DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT

www.gdoe.net
500 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-1547/1536•Fax: (671)472-5001
Email: jonfernandez@gdoe.net

JON J. P. FERNANDEZ
Superintendent of Education

March 24, 2017

GL#34-17-325
Speaker Benjamin J.F. Cruz

MAR 2 4 2017
Time: 231 [ ] AM [ ] PM File No.
Received By:

The Honorable Benjamin J. F. Cruz
Speaker
Thirty-fourth Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96932

Dear Speaker Cruz,

Håfa Adai! I am submitting the Guam Education Board packet for the regular Board meeting scheduled for March 28, 2017, 6 pm at J. P. Torres Success Academy, Cafeteria.

Should you have any questions, please contact me at 300-1547.

2017 MAR 24 PM 4:27

Attachment

- GEB Meeting Packet

cc: File

0325

GUAM EDUCATION BOARD

500 Mariner Avenue
Barrigada, Guam 96913-1608
Telephone Number: (671) 300-1627
Facsimile Number: (671) 472-5001
Website Address: www.gdoe.net/geb

PETER ALECXIS D. ADA
Chairman

MARIA A. GUTIERREZ
Vice Chair

VOTING MEMBERS

Peter Alecxis D. Ada, Chairman
Maria A. Gutierrez, Vice Chair
Lourdes M. Benavente
James C. Lujan
Ron L. McNinch, PhD
Mark B. Mendiola
Lourdes B. San Nicolas

EX-OFFICIO MEMBERS

Devin Duenas (JPTSA)
IBOGS Representative

Franklin R. Perez (AIJMS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Jon J. P. Fernandez
GDOE Superintendent

Guam Education Board
REGULAR MONTHLY MEETING
Tuesday, March 28, 2017
6 PM
J. P. Torres Success Academy, Cafeteria

AGENDA

I. Meeting Call to Order

II. Roll Call of Members

III. Public Participation

IV. Approval of Minutes

1) Minutes on January 30, 2017 Special meeting
2) Minutes on January 31, 2017 Regular Board meeting
3) Minutes on February 2, 2017 Continuation of Board meeting
4) Minutes on February 21, 2017 Regular Board meeting
5) Minutes on March 7, 2017 Special meeting

V. Receipt of Communication and Reports

1) Superintendent's Report and Communication
2) Head Start Program Director's Report

VI. Unfinished Business

1) Approval of the Pilot Career Skills Development Courses
2) Board Policy 901- Prohibiting Harassment, Intimidation, Bullying, Cyberbullying, Sexting, Sexual Misconduct & Fraternization
3) Modification of Superintendent's Employment Contract

VII. New Business

1) Committee Reports
   a) Executive Committee
   b) Instructional and Academic Support Committee
      - Special Education Part B and C Grant Application

c) Safe and Healthy Schools Committee

d) Organizational Efficiency and Development Committee

e) Accreditation Subcommittee

f) Budget & Finance Subcommittee

2) IBOGS Report

3) GFT Report

4) Mayor's Council Report

VIII. Executive Session

IX. Announcements and Adjournment

PUBLICATION NOTICE

In accordance with the provisions of Guam Code Annotated, Title XI, Chapter III, Section 3315, notice is hereby given that:

SOON CHUL HONG
dba: AIRPORT MARKET

has applied for a Class: **5/Off-Sale Beer Alcoholic Beverage License** said premises being marked as Lot: **5147-2-B-R1 Vantage Comm Plaza Unit 104 & 105 Tamuning**

Guam Memorial Hospital Authority
Aturidåt Espetåt Mimuriåt Guåhan
850 Gov. Carlos Camacho Road
Tamuning, Guam 96913

PUBLIC NOTICE

BOARD OF TRUSTEES SPECIAL MEETING

Date: Thursday, March 23, 2017
Time: 6:00 p.m.
Place: 1st Floor, Daniel L. Webb Conference Room

Please contact Toni Tenorio, EEO Officer / ADA Coordinator at 647-2218/2418 for special accommodations, auxiliary aids, or other services.

/s/ PeterJohn D. Camacho, M.P.H.
Hospital Administrator/CEO

PETER ALEXCIS D. ADA
Chairwoman

GUAM EDUCATION BOARD

500 Mariner Avenue
Barrigada, Guam 96913-1608
Telephone: (671) 300-1627 • Fax: (671) 472-5001
Website: www.gdoe.net/geb

MARIA A. GUTIERREZ
Vice-Chairperson

PUBLIC NOTICE

Guam Education Board
REGULAR MONTHLY MEETING
Tuesday, March 28, 2017
6 PM
J. P. Torres Success Academy, Cafeteria
AGENDA

I. **Meeting Call to Order**
II. **Roll Call of Members**
III. **Public Participation**
IV. **Approval of Minutes**
  1) Minutes on January 30, 2017 Special meeting
  2) Minutes on January 31, 2017 Regular Board meeting
  3) Minutes on February 2, 2017 Continuation of Board meeting
  4) Minutes on February 21, 2017 Regular Board meeting
  5) Minutes on March 7, 2017 Special meeting
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  1) Superintendent's Report and Communication
  2) Head Start Program Director's Report
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  3) Modification of Superintendent's Employment Contract
VII. **New Business**
  1) Committee Reports
    a) Executive Committee
    b) Instructional and Academic Support Committee
      • Special Education Part B and C Grant Application
    c) Safe and Healthy Schools Committee
    d) Organizational Efficiency and Development Committee
    e) Accreditation Subcommittee
    f) Budget & Finance Subcommittee
  2) IBOGS Report
  3) GFT Report
  4) Mayor's Council Report
VIII. **Executive Session**
IX. **Announcements and Adjournment**

Individuals requiring special accommodations or information may contact Leilani Cruz, Administrative Officer at 300-1627 or by email: lmbcruz@gdoe.net.

This advertisement was paid by GDOE local funds.

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Call (671) 649-1924 • Fax: (671) 648-2007
Email: advertise@postguam.com

Eddie Baza Calvo
Governor

GSA General Services Agency

(Ahensian Setbision Hinirat)
Department of Administration
Government of Guam
148 Route 1 Marine Drive, Piti, Guam 96915
Tel: 475-1707-13 Fax: 472-4217/475-1727

Ray Tenorio
Lt. Governor

THIS ADVERTISEMENT WAS PAID WITH SPECIAL FUNDS BY:

DEPT. OF ADMINISTRATION - GENERAL SERVICES AGENCY
A non-refundable fee of $10.00 per bid package will be assessed.
Certified Check, Cashier's Check, Cash will be accepted. No personal or company check.
Payment for bid package picked up after 3:00 pm will not be accepted.

INVITATION FOR BID

Bid No.: GSA-021-17
FOR: RENTAL OF TRASH BIN/CONTAINERS & PICKUP SERVICES
Opening Date: April 05, 2017 **Time:** 2:00pm
Place: GENERAL SERVICES AGENCY, PITI, GUAM

Note: GSA recommends that prospective bidders register current contact Information with GSA to ensure they receive any notices regarding any changes or updates to the IFB. The procuring agency and GSA will not be liable for failure to provide notice to any party who did not register current contact information.

/s/ CLAUDIA S. ACFALLE
Chief Procurement Officer

Eddie Baza Calvo
Governor

GSA General Services Agency

(Ahensian Setbision Hinirat)
Department of Administration
Government of Guam
148 Route 1 Marine Drive, Piti, Guam 96915
Tel: 475-1707-13 Fax: 472-4217/475-1727

Ray Tenorio
Lt. Governor

THIS ADVERTISEMENT WAS PAID WITH SPECIAL FUNDS BY:

DEPARTMENT OF YOUTH AFFAIRS
A non-refundable fee of $10.00 per bid package will be assessed.
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Payment for bid package picked up after 3:00 pm will not be accepted.

INVITATION FOR BID

Bid No.: GSA-022-17
FOR: FOUR (4) DOOR SEDAN, LATEST MODEL
Opening Date: April 5, 2017 **Time:** 11:00am
Place: GENERAL SERVICES AGENCY, PITI, GUAM

Note: Bid packages could be picked up at the General Services Agency located in Piti Guam next to the fire station or may be acquired in the GSA Website: gsa.doa.guam.gov; please follow the instructions once downloaded.

The bid package will be available at GSA in piti commencing on date of advertisement up to the opening date and time stated above or can be downloaded from the GSA website: gsa.doa.guam.gov from the the date of advertisement.

GSA recommends that prospective bidders register current contact Information with GSA to ensure they receive any notices regarding any changes or updates to the IFB. The procuring agency and GSA will not be liable for failure to provide notice to any party who did not register current contact information.

/s/ CLAUDIA S. ACFALLE
Chief Procurement Officer

Eddie Baza Calvo
Governor

GSA General Services Agency

(Ahensian Setbision Hinirat)
Department of Administration
Government of Guam
148 Route 1 Marine Drive, Piti, Guam 96915
Tel: 475-1707-13 Fax: 472-4217/475-1727

Ray Tenorio
Lt. Governor

THIS ADVERTISEMENT WAS PAID WITH SPECIAL FUNDS BY:

PORT AUTHORITY OF GUAM
A non-refundable fee of $10.00 per bid package will be assessed.
Certified Check, Cashier's Check, Cash will be accepted. No personal or company check.
Payment for bid package picked up after 3:00 pm will not be accepted.

INVITATION FOR BID

Bid No.: GSA/PAG-007-17
FOR: ULTRA-LOW SULFUR DIESEL FUEL
Opening Date: April 5, 2017 **Time:** 10:00am
Place: GENERAL SERVICES AGENCY, PITI, GUAM

Note: Bid packages could be picked up at the General Services Agency located in Piti Guam next to the fire station or may be acquired in the GSA Website: gsa.doa.guam.gov; please follow the instructions once downloaded.

The bid package will be available at GSA in piti commencing on date of advertisement up to the opening date and time stated above or can be downloaded from the GSA website: gsa.doa.guam.gov from the the date of advertisement.

GSA recommends that prospective bidders register current contact Information with GSA to ensure they receive any notices regarding any changes or updates to the IFB. The procuring agency and GSA will not be liable for failure to provide notice to any party who did not register current contact information.

/s/ CLAUDIA S. ACFALLE
Chief Procurement Officer

Doc. No. 34GL-17-0325.

Minutes

GUAM EDUCATION BOARD

500 Mariner Avenue
Barrigada, Guam 96913-1608
Telephone Number: (671) 300-1627
Facsimile Number: (671) 472-5001
Website Address: www.gdoe.net/geb

PETER ALECXIS D. ADA
Chairman

MARIA A. GUTIERREZ
Vice Chair

VOTING MEMBERS

Peter Alecxis D. Ada, Chairman
Maria A. Gutierrez, Vice Chair
Lourdes M. Benavente
James C. Lujan
Ron L. McNinch, PhD
Mark B. Mendiola
Lourdes B. San Nicolas

EX-OFFICIO MEMBERS

(Vacant)
IBOGS Representative

Franklin R. Perez (AIJMS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Joseph L. M. Sanchez
Acting, GDOE Superintendent

GUAM EDUCATION BOARD
SPECIAL MEETING
Monday, January 30, 2017
12 pm
Superintendent's Conference Room, Building A., Tiyan

MINUTES

I. MEETING CALL TO ORDER

Mr. Peter Alecxis Ada, Chairman, called the meeting to order at 12 p.m.

II. ROLL CALL OF MEMBERS

Mr. Joseph L.M. Sanchez, Acting Superintendent and Executive Secretary, took the roll call. The following members were **present** for the meeting:

Voting Members:
Ada, Peter Alecxis D. -Chairman
Gutierrez, Maria A.- Vice Chair
Benavente, Lourdes M.
Lujan, James C.
Mendiola, Mark B.
San Nicolas, Lourdes B.

Non-Voting Members:
None

Absent:
McNinch- Dr. Ron L. – Member- Due to work commitments
Perez, Franklin (AIJMS) - GFT Representative
Matanane, Rudy M. - Yigo Mayor and MCOG education liaison
Frank Gumataotao, GEB Legal Counsel

The Acting Superintendent announced that there is a quorum. *(By law, five voting members constitute a quorum. Six (6) voting members were present for this meeting.)*

III. Unfinished Business

1) FY 2018 Budget

Mr. Mendiola reported that the budget committee and Superintendent along with the management team met on January 10, 12, 17, and 19, 2017 to review the budget.

Mr. Mendiola mentioned that, based on an informal discussion with the Legislature's Chairperson of Education, Senator San Agustin, Guam Education Board members are expected to present and defend GDOE's FY18 Budget during the legislative budget hearings along with the Department of Education management team.

Acting Superintendent submitted for the Board's review and approval the January 25, 2017, memorandum and Resolution No. 2017-01, relative to the Fiscal Year 2018 Annual Budget Request for the Guam Department of Education; both these documents are included in the Board's packet. Prior to the Special Meeting, Mr. Mendiola sent an email to all Board members asking for input or questions on the FY18 proposed budget for the management team's response. As of today, Mr. Mendiola has not received any feedback.

Mr. Mendiola moved, seconded by Mr. Lujan, to approve Resolution No. 2017-01 relative to Fiscal Year 2018 annual budget request for the Guam Department of Education.

Chairman Ada asked the Mr. Mendiola to breakdown the Department of Education and Charter School's budget request.

Mr. Mendiola responded that Guam Department of Education is requesting for $323,927,066; Guahan Academy Charter School is requesting $6,597,500; and ILearn Academy Charter School is requesting $5,850,000. The total amount requested by charter schools is $12,447,500.

Ms. San Nicolas asked if the concerns raised on January 24, 2017 regarding personnel have been resolved. Mr. Mendiola responded yes, the management team provided responses to the Board.

The Board voted by roll call and approved the motion with a vote of 6-0. The motion passed. (Yeas: P. Ada, M. Gutierrez, L. Benavente, J. Lujan, M. Mendiola, and Ms. San Nicolas.) The motion passed.

IV. Announcements & Adjournment

Chairman Ada announced that tomorrow at 6 pm, the Guam Education Board regular meeting will be held at Wettengel Elementary School Cafeteria

Mr. Mendiola thanked the Finance and Budget committee and support staff for providing the necessary information to move the proposed FY18 Budget forward.

