

# American Recovery and Reinvestment Act (ARRA) Action Plan

County: Obion County Board of Education

Program Title: Statewide Student Management System (SSMS) – ARRA Funds

CFDA Number: 84.397

The Office of Tennessee Recovery Act Management (TRAM) has established directives that must be followed by all County Governments (subrecipients) that receive ARRA grants. Directive number nine states, “All recipients and subrecipients of ARRA funds are required to complete an action plan”.

The Action Plan must be prepared for each ARRA grant. The Action Plan does not have to be submitted to a state agency, but must be prepared in writing and maintained on file for inspection. This form may be used to document the County’s Action Plan. The Action Plan should be signed and dated at the bottom by the senior accountable official for Recovery Act activities and the person(s) who prepare the Action Plan.

- 1) A plan detailing how the funds will be spent and how the agency will address the absence of federal funding after the ARRA grant is discontinued.

Statewide Student Management System (SSMS) Funds are expended to partially fund the cost of the System’s contract with Century. Century provides the STAR student management system, which is used to schedule students’ classes, records grades, and tracks attendance and discipline. During the 2009 – 2010 and 2010 – 2011 fiscal years, the Board will budget and expend these funds to continue the Century contract. For the 2011 – 2012 fiscal year and thereafter, if State of Tennessee does not budget sufficient funds to replace the absence of Federal ARRA revenue, the Obion County Board of Education will provide the necessary funding to continue the Century contract.

- 2) A summary description of the program and the objectives of the program. The goals and objectives should demonstrate cost-effectiveness. Goals and objectives are usually easy to understand, quantifiable, and as a result, measureable. The description will usually include (a) how performance will be measured (i.e. the methodology); (b) who is responsible for measuring performance; and (c) how often the results/progress will be tracked and reported. The description must be written in plain language that is concise and easily understood by a person who has no in-depth knowledge of the program.

SSMS Funds are expended to provide school administrators and guidance counselors with the necessary tools to effectively schedule students’ classes, record grades, and track attendance and discipline. All schools in the Obion County School System have access and utilize the STAR student management system; therefore, the objectives of this program have been and will continue to be met. The goals and objectives are measurable by calculating the number of utilizing the STAR student management system. All of Obion County Schools utilize this program.

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**3) A description of the source (Name of the Federal/State/Other Agency) and amount of the ARRA grant the County expects to receive.**

The Obion County Board of Education expects to receive approximately \$11,226 in SSMS funding through State Fiscal Stabilization Funds from the Tennessee Department of Education during the 2009 – 2010 fiscal year. The Obion County Board of Education expects to receive approximately \$11,226 in SSMS funding through either the State Fiscal Stabilization Funds or State General Fund appropriations through the Tennessee Department of Education during the 2010 – 2011 fiscal year.

**4) What are the Federal/State/Other Agency reporting requirements for the ARRA grant?**

The System will submit a copy of our purchase order with Century to the Tennessee Department of Education. Century will submit a copy of the charges (invoice) directly to the Department of Education. Once all documentation has been submitted, the System's funds will be released.

**5) What are the ARRA grant expenditure and performance measure requirements? (e.g. grant can/cannot be expended for, matching, time frames for obligation/expenditure, capturing the number of jobs created and retained, etc.)**

ARRA grant funds for SSMS must be expended to provide student management services to the schools. All funds must be expended/obligated prior to June 30, 2010.

**6) What procedures will be placed in operation to ensure that ARRA grant awards and expenditures are separately captured?**

The Board of Education will post ARRA grant revenues for the SSMS funds in revenue account number 46595 – Statewide Student Management System (SSMS) – ARRA. The Board of Education will capture the expenditures in line item 141-72110-334 – Attendance, Maintenance Agreements – with a specific extension for the SSMS ARRA grant.

**7) What procedures will be utilized to capture performance measure data specifically related to jobs created and retained?**

There were no jobs created or retained with Internet Connectivity ARRA grant revenues.

**8) Establish written criteria for sub-granting ARRA funds to other governments or nonprofits and awarding contracts if applicable.**

ARRA funds received by the Obion County Board of Education will not be distributed to other governments or nonprofit organizations; therefore, this objective is not applicable.

**9) A written description of the risk assessment plan required by TRAM Directive number eight. TRAM Directive number eight states, All recipients and subrecipients of ARRA funds are required to adopt a risk assessment process for all ARRA programs to include:**

- Risk identification,
- Risk evaluation, and
- Risk mitigation plans.

**The risk assessment must also include items that address meeting program requirements and objectives.**

The System’s annual audit is performed by Tennessee Comptroller of the Treasury. For the fiscal year ended June 30, 2008 (our latest audit), the audit report did not indicate any internal control weaknesses that relate to receiving of funds, disbursing/expending of funds, federal grants, or segregation of duties. Officials believe that there is reasonable assurance that the management internal controls in place will safeguard against misappropriation, waste, or abuse. Accordingly, we are confident that our internal controls are sufficient to properly administer all funds received through the American Recovery and Reinvestment Act (ARRA). During the review of our latest audit report, the following items were discussed:

- 1) All officials and employees that will be involved with this grant have been informed of the System’s responsibility for these funds and the need for teamwork to achieve the objectives of this grant as well as the need for accurate, timely reporting.
- 2) Linda Carney, Director of Finance, and her employees are aware that quarterly reports must be filed with the Tennessee Department of Education within five days after the end of each quarter, unless other reporting guidelines have been established by the Tennessee Department of Education. The Finance Department will code the revenue and expenditures. Darbin Ousley, Technology Coordinator, is aware of the specific program requirements as established by the Tennessee Department of Education.
- 3) The System’s annual budget has been approved by the Board of Education and the Obion County Commission and receipt and expenditure of these funds is included within.

1. \_\_\_\_\_  
Signature – David W. Huss, Director of Schools  
Senior Accountable Official for Recovery Act Activities

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Date

2. Signature(s) – Name(s) and title(s) of the individual(s) responsible for preparing the Action Plan

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David W. Huss, Director of Schools

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Linda Carney, Director of Finance

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Darbin Ousley, Technology Coordinator

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Date