



TO: Patrice Tate
FROM: Evet Topp
DATE: October 1, 2009
RE: FY 2010 REQUIRED SIGNATURES PAGE

COMMENTS:

Attached is the original copy of the required signature page that has to be submitted to the State Department Office of Vocational Technical Education so that total funds allocated in the amount of \$66,550.15 can be approved.

Before actual funds can be utilized the signature page has to be turned in no later than October 30, 2009. I am requesting TPSD board approval, so I may submit the signature form by the requested deadline.

Thanks
Evet Topp

Attachments : Signature Form (2 Pages)
Notification of Allocation and Request for Signature Form (1 Page)
Local Plan Update for FY 2010 (1 Page)

FY 2010 REQUIRED SIGNATURES PAGE

Directions: This form with ORIGINAL signatures MUST be submitted within five (5) working days of submitting the Local Plan Updates. Complete the form in it's' entirety. If a section does not apply to your LEA, Please indicated with "NOT APPLICABLE" in the signature line. Please sign in BLUE or BLACK ink. NO SIGNATURE PAGE - NO APPROVE PLAN.

District #: 4120 District NAME: Tupelo Public Schools
Contact Person: Shandra Evert Topp Telephone Number: 662-841-8990

I. Local Plan Update Witness:

The submission of the hardcopy, original signatures is expressly done administratively in recognition of the assurances and assertions of the respective Parts and Sections of the Local School District Extended Five-Year Local Plan as set forth in the Mississippi State Plan for Vocational and Education and Workforce Development under which this Five-year Local Plan Application and our FY2010 Local Plan Update is being submitted.

SUPERINTENDENT (Secondary) or **PRESIDENT (Post Secondary) of the LEA:**

Printed Name & Title Signature Date

Local District's Governing Board Chairperson:

Printed Name & Title Signature Date

Vocational Director or Contact Person:

Shandra (Evert) Topp [Signature] 9-29-09
Printed Name & Title Signature Date

II. Teacher Budget

This information submitted electronically through the MSIS system the District's Proposed Teacher Budget and Application for State and Federal Aid Vocational and Technical Education Ongoing Programs Fiscal Year July 1, 2009 to June 30, 2010. I certify that the statements and budget data for the ongoing vocational programs represented on the Teacher Budget submitted through MSIS or otherwise as directed, for the Local Plan Update for FY2010, are true and correct to the best of my knowledge and belief, and that adequate funds have been budgeted and will be utilized to maintain instructional equipment and to provide instructional supplies and other support essential to the successful operation of these programs. I hereby pledge full cooperation with the State Board in maintaining these vocational classes so as to comply with policies and other requirements for state and federal aid as provided by law. I therefore request the maximum reimbursement for which the district qualifies.

Check One:

- Our FY2010 Vocational Budget has Local Board Approval.
 Our FY2010 Vocational Budget is tentative, Pending Local Board Approval. Board Meeting date _____

Superintendent (Secondary) or President (Post Secondary)

Printed Name & Title Signature Date

Vocational Director or Contact Person:

Shandra (Evert) Topp [Signature] 9-29-09
Printed Name & Title Signature Date

District #: 4120

District NAME:
Page of 2 of 2

Tupelo Public Schools

III. Short Term Adult Program Application(s). If applicable.

The original signature below is done administratively to validate requests submitted through the MS-OVEWD web site for Short Term Adult Programs, funded by State or Perkins IV Federal funds, and to assure accurate electronic reporting of instructional, enrollment, and demographic data that will be submitted when requesting payments to the district for completion of approved Short Term Adult Programs. A Signature is required if funds requests are to be made.

Superintendent or Vocational Director (Secondary). President or Vocational Director (Postsecondary)

X _____
Printed Name & Title

Signature

Date

IV. Acceptance of Administrative and Financial Responsibility for Electronic Reimbursement Requests submitted by the District to the MDE/OVTE.

I hereby accept full administrative and financial responsibility for FY2010 electronic data submitted by the district for reimbursement requests submitted by the district for allowable expenditures of state funds allocated to Short Term Adult Program and/or federal Perkins IV funds budgeted to "Adult" or "Other Cost" and/or for federal Perkins III funds budgeted to Tech Prep "other Cost" line items or Perkins 85% funds budgeted to "Adult" or "Other Cost".

