

July 21, 2009

Dear Superintendents:

This is to notify you that the State Board of Education approved the Plans for the Improvement of Instructional Programs (Step 7) of all 55 county boards of education for the 2009-10 year at its regular meeting on July 9, 2009. A summary schedule of the plans is attached for your reference.

Specifically, the Step 7 Plans of the following entities were approved:

Barbour	Jefferson	Pleasants
Berkeley	Kanawha	Preston
Boone	Lewis	Putnam
Braxton	Lincoln	Raleigh
Brooke	Logan	Randolph
Cabell	Marion	Ritchie
Calhoun	Marshall	Roane
Clay	Mason	Summers
Doddridge	McDowell	Taylor
Fayette	Mercer	Tucker
Gilmer	Mineral	Tyler
Grant	Mingo	Upshur
Greenbrier	Monongalia	Wayne
Hampshire	Monroe	Webster
Hancock	Morgan	Wetzel
Hardy	Nicholas	Wirt
Harrison	Ohio	Wood
Jackson	Pendleton	Wyoming
	Pocahontas	

Each board's total allowance is to be expended according to the approved plan and should be expended or encumbered during the current fiscal year, unless a particular project requires a longer period of time to complete. The total allowance, however, must be expended within 15 months of the conclusion of the fiscal year to which the plan applies.

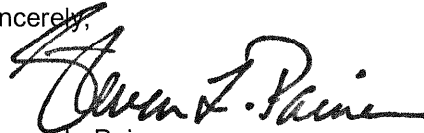
A budget transfer request (Form WVDE 11-20-13) must be submitted and approval obtained, including plan revisions, prior to obligating the funds. Project Code 010XX is to be used for budgeting and accounting purposes. Distribution of the Step 7 funds will be made to each county board periodically throughout the year at the same time as basic state aid funds are distributed.

Page 2
Step 7 Plans
July 21, 2009

The funds are to be expended by the county board and not distributed to the schools for expenditure. An allocation may be provided to each school so that expenditure decisions may be made at the school level, but the actual disbursement of funds must be done through normal purchasing procedures at the board office.

If I can be of further assistance, please do not hesitate to call me or the Office of School Finance at 304-957-9833, Ext. 53428, 53429 or 53430.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven L. Paine". The signature is fluid and cursive, with a large initial "S" and "P".

Steven L. Paine
State Superintendent of Schools

SLP/mp
cc: CSBOs
Attachment