



**CAPITAN MUNICIPAL SCHOOLS**  
**Home of the Tigers**

# Memo

**To:** Board of Education

**From:** Jamie Shepperd

**Date:** 2/13/2026

**Re:** 26107 BAR

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## **Message**

Attached is an Increase BAR for fund 26107, Level Up Reading Challenge.

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: 040-000-2526-0016-I

Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2025-2026

Adjustment Changes Intent/Scope of Program Yes or No?: No

Total Approved Budget (Flowthrough):

Entity Name: Capitan Municipal Schools

Contact: Jamie Shepperd, Chief Financial Officer

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 \$1,000.00										

**Justification:**

Level Up Reading Challenge

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.

64456

## SOUTHWEST REGIONAL EDUCATION COOPERATIVE

1321 E. POPLAR ST

DEMING, NEW MEXICO 88030

TAX ID #02-485910-00-9

PNC BANK

71-906/830

EXPENSE

1238

DATE

01/30/2026

CHECK AMOUNT

\$1,000.00

PAY: \*\*\*One Thousand and 00/100 Dollars\*\*\*

TO Capitan Municipal Schools  
THE PO Box 278  
ORDER Capitan, NM 88316

OF CASH WITHIN 30 DAYS - VOID AFTER ONE YEAR FROM DATE

\_\_\_\_\_  
AUTHORIZED SIGNATURE\_\_\_\_\_  
AUTHORIZED SIGNATURE

1106445611 10830090601 391176386211

64456

11683	Capitan Municipal Schools	1238	01/30/2026		64456
Vendor	Vendor Name	Voucher	Date	Account Number	Check Number

PO Number	Invoice	Amount
0	LevlUpChal25/26Elem	1,000.00

**TOTAL:**\$1,000.00  
Y06SF002775M 03/22



1321 E. Poplar  
Deming, NM 88030  
575.546.5951  
Valerie Brea, Executive Director

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January 19, 2026

Briana Gibson  
150 Forest  
Capitan, NM 88316  
[briana.gibson@capitantigers.org](mailto:briana.gibson@capitantigers.org)

Congratulations! Your mini-grant application for the SY 25-26 Structured Literacy Level Up Reading Challenge Rally for **Capitan Elementary** has been approved in the amount of \$1,000.00. Please budget this award under fund 26107.

Upon signature of this award letter, a payment of \$1,000.00 will be sent to the school via direct deposit (if your school is set up with the SWREC) or via paper check, in which case it will be sent to the address on the W9 that was uploaded with the application.

Mini-Grant Terms and Conditions:

1. Applications must be received by December 19, 2025.
2. Upon approval, awarded schools will receive \$1,000.00 for incentives and a Superhero Reader Rally. **The celebration should take place no later than 5/15/26.**
3. **Required Purchases:** The following must be purchased with the funds:
  - a. Three bicycles
  - b. Celebration materials & supplies—this includes any food, drinks, and supplies (such as napkins, cups, etc.)
4. After all purchases have been made for the Level Up Reading Challenge Celebration, any **unspent funds can be used to purchase classroom materials aligned to a structured literacy approach.** This might include books for classroom libraries (books for read aloud or decodable readers), manipulatives for the classroom or student incentives to celebrate gains in the following months.
5. Each participating school must take (1) whole group school photo of all Superhero Readers together for the 2025-2026 school year. Please ensure that all students included in the photo have a social media/photo release on file. This is the photo that will be displayed on digital billboards across the state and highlighted on the news. Please submit the photo to [eugene.deaton@ped.nm.gov](mailto:eugene.deaton@ped.nm.gov) and name as follows: District, School Name. **Photos are due by EOD on May 22, 2026.**
6. The administrator or designee will work with the Structured Literacy Coach assigned to the school, to provide an accurate count of the number of Superhero Readers who will receive the 2026 Super Reader Pin. The student count should only occur in the classrooms that fully participated in the Level Up Challenge. This is required to prevent double-counting students or including students who do not meet the criteria.

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***"Focused, Passionate, & Driven for Your Success!"***

**Animas Public Schools • Cobre Consolidated Schools • Deming Public Schools**  
**Hatch Valley Public Schools • Lordsburg Municipal Schools**  
**Truth or Consequences Municipal Schools • Reserve Independent Schools**



1321 E. Poplar  
Deming, NM 88030  
575.546.5951  
Valerie Brea, Executive Director

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January 19, 2026

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150 Forest  
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Valerie Brea, Executive Director

**Assurances:**

BL  
Briana Gibson By initialing here, the administrator or designee agrees to use these funds to purchase 3 bicycles for rally incentives and rally materials/supplies including food, drinks and cutlery, napkins, cups, etc.

BL  
Briana Gibson By initialing here, the administrator or designee agrees to spend the entire \$1,000. After all purchases have been made for the Level Up Reading Challenge Rally Celebration, any unspent funds can be used to purchase classroom materials aligned to a structured literacy approach. This might include books for classroom libraries (books for read aloud or decodable readers), manipulatives for the classroom or student incentives to celebrate gains in the following months.

BL  
Briana Gibson By initialing here, the administrator or designee agrees to send school photo of all Superhero Readers together for the 2025-2026 school year to [eugene.deaton@ped.nm.gov](mailto:eugene.deaton@ped.nm.gov) by May 22nd, 2026. Only students confirmed to have a social media/photo release on file will appear in the photo.

BL  
Briana Gibson By initialing here, the administrator or designee agrees to work with the Structured Literacy Coach assigned to the school, to provide an accurate count of the number of Superhero Readers who will receive the Ricky the Roadrunner or Ralph keychains.

Congratulations on the mini-grant funding award! We look forward to hearing all the great stories of motivated students and staff who participated in the Level Up Reading Challenge!

By signing below, I accept this award and attest that I will comply with the terms above.

Briana Gibson

Printed Name

Principal

Title

  
Briana Gibson (Jan 19, 2026 16:41:59 MST)

Signature

01/19/2026

Date

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# Capitan Elementary\_2025-2026 Level Up Challenge Mini Grant Award Letter

Final Audit Report

2026-01-19

Created:	2026-01-19
By:	Lauren Verduzco (lverduzco@swrecnm.org)
Status:	Signed
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## "Capitan Elementary\_2025-2026 Level Up Challenge Mini Grant Award Letter" History

- 📄 Document created by Lauren Verduzco (lverduzco@swrecnm.org)  
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- ✉️ Document emailed to Briana Gibson (briana.gibson@capitantigers.org) for signature  
2026-01-19 - 10:50:07 PM GMT
- 📄 Email viewed by Briana Gibson (briana.gibson@capitantigers.org)  
2026-01-19 - 11:40:32 PM GMT
- ✍️ Document e-signed by Briana Gibson (briana.gibson@capitantigers.org)  
Signature Date: 2026-01-19 - 11:41:59 PM GMT - Time Source: server
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2026-01-19 - 11:41:59 PM GMT



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