



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 12/12/2024


Re: 24154 BAR

Message

Attached is a Transfer BAR for fund 24154, Teacher/Principal Training & Recruiting.

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: 040-000-2425-0013-T
Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2024-2025

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: 07/01/2024 To: 06/30/2025
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
24154 Teacher/ Principal Training & Recruiting	2200 Support Services- Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	040036 Capitan Middle	0000 No Job Class	\$62,793.35	(\$2,000.00)	\$60,793.35	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52111 Educational Retirement	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1411 Teachers- Grades 1-12		\$850.00	\$850.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52111 Educational Retirement	1010 Regular Education (PreK-12) Programs	040036 Capitan Middle	1411 Teachers- Grades 1-12		\$620.00	\$620.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1411 Teachers- Grades 1-12		\$65.00	\$65.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	040036 Capitan Middle	1411 Teachers- Grades 1-12		\$45.00	\$45.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1411 Teachers- Grades 1-12		\$195.00	\$195.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52210 FICA Payments	1010 Regular Education (PreK-12) Programs	040036 Capitan Middle	1411 Teachers- Grades 1-12		\$125.00	\$125.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1411 Teachers- Grades 1-12		\$45.00	\$45.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	040036 Capitan Middle	1411 Teachers- Grades 1-12		\$35.00	\$35.00	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52720 Workers Compensation Employer's Fee	1010 Regular Education (PreK-12) Programs	040036 Capitan Middle	1411 Teachers- Grades 1-12		\$10.00	\$10.00	

24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52720 Workers Compensation Employer's Fee	1010 Regular Education (PreK-12) Programs	040033 Capitan Elementary	1411 Teachers- Grades 1-12		\$10.00	\$10.00	
						Sub Total	\$0.00		
						Indirect Cost			
						DOC. TOTAL	\$0.00		

Justification:

Budget for teacher mentor benefits.

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

<u>Name</u>	<u>Role</u>	<u>Date</u>
Jamie Shepperd	Business Manager	12/5/2024 6:08:32 PM

New Mexico Public Education Department

Budget Adjustment Request (BAR) Program Justification Sheet

This form to be submitted with each increase, decrease or transfer BAR, and for initial BAR for the following programs: CSRD, Title II Part A, Reading First, 21st Century, and Evenstart (new applications only).

NOTE: Your program may require a similar, but more specific version of this form. If so, please use that form for any justification.

District:	Capitan
Program:	Teacher and Principal Training and Recruiting
Fund Code:	24154
BAR #:	040-000-2425-0013-T

Justification Narrative (attach additional pages as necessary)

The description must be sufficient to ensure that funds are being used as allowable under the grant program. Failure to submit sufficient descriptions will delay approval of BARs.

Explain why the transfer or increase is needed:

Provide stipends for our teacher mentors.

What will the funds be used for?

To ensure we follow the state guidelines for providing a mentorship program for first-year teachers.

At which school sites will the funds be used?

Elementary, Middle School, High School