

**NHDOE Federal Funds Monitoring
Corrective Action Plan**
(Use a separate form for each Corrective Action Item)

Subrecipient contact: Nathan Castle

Subrecipient: Fremont School District - SAU 83

Action Item: CAP for Finding #1

Description: Finding #1 from The May 21, 2021 audit which details 3 times through the IDEA grant, Title I grant, and Title II grant for time and effort was not being collected or signed prior to the end of period.

Date: 9/10/21

Please check the box that most appropriately matches the District's status in implementing the Corrective Action Plan (CAP). Please also provide any documentation that supports the District's assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Revised CAP being implemented
- (3) Fully implemented
- (4) No further action required (provide detailed explanation below):

Nathan Castle

9/10/21

Name of person completing this form

Date

If options (1) or (2) are selected, please explain the implementation status &/or how the CAP was revised as well as the anticipated completion date in the space below:

Corrective Action Plan Update or other explanation as necessary, (status date: / /)

If option (3) is selected, please explain how this was implemented in the space below:

The time and effort sheets were redistributed and signed with the correct dates in the wording to match when the employees stopped working rather than just putting the end of the FY date. Updated time and effort sheets in question are attached. In addition, a copy of the new procedure is attached showing how the District will follow policy DAF-9.

Please return to the Bureau of Federal Compliance within 30 days of receipt.

SCHOOL ADMINISTRATIVE UNIT NO. 83

Fremont School District
432 Main Street
Fremont, NH 03044

Ellen Halliday
Superintendent



Nathan Castle
Business Administrator

Carla Smith
Technology Director

Sharon DeVincent
Special Services Director

Time & Effort Reporting Procedure

The Fremont School District will follow the School Board's adoption of policy DAF. A time and effort document will be used by all employees that are paid, at any percentage, out of a grant. Regardless of the grant, the attached form shall be used for consistency. The document must contain the percentage of time spent on the grant, the dates worked, the grant they were paid out of, and a brief description of what job duties they performed. The document must be signed by the employee as well as their supervisor. The date recorded must coincide with time worked and not the end of the grant (unless they are the same). Time and effort documents should be passed in to the SAU office for record keeping within 30 calendar days from when the the employment period has concluded.

Adopted 9/9/21



Time and Effort Log
Semi-Annual Certification

2 CFR 200.430 Any Employee funded by federal grants must maintain documentation showing that their time and effort is allocable to a federal program.

Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee and supervisory official with firsthand knowledge of the work performed by the employee.

I, Erin Drake, spent 100% of my time and effort from
August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a personalized learning coach to teachers in the District.
CFDA #84.367

Erin Drake
Employee Signature (out on FMLA)

Sharon DeVincent
Supervisory Official Signature

9-24-21
Date

9-24-21
Date



Time and Effort Log
Semi-Annual Certification

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I, Lauren Wesnak, spent 100% of my time and effort from
August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a personalized learning coach to teachers in the District.
CFDA #84.367

Lauren Wesnak
Employee Signature (left district June 2021)

[Signature]
Supervisory Official Signature

9.23.21
Date

9.23.21
Date



Time and Effort Log
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I, Irma MacEachern, spent 100% of my time and effort from August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a personalized learning coach to teachers in the District.
CFDA #84.367

Irma MacEachern
Employee Signature (left district June 2021)

[Signature]
Supervisory Official Signature

9-23-21
Date

9-23-21
Date



Time and Effort Log
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I, Dana Crowell, spent 100% of my time and effort from
August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a personalized learning coach to teachers in the District.
CFDA #84.367

Dana A Crowell
Employee Signature

Sharon DeVincent
Supervisory Official Signature

9/24/21
Date

9/24/21
Date



Time and Effort Log
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I, Jennifer Scott, spent 100% of my time and effort from August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a responsive classroom coach to teachers in the District.
CFDA #84.367

J. Scott
Employee Signature

Sharon DeVincent
Supervisory Official Signature

9-24-21
Date

9/24/21
Date



Time and Effort Log
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I, MARtha Abney, spent 100% of my time and effort from August 21, 2019 to June 30, 2020 on Title II grant Activities to be a personalized learning coach to teachers in the District. CFDA #84.367

[Handwritten Signature]
Employee Signature

[Handwritten Signature]
Supervisory Official Signature

9/24/21
Date

9/24/21
Date



Time and Effort Log
Semi-Annual Certification

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I, Lauren Manteau, spent 100% of my time and effort from
August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a responsive classroom coach to teachers in the District.
CFDA #84.367

Employee Signature

Supervisory Official Signature

9/24/21

Date

9.24.21

Date



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I, Kelli Booth, spent 100% of my time and effort from
August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a responsive classroom coach to teachers in the District.
CFDA #84.367

Kelli Booth
Employee Signature

[Signature]
Supervisory Official Signature

9/24/21
Date

9/24/21
Date

Ellis School

432 Main Street
Fremont, NH 03044
603-895-2511 phone
603-895-1106 fax
<http://www.sau83.org/ellis-school/ellis>



Brigid Connelly
Principal

Delaney Rosenberg
Assistant Principal

Sharon DeVincent
Special Services Director

Time and Effort Log
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I, Florence Emerson, spent **100%** of my time and effort from **January 4, 2021 to June 11, 2021** on **IDEA grant activities per student individualized learning plans.**
CFDA #84.027 and 84.173

Florence Emerson
Employee Signature

Sharon DeVincent
Supervisory Official Signature

Sept. 24, 2021
Date

9/24/21
Date



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I, Andrea Bancroft, spent 100% of my time and effort from August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a responsive classroom coach to teachers in the District.
CFDA #84.367


Employee Signature


Supervisory Official Signature

9/24/2021
Date

9/24/21
Date



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I, Emily Clark, spent 100% of my time and effort from
August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a responsive classroom coach to teachers in the District.
CFDA #84.367



Employee Signature



Supervisory Official Signature

9/24/2021

Date

9/24/21

Date



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I, Meaghan Grande, spent 100% of my time and effort from
August 24, 2019 to December 20, 2019 on Title I grant
Activities to teach math to students in the District.
CFDA #84.010

Meaghan Grande
Employee Signature

Sharon DeVincent
Supervisory Official Signature

9/24/21
Date

9/24/21
Date



Time and Effort Log
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I, Hannah Gage, spent 100% of my time and effort from
August 21, 2019 to June 30, 2020 on Title II grant
Activities to be a personalized learning coach to teachers in the District.
CFDA #84.367

Employee Signature

Supervisory Official Signature

9/24/21

Date

9/24/21

Date