Vice Chair moved to adjourn the meeting at 12:11 p.m.

MINUTES SUBMITTED BY:

_____ **Date:** _____

LEILANI M. B. CRUZ
Administrative Officer

MINUTES OF January 30, 2017 SPECIAL MEETING:

( ) Approved as submitted

( ) Approved subject to corrections

( ) Other: _____

_____	_____
PETER ALECXIS D. ADA	**JOSEPH L. M. SANCHEZ**
GEB Chairman	**Acting Executive Secretary/GDOE Superintendent**
Date: _____ _____	**Date: _____**

GUAM EDUCATION BOARD

500 Mariner Avenue
Barrigada, Guam 96913-1608
Telephone Number: (671) 300-1627
Facsimile Number: (671) 472-5001
Website Address: www.gdoe.net/geb

PETER ALECXIS D. ADA
Chairman

MARIA A. GUTIERREZ
Vice Chair

GUAM EDUCATION BOARD
REGULAR MONTHLY MEETING
Tuesday, January 31, 2017
6 pm
Wettengel Elementary School, Cafeteria

VOTING MEMBERS

Peter Alecxis D. Ada, Chairman
Maria A. Gutierrez, Vice Chair
Lourdes M. Benavente
James C. Lujan
Ron L. McNinch, PhD
Mark B. Mendiola
Lourdes B. San Nicolas

EX-OFFICIO MEMBERS

(Vacant)
IBOGS Representative

Franklin R. Perez (AIJMS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Joseph L. M. Sanchez
Acting, GDOE Superintendent

Chairman Ada recognized the Speaker of the 34th Guam Legislature, the Honorable Benjamin J. ("BJ") Cruz and former Chairman of the Guam Education Board, now Senator of the 34th Guam Legislature, the Honorable Joe San Agustin, who is also Chairperson for the Committee on Education, Finance and Taxation.

MINUTES

I. MEETING CALL TO ORDER

Mr. Peter Alecxis D. Ada, Chairman, called the meeting to order at 6:05 p.m.

II. ROLL CALL OF MEMBERS

Mr. Joseph L.M. Sanchez, Acting Superintendent and Executive Secretary, took the roll call. The following members were present for the meeting:

Voting Members:
Ada, Peter Alecxis D. -Chairman
Gutierrez, Maria A.- Vice Chair
Benavente, Lourdes M.
Lujan, James C.
McNinch, Dr. Ron L.
Mendiola, Mark B.
San Nicolas, Lourdes B.

Non-Voting Members:
Perez, Franklin R. (AIJMS) - GFT Representative

Absent:
Matanane, Rudy M. - Yigo Mayor and MCOG education liaison- Excused
IBOGS Representative - Vacant

The GEB Legal Counsel, Frank Gumataotao was present for the meeting.

The Acting Superintendent announced that there was a quorum. *(By law, five voting members constitute a quorum. Seven (7) voting members were present for this meeting.)*

III. Public Participation

The Board presented certificates of recognition to the second quarter sports champions: AsTumbo Middle School Girls (volleyball), FB Leon Guerrero Middle School Boys (soccer), Jose Rios Middle School girls (rugby), Vicente Benavente Middle School boys (rugby), John F. Kennedy High School boys (soccer), Okkodo High School girls (basketball), and Simon Sanchez High School girls (wrestling).

The Board recognized the American Heart Association for its $20,000 donation of CPR supplies. Ms. Kathy Young, Vice President of Youth Marketing, represented the Association and said a few words.

Vice Chair read Resolution 2017-03 recognizing and commending the American Heart Association (AHA)-Youth Market for their donation to the Guam Department of Education.

IV. Approval of Minutes

1) Minutes on December 27, 2016, Regular Meeting

The Chair requested to table the approval of the minutes. Vice Chair Gutierrez asked when the minutes for December 27, 2016 be completed for the Board's review. Acting Superintendent Sanchez responded that minutes will ready by Friday.

Mr. Mendiola moved, seconded by Mr. Lujan, to table the minutes of December 27, 2016 Regular Board Meeting. The Board voted by show of hands and approved the motion with a vote of 7-0.

2) Minutes on January 3, 2017, Special Meeting

Ms. San Nicolas mentioned that on page 2 of 4, line 27, should read "Mr. Ada" instead of "Mrs. Ada".

Mr. Mendiola moved (subject to corrections), seconded by Mr. Lujan, to approve the minutes of January 3, 2017 Special Board Meeting. The Board voted by show of hands and approved the motion with a vote of 7-0.

3) Minutes on January 17, 2017 Special meeting

Mr. Mendiola moved (subject to corrections), seconded by Mr. Lujan, to approved the minutes of January 17, 2017 Special Meeting. The Board voted by show of hands and approved the motion with a vote of 7-0.

V. Receipt of Communication and Reports

1) Superintendent's Report and Communication

In addition to his written report to the Board, the Superintendent provided highlights and updates.

FY18 Budget. Acting Superintendent Sanchez congratulated the budget committee and Guam Education Board for submitting FY 2018 budget request to the legislature. He thanked Deputy Superintendent Taling Taitano and her staff,

GEB members Mark Mendiola, Mar utierrez, and James Lujan for their leadership and guidance during this process.

US Department of Education. Acting Superintendent Sanchez reported that GDOE received the FY16 Consolidated Grant. GDOE is moving forward with the activities for the grant.

Acting Superintendent Sanchez reported that USDOE Risk Management would visit Guam February 13 -17, 2017. Meetings are scheduled with the Guam Education Board, Senators, and the Public Auditor as well as with Department personnel focusing on updates for the corrective action plan as well as SOP development, review and testing, FMIS implementation, fixed assets, procurement, and property management. He requested a work session to brief the Board before the USDOE visit. Additionally, USDOE program staff are visiting the following week. The program staff will be focusing on program design, professional development, and student outcomes.

Board Union Contract. Acting Superintendent Sanchez reported that all major items for the contract have been completed by the negotiating teams. Mr. Sanchez and Mr. Anderson met with GFT President Tim Fedenko and Vice President Sanjay Sharma. The Union confirmed that the only remaining item is the teacher duty day. Acting Superintendent Sanchez requested a work session with the Board to discuss this item and brief the new Board members on the history of the negotiations.

Title IX Update. Acting Superintendent Sanchez reported that GDOE has been in discussion with the Regional Equity Center regarding training on Title IX. GDOE plans to set up civil rights teams at the district level as well as in every school. The civil rights team will be comprised of a school administrator, EEO, counselor, and teacher representative. The Equity Center will train the teams in the various areas of civil rights and certify the teams to train other employees throughout GDOE. The Regional Equity Center is developing the training modules and the Department has agreed to five (5) full days of training in April.

Update on the Rebuilding of Simon Sanchez High School. Acting Superintendent Sanchez reported that DPW released the RFP for the rebuilding of Simon Sanchez High School. On Thursday, a pre-bid site visit is scheduled. The Acting Superintendent is working with the principal to develop scheduling options for school year 2017 and 2018.

Acting Superintendent Sanchez added that the school would need to close down several temporary classrooms. This would require either double sessions or building temporary classrooms for the school site during the two years that the school is going to be under construction. This is still preliminary as the school has yet to meet with the stakeholders to obtain input on this matter.

Board Questions and Concerns:

Vice Chair Gutierrez mentioned that the Board had a work session on the Consolidated Grant application in September 2016. In a section of the application, section 12, the Federal Programs Division requested for

stipends for work done beyond forty (40) hours per week. Mrs. Gutierrez asked if USDOE authorized the stipends. She is concerned that Federal Programs employees will be getting additional pay for the work that they are supposed to do.

Acting Superintendent Sanchez believes the stipends were taken out of the application but will confirm. He further mentioned that the stipends were approved in the FY15 consolidated grant but never paid out. Vice Chair Gutierrez commented that although it was included in the FY15 grant, Superintendent Fernandez never approved its payment.

Mr. Lujan discussed his concerns that the negotiations on the Board Union contract may take up to six months to be completed. Based on his concerns, he would like to make a motion to extend the previous contract until the new contract is approved.

Mr. Lujan moved, seconded by Mr. Mendiola, to extend the previous Board Union contract until the new contract is approved.

Chairman Ada reminded the Board that the Acting Superintendent asked for a work session to acclimate the new Board Members on the status of negotiations. Mr. Lujan responded that the previous contract was honored in spirit. Mr. Lujan noted that the Chair had requested for a resolution of the contract by January 31, 2017.

Chairman Ada suggested that if the Board proceeds with extending the expired contract, it would delay current negotiations. The Chair prefers to move forward and complete negotiations.

Vice Chair Gutierrez recommended that the Board establish a deadline because of the current climate of fear with the teachers and employees. The Board needs assurance that the teachers and the employees are going to be free to bring up school issues without fear. Students have a deadline for their homework. Teachers have a deadline to turn in grades. The Board needs to adopt a deadline; Mrs. Gutierrez suggested a deadline of February 10th.

Mr. Franklin Perez discussed the teacher duty day and how teachers work longer hours doing other student related activities without additional compensation. Teachers attend many trainings throughout the year that disrupt instructional time. In past contracts, the duty day was not an issue because it was a mutual discussion between the administration and the teachers. He noted that if the Board decides to make the teacher duty day longer, the Board should not ask teachers to give up their nonduty hours or lunchtime for disciplinary issues.

Acting Superintendent Sanchez recommended that the teacher duty day should be put back on the table as a negotiating piece. He realizes that putting the teacher duty day back on the table goes against the previous Board's assertion that it should not be negotiated. He stated that the administration and GFT have a mutual understanding that this topic is very important to teachers. The Acting Superintendent brought up his concerns with implementing the previous contract. The duty hours in the previous

contract are different from current duty hours. Reverting to the old school hours would disrupt the schedules of the schools. Acting Superintendent Sanchez asked for a month to determine where GDOE is with the current contract, conduct a work session to discuss the issue regarding duty day, and come up with a general understanding of where the Board wants to go, i.e., whether or not the duty day should be included in negotiations. He stated that then the Board can make a better and more informed decision about whether or not GDOE should consider re-enforcing the previous year's contract.

Legal Counsel Gumataotao commented that if the Board wants to follow the recommendation of Mr. Lujan, it would be all or nothing because to do otherwise would violate the collective bargaining agreement. The whole duty day concern came from the AG's office. Fred Nishihira gave a legal opinion that the duty day is not a negotiable item but a matter of law. Attorney Gumataotao recommended that the Board clarify the opinion before making a final decision.

Ms. San Nicolas asked when the Acting Superintendent plans to schedule the work session. Acting Superintendent Sanchez responded that the work session would update the Board on the components of the current contract as well as include a discussion on the teacher duty day and the history of that issue.

Vice Chair Gutierrez asked Acting Superintendent Sanchez for an update on the status of negotiations. Acting Superintendent Sanchez responded that negotiations on all other provisions of the contract are complete. The decision not to negotiate the duty day was the previous Board's decision. The Acting Superintendent recommended that the duty day be negotiated. If the Board decides not to negotiate the duty day, the GFT will not accept that position and an impasse will be declared. GDOE and the Union will then go into arbitration. If the Board agrees to negotiate the duty day, negotiations will proceed.

Ms. San Nicolas agreed to have a work session to give the Board a clear understanding of what the issues are from the union and management's perspective.

Mr. Franklin Perez mentioned that Acting Superintendent Sanchez stated that it is now up to the board to decide whether to negotiate or to accept the past Board's vote not to negotiate. Chairman Ada responded that at the same time the Acting Superintendent Sanchez has requested a work session to update the Board.

Dr. McNinch commented as per the Superintendent's report, it's clear that these are ongoing discussions and If they are ongoing discussions then the Board should have those discussions ongoing in their proper place rather than here at the meeting.

Mr. Franklin Perez reiterated that it is up to this board to decide whether to negotiate the teacher duty day. Acting Superintendent Sanchez concurred.

Chairman Ada reminded the Board that Mr. Lujan moved to extend the expired contract until the new contract is approved.

Mr. Mendiola proposed to amend the motion to allow the Acting Superintendent Sanchez to go onto negotiations with GFT on the teacher duty day and to report to the Board on February 10, 2017.

Acting Superintendent Sanchez expressed concern with the extension of the previous contract as an analysis on its impact has not been made. For instance, the provision in the old contract regarding duty days is very specific and would result in a schedule change if enforced. There may be other provisions in the old contract that might also be problematic.

Mr. Lujan stated that he would like to rescind his motion and instead make a motion to authorize the Superintendent to negotiate the teacher duty day with the GFT and to report to the Board on February 10, 2017.

Mr. Lujan moved, seconded by Mr. Mendiola, to authorize the Superintendent to negotiate the teacher duty day.

GEB Legal Counsel Gumataotao asked Mr. Lujan to restate the motion.

Mr. Lujan moved to authorize the Superintendent to negotiate the teacher duty day with the GFT and to report to the Board with the results by February 10, 2017. Mr. Mendiola seconded the motion.

The Board voted by roll call and approved the motion with a vote of 7-0 (Yeas: Chair Ada, Vice Chair Gutierrez, L. Benavente, J. Lujan, Dr. McNinch, M. Mendiola, and L. San Nicolas). The motion passed.

2) Head Start Program Director's Report

Ms. Respicio reported that Head Start received the funding guidance letter explaining basic funding for Head Start duration grant and for training and technical assistance. The basic amount is $2,524,254. The duration grant amount is $386,541 and will pay for additional personnel for the expansion discussed at the last Board meeting. Head Start decided to have seven full-day classrooms next year as part of the new standards. The program has to be in full compliance by the year 2021. Mrs. Respicio further stated that Head Start received a grant for COLA at $45,434.

Head Start is having work sessions with the parent council to discuss the revised budget. Ms. Respicio invited the Board members to a work session scheduled for next week Wednesday, February 8, 2017, 6 pm at Asan Community Center.

This week, personnel from the National Head Start office are conducting a review of the classrooms. Chairman Ada asked about the recent incident in one of the Head Start Classrooms and whether the teacher was replaced. Ms. Respicio responded that a substitute teacher was assigned to that classroom. Mrs. Respicio met with all the parents to reassure them that their children are safe.

Chairman Ada asked if there were school aides placed in that classroom. Ms. Respicio responded that there are three staff in the classroom.

Vice Chair Gutierrez asked about the kind of training provided to Head Start teachers and aides regarding students with special needs and whether the training is provided prior to the beginning of the school year or when a special needs child is assigned. Ms. Respicio responded that Head Start conducts pre-service training the first two weeks of the school year. Training is on all areas of health and child abuse as well as on the special needs children. Head Start collaborates with Special Education to conduct training in the areas of autism or other special needs.

Vice Chair Gutierrez asked if certified individuals are conducting the training. Ms. Respicio responded in the affirmative.

Vice Chair Gutierrez asked if a listing of all Head Start personnel and their training could be provided. Ms. Respicio responded that this information should be available.

Vice Chair Gutierrez asked if all of the equipment is certified (chair or table) for classroom use. Ms. Respicio responded there is certified equipment in the classrooms but the equipment is usually specialized and measured for a particular child and only that child.

Vice Chair Gutierrez asked who observes the Head Start teachers in the classroom. Ms. Respicio responded that there are four mentor teachers. This process started in the last three years. There are also coaches who ensure that the students and teachers are doing what they are supposed to do.

Vice Chair Gutierrez asked Ms. Respicio if she visited every Head Start center after the incident happened. Ms. Respicio responded yes and that her main focus was Price Elementary School.

Mr. Mendiola asked the Acting Superintendent to provide the Board with a corrective plan to prevent similar issues from recurring in the Head Start Program.

Ms. San Nicolas commented that as students transition from Head Start to kindergarten that there has to be a collaboration and partnership with the school principal. The presence of a school principal in terms of monitoring, observing and evaluating is a partnership. While this guidance has been previously discussed with Ms. Schroeder, Mrs. San Nicolas is not sure collaboration is happening.

Ms. Respicio mentioned that Head Start will have parent meetings at every center to reassure parents that Head Start is the right choice for their child.

Chairman Ada announced that Mr. Enriquez Mesngon would like to address the board at this time; his interpreters were not present during the scheduled public participation. Ms. Kristen B. Rosario and Ms. Jeannie Hollis were present to interpret for Mr. Mesngon.

Mr. Mesngon is a Special Education teacher at George Washington High School. He reminded the Board about his previous request at the December

2014 Board Meeting to establish [illegible] educational interpreter position. Establishing the position will allow staff preforming these duties to be paid appropriately. Mr. Mesngon encouraged the Board to take action on this matter.

Vice Chair Gutierrez thanked Mr. Mesngon for coming before the Board and recalled his previous testimony. She recently questioned GDOE management about the filling of the interpreter positions.

Chairman Ada assured Mr. Mesngon that the Acting Superintendent will contact him regarding the status of these positions.

VI. Unfinished Business

1) Code of Ethics

Vice Chair reported that the new Board members are reviewing the proposed code of ethics. She received Mr. Lujan's recommendation for amendments. Once she receives all the new Board members' input, Mrs. Gutierrez will schedule a work session.

2) Proposed Revision BP 409- Prevention and Intervention Against Harassment, Intimation or Bullying, Cyberbullying, Sexting, and Harassment

Vice Chair Gutierrez reported that the Board delayed adoption of this policy to give the new members the opportunity to review the proposed revisions. BP 409 is directed at students and a separate policy has been developed for employees.

Mr. Mendiola made a motion to adopt the proposed amendment to Board Policy 409, which addresses the prevention of harassment, intimidation, bullying, cyber bullying, sexting, or sexual harassment for students.

Mr. Mendiola moved, seconded by Ms. Benavente, to adopt the proposed amendment to Board Policy 409, preventing harassment, intimidation, bullying, cyber bullying, sexting, or sexual harassment for students. The Board voted by roll call and approved the motion with a vote of 7-0 (Yeas: Chair Ada, Vice Chair Gutierrez, L. Benavente, J. Lujan, Dr. McNinch, M. Mendiola, and L. San Nicolas). The motion passed.

Ms. San Nicolas asked Acting Superintendent Sanchez to ensure that training on these policies immediately occur at the schools and central office.

Mr. Mendiola moved, seconded by Vice Chair Gutierrez to adopt Board Policy 901, prohibiting harassment, intimidation, bullying, cyber bullying, sexting, or sexual harassment sexual misconduct. The Board voted by roll call and approved the motion with a vote of 7-0 (Yeas: Chair Ada, Vice Chair Gutierrez, L. Benavente, J. Lujan, Dr. McNinch, M. Mendiola, and L. San Nicolas). The motion passed.

The Vice Chair requested that copies of the policies be provided to Speaker BJ Cruz and Senator San Agustin.

3) Transgender Access to Facilities

GEB Legal Counsel reported that the Obama administration promulgated rules that address the rights of transgender students to utilize bathrooms at public

schools based on their gender of choic[illegible]everal states filed in the Texas federal court to stop the implementation of this rule. The court agreed and issued a restraining order. States cannot implement this rule unless the state constitution or an existing state law permits this transgender policy.

VII. New Business

1) GEB response to Declaration of Financial Status Designation September, October, and November 2016

Based on his review of the law and the Acting Superintendent's memo, Mr. Mendiola recommends the Board approve the corrective plan as stipulated in the packet.

Mr. Mendiola moved, seconded by Vice Chair Gutierrez, to approve Board Resolution 2017-02 GEB response to Declaration of Financial Status Designation September, October, and November 2016. The Board voted by roll call and approved the motion with a vote of 7-0 (Yeas: Chair Ada, Vice Chair Gutierrez, L. Benavente, J. Lujan, Dr. McNinch, M. Mendiola, and L. San Nicolas). The motion passed.

2) Expansion of the Vocational Education programs

Chairman Ada referred this item to the Curriculum Committee.

3) Renaming of a few schools on island within the Guam Public School System

Chairman Ada referred this item to the Facilities and Maintenance committee.

4) NASBE's 2017 Governmental Affairs Committee Meeting

Vice Chair Gutierrez received an email this morning from the chair of the Public Education Positions Committee, Mr. Rachel Wise. Mrs. Gutierrez was selected to serve on the NASBE Public Education Positions Committee for 2017.

Vice Chair Gutierrez provided the Board with supporting documents regarding NASBE's 2017 Governmental Affairs Committee Meeting, Public Education Positions Committee, and the New Member Institute 2017.

Mr. Mendiola moved, seconded by Mr. Lujan, to approve the participation of Dr. McNinch and Mr. Lujan in the NASBE New Member Institute on June 9-10, 2017 and participation of Vice Chair Gutierrez, NASBE Public Education Positions Committee Member, and Ms. Benavente, NASBE Governmental Affairs Committee Member, in the NASBE's 2017 Legislative Conference. The Board voted by show of hands and approved the motion with a vote of 7-0.

5) Committee Reports

Chairman Ada requested Dr. McNinch to serve as chairperson of the Board Policies and Procedure Manual and federal programs. Dr. McNinch responded yes.

Chairman Ada asked Ms. Lou San Nicolas to chair the Accreditation Committee and represent the Board of Education in the Board Union Contract. Ms. San Nicolas responded yes.

Chairman Ada asked Vice Chair Gutierrez to continue her participation with NASBE and to serve as chairperson of the Committee on Personnel and the Regional Board Meeting to be held on Guam. Vice Chair Gutierrez responded yes.

Chairman Ada asked Ms. Benavente to continue to serve as the Board representative on the Teachers Certification Commission and Chair of the Curriculum Committee. Ms. Benavente responded yes.

Chairman Ada asked Mr. Mendiola to continue to serve as chair of the Budget and Finance Committee. Mr. Mendiola responded yes.

Chairman Ada asked Mr. Lujan to chair the Buildings and Facilities Committee. Mr. Lujan responded yes.

Vice Chair Gutierrez announced that she prepared a proposed 2017 regular board meeting schedule.

VIII. Executive Session

The Board moved into Executive Session at 8:38 p.m.

The Board at 8:43 p.m. went into Public session.

IX. Announcements and Adjournment

Acting Superintendent announced that next week, February 6-10, 2017, is National School Counseling week.

Dr. Zeni Natividad briefed the Board on the upcoming "Joint Workshop on Developing a Robust Research Agenda". She mentioned that the one-day workshop is in connection with the establishment of the future Guam State Longitudinal Data System (SLDS). Dr. Zeni encouraged the Board to attend the workshop.

Vice Chair Gutierrez raised her concern about high school student stores, who manages the store and what happens with the funds raised. Chairman Ada asked the Acting Superintendent to provide that information at the February meeting.

Mr. Mendiola moved, seconded by Vice Chair Gutierrez, to recess the meeting at 9:05 p.m. and reconvene at the call of the Chair. The Board voted by voice and approved the motion with a vote of 7-0.

MINUTES SUBMITTED BY:

_____ Date: _____

LEILANI M. B. CRUZ
Administrative Officer

MINUTES OF January 31, 2016 REGULAR MEETING:
( ) Approved as submitted
( ) Approved subject to corrections
( ) Other: _____

PETER ALECXIS D. ADA	JOSEPH L. M. SANCHEZ
GEB Chairman	Acting Executive Secretary/GDOE Superintendent
Date: _____	Date: _____

DRAFT

GUAM EDUCATION BOARD

500 Mariner Avenue
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Telephone Number: (671) 300-1627
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Website Address: www.gdoe.net/geb

PETER ALECXIS D. ADA
Chairman

MARIA A. GUTIERREZ
Vice Chair

VOTING MEMBERS

Peter Alecxis D. Ada, Chairman
Maria A. Gutierrez, Vice Chair
Lourdes M. Benavente
James C. Lujan
Ron L. McNinch, PhD
Mark B. Mendiola
Lourdes B. San Nicolas

EX-OFFICIO MEMBERS

(Vacant)
IBOGS Representative

Franklin R. Perez (AIJMS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Joseph L. M. Sanchez
Acting, GDOE Superintendent

GUAM EDUCATION BOARD
CONTINUATION OF MEETING
Thursday, February 2, 2017
5:30 pm
Wettengel Elementary School, Cafeteria

MINUTES

Chairman Ada reported that the Board had recessed its regular meeting to be continued at the call of the Chairman.

I. MEETING CALL TO ORDER

Mr. Peter Alecxis Ada, Chairman, called the meeting to order at 5:47 p.m.

II. ROLL CALL OF MEMBERS

Mr. Joseph L.M. Sanchez, Acting Superintendent and Executive Secretary, took the roll call. The following members were **present** for the meeting:

Voting Members:
Ada, Peter Alecxis D. -Chairman
Gutierrez, Maria A.- Vice Chair
Benavente, Lourdes M.
McNinch- Dr. Ron L.
Mendiola, Mark B.

Non-Voting Members:
None

Absent:
Lujan, James C.- Member- picking up a family from the airport- Excused
San Nicolas, Lourdes B. - Member– feeling ill - Excused
Matanane, Rudy M. - Yigo Mayor and MCOG education liaison- Excused
Perez, Franklin (AIJMS) - GFT Representative- Excused
Frank Gumataotao, GEB Legal Counsel

The Acting Superintendent announced that there is a quorum. *(By law, five voting members constitute a quorum. Five (5) voting members were present for this meeting.)*

III. Executive Session

The Board moved into Executive Session at 5:49 p.m.
The Board at 6:18 p.m. went into Public session.

Mr. Mendiola moved, seconded by Vice Chair Gutierrez to come out of executive session. No discussion. The Board voted by show of hands 5-0 in favor of the motion.

IV. Announcements & Adjournment

Mr. Mendiola moved, seconded by Vice Chair Gutierrez to adjourn the meeting at 6:20 p.m.

MINUTES SUBMITTED BY:

_____ **Date:** _____
LEILANI M. B. CRUZ
Administrative Officer

MINUTES OF February 2, 2017 CONTINUATION OF EXECUTIVE SESSION
( ) Approved as submitted
( ) Approved subject to corrections
( ) Other: _____

_____ _____
PETER ALECXIS D. ADA **JOSEPH L. M. SANCHEZ**
GEB Chairman **Acting Executive Secretary/GDOE Superintendent**

Date: _____ **Date:** _____

GUAM EDUCATION BOARD

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PETER ALECXIS D. ADA
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MARIA A. GUTIERREZ
Vice Chair

VOTING MEMBERS

Peter Alecxis D. Ada, Chairman
Maria A. Gutierrez, Vice Chair
Lourdes M. Benavente
James C. Lujan
Ron L. McNinch, PhD
Mark B. Mendiola
Lourdes B. San Nicolas

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(Vacant)
IBOGS Representative

Franklin R. Perez (AIJMS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Joseph L. M. Sanchez
Acting, GDOE Superintendent

GUAM EDUCATION BOARD
SPECIAL MEETING
Friday, February 17, 2017
9 am
Superintendent's Conference Room, Building A., Tiyan

Chairman Ada recognized the Honorable Senator Joe San Agustin, former member and Chairman of the Guam Education Board, and Attorney General Elizabeth Barrett-Anderson, Deputy Attorney General Kenneth Orcutt, Fred Nishihira, Janice Camacho, and George Castro.

MINUTES

I. MEETING CALL TO ORDER

Mr. Peter Alecxis Ada, Chairman, called the meeting to order at 9:06 a.m.

II. ROLL CALL OF MEMBERS

Mr. Joseph L.M. Sanchez, Acting Superintendent and Executive Secretary, took the roll call. The following members were **present** for the meeting:

Voting Members:
Ada, Peter Alecxis D. - Chairman
Gutierrez, Maria A.- Vice Chair
Benavente, Lourdes M.- via Skype
Lujan, James C.
McNinch- Dr. Ron L.
Mendiola, Mark B.
San Nicolas, Lourdes B.

Non-Voting Members:
None

Absent:
Perez, Franklin (AIJMS) - GFT Representative- Excused
Matanane, Rudy M. - Yigo Mayor and MCOG education liaison

The GEB Legal Counsel, Frank Gumataotao was present for the meeting.

Chairman Ada also recognized Eric Palacios, Governor's Liaison.

The Acting Superintendent announced that there is a quorum. *(By law, five voting members constitute a quorum. Seven (7) voting members were present for this meeting.)*

Deputy Attorney General, Kenneth Orcutt from the Office of the Attorney General of Guam read the following statements:

There are statutory requirements in connection with an executive session.

1. The meeting may only be closed upon written recommendation with the attorney to hold executive session for purposes of discussing pending litigation in a confidential and privileged setting. It is Attorney Orcutt's written recommendation to go into executive session.

   "I Kenneth Orcutt, Deputy Attorney General, from the Office of the Attorney General, representing the Defendant, Guam Education Board on February 17, 2017, on the recommendation of the Attorney of the Board held an executive session for the purpose of the Board discussing legal strategies relating to Mr. Jon J. P. Fernandez. v. Guam Education Board."

2. In executive session, the Board can only discuss the pending litigation and nothing else.

3. An affirmative vote of the Board is necessary to go into executive session.

4. If vote is for executive session, please advise the audience that only Attorneys, court reporters, and Board members may attend such a meeting.

5. The law requires a verbatim transcript to be made by a court reporter, and the transcript is to be reduced in writing accordingly.

6. There must be public minutes made of all executive sessions, including existence of the transcript, the subject matter of the meeting (if not confidential), names of all persons attending the closed meeting, their capacities, and date and times the meeting started and closed.

6. A public agency may not vote on any matter before it during an executive session or closed meeting. All voting must be held in a public meeting and minutes shall be kept and opened to the public.

8. After an executive session, the attorney or attorneys involved must file an affidavit with the Agency, which shall be a public document, that only matters relating to litigation or pending litigation have been discussed.

Deputy Attorney General Orcutt asked if the Board would like to go into executive session. The Chairman or a Board member may make a motion to do so.

Mr. Mendiola moved, seconded by Vice Chair Gutierrez, to go into executive session. The Board voted by show of hands and approved the motion with a vote of 7-0. The motion passed.

III. Executive Session

The Board moved into executive session at 9:08 a.m.

At 10:03 a.m., the Board went on break.

The Board at 10:13 a.m. went into Public session.

IV. New Business

1) Rescind Board's action taken on October 3, 2016

Dr. McNinch moved, seconded by Mr. Lujan, to rescind the October 3, 2016 vote regarding the employment contract of Mr. Jon Fernandez. The Board voted by roll call 7-0 in favor of the motion (Yeas: P. Ada, M. Gutierrez, L. Benavente, J. Lujan, Dr. R. McNinch, M. Mendiola, and L. San Nicolas.). The motion passed.

Vice Chair Gutierrez mentioned that she would like to make a motion that would be in two parts.

Vice Chair Gutierrez moved, seconded by Mr. Lujan, not to accept the draft Title IX investigation reports dated September 20, 2016 and October 3, 2016, to include exhibits from Title IX investigation (293 pages), Travel 1 documents (21 pages), Travel 2 documents (20 pages), Travel 3 documents (29 pages) that was prepared and submitted by GEB Legal counsel. The Board voted by roll call 7-0 in favor of the motion (Yeas: P. Ada, M. Gutierrez, L. Benavente, J. Lujan, Dr. R. McNinch, M. Mendiola, and L. San Nicolas). The motion passed.

Vice Chair Gutierrez moved, seconded by Mr. Lujan, that if any of these reports are contained in Mr. Jon Fernandez's employment file that they be expunged. The Board voted by roll call 7-0 in favor of the motion (Yeas: P. Ada, M. Gutierrez, L. Benavente, J. Lujan, Dr. R. McNinch, M. Mendiola, and L. San Nicolas). The motion passed.

Mr. Mendiola moved, seconded by Mr. Lujan, to rescind the Bill of Particulars that was prepared and signed by GEB Legal counsel, which was not approved by the Board, but was served to Mr. Fernandez's Legal counsel on October 12, 2016. The Board voted by roll call 7-0 in favor of the motion (Yeas: P. Ada, M. Gutierrez, L. Benavente, J. Lujan, Dr. R. McNinch, M. Mendiola, and L. San Nicolas). The motion passed.

Mr. Mendiola moved, seconded by Mr. Lujan, to conclude the administrative leave of Mr. Fernandez and advise him to report to work on Monday, February 20, 2017. The Board voted by roll call 7-0 in favor of the motion (Yeas: P. Ada, M. Gutierrez, L. Benavente, J. Lujan, Dr. R. McNinch, M. Mendiola, and L.. San Nicolas). The motion passed.

Chairman Ada appointed the following Board members to meet with Mr. Jon J. P. Fernandez, "the sooner the better." The Board members are Dr. Ron McNinch, Vice Chair Gutierrez, Mark Mendiola, and James Lujan. All Board members appointed agreed to meet with Mr. Fernandez. Chairman Ada asked that after meeting with Mr. Fernandez the members report back to him.

Vice Chair Gutierrez asked that after this meeting is adjourned, a letter be prepared to Mr. Jon Fernandez with all the motions that were taken so that the Board members appointed can meet with him immediately.

V. Announcements & Adjournment

Mr. Lujan moved to adjourn the meeting at 10:22 a.m.

MINUTES SUBMITTED BY:

_____ **Date:** _____

LEILANI M. B. CRUZ
Administrative Officer

MINUTES OF February 17, 2017 SPECIAL MEETING:

( ) Approved as submitted

( ) Approved subject to corrections

( ) Other: _____

_____

PETER ALECXIS D. ADA
GEB Chairman

Date: _____ _____

_____

JOSEPH L. M. SANCHEZ
Acting Executive Secretary/GDOE Superintendent

Date: _____

DRAFT

GUAM EDUCATION BOARD

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MARIA A. GUTIERREZ
Vice Chair

VOTING MEMBERS

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James C. Lujan
Ron L. McNinch, PhD
Mark B. Mendiola
Lourdes B. San Nicolas

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(Vacant)
IBOGS Representative

Franklin R. Perez (AIJMS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Joseph L. M. Sanchez
Acting, GDOE Superintendent

GUAM EDUCATION BOARD
REGULAR MONTHLY MEETING
Tuesday, February 21, 2017
6 pm
Price Elementary School, Cafeteria

MINUTES

I. MEETING CALL TO ORDER

Mr. Peter Alecxis D. Ada, Chairman, called the meeting to order at 6:02 p.m.

II. ROLL CALL OF MEMBERS

Mr. Joseph L. M. Sanchez, Acting Superintendent and Executive Secretary, took the roll call. The following members were present for the meeting:

Voting Members:
Ada, Peter Alecxis D. -Chairman
Gutierrez, Maria A.- Vice Chair
Benavente, Lourdes M. (Tele-conference)
Lujan, James C.
Mendiola, Mark B.
San Nicolas, Lourdes B.

Non-Voting Members:
Perez, Franklin (AIJMS) - GFT Representative
Maligon, Jos (JFKHS) - IBOGS Representative

Absent:
McNinch, Dr. Ron L. - Member-Off island - Excused
Matanane, Rudy M. - Yigo Mayor and MCOG education liaison - Excused

The GEB Legal Counsel, Frank Gumataotao, was present for the meeting.

The Acting Superintendent announced that there was a quorum. *(By law, five voting members constitute a quorum. Six (6) voting members were present for this meeting.)*

III. Public Participation

Javen Santos, Speaker of the Guam Youth Congress, presented a resolution to the Board requesting that the Superintendent and the GEB meet with IBOGS. Mr. Santos mentioned that IBOGS representatives reached out to him to assist with scheduling a meeting as no meeting has been held this school year.

Vice Chair Gutierrez thanked Mr. Santos for coming to the meeting. She will be working with IBOGS on behalf of the Board. In the last school year, IBOGS was very productive. She looks forward to meeting with the IBOGS this school year.

Doris Calvo, Head Start Parent shared her experiences with Special Education. While she praised Head Start for their assistance, she expressed her challenges with obtaining Special Education services. Mrs. Gutierrez asked the Acting Superintendent to schedule a work session on Special Education services.

Board Member Mark Mendiola read GEB Resolution 2017-06 honoring and commending the Guam Department of Education School Counselors on the observance of "National School Counseling Week 2017". A number of counselors were present to receive the resolution.

IV. Approval of Minutes

1) Minutes of December 27, 2016 Regular Board Meeting

Mr. Mendiola moved, seconded by Mr. Lujan, to approve the minutes of the December 27, 2016 Regular Board Meeting, subject to corrections. The Board voted by show of hands and approved the motion with a vote of 6-0.

2) Minutes of January 30, 2017 Special Meeting

Mr. Mendiola moved, seconded by Mr. Lujan, to table the minutes of January 30, 2017 Special Meeting. The Board voted by show of hands and approved the motion with a vote of 6-0.

3) Minutes of January 31, 2017 Regular Board meeting

Vice Chair Gutierrez mentioned that on page 1, line 5, should read "Excused" instead of "ExcUSDOE".

Vice Chair Gutierrez mentioned that she recalls that the Board recessed but the minutes say that the Board adjourned.

Mr. Mendiola moved, seconded by Mr. Lujan, to table the minutes of January 31, 2017 Regular Board Meeting. The Board voted by show of hands and approved the motion with a vote of 6-0.

4) Minutes on February 2, 2017 Continuation of Executive Session

Mr. Mendiola moved, seconded by Mr. Lujan, to table the minutes of February 2, 2017 Continuation of Executive Session. The Board voted by show of hands and approved the motion with a vote of 6-0.

V. Receipt of Communication and Reports

1) Superintendent's Report and Communication

In addition to his written report to the Board, the Acting Superintendent provided highlights and updates.

Island-wide Board of Governing Students (IBOGS) - Acting Superintendent Sanchez issued a statement to address the concerns raised by the Guam Youth Congress. In his statement, he apologized, as he was unaware that there were separate meetings with the Superintendent in addition to the GEB meetings. He proposed to work with IBOGs on a schedule for the remainder of the school year.

Update on Board/Union Contract – An electronic copy of the proposed Board/Union contract was sent to all GEB members for review. In order to meet the target date for approval, the Acting Superintendent proposed two rounds of questions with the first being due this Friday, February 24, 2017 and the second due on Friday, March 3, 2017. A GEB special meeting will be scheduled in March for final Board approval and a joint signing of the contract with Guam Federation of Teachers.

Board Policy 409 and Board Policy 901- Final copies of the policies have been distributed to all school administrators and division heads and they have been instructed to go over the content with their staff and students. The Curriculum and Instruction Division has created age appropriate pamphlets and handouts for students in elementary, middle, and high schools and will be distributing the pamphlets shortly. The handouts and information on the Board policies will also be included in the Lani-Kate Task Force curriculum on Sexual Assault and Violence. This information will also be made available to Head Start and pre-school students.

Central Office hiring freeze and procedures for approval – A hiring freeze was initiated by the Acting Superintendent for all central office personnel, both local and federally funded positions, effective Monday, February 13, 2017, based on the GEB work session on FY17 spending priorities. As noted during the work session, this freeze will not affect hiring for school-based positions or positions that provide direct services to schools or students. Division heads or project directors must request in writing approval to fill critically needed positions. These requests will be transmitted to the Board Chair, Vice-Chair and Finance Chair for action.

Comprehensive school staffing review and personnel needs - Deputy Superintendent Erika Cruz completed her staffing review and transmitted her preliminary findings to the Acting Superintendent. These findings will assist the management team in the assessment of school-based personnel needs. The review identifies needed positions using common formulas for personnel distribution. This review was designed to provide a better understanding of the staffing needs at the different schools.

The Acting Superintendent noted that there have been no movements in staff based on the study aside from two (2) school aides for F.B. Middle School.

Accreditation visit schedule for spring 2017 - An email was sent to all Board members with the current schedule for the WASC Accreditation Visits for March and April 2017. An updated scheduled will be forwarded to all Board members as more information becomes available.

Simon Sanchez rebuild update - The RFP for the rebuilding of Simon Sanchez and the repair of other schools was published on January 25, 2017. Proposals are due on March 9, 2017. A pre-bid site visit was conducted on Thursday, February 2, 2017 at Sanchez. A protest by a potential offeror was submitted on February 8, 2017. The evaluation committee continues to meet on a weekly basis at DPW to address ongoing matters related to this procurement.

Board Questions and Concerns:

Chairman Ada received a call from the Mayor of Yigo that, in collaboration with Deputy Anderson and the DPW Director, the jungle area by FBLG will be cleared. The Chair thanked Deputy Anderson for his assistance with this project.

Ms. San Nicolas reminded the acting Superintendent that training on Board Policy 901 is needed for the schools and PTOs so they can understand the policy and are given an opportunity to ask questions.

Ms. San Nicolas mentioned that there are four (4) schools at the initial stage for accreditation. She asked for the accreditation dates for the full self-study schools and the schedule to meet with the discipline team for all high school undergoing full self-study.

Vice Chair Gutierrez suggested that Board policy 409 and 901 be shared with Department of Public Works Bus Operations as they transport GDOE students. She asked for a report in three (3) months that shows the number of employees trained on Board Policy 901 and how many students were provided information on Board Policy 409.

Chairman Ada mentioned that the Board Union Contract draft has been distributed to the Board and once an agreement is reached, a date will be set for contract signing. The meeting will be scheduled after school hours so teachers can witness the contract being signed.

Chairman Ada encouraged everyone to become familiar with the Board Policies, especially, about bullying. Parents have an obligation to inform the school administration immediately if their child shares a concern, particularly because of the statute of limitations.

Vice Chair Gutierrez mentioned her concern about the continued problems in the 14 points report related to the adjusted school times and bus issues.

2) Head Start Program Director's Report

Mrs. Schroeder introduced and acknowledged the Head Start staff that were present at tonight's meeting.

Ms. Respicio addressed the concern regarding a child at Price Elementary School. She stated that the parent concerns are valid. Head Start management held parent meetings at each of the 27 centers to give assurances to parents that their child is safe within the classroom and that learning never stops. Two hundred eighty eight (288) of the 534 parents were at the meetings. The outcome of the meetings was positive.

Every month, the Head Start newsletter features three (3) centers. The newsletter contains information about classroom activities as well as parent testimonials on how the Head Start program works for them.