I hereby certify that the requisition(s), as submitted, are correct and that funds are/have been expended in accordance with state and federal regulations and documentation is on file in the local school district.

Superintendent (Secondary) and/or President (Post Secondary) or Business Manager:

Y _____
Printed Name & Title

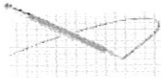
Signature

Date

Mail the Original Form to:

**Sandra Crowley, Director
Vocational Education and Workforce Development
Office of Compliance and Reporting
P. O. Box 771
Jackson, MS 39205-0771**

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Mike Mulvihill
09/29/2009 02:23 PM

To: District 4120/MDE@MDE
cc:
Subject: REVISED 09/29/2009 - FY2010 Funding Notification for Actual LPU

Office of Vocational Education and Workforce Development
District 4120 TUPELO PUBLIC SCHOOL DIST

The REVISED allocations listed below have been reserved for your district and the Local Plan Updates (LPUs) are now available in Lotus Notes. To expend these funds you must follow through with the LPU process. Click on the link at the bottom of this email to begin this process.

ACTUAL REVISED TOTAL FUNDS ALLOCATED TO DISTRICT FOR FY2010
Federal Funds: \$66,550.15

State Equipment (Upgrade) Funds: Please reference the Lotus Notes email from Mike Mulvihill, dated August 28, 2009, which states 'We will delay sending out State Upgrade funds to determine where the budget will go from a revenue standpoint. As we get better information on the budget, we will communicate our time frames for the State Upgrade Funds.'

** Remember, the LPU cannot be approved until the district's signature forms have been received by OVTE.

DEADLINES:

- 1) Funds released to the districts must have a Local Plan Update for 'Actual Funds' submitted to the Office of Vocational Education and Workforce Development no later than 10/30/2009.
- 2) All Equipment reimbursement requests must be submitted no later than 04/01/2010.
NOTE: Budget revisions involving unused Federal Capitalized Equipment Funds will not be permitted until after the 04/01/2010 deadline.
- 3) Short Term Adult Application requests must be submitted no later than 05/15/2010.
- 4) Final Year End Payment requests must be submitted no later than 07/10/2010.

CONTACT INFORMATION:

Local Plan Update Questions: Sandra Crowley at 601-359-3974
Adult Program Coordinator: Tonya Gipson at 601-359-3461
Tech Prep Coordinator: Shaunta Durr at 601-359-3986
Payment Coordinator: Linda Jones at 601-359-3081

A copy of this email message should be printed and given to your Business Management Office.

ALL ALLOCATIONS SUBJECT TO THE AVAILABILITY OF FUNDS.

Click here to view the Local Plan Update documents > >

*** NOTE: LPU and OCTOBER 13 - 15, 2010 TRAINING. You should have received memo #97.257OVEWD, dated September 15, 2009, regarding LPU Rollover Training to Lotus Notes. This training is optional. The LPU created in Lotus Notes has been designed very similar to the LPU plan submitted in April 2009 and has similar features. If you are familiar with Lotus Notes, you should not encounter any difficulties and therefore should require no further training. We are asking that you (1) review the documentation for the Lotus Notes process (following the link below), and (2) proceed with the completion of your LPU documents through Lotus Notes. If you have difficulties and require additional training to complete your LPU documents, you may attend the optional training by completing and submitting the registration form. If you have already sent your registration form for the training, but completed your LPU in Lotus Notes and feel you do not need additional training, please send a Lotus Notes email to Sandra Crowley canceling your registration for the training session.

Click here to access Instructions, Lotus Notes Documentation, and Forms needed for completing your Local Plan Update. >>>

LOCAL PLAN UPDATE FOR FY 2010 (Actual Funds)

LPU Status: In Process

Signature Pages Received? Yes No

District Number:	4120	District Name:	TUPELO PUBLIC SCHOOL DIST
District Type:	Secondary	Notes Contact:	Shandra Topp, Director (Yvette) Linda Panell 662 841-8990 662-841-8896

In a Consortium? Yes No

	ACTUAL
New Federal Funds:	\$66,550.15
State Equipment Funds:	\$0.00
Approved State Salary & Adult Funds:	\$0.00
State Program Adult Funds:	\$0.00

History Information

Action Taken	Performed By	On (Date/Time)
Actual Funds Distributed	Mike Mulvihill	09/29/2009 02:22:50 PM

Special Comments: