11,300.00	\$0.00	\$11,300.00	\$0.00	\$0.00	\$11,300.00	\$0.00	\$11,300.00	100.00%

PED State or Federal Grant
Equipment > = \$5,000 Preapproval to Purchase Form

Equipment is defined as tangible, nonexpendable, personal property having a useful life of more than one year and an *acquisition cost* of \$5,000 or more *per unit*. The *acquisition cost* for equipment is determined by the "net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired." To determine what constitutes a *unit*, each item must be independently useable for the purpose for which it was acquired.

Grant Name Structured Literacy

District Capitan Municipal Schools School Capitan Elementary

Submitter (for questions on the form) Jamie Shepperd Phone # 575-354-8514

#	Equipment	Function	Object #	Quantity	Per Item Price	Totals
1	2025 Custom Wrapped Inchy's Bookworm Vending Machine			1	\$ 5,695.00	\$ 5,695.00
2	Tray Upgrade			1	\$ 525.00	\$ 525.00
3	Inchy's Book Bundle			1	\$ 1,375.00	\$ 1,375.00
4	Inchy Tokens			1	\$ 150.00	\$ 150.00
5	Shipping and Handling (Lift Gate)			1	\$ 995.00	\$ 995.00
6					\$ -	-
7					\$ -	-
8					\$ -	-
9					\$ -	-
	TOTAL					\$ 8,740.00

INSTRUCTIONS:

1. Please provide a brief narrative which describes how this equipment will support your grant. Equipment that is purchased or leased is:
 - a. Reasonable and necessary to effectively operate the program;
 - b. Existing equipment will not be sufficient and;
 - c. The costs are reasonable and allocable (benefit the grant in proportion to the percentage of funds spent on the equipment).

A book vending machine will provide students a fun, engaging, and easy access to books. Students will be motivated to read and explore new stories. Reading builds a foundation for lifelong learning. The vending machine will increase students reading achievements.

**PED State or Federal Grant
Equipment > = \$5,000 Preapproval to Purchase Form**

Additional information for Special Education:

Equipment purchased for a specific student:

1. Equipment is identified in the student's IEP dated (IEP must be current):

**PED State or Federal Grant
Equipment > = \$5,000 Preapproval to Purchase Form**

2. Equipment

will require upgrading or replacement before the student exits school.
will not require upgrading or replacement before the student exits school.

3. If an upgrade or replacement is required, how will this be achieved, including funding?

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4. How will the equipment be maintained?

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5. For assistive technology equipment, technical assistance consultation was provided by:

(agency or company familiar with assistive technology (AT) for persons with disabilities)

6. Describe the LEA's process for property management as required under 34 CFR SS 80.32:

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Equipment purchased for general special education student support:

7. Equipment supports this number of students who receive special education services. Attach the list of student identification numbers this equipment will support.

8. Where will the equipment be located?

9. Will equipment require upgrading, maintenance or replacement?

Yes
No

X

PED State or Federal Grant
Equipment > = \$5,000 Preapproval to Purchase Form

If Yes:

- a.
- b.
- c.
- d.

How will it be maintained?

How will this maintenance be funded?

What is the expected annual support cost?

What is the expected life cycle of this equipment?

Severo Martinez

PED Approval

10/16/25

Date