Mrs. Schroeder reported to the Board that Mr. Ybarra, Program Specialist, is on medical leave. The new program specialist is Shirley Karrer. Ms. Karrer asked that Guam not to reduce enrollment this year, therefore, no classrooms will be closed this year. Instead, hours will be extended.

At last week's meeting, the policy council approved next year's grant budget. The council also approved the selected factors for Head Start based on the community needs assessment. Mrs. Schroeder will forward this information to the Board for review.

Mrs. Schroeder met with Ms. Lourdes San Nicolas to go over what was discussed at the policy council meeting. She also discussed the work needed the grant is due on April 1, 2017 and the Region IX meeting on March 20, 2017. She added that she will miss the Board meeting on March 21, 2017.

Mrs. Schroeder shared the success of the fitness fair held on Saturday, February 18, 2017. Student volunteers from JFK High School (47) and GCC (31) as well as 11 senators assisted with activities for the children. Twenty-three vendors and various agencies presented information and physical activities for children. Mrs. Schroeder commended the Guam Fire Department for their assistance with the fair. Over 300 children attended the fitness fair.

Vice Chair Gutierrez asked if there is a Head Start grievance procedure for parents who are not satisfied with the response to their concerns. Mrs. Schroeder responded that yes, there is a policy on parental grievances.

Vice Chair Gutierrez asked if the parent who was unhappy at Price Elementary School was informed that he could file a parental grievance if he was not satisfied with the investigative report. Mrs. Schroeder apologized for not informing the parent that he could file a grievance.

Vice Chair Gutierrez asked if there were procedures for teachers to report concerns. Mrs. Schroeder responded that at least monthly, the teachers should report concerns and issues to the school administrator as the Head Start program is a dual program. The teachers should also report concerns to Head Start.

Mrs. Gutierrez suggested that the teachers be reminded about the procedure. Mrs. Schroeder responded that there was some confusion about the process but the Head Start policy is that on a monthly basis, the teaching staff is to meet with the principal to over any issues and concerns and discuss any events that are happening at school and with the program. Mrs. Schroeder mentioned that there has been noncompliance but Head Start is addressing the noncompliance with letters of concerns and additional trainings for staff.

Vice Chair Gutierrez asked about training on confidentiality and whether Head Start staff are trained before they go into the classroom. Mrs. Schroeder responded yes. Additionally, the orientation packet includes GDOE procedures and the evaluation process. The training covers the program in general, the

governance procedures and general management. Training also addresses different disabilities. A checklist is provided to staff to complete within a month of employment. Staff must sit with education services, health services, family services, disability services, and mental health services. When employees need a refresher, they can go through the checklist. Head Start also keeps track of professional development provided to the staff.

Vice Chair Gutierrez stated that it is important for the Head Start Director, to inform the parents about the parental grievance procedure. Mrs. Schroeder responded that she will put the procedure in the parent handbook and add it to the parent orientation.

Ms. San Nicolas mentioned that Board Policy 830 outlines the parental grievance process. She emphasized the importance of working in partnership with the school principal.

VI. Unfinished Business

1) Code of Ethics

Vice Chair Gutierrez mentioned that on the return of Dr. McNinch, they will finalize the policy. This item was tabled.

VII. New Business

1) Approval of the Pilot Pre-AP, Pre-Engineering, and Career Development Courses Evaluation

Vice Chair Gutierrez mentioned that Board member, Lourdes Benavente is the committee chair. Ms. Benavente is currently off-island but is participating via skype.

Vice Chair Gutierrez made a motion to approve the Pre-AP courses at Oceanview Middle School based on the presentation to the committee last week. A work session was held on February 13, 2017 with the Oceanview Middle School team. The team was well prepared. The Vice Chair thanked everyone at Oceanview Middle School for doing a wonderful job and suggested that Oceanview is a model middle school leading the way for other middle schools.

Vice Chair Gutierrez moved, seconded by Mr. Mendiola, to approve the Pre-AP courses at Oceanview Middle School.

Mr. Mendiola commented that he is in full support of this program. He had the opportunity to visit some of the high schools with science laboratories. He stated that proper funding for materials is necessary to keep this program going. He commended the staff from Oceanview Middle School and Okkodo High School.

Mr. Lujan also congratulated the Oceanview Middle School team.

Mr. Mendiola commented that this is great news for the school system. He asked Acting Superintendent Sanchez to put out a press release to let the island community know that there are programs such as this in the school system.

Chairman Ada mentioned that without equipment and supplies, it is impossible for the approved program to move forward. He asked to the Acting Superintendent to support the school with the necessary equipment and supplies.

The Board voted by roll call and approved the motion with a vote of 6-0 (Yeas: Chair Ada, L. Benavente, Vice Chair Gutierrez, J. Lujan, M. Mendiola, and L. San Nicolas). The motion carried

Vice Chair Gutierrez mentioned that there is only one (1) teacher teaching the Pre-Engineering course at Okkodo High School. In SY15-16, 15 students were enrolled in this course. In SY16-17, 21 students (11 girls and 10 boys) are enrolled.

Vice Chair Gutierrez made a motion to approve the pre-engineering honors course at Okkodo High School.

Vice Chair Gutierrez moved, seconded by Mr. Lujan, to approve the Pre-Engineering course at Okkodo High School. The Board voted by roll call and approved the motion with a vote of 6-0 (Yeas: Chair Ada, L. Benavente, Vice Chair Gutierrez, J. Lujan, M. Mendiola, and L. San Nicolas). The motion carried.

Vice Chair Gutierrez asked the (long ranger) teacher at Okkodo High School to stand for recognition.

Vice Chair Gutierrez reported that the committee will schedule a work session on the Career Development Course Evaluation for JFK High School.

2) Committee Reports
   a) Executive Committee - None
   b) Instructional and Academic Support Committee - None
   c) Safe and Healthy Schools Committee - None
   d) Organizational Efficiency and Development Committee- None
   e) Accreditation Subcommittee - Mr. Mendiola mentioned that he had the opportunity to meet with the exiting team for Agueda Johnston Middle School. He commended and recognized the Principal, Mr. James Petite, and his team for a great review and hard work.
   f) Budget & Finance Subcommittee- Mr. Mendiola reported that the legislature was given the FY18 budget on January 30, 2017. He is in communication with the oversight chairperson and they will continue to have discussions on the budget request. He further mentioned that the committee needs to continue to work and look at the priorities set by the Board. He pointed out that when the Finance Committee met with Acting Superintendent Sanchez, the hiring freeze at the central office was discussed as well as needed supports to the schools.

3) IBOGS Report - Jos Maligon from JFK High School reported some of the high school aides are not taking their job seriously. The aides are not enforcing discipline and it seems they have lost their focus on what to do. He recommended that aides at schools such as GWHS and JRMS need to be retrained.

Mr. Maligon and JFKHS student Janice Lee attempted to take a dual enrollment class at UOG. He understands that the highest course that GDOE will cover is MA165 Pre-Calculus. This ceiling will adversely affect high achieving students. Therefore, he proposed that the Guam Education Board work with the UOG staff to cover dual enrollment up to MA204 Calculus 2. There are GDOE students that are willing and able to take courses beyond MA165 but JFKHS does not offer that class. By opening up higher levels of math and English, students will be able to better prepare for college.

Ms. San Nicolas mentioned that, since November, she was fully aware of this duel enrollment concern. She understands that the Acting Superintendent and Ms. Sylvia Calvo are working to address this concern. Additionally, dual enrollment should be expanded to include the 11th graders.

4) GFT Report – Mr. Perez commended the Board for their diligence in getting the contract moving forward.

5) Mayor's Council Report - None

VIII. Executive Session- None

IX. Announcements and Adjournment

Mr. Lujan moved to adjourn the meeting at 7:32 pm.

MINUTES SUBMITTED BY:

_____ Date: _____

LEILANI M. B. CRUZ
Administrative Officer

MINUTES OF February 21, 2017 REGULAR MEETING:
( ) Approved as submitted
( ) Approved subject to corrections
( ) Other: _____

_____ _____

PETER ALECXIS D. ADA
GEB Chairman

JOSEPH L. M. SANCHEZ
Acting Executive Secretary/GDOE Superintendent

Date: _____ Date: _____

GUAM EDUCATION BOARD

500 Mariner Avenue
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Telephone Number: (671) 300-1627
Facsimile Number: (671) 472-5001
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PETER ALECXIS D. ADA
Chairman

MARIA A. GUTIERREZ
Vice Chair

VOTING MEMBERS

Peter Alecxis D. Ada, Chairman
Maria A. Gutierrez, Vice Chair
Lourdes M. Benavente
James C. Lujan
Ron L. McNinch, PhD
Mark B. Mendiola
Lourdes B. San Nicolas

EX-OFFICIO MEMBERS

(Vacant)
IBOGS Representative

Franklin R. Perez (AIJMS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Joseph L. M. Sanchez
Acting, GDOE Superintendent

GUAM EDUCATION BOARD
SPECIAL MEETING
Tuesday, March 7, 2017
4 pm
C. L. Taitano Elementary School, Cafeteria

Chairman Ada thanked the Principal, Mrs. Corina Paulino and staff of C. L. Taitano Elementary School for hosting the Board Meeting. He welcomed Mr. Daniel Blas, Chief of Staff of Senator Joe San Agustin.

MINUTES

I. MEETING CALL TO ORDER

Mr. Peter Alecxis Ada, Chairman, called the meeting to order at 4:14 pm

Chairman Ada stated that a Board member is not able to physically attend the meeting for medical reasons but would like to participate in the meeting via teleconference. The Chair asked the GEB Legal Counsel to advise the Board whether this is allowable.

Legal Counsel Gumataotao responded that Board Policy 125.13 recognizes and supports the need to consider alternative methods of participation by voting members during regular and special meetings. The Board policy goes on to refer to members being off-island. Although there is no provision for a Board member to participate via teleconference while on-island, Legal Counsel believes this is acceptable unless other Board members object.

Vice Chair Gutierrez stated that the Board previously denied requests from three (3) Board members to participate while on-island via teleconference. The Vice Chair believes the Board should be consistent. Mr. Lujan agreed that the Board should not change its interpretation of the policy at this time.

Chairman Ada stated the individual will be informed about the Board's discussion.

II. ROLL CALL OF MEMBERS

Ms. Taling M. Taitano, Acting Superintendent and Executive Secretary, took the roll call. The following members were **present** for the meeting:

Voting Members:
Ada, Peter Alecxis D. -Chairman
Gutierrez, Maria A.- Vice Chair
Lujan, James C.

M[illegible]ich- Dr. Ron L.
Mendiola, Mark B.

Non-Voting Members:
Perez, Franklin (AIJMS) - GFT Representative

Absent:
Benavente, Lourdes M.- Member – Excused, Off-Island
San Nicolas, Lourdes B.- Member- Excused
Matanane, Rudy M. - Yigo Mayor and MCOG education liaison- Excused
IBOG's Representative

The GEB Legal Counsel, Frank Gumataotao, was present for the meeting.

The Acting Superintendent announced that there is a quorum. *(By law, five voting members constitute a quorum. Five (5) voting members were present for this meeting.)*

Chairman Ada recognized President of Guam Federation of Teachers, Mr. Tim Fedenko.

III. Unfinished Business

1) Board Union Contract

Mr. Mendiola moved to go into executive session. No objection.

The Board moved into Executive Session at 4:21 p.m.

Before the Board went back into public session, they took a short recess. At 5:01 p.m., the Board went back into public session.

Chairman Ada requested for Deputy Superintendent Anderson and GFT President Tim Fedenko to join him at the front of the room.

The Chair asked Deputy Anderson to provide an overview of the Department of Education's position on the Board Union Contract.

Deputy Anderson reported the team has been working for the last year and a half on the negotiations. The team estimated they spent roughly 205 hours in discussions. Deputy Anderson explained that the team worked hand in hand. Compromise was important to the success of the negotiations. He thanked Tim Fedenko for his leadership and thanked the Union team for making this happen.

Mr. Fedenko shared that the negotiating team always focused on teachers and students. Both sides agreed that "happy teachers make a happy classroom. Mr. Fedenko feels that this contract is a guide, it provides direction and helps both sides. Management and teachers have a guiding program. He hopes this new spirit of cooperation between the Board of Education and the Union radiates throughout the island. Mr. Fedenko added that the dynamics of the Board have definitely changed for the better.

Mr. Fedenko thanked Joe Sanchez, Christopher Anderson, Erika Cruz, Sophie Duenas, Jim Reyes, Yolanda Gabriel, Carla Masnayon, and James Petitte who negotiated for management. On the union side, he recognized Sanjay Sharma, Audrey Perez, Corazon Mucho, Doris Terlaje, Dr. Josephine Cruz, Stephen Willman, Betty Diaz, Craig Matthews, Anna Palacios, Melanie Nensmith, Franklin Perez, Bernice Cepeda, Patricia Leon Guerrero, Michelle Camacho, Leilani Guerrero, and the hundreds of members that

answered surveys that were issued two (2) years ago as well as the hard working GFT staff. Mr. Fedenko also thanked the stewards that passed on the message to the membership and all the members that provided input.

Lastly, Mr. Fedenko thanked Chairman Ada for helping to get this done along with Mr. James Lujan. He thanked the current Board members for setting the pace to finish the negotiations. Mr. Fedenko announced that the union unanimously voted to ratify the collective bargaining agreement on Friday.

Dr. McNinch thanked the negotiating team.

Vice Chair Gutierrez noted that she has been on the Board for many years and had left the Board in 2009. When she returned in 2013, she found the contract was put on hold. This current board takes the contract seriously. GDOE and GFT are not enemies; they need to learn how to work together. Mrs. Gutierrez further mentioned that tonight is a historic moment. After so many years of waiting, a contract between the Guam Education Board and Guam Federation of Teachers will be signed and ratified.

Mr. Lujan thanked the Board and GFT for working together collaboratively.

Chairman Ada mentioned that as Mr. Fedenko was talking he was reminded of Ricarda Bamba, a GW teacher. At church, she did not say "good morning", "good afternoon", or "good evening". Every Saturday, her only words to the Chair were "when are the teachers going to get the contract?" The Chair thanked Ms. Bamba for continually pushing the contract. In closing, the Chair thanked everyone involved and stated that the Board will take care of the teachers.

