

New Underwood School District 51-3
P.O. Box 128, 300 East Ash
New Underwood, SD 57761
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June 13, 2011

Dr. Kris Harms
Department of Education
700 Governors Drive
Pierre, SD 57501

Subject: School Improvement Grant – New Underwood High School

This letter serves as a request for a budget adjustment to the district's SIG funds. The adjustment is simply a movement of dollars from the equipment budget category to the supplies budget category. This transaction is in support of the previously approved purchase of computer equipment and the software required to be installed on those computers. Software is categorized as a supply rather than equipment and so it is necessary to make this change.

**Recommendation: Decrease the Equipment Budget Category by \$24,900.00.
Increase the Supplies Budget Category by \$24,900.00**

As identified above, the recommended additions and changes are offsetting and remain within the initial budget provided for Year 1. I trust you will find these recommendations to be sound educational practices and that when implemented will greatly serve the students and staff of the New Underwood district as they move down the road toward becoming a distinguished high school and school district.

Should you have any further questions regarding these recommendations, please feel free to call or write. Thank you for your review of these recommendations and for your support to the New Underwood District.

Sincerely,

Jeff Marlette
Superintendent