



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 11/14/2025


Re: 26107 BAR

Message

Attached is an Increase BAR for fund 26107, Ed Fellows.

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: 040-000-2526-0009-I
Fund Type: Direct Grant

Adjustment Type: Increase

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: 2025-07-01

To: 2026-06-30

A. Approved Carryover:

B. Total Current Year Allocation:

D. Total Funding Available:

Revenue 26107.0000.43214 \$44,000.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26107 REC/Distr ict Fiscal Agent	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1711 Instructional Assistants - Grades 1-12	\$73,806.00	\$30,104.56	\$103,910.56	1.00
26107 REC/Distr ict Fiscal Agent	1000 Instruction	52111 Educational Retirement	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1711 Instructional Assistants - Grades 1-12	\$13,395.79	\$5,464.00	\$18,859.79	
26107 REC/Distr ict Fiscal Agent	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1711 Instructional Assistants - Grades 1-12	\$1,476.12	\$601.88	\$2,078.00	
26107 REC/Distr ict Fiscal Agent	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1711 Instructional Assistants - Grades 1-12		\$5,459.92	\$5,459.92	
26107 REC/Distr ict Fiscal Agent	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1711 Instructional Assistants - Grades 1-12		\$1,276.95	\$1,276.95	
26107 REC/Distr ict Fiscal Agent	1000 Instruction	52311 Health and Medical Premiums	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1711 Instructional Assistants - Grades 1-12		\$1,092.69	\$1,092.69	
Sub Total							\$44,000.00		1.00
Indirect Cost									
DOC. TOTAL							\$44,000.00		

Justification:

Received an additional Ed Fellow Position

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.

Approvals by Digital Signature

Name

Role

Date

Jamie Shepperd

Business Manager

11/3/2025 6:31:39 PM

Purchase Order**REGION 9 EDUCATION COOPERATIVE**
2002 SUDDERTH DRIVE
RUIDOSO NM 88345**No. 260408****1****PO REVISED**

NM CRS# 02-284110-005

MAIL INVOICE TO ADDRESS ABOVE

Reference PO# above on all documents

Tax ID # 85-0441031

ENCLOSE INVOICE COPY WITH SHIPMENT

PO is VOID after 6/30/2026

P.O. Date: 07/01/2025**Questions ?** ACCTS PAYABLE (575) 257-2368**Ext:****Account:****P.O. Issued To :****Ship To:**

CAPITAN MUNICIPAL SCHOOLS

REGION 9 EDUCATION COOPERATIVE

P.O. BOX 278

Attn: Emily Foose

CAPITAN NM 88316

2002 SUDDERTH DR

RUIDOSO NM 88345

(575) 257-2368

Contact:**Location:** INTERNAL SUPPORTS**Phone:** (575) 354-8500**Fax:****Project:** Ed Fellows**Req#** 449**Reference:** MOU #26998000053,A1**Date Required:** 07/01/2025**Award Number:**

Line	Qty	Unit	Part#	Description	Unit Price	Extended
1	5	EA		Ed. Fellows Salary & Benefits- combined up to \$44,000/per fellow	44,000.00	220,000.00

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:** 220,000.00**NOTES:**

MSDS sheets must accompany all chemical products

Order Via:

Email

VENDOR COPY

Wednesday, August 20, 2025

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