Mr. Lujan moved, seconded by Mr. Mendiola, to adopt the 2017 Collective Bargaining Agreement between the Guam Department of Education and Guam Federation of Teachers. The Board voted by roll call and approved the motion with a vote of 5-0 (Yeas: Chairman Ada, Vice Chair Gutierrez, J. Lujan, Dr. R. McNinch, and M. Mendiola). The motion passed.

Chairman Ada and Mr. Tim Fedenko signed the contract. Chairman Ada called Sanjay Sharma and Acting Superintendent Taitano to sign the contract. The Chair announced the contract will be forwarded to the Attorney General and then to the Governor of Guam for signature.

Chairman Ada announced a recess at 5:19 p.m. to allow the media to ask questions.

IV. New Business

1) 2017 NASBE Chairman/Legislative Committee Conference

Vice Chair Gutierrez reported that Chairman Ada received an email from NASBE regarding a special session for all state board chairs to participate in Washington, DC from March 19-21, 2017. NASBE has asked the Chair of the Guam Education Board attend the conference because of all the ongoing changes with the US Department of Education.

Vice Chair Gutierrez moved, seconded by Mr. Lujan, to approve the travel for the Chairman of Board to attend the NASBE conference. The Board voted by show of hands and approved the motion with a vote of 5-0. The motion passed.

2) Revisit Superintendent's Employment Contractual Agreement

The Board moved into Executive Session at 5:40 p.m.

At 6:02 p.m., the Board went back into Public Session.

Dr. McNinch mentioned the Board discussed legal fees related to Mr. Fernandez in Executive Session. Dr. McNinch noted the Board is committed in good faith to address these legal fees.

Dr. McNinch moved, seconded by Mr. Lujan, to commit as a Board to addressing legal fees not to exceed $60,000 for Mr. Jon Fernandez. The Board voted by roll call and approved the motion with a vote of 5-0 (Yeas: Chairman Ada, Vice Chair Gutierrez, J. Lujan, Dr. R. McNinch, and M. Mendiola). The motion passed.

Mr. Mendiola moved, seconded by Mr. Lujan, to approve the first amendment in the modification of Superintendent Jon Fernandez's employment agreement and to forward the modification to Mr. Fernandez for review and acceptance.

Legal Counsel Gumataotao commented that the motion lacks specificity. Since the motion is about a legal document, Attorney Gumataotao recommended that the motion be more detailed.

Mr. Mendiola requested a quick recess at 6:29 p.m. to consult with the GEB legal counsel.

The Board went back into Public session at 6:31 p.m.

Mr. Mendiola made a motion to approve the first amendment in the modification of Superintendent Jon Fernandez's employment agreement as follows:

Section 3.0 Term of Appointment: Performance Evaluation: Renewal, shall be amended and state:

Section 3.1:
This appointment shall be for a term of four (4) years from full execution of the Agreement and ending on June 28, 2021.

Section 3.2:
The Chairman and Superintendent will determine the date of each retreat as well as the retreat framework, format and agenda.

Section 3.3:
The Board shall conduct the evaluation based on a performance evaluation outline and process mutually agreed to by the Board and Superintendent.

Based on these discussions, the Board Chairperson shall provide the Superintendent with a copy of the completed evaluation form, and the Superintendent shall have the right to respond, in writing, to the Board's written evaluation.

Section 3.5:
If the Superintendent gives timely notice of his interest in a contract extension and the Board then fails to give the Superintendent timely notice of its intent in accordance with this subsection, this contract is automatically renewed for one additional year.

Section 4.0: Salary shall be amended and state:

Board hereby approves a salary increment e[illegible] to nine percent (9%) to be applied to the Superintendent's base salary, effective July 1, 2017; total annual salary, after applying the salary increment, shall be equal to $163,500.

Section 6.0: Paid Annual and Sick Leave, shall be amended to add and include the following language:

In the event that additional leave may be needed to meet the goals of the position for Superintendent or for other reasonable circumstances, the Superintendent may be granted administrative leave with the approval of the Chairman.

Section 9.0: Termination shall be amendment and state:

Termination, transition, succession, Board-Superintendent Relations, and Compliant Process

Section 9.1: Termination by the Board for Cause.

The Superintendent shall be entitled to a fair and impartial hearing before an independent hearing officer jointly agreed upon by the Board and Superintendent.

Section 9.2: Unilateral Termination by Superintendent.

The Superintendent may unilaterally terminate his obligations under this contract by giving the Board no less than twenty (21) days written notice, although such notice may be waived by the Board Upon termination of the contract pursuant to this section, Superintendent shall be entitled to receive twelve (12) weeks of additional pay based upon his most recent salary.

Section 9.3: Mutual Termination by Superintendent and Board.

In the event of mutual termination and upon the effective termination date agreed upon, the Superintendent shall be entitled to twenty-four (24) weeks of additional pay based on his most recent salary to be paid no later than 30 days after the termination date.

Section 9.4: Board- Superintendent Relations.

The Board shares responsibility for ensuring that the Superintendent performs at an acceptable level throughout the contract term and will utilize the quarterly retreats as well as informal counseling, as needed to ensure that the Superintendent is aware of any board concerns and suggestions for improvement.

Section 9.5: Compliant Process against and of the Superintendent.

Complaints shall be discussed in executive sessions as they involve personnel matters.

Section 9.6: Board investigation of complaint.

Should the Board decide to investigate a compliant, the board shall assign an independent third party, agreed to by both Board and Superintendent, to conduct an investigatory assessment.

Section 9.7: Mediation between the Superintendent and the Board.

Mediation may be implemented with a licensed mediator or mediation organization requiring both the Board and Mr. Fernandez to agree in writing to mediation.

All other terms of the Agreement remain unchanged.

Mr. Mendiola moved, seconded by Mr. Lujan, to approve the first amendment for the modification of Superintendent Jon Fernandez's employment agreement and to forward these modifications to Mr. Fernandez for review and acceptance.

Chairman Ada commented the new contract is the same as the original contract except for a few areas that needed to be modified. Because the Superintendent was absent for

even (7) months, the contract will have a new start date and will be for 4 years. The complaint process in the original contract is that process intended for the removal of Board members in case there was a complaint about the Board. The Chair noted that the procedure to file a complaint against the Superintendent has been changed and clarified.

The Board voted by roll call and approved the motion with a vote of 5-0 (Yeas: Chairman Ada, Vice Chair Gutierrez, J. Lujan, Dr. R. McNinch, and M. Mendiola). The motion passed.

V. Executive Session

1st Executive Session on Board Union Contract
The Board moved into Executive Session at 4:21 p.m.
The Board at 5:01 p.m. went back into Public Session.

2nd Executive Session on Superintendent's Employment Contractual Agreement
The Board moved into Executive Session at 5:40 p.m.
The Board at 6:02 p.m. went back into Public Session.

VI. Announcements & Adjournment

Chairman Ada announced that the next Regular Board meeting will be held on Tuesday, March 28, 2017, 6 p.m. at J. P. Torres Success Academy cafeteria.

Mr. Mendiola moved to adjourn the meeting at 6:43 p.m.

MINUTES SUBMITTED BY:

_____ **Date:** _____
LEILANI M. B. CRUZ
Administrative Officer

MINUTES OF March 7, 2017 SPECIAL MEETING:
( ) Approved as submitted
( ) Approved subject to corrections
( ) Other: _____

_____ _____
PETER ALECXIS D. ADA **JOSEPH L. M. SANCHEZ**
GEB Chairman **Acting Executive Secretary/GDOE Superintendent**

Date: _____ _____ **Date:** _____

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All Guam Department of Education students will graduate from high school prepared to pursue post-secondary education on or off-island or to assume gainful employment with the private or public sector.

Goal #1: All Guam Department of Education students will graduate from high school prepared to pursue post-secondary education on- or off-island or to assume gainful employment within the public or private sector.

HIGH SCHOOL GRADUATION DATES

School	Date	Time	Venue
J.P. Torres Success Academy	June 01, 2017	TBD	TBD
George Washington HS	June 02, 2017	TBD	TBD
Okkodo HS	June 04, 2017	2PM	UOG
Simon Sanchez HS	June 06, 2017	TBD	TBD
Tiyan HS	June 08, 2017	2PM	UOG
John F. Kennedy HS	June 09, 2017	TBD	TBD
Southern HS	June 10, 2017	TBD	TBD

Objective 1.1: By Year 2020, the GDOE will have a cohort graduation rate of at least 80%.

Activity/Action Item	Outcomes
THE REHABILITATION ACT OF 1973 SECTION 504 A federal law that mandates all agencies receiving federal funding to provide all students with disabilities, equitable access through a variety of programs and opportunities to achieve the standard.	Based on SOP 1200-012: Section 504, the district continues to build capacity with the identification, eligibility determination and implementation of Educational Accommodation Plans (EAPs) for students with disabilities. **TABLE 1.1-1** shows the number of active, inactive/terminated, or pending 504 cases for the district:

TABLE 1.1-1 – Active, inactive/terminated, or pending 504 cases for the district.

Schools	Active	Terminated (*Based on 10/26/16 Audit)	Pending	GRIEVANCES
AES		1*	1	
AsTES	4			
DLPES		1 (12/27/16)		
BPCES	1			
JQSMES		1*		
LES	1			
MAUES	1			
MMMS	1			
OCPES	2			
PCLES		1*		
Price ES	1			
UES	1			

AIJMS		2*		
AsTMS	2			
FBLGMS		1*		
IMS	2			
JRMS	5			
LPUMS	4			
VBMS	5			
GWHS	4			
JFKHS	6	5*		
OHS	4			
SHS	1	2*		
SSHS	7	1*		
THS	6			1
DISTRICT TOTAL	**58**	**15**	**1**	**1**

DIVISION OF SPECIAL EDUCATION (SPED)
COMMUNITY BASED EDUCATION

Indicator 13 reports Post-Secondary Transition for students with disabilities receiving Special Education services. Transition services include planning and preparing for tertiary-level education, the workforce, and/or training.

Twenty-nine (29) students are assigned to a worksite per their post-secondary goals as stipulated by their Individual Education Plan.

There are twenty (25) identified worksites:

1. Yigo Mayor's Office
2. Kaela's Mart
3. iCAN Resources
4. SSHS Cafeteria and CRT Office
5. Historic Inalahan
6. Yona Mayor's Office
7. JFKHS
8. Blake's Car Rental
9. Chief Brodie Elementary School
10. Dededo Mayor's Office
11. Catholic Social Services
12. Ordot Chalan Pago ES
13. Gain
14. Guam Police Department
15. 76 Circle K Gas Station
16. Price Elementary School
17. PC Lujan Elementary School
18. TeeJay's Fish Market
19. Santa Fe Hotel; and
20. Tumon Cultural Beach
21. Autospot
22. Peterson Realty
23. PBS
24. Tamuning Mayors Office
25. Astumbo Gym

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

IDEA requires that all students with disabilities, aged 16 and above that have IEPs, must have IEPs that include post-secondary Transition Plans. This IDEA requirement is reported annually in the State Performance Plan/Annual Performance Report (SPP/APR). Based on the January 2017 school report, Guam's performance for Indicator 13: 382 out of 494 students, aged 16 and above with IEPs, meet this requirement.

76% (429/568) students with IEPs aged 16 years and above have post-secondary transition plans outlining academic needs to reach post-secondary goals.

The status of the remaining students is as follows:

- Twenty-nine (29) students aged 16 and above have IEPs that contain transition plans that meet all the requirements for Indicator 13, but these IEPs are not current, and therefore, will not be included.
- One hundred (100) students aged 16 and above have IEPs that are current, but their transition plans do not meet all the required components for Indicator 13, and therefore, will not be included. A more thorough review of these files will be conducted.
- Nine (9) students aged 16 and above with IEPs have IEPs that contain transition plans that do not meet the Indicator 13 requirements, and are also not current, and therefore, will not be included.

School	Indicator 13 by School (@2.28.17)
GWHS (85/114)	75%
Guam Charter School (2/7)	29%
JFKHS (80/100)	80%
J.P TorresAS (0/2)	0%
OHS (45/47)	96%
SSHS (86/116)	74%
SHS (79/113)	70%
THS (52/69)	75%
(429/568) TOTAL	**76%**

COMPLIANCE MONITORING OFFICE (CMO)

Secondary Transition File Review Verification

The following schools have not completed 1st quarter transition progress in the Google Docs:

- Tiyan HS
- George Washington HS
- John F. Kennedy HS

SERVICE LEARNING

Service Learning Program continues to collect monthly student data to ensure that all graduating students meet the service learning requirements to enable them to graduate on time with their respective cohort.

Note: Please note that column 3 represents student data of the 2017 Graduation Cohort and only the cohort

The data collected every month ensures that the GDOE is doing its best to track graduation requirements for all students to ensure all students graduate from GDOE schools prepared for college and/or careers.

See **TABLE 1.1-2** below.

students are included in this data collection; column 4 represents the number of students with at least sixty (60) hours of Service Learning as of this month's reporting; the column 5 represents the number of 2017 Cohort students that are projected to graduate in June 2017 based only on academic graduation requirements; column 6 data represents the 2017 Cohort with both the academic requirement of 18 hours and the 60 hours of Service Learning.

TABLE 1.1-2 - Service Learning Student Data Report - February 2017

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
No	High School	Total # of 2017 Cohort	Total # of 2017 Cohort with 60 SL Hrs.	2017 Potential Graduates	2017 Number of potential graduating seniors with 18+ credits and 60+ SL Hours
1	GWHS	397	328	378	214
2	JFKHS	434	271	257	210
3	OHS	416	286	270	221
4	SSHS	428	253	278	180
5	SHS	260	217	254	215
6	THS	259	169	136	113
7	JPTAS	170	55	58	35

RESEARCH, PLANNING AND EVALUATION (RP&E) DIVISION

RP&E facilitated last Feb 6 the first ever "Joint Boards Workshop on Developing A Robust Research Agenda" that can effectively utilize data from the proposed Guam State Longitudinal Data System (SLDS). The workshop was held at the University of Guam School of Business and Public Administration.

The Research Agenda Workshop and the Guam SLDS (a.k.a. the "Guam One Stop Data Village") is a joint effort with the University of Guam, The Guam Community College, the Department of Labor, and the Guam Department of Education, with RP&E Administrator Dr. Zeni Natividad, as the Chief Workshop Facilitator and currently the Project Director for the Guam SLDS.

Thirty-nine (39) high level officials and Board Members from the four (4) participating institutions actively and enthusiastically provided significant input and discussed their opinions and recommendations for research on the following topics:

Topic 1: Progression Through the Grades/Levels; Graduation
Topic 2: K-12 Outcomes/Pathway;
Topic 3: Student Transition;
Topic 4: Stop-outs, Dropouts;
Topic 5: Diverse Groups: At-Risk Students, ELLs, SpEd, Foster Care/Homeless, etc.; and
Topic 6: Workforce.

The value of the Research Agenda is that data that will be loaded in the Guam SLDS can be focused on the research that can improve policies, practices, and programs that jointly affect the participating institutions and improve the outcomes for the Education System as well as Labor System.

ATTACHMENT 1.1-1 is a copy of the Logic Model for the Guam One Stop Data Village.

The Guam Research Agenda development process was selected by the US Department of Education for oral presentation during the **"2017 SLDS Best Practices Conference"** held last Feb 13-15, 2017 at the Renaissance Arlington Capital View Hotel. Dr. Zeni Natividad presented at the Conference on the topic *"Leveraging Agency Strategic Plans to Develop A Robust Research Agenda"*. Her travel was fully funded by the US Ed. 	The presentation of the Guam Research Agenda at a national conference sponsored by the US Department of Education is an important step towards obtaining federal support for the funds needed to establish the Guam One Stop Data Village. During the Conference, Dr. Zeni's presentation was applauded and acknowledged by no less than the US Ed SLDS Program Officer Dr. Nancy Sharkey who vouched for the establishment of the Guam SLDS and promised to locate funds for its initial planning.
ISLA: AYUDANTE' PROGRAM **ESKUELAN PUENGI (NIGHT SCHOOL)** The *Eskuelan Puengi* began on March 7, 2016. George Washington HS, John F. Kennedy HS, Okkodo HS, Simon Sanchez HS and Tiyan High School are currently hosting the EP Program. Orientations were held on • March 2 - JFKHS • March 3 - GWHS and OHS • March 4 - SSHS • March 7 - THS	The GDOE continues to provide credit recovery programs to allow students to make-up credits they may be lacking, thereby increasing district graduation rates. The EP Program is designed as a Credit Recovery Program for high school students lacking credit to graduate with their cohort class. Priority will be for Seniors lacking credit towards graduation and open to Juniors should space be available. Participants have an opportunity to earn 0.5-1 credit towards graduation.
GCA TRADES ACADEMY/ALTERNATIVE CTE PROJECT Students from George Washington, Southern, Tiyan, and JP Torres high schools have mostly completed courses at the GCA Trades Academy in their respective NCCER Core Curriculum, Construction Craft Laborer 1, and Construction Craft Laborer 2 and those who have completed will be receiving an NCCER certification shortly. Students who have not successfully completed the courses will be given an opportunity to retake them at their own pace. The program received federal funds for another cycle of classes for these students and a purchase order for services in currently in procurement.	Students taking classes at the Trades Academy receive personalized instruction, hands-on training, and credit recovery. They can take classes at their own pace and can repeat courses until they get a passing grade, without charge. The program has been successful in at-risk student retention.

Objective 1.2: By Year 2020, at least 80% of HS students will be proficient in English Language Arts and Math as measured by the Department's State-wide Assessment.

Activity/Action Item	Outcomes
ISLA: GIHA' **AIMSWEB – WINTER BENCHMARK** The AIMSweb Winter Benchmark Period started on December 1, 2016 and will continue through March 15, 2017. Students in grades K-8 participate in these interim assessments throughout the year. Based on assessment results, students may show one of three (3) areas: • Tier 1: Students who are on benchmark or grade • Level. • Tier 2: Students who need support. • Tier 3: Students in need of immediate interventions. Results for students who were tested during the Winter 2016-2017 Benchmark period as of 3/8/17 are shown in **ATTACHMENT 1.2-1**. Students will continue to be tested while the Winter Benchmark period is open. Upon conclusion of the Winter Benchmark period. Fall and Winter benchmark data will be compared to identify tier movement within the district.	Teachers will be able to monitor student progress throughout the year and provide supports and/or immediate interventions to students who need it.
CLASSROOM INSTRUCTION THAT WORKS (CITW) Classroom Instruction That Works (CITW) Technical Support was provided to various school sites on February 20-24, 2017. Classroom walkthroughs and feedback, faculty presentations on second language acquisition, demonstration teaching, co-teaching and strategy and language objective development clarification supports were provided. A total of 18 schools received technical support tailored to their needs during this time.	The GDOE has available trainers in participating schools to help train teachers and staff in instructional strategies. Technical support strengthens coaches' abilities to provide school site support to their teachers.
SHELTERED INSTRUCTION OBSERVATION PROTOCOL (SIOP) Sheltered Instruction Observation Protocol (SIOP) training was conducted in February. Three (3) cohorts of teachers/coaches received overview training on the following dates: Cohort 1: February 13-16, 2017 Cohort 2: February 20-23, 2017 Cohort 3: February 27-28 and March 1-2, 2017	Educators gained practical skills to collaborate, share, and implement lesson plans that incorporate all eight components and thirty (30) features of the SIOP® Model in order to teach content while developing students' academic and social language.

Participants received training on SIOP and received detailed explanations.	
ACT ASPIRE & STANDARDS-BASED ASSESSMENTS Preparation of District-Wide Assessments is underway for the administration of the tests during the period of April 3 – May 19, 2017.	The development of ACT Aspire test sessions was completed on Friday, March 3, 2017. Schools created groups in which students will be tested. ACT Aspire was to upload all student information to commence printing of test materials. Selected Teachers Assistants and Instructional Program Aides have reported to the distribution site at PC Lujan ES effective March 1, 2017 in support of the District-wide assessment. The team has started to assemble Standards Based Assessment material in preparation for distribution to take place as early as Monday, March 13.

Objective 1.3: By Year 2020, at least 80% of HS students will be proficient in Science and Social Studies as measured by the Department's State-wide Assessment.

Activity/Action Item	Outcomes
DISTRICT-WIDE ASSESSMENTS **ACT ASPIRE & STANDARDS-BASED ASSESSMENTS (SBA)** Preparation of District-wide Assessments is underway for the administration of the tests during the period of April 3 – May 19, 2017.	The development of ACT Aspire test sessions was completed on Friday, March 3, 2017. Schools created groups in which students will be tested. ACT Aspire was to upload all student information to commence printing of test materials. Selected Teachers Assistants and Instructional Program Aides have reported to the distribution site at PC Lujan ES effective March 1, 2017 in support of the District-wide assessment. The team has started to assemble Standards Based Assessment material in preparation for distribution to take place as early as Monday, March 13.
ISLA: GIHA' **AIMSWEB – WINTER BENCHMARK** The AIMSweb Winter Benchmark Period started on December 1, 2016 and will continue through March 15, 2017. Students in grades K-8 participate in these interim assessments throughout the year. Based on assessment results, students may show one of three (3) areas: • Tier 1: Students who are on benchmark or grade Level. • Tier 2: Students who need support.	Teachers will be able to monitor student progress throughout the year and provide supports and/or immediate interventions to students who need it.

• Tier 3: Students in need of immediate interventions. Results for students who were tested during the Winter 2016-2017 Benchmark period as of 3/8/17 are shown in **ATTACHMENT 1.2-1**. Students will continue to be tested while the Winter Benchmark period is open. Upon conclusion of the Winter Benchmark period, Fall and Winter benchmark data will be compared to identify tier movement within the district.	
CURRICULUM DEVELOPMENT The Guam Education Board, at their regular meeting on Tuesday, February 21, 2017, adopted the Pre-Engineering course that was taught at Okkodo High School.	The adoption of the Pre-Engineering course will now allow all high schools to strengthening their STEM Programs through the addition of this rigorous course. Students will be better prepared to do well in the state-wide assessments, as well as, beyond their high school years.
COLLEGE PATHWAY PROGRAM **STEM Train the Trainer** The Guam Department of Education in cooperation with McREL International trained forty (40) Secondary English and Math Teachers on the Leaders Online Learning for English and Math and distributed hands-on inquiry science/literacy curriculum during the week of February 22-24, 2017 from 8:00am to 5:00pm at the Dusit Thani Guam. Participating English and Math teachers were provided: • A Technology Advisor to support access and success for participants when accessing online learning systems, i.e. Learning Management System and courses. Provide technical assistance via face to face sessions, phone, email, and skype. Provide venue, platform, video conference call equipment to fulfill the requirement of the class; • Technical training on Learning Management System (LMS) features covering tasks, assume the role of students and then teachers including creating, completing and participating in activities such as assignments, forums, pre-designed courses, using multimedia files and surveys. • Data on teacher participation, teachers' online skill growth and mastery, and teacher readiness (transitioning comfort to confidence to competence). **Stem Robotics** On Tuesday February 21, 2017, College Pathway Program distributed 312 LEGO WeDo Robotics, 59 iPad Air, and 16 Acer laptop to 26 elementary Schools, each	The participating Math and Science teachers can demonstrate capacity and comfort in using the online platforms and course navigation. • The participating Math and English teachers can demonstrate capacity and comfort in developing, giving and completing assignments. • Each participating school can develop a draft implementation plan to pilot online teaching and learning experiences with students. • Each participating school has a draft plan to coordinate online learning with their school goals and the Guam Department of Education Strategic Plan. Elementary students are now able to participate in the First Lego League competition because of their access to WeDo LEGO Robotics.

school received 12 Lego WeDo and a combination of iPad Air and Acer Laptop computer.	

Objective 1.4: By Year 2020, the percentage of public school students testing into remedial reading and math courses at the University of Guam and the Guam Community College will be less than 30%.

Activity/Action Item	Outcomes
ISLA: GIHA' **AIMSWEB – WINTER BENCHMARK** The AIMSweb Winter Benchmark Period started on December 1, 2016 and will continue through March 15, 2017. Students in grades K-8 participate in these interim assessments throughout the year. Based on assessment results, students may show one of three (3) areas: • Tier 1: Students who are on benchmark or grade Level. • Tier 2: Students who need support. • Tier 3: Students in need of immediate interventions. Results for students who were tested during the Winter 2016-2017 Benchmark period as of 3/8/17 are shown in **ATTACHMENT 1.2-1**. Students will continue to be tested while the Winter Benchmark period is open. Upon conclusion of the Winter Benchmark period, Fall and Winter benchmark data will be compared to identify tier movement within the district.	Teachers will be able to monitor student progress throughout the year and provide supports and/or immediate interventions to students who need it.
CLASSROOM INSTRUCTION THAT WORKS (CITW) Classroom Instruction That Works (CITW) Technical Support was provided to various school sites on February 20-24, 2017. Classroom walkthroughs and feedback, faculty presentations on second language acquisition, demonstration teaching, co-teaching and strategy and language objective development clarification supports were provided. A total of 18 schools received technical support tailored to their needs during this time.	The GDOE has available trainers in participating schools to help train teachers and staff in instructional strategies. Technical support strengthens coaches' abilities to provide school site support to their teachers.
SHELTERED INSTRUCTION OBSERVATION PROTOCOL (SIOP) Sheltered Instruction Observation Protocol (SIOP) training was conducted in February. Three (3) cohorts of teachers/coaches received overview training on the following dates:	Educators gained practical skills to collaborate, share, and implement lesson plans that incorporate all eight (8) components and thirty (30) features of the SIOP® Model in order to teach content while developing students' academic and social language.

Cohort 1: February 13-16, 2017 Cohort 2: February 20-23, 2017 Cohort 3: February 27-28 and March 1-2, 2017 Participants received training on SIOP and received detailed explanations about ELL applications in the classroom.	

Objective 1.5: By Year 2016-17 (Year 3), all graduating seniors will score a bronze or higher on the ACT Work Keys Assessment (or equivalent work readiness assessment) with at least 50% scoring Gold or higher.

Activity/Action Item	Outcomes
THE GCC CONTINUING EDUCATION & WORKFORCE DEVELOPMENT (CEWD) The Division of Curriculum & Instruction, in collaboration with GCC Continuing Education/ Workforce Development (CE/WD), continued providing KeyTrain Training for Students, Faculty, Counselors and Staff.	The WorkKeys Assessment was administered to a total of 65 students this month. The breakdown of assessments per school is as follows: **SSHS**: 65 students (inclusive of 2 retakes) 4 Test Sessions: February 6 – 9, 2017 • Eligible seniors were selected based upon their KeyTrain hour investment for SY16-17 and current skill level was also considered. • SSHS Admin are supportive and made a directive for eligible seniors to take the WorkKeys Assessment. • Challenge: Students' progress on KeyTrain – Both OR either the hours or achievement level on KeyTrain was not met; teacher/ student was not interested in taking the assessment during this time frame and opted to take the assessment later this SY16-17. WorkKeys assessments help prepare our students and Teacher Assistants/Instructional Program Aides to meet goals in GDOE's State Strategic Plan.

Objective 1.6: By School Year 2016-17 (Year 3), at least 50% of the students taking an Advanced Placement (AP) exam will receive a passing score. By SY2019-20 (Year 6), at least 80% will receive a passing score.

Activity/Action Item	Outcomes
CURRICULUM DEVELOPMENT The Guam Education Board, at their regular meeting on Tuesday, February 21, 2017, adopted the Pilot Pre-AP courses that were taught at Oceanview Middle School: 6th, 7th and 8th grade Pre-AP Reading, 6th and 7th grade Pre-AP Language Arts,	All Middle Schools will now have the opportunity to teach the courses to prepare students for the Advanced Placement courses offered in the high schools.

6th and 7th grade Pre-AP Math, 6th and 7th grade Pre-AP Social Studies.	

Goal #2: All Guam Department of Education students will successfully progress from grade to grade and from one level of schooling to another in order to maximize the opportunities to successfully graduate from high school.

