



CAPITAN MUNICIPAL SCHOOLS

Home of the Tigers

Memo

To: Board of Education

From: Jamie Shepperd

Date: 4/6/2026

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

A decorative horizontal bar with a gradient from light orange to dark orange.

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: 040-000-2526-0035-1

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 \$43,000.00

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26107 REC/District Fiscal Agent	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	040034 Capitan High	1711 Instructional Assistants - Grades 1-12	\$36,903.00	\$36,903.00	\$73,806.00	1.00
26107 REC/District Fiscal Agent	1000 Instruction	52112 ERA - Retiree Health	1010 Regular Education (PreK-12) Programs	040034 Capitan High	1711 Instructional Assistants - Grades 1-12	\$120.31	\$239.58	\$359.89	
26107 REC/District Fiscal Agent	1000 Instruction	52220 Medicare Payments	1010 Regular Education (PreK-12) Programs	040034 Capitan High	1711 Instructional Assistants - Grades 1-12		\$689.58	\$689.58	
26107 REC/District Fiscal Agent	1000 Instruction	52311 Health and Medical Premiums	1010 Regular Education (PreK-12) Programs	040034 Capitan High	1711 Instructional Assistants - Grades 1-12		\$4,991.76	\$4,991.76	
26107 REC/District Fiscal Agent	1000 Instruction	52312 Life	1010 Regular Education (PreK-12) Programs	040034 Capitan High	1711 Instructional Assistants - Grades 1-12		\$6.38	\$6.38	
26107 REC/District Fiscal Agent	1000 Instruction	52313 Dental	1010 Regular Education (PreK-12) Programs	040034 Capitan High	1711 Instructional Assistants - Grades 1-12		\$141.21	\$141.21	
26107 REC/District Fiscal Agent	1000 Instruction	52314 Vision	1010 Regular Education (PreK-12) Programs	040034 Capitan High	1711 Instructional Assistants - Grades 1-12		\$28.49	\$28.49	
Sub Total							\$43,000.00		1.00
Indirect Cost									
DOC. TOTAL							\$43,000.00		

Justification:

MOU Amendment

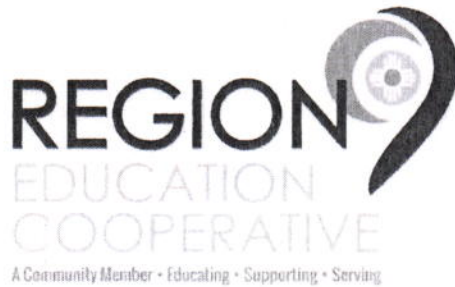
Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

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	4/2/2026 2:31:08 PM



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(575) 257-2368 - WWW.REC9NM.ORG

MEMORANDUM OF UNDERSTANDING AMENDMENT

Contract # 26998000053-**A2**

THIS FUNDING MEMORANDUM (Memorandum) is entered into by and between the Region 9 Education Cooperative (REC 9) and **Capitan Municipal Schools**, referred to individually as Agency and jointly as Agencies.

Purpose of Amendment (Increase # of Ed Fellows and Budget amount - highlighted in yellow)

1. Amend - Section, 2. *Compensation, A.*
2. Amend - *Addendum B, Financial Information Sheet*

It is mutually agreed between the parties that the following provisions of the above-referenced agreement are amended as follows:

1. **AMEND:** *is removed in its entirety and replaced with the following:*

A. REC 9 shall pay to the Capitan Municipal Schools monthly payments for authorized services satisfactorily performed and expenses incurred pursuant to "ADDENDUM A," such compensation not to exceed **two hundred sixty four thousand dollars and zero cents (\$264,000.00)**, inclusive of gross receipts tax (GRT). Such compensation is a maximum and not a guarantee that the work assigned to be performed by Capitan Municipal Schools under this Memorandum shall equal the amount stated herein. There is no requirement imposed upon REC 9 pursuant to this Memorandum to purchase any quota of services hereunder.

2. **AMEND:** *is removed in its entirety and replaced with the following:*

This is a FEE FOR SERVICE agreement.

Description	Rate	# of Fellows	Original Amount	A1 Total	A2 Total
Ed. Fellows Salary & Benefits- <i>combined up to \$44,000/per fellow</i>	\$44,000.00	6 Ed. Fellow (EA)	\$176,000.00	\$220,000.00	\$264,000.00

The total amount of monies payable to Capitan Municipal Schools under this Memorandum shall not exceed **\$264,000.00**.

All other Articles and Deliverables of the original memorandum remain the same.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date of signature by the AGENCY EXECUTIVE DIRECTOR below.

By: Bryan Dooley
Bryan Dooley (Apr 1, 2026 10:55:19 MDT)
Bryan Dooley
Executive Director
Region 9 Education Cooperative

Date: 04/01/2026

By: Buca

Date: 4/1/26

REVIEWED BY REC 9 Chief Procurement Officer (CPO)

Veronica Wadley
Veronica Wadley (Mar 6, 2026 08:33:57 MST)

03/06/2026

Signature

Date

REVIEWED BY REC 9 IGA COORDINATOR

Emily Foose
Emily Foose (Mar 6, 2026 08:30:08 MST)

03/06/2026

Signature

Date

REVIEWED BY NMPED Bureau Director

Candice Flint
Candice Flint (Mar 6, 2026 08:33:07 MST)

03/06/2026

Signature

Date






R9_Capitan Municipal Schools_Ed Fellows_MOU_26998000053-A2 (MOU Amendment)

Final Audit Report

2026-04-01

Created:	2026-04-01
By:	Region IX Ed Coop (contracts.procurement@regionix.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAU1Qc-C4WDBxdPULcPKPGRXwzSJvIEeC0

"R9_Capitan Municipal Schools_Ed Fellows_MOU_26998000053-A2 (MOU Amendment)" History

-  Document created by Region IX Ed Coop (contracts.procurement@regionix.org)
2026-04-01 - 3:47:54 PM GMT
-  Document emailed to Bryan Dooley (bryan.dooley@regionix.org) for signature
2026-04-01 - 3:48:00 PM GMT
-  Email viewed by Bryan Dooley (bryan.dooley@regionix.org)
2026-04-01 - 4:54:12 PM GMT
-  Document e-signed by Bryan Dooley (bryan.dooley@regionix.org)
Signature Date: 2026-04-01 - 4:55:19 PM GMT - Time Source: server
-  Agreement completed.
2026-04-01 - 4:55:19 PM GMT

Purchase Order

REGION 9 EDUCATION COOPERATIVE
2002 SUDDERTH DRIVE
RUIDOSO NM 88345

No. 260408 2
PO REVISED

NM CRS# 02-284110-005
Tax ID # 85-0441031

MAIL INVOICE TO ADDRESS ABOVE
ENCLOSE INVOICE COPY WITH SHIPMENT

Reference PO# above on all documents
PO is VOID after 6/30/2026

P.O. Date: 07/01/2025
P.O. Issued To :

Questions ? ACCTS PAYABLE (575) 257-2368

Ext: **Account:**
Ship To:

CAPITAN MUNICIPAL SCHOOLS
P.O. BOX 278
CAPITAN NM 88316

REGION 9 EDUCATION COOPERATIVE
Attn: Emily Foose
2002 SUDDERTH DR
RUIDOSO NM 88345
(575) 257-2368

Contact:
Phone: (575) 354-8500 **Fax:**

Location: INTERNAL SUPPORTS
Project: ED FELLOWS

Req# 449

Reference: MOU #26998000053,A1

Date Required: 07/01/2025

Award Number:

Line	Qty	Unit	Part#	Description	Unit Price	Extended	Tax	Freight
1	6	EA		Ed. Fellows Salary & Benefits- combined up to \$44,000/per fellow	44,000.00	264,000.00	0.00	0.00

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:



Sub-Total:	264,000.00
Freight:	0.00
Tax:	0.00
Total Amount:	264,000.00

NOTES:

MSDS sheets must accompany all chemical products

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