Activity/Action Item	Outcomes
ACT ASPIRE AND STANDARDS-BASED ASSESSMENTS Preparation of District-wide Assessments are underway for the administration of the tests during the period of April 3 – May 19, 2017.	The development of ACT Aspire test sessions was completed on Friday, March 3, 2017. Schools created groups in which students will be tested. ACT Aspire was to upload all student information to commence printing of test materials. Selected Teachers Assistants and Instructional Program Aides have reported to the distribution site at PC Lujan ES effective March 1, 2017 in support of the District-wide assessment. The team has started to assemble Standards Based Assessment material in preparation for distribution to take place as early as Monday, March 13, 2017.
ISLA: AYUDANTE' PROGRAM **AFTER SCHOOL PROGRAM FOR INSTRUCTIONAL REMEDIATION AND ENRICHMENT (ASPIRE)** 3rd Quarter for the ASPIRE Program began on January 13, 2017 for students in grades K-5th. There are currently 662 students participating in the program. ASPIRE Observation was conducted at CL Taitano Elementary School on February 23 & 24, 2017. Students were very engaged and coordinators/ teachers have created lesson to keep students active. School has also partnered with the University of Guam's 4H Program to supplement lessons taught. UOG interns teach lessons that focus on life skills and teamwork. Observed students preparing beds for school garden. **ESKUELAN PUENGI (NIGHT SCHOOL)** The *Eskuelan Puengi* began on March 7, 2017. George Washington, John F. Kennedy, Okkodo, Simon Sanchez and Tiyan High Schools are currently hosting the EP Program. Orientations were held on • March 2 - JFKHS • March 3 - GWHS and OHS • March 4 - SSHS • March 7 - THS	The ASPIRE Program is designed to supplement instruction during the regular day providing additional support to struggling students or students who would like to spend additional time working on specific skills. The GDOE continues to provide credit recovery programs to allow students to make-up credits they may be lacking, thereby increasing district graduation rates.

The EP Program is designed as a credit Recovery Program for high school students lacking credit to graduate with their cohort class. Priority will be for seniors lacking credit towards graduation and open to juniors should space be available. Participants have an opportunity to earn 0.5-1 credit towards graduation.	
ISLA – GIHA' **AIMSWEB – WINTER BENCHMARK** The AIMSweb Winter Benchmark Period started on December 1, 2016 and will continue through March 15, 2017. Students in grades K-8 participate in these interim assessments throughout the year. Based on assessment results, students may show one of three (3) areas: • Tier 1: Students who are on benchmark or grade Level. • Tier 2: Students who need support. • Tier 3: Students in need of immediate interventions. Results for students who were tested during the Winter 2016-2017 Benchmark period as of 3/8/17 are shown in **ATTACHMENT 1.2-1**. Students will continue to be tested while the Winter Benchmark period is open. Upon conclusion of the Winter Benchmark period, Fall and Winter benchmark data will be compared to identify tier movement within the district. **CLASSROOM INSTRUCTION THAT WORKS (CITW)** Classroom Instruction That Works (CITW) Technical Support was provided to various school sites on February 20-24, 2017. Classroom walkthroughs and feedback, faculty presentations on second language acquisition, demonstration teaching, co-teaching and strategy and language objective development clarification supports were provided. A total of 18 schools received technical support tailored to their needs during this time. **SHELTERED INSTRUCTION OBSERVATION PROTOCOL (SIOP)** Sheltered Instruction Observation Protocol (SIOP) training was conducted in February. Three (3) cohorts of teachers/coaches received overview training on the following dates: Cohort 1: February 13-16, 2017 Cohort 2: February 20-23, 2017	Teachers will be able to monitor student progress throughout the year and provide supports and/or immediate interventions to students who need it. The GDOE has available trainers in participating schools to help train teachers and staff in instructional strategies. Technical support strengthens coaches' abilities to provide school site support to their teachers. Educators gained practical skills to collaborate, share, and implement lesson plans that incorporate all eight (8) components and thirty (30) features of the SIOP Model in order to teach content while developing students' academic and social language.

Cohort 3: February 27-28 and March 1-2, 2017 Participants received training on SIOP and received detailed explanations about English Language Learner (ELL) applications in the classroom.	
SERVICE LEARNING On Tuesday, February 21, 2017, at the Service Learning Program Monthly Meeting, the committee members facilitated a discussion on an island-wide secondary Service Learning Project, "Going Nuts for Coconuts," which is scheduled to be launched during the month of March 2017. The goal is to plant coconuts throughout the island. The following community partners presented at the meeting: Mayor Melissa Savares, from Mayor's Council; Mr. Ben Borja from the Guam Agriculture Department; and Mr. Roland Quitugua and Ms. Ursula Herrera from the Soil & Water Conservation Districts.	Increased number of teachers and students informed about the importance of being Environmental Stewards.
CHAMORU STUDIES DIVISION **CAREER DAY – TIYAN HIGH SCHOOL** The Administrator attended Career Day at Tiyan High School as a presenter on Tuesday, February 21, 2017. While there, she promoted the Chamorro Studies Program as a Chamorro Language teacher. **CHAMORU STANDARDS BASED ASSESSMENT (SBA)** Sampling of the Standards Based Assessment was conducted at nine (9) schools three (3) for each Division Level: • UMS - Feb 13, 2017 • FES - (1st Sampling) February 21, & 23 2017 • PCLES - (1st Sampling) Feb. 21, 22, & 23 2017 • OVMS - (1st Sampling) March 1 & 2, 2017 • MMES- (1st Sampling) March 8 & 9, 2017 Other schools scheduled to hold the sampling: • JFKHS on March 22, 2017 • SSHS on March 21 & 22, 2017	Encouraged kids to pursue post-secondary education and/or careers that will perpetuate the Chamorro Language and Culture. Evaluation of the Chamorro SBA for K-12 grades will be conducted from information collected from the sampling.
GATE PROGRAM **ACADEMIC CHALLENGE BOWL (ACB)** The ACB is a Curriculum Based Program; a trivia type competition based on criterion referenced questions offering an outstanding resource for reinforcing and evaluating educational quality, program allows students to broaden their knowledge base and measure their mastery of topics while developing their higher cognitive and critical thinking skills.	Academic Challenge Bowl (Middle Schools): Ten (10) schools with 60+ students participated. Academic Challenge Bowl (High Schools): Twelve (12) schools with 60+ students will participate. PBS recorded competitions on:

	• February 28, 2017
	  ○ JFKHS vs THS
	  ○ LPUMS vs HCA
	• March 7 , 2017
	  ○ GAA vs GHSA
	  ○ OMS vs SBCS

NATIONAL FORENSIC LEAGUE (NFL) COMPETITION The NFL program promotes leadership, cognitive development, and strategic problem solving skills. The program provides students the opportunity to work in teams and compete with other students in the public and PNP.	Competition under the National Forensic League was held on February 11, 2017 at Harvest Christian Academy School, February 25, 2017 at Father Duenas Memorial School and on March 4, 2017 at Saint John's School. 160+ students participated.
MUSIC AND ART PROGRAMS The Music Program entails having the GATE music teacher provide instruction in a 35-day course. During the course, the GATE choir student's perform in school events and selected members participate in an All-Island Choir and perform to the public.	The GATE Music teachers are currently providing services to the following elementary schools: Harry S. Truman Elementary School: • Performance is scheduled for March 29 at Southern High School Auditorium. Merizo Elementary School: • Performance TBD.
The Visual Arts Program entails having the GATE visual arts teacher teach various arts curriculum to students in a 35-day course and at the end of the course culminate with a final art project displayed at an art exhibit open to the public.	The GATE Art teacher is currently providing services at Maria Ulloa Elementary School: • Art Exhibit TBD. The GATE Music and Art Program services students for approximately 30 days, ending with performances and exhibit to showcase the students work.
SECONDARY SCHOOL PRODUCTION The Secondary School Production is an after-school activity offered to students in grades 9 to 12. An island-wide invitation to all students who wish to participate in the production, including PNP school students, is extended. This allows for collaboration in fellowship and solidarity among all students on island. Each school year the program has an average of 2 theatrical/musical productions as matinee and evening events at a venue (Southern High School). Community awareness initiatives, public notification and advertising of these major shows promote awareness to the community at large.	Theatre staff members are preparing for an upcoming production scheduled for 2 matinees (May 11 and 12, 2017) and 1 evening (May 12) shows. The theatre teacher has communicated with all public and PNP high schools and started auditions for cast.

TESTING The GATE Testing Coordinator conducted testing for the GATE K-5 Program and Pre-School Program.	Of the eighty-eight (88) students referred for testing for the K-5 Program, 71 Qualified and 17 did not qualify. Testing for GATE Pre-school for School Year 2017-18 began on March 3, 2017 at Price Elementary School. Testing will continue Monday through Thursday as long as there are applicants. To date, 28 possible GATE Pre-school kids were tested.
LIBRARY PROGRAM During the month of February, a total of 10 School Library visits were held. The visits addressed the following twelve (12) components: 1. Circulation 2. Printing Availability 3. Statement/Reports 4. Fully Web-Based 5. Internet Access 6. Student Data 7. Shelf List 8. Search Capacity 9. Purchasing Capacity 10. Fines and Dues Capacity 11. Technology Access 12. School Library Programs The Division of Curriculum & Instruction, along with the School Library Program Planning Committee, facilitated the 2017 School Library Conference. This year's theme is, "School Libraries Transform: Read to Transform your World!" adapted from the American Library Association. The conference was held from Monday, February 27 through Friday, March 3, 2017 from 8 am – 4 pm at the Hyatt Hotel. The week-long training included guest presenters from academic, government, and business communities, as well as, non-profit organizations that have been invited to share their resources with the public school librarians.	The School Library Visits allowed to focus on the implementation of the twelve (12) components of the randomly selected school libraries. The school librarians from elementary, middle and high schools will use the information to build on their teaching craft and library programs to support the literacy development of all students.
EARLY CHILDHOOD EDUCATION (ECE) Pre-Kindergarten Program—The following activities have been completed over the last month included: **PILOT PRE-KINDERGARTEN PROGRAM EVALUATION** During the month of February 2017, the Pilot Pre-Kindergarten Program Evaluation was completed by Dr. Zeni Natividad. The report was submitted to the Acting Superintendent for his review.	The Pre-Kindergarten Program will be providing a conducive learning environment with the procurement of the equipment and supplies, as well as, classrooms that are appropriate to the age level of the children to be served. Early Childhood Educators trained in their knowledge and skills in the principles of Early Childhood Education and in the developmental learning environments.

EARLY CHILDHOOD EDUCATION (ECE) – PROFESSIONAL DEVELOPMENT The Division of Curriculum & Instruction held the 2017 Early Childhood Education (ECE) Training Series for approximately thirty (30) Kindergarten and First Grade teacher representatives from the Elementary Schools. The ECE Training Series is being held from Tuesday, March 7 through Friday, March 10, 2017 from 8 am – 4 pm at the Hilton Hotel and on Saturday, March 11, 2017 at the University of Guam Annex Building, Room 6. The participants were trained in the following topics: Early Childhood Education Awareness, Literacy and Math, Assessment, Diversity and Family Involvement.	
GUAM WATER KIDS WORKSHOP On Wednesday, March 8, 2017, the "Guam Water Kids" workshop was held at 3-5 pm, at the ESCL Conference Room, Castle Building, and Mangilao in collaboration with WERI: The Water and Environmental Research Institute, University of Guam. K-5th grade teachers from the various elementary schools will participate in the training.	The workshop will assist K-5 teachers in their instructional of the K-5 Science Content Standards and Performance Indicators. Teachers will gain information on ways to explore what students can do to protect and conserve the island's fresh water resources.
STRIVING READERS COMPREHENSIVE LITERACY (SRCL) During the month of February 2017, the SRCL Team observed the fifteen (15) SRCL teachers utilizing an established Teacher Observation Protocol. The observation protocol included the following areas: • Classroom Environment (i.e. Vocabulary or Word Walls Displayed). • Research-Based Strategies Observed (i.e. Incorporation of classroom libraries into instruction). • Teacher Interaction (i.e. Teacher provides immediate, positive feedback to students). • How are iPads incorporated into classroom instruction?	All participating SRCL teachers being provided the support to ensure that literacy-based instructional lessons are being taught in the classroom.
COLLEGE PATHWAY PROGRAM **STEM Train the Trainer** The Guam Department of Education in cooperation with McREL International trained forty (40) Secondary English and Math teachers on the Leaders Online Learning for English and Math and distributed hands-on inquiry science/literacy curriculum during the week of February 22-24, 2017 from 8:00 am to 5:00 pm at the Dusit Thani Guam. Participating English and Math teachers were provided: • A Technology Advisor to support access and success for participants when accessing online learning systems, i.e. Learning Management System and	The participating math and science teachers can demonstrate capacity and comfort in using the online platforms and course navigation. • The participating Math and English teachers can demonstrate capacity and comfort in developing, giving and completing assignments. • Each participating school can develop a draft implementation plan to pilot online teaching and learning experiences with students. • Each participating school has a draft plan to coordinate online learning with their school goals and the Guam Department of Education Strategic Plan.

courses. Provide technical assistance via face to face sessions, phone, email, and skype. Provide venue, platform, video conference call equipment to fulfill the requirement of the class; • Technical training on Learning Management System (LMS) features covering tasks, assume the role of students and then teachers including creating, completing and participating in activities such as assignments, forums, pre-designed courses, using multimedia files and surveys. • Data on teacher participation, teachers' online skill growth and mastery, and teacher readiness (transitioning comfort to confidence to competence). **STEM Robotics** On Tuesday February 21, 2017, College Pathway Program distributed 312 LEGO WeDo Robotics, 59 iPad Air, and 16 Acer laptop to 26 elementary Schools. Each school received 12 Lego WeDo and a combination of iPad Air and Acer Laptop computer.	Elementary students are now able to participate in the First Lego League competition because of their access to WeDo LEGO Robotics.
STATE PERSONAL RESPONSIBILITY EDUCATION PROGRAM (STATE PREP) The Guam Department of Education received the newly awarded State PREP Program funded by the Department of Health and Human Services, Administration for Children and Families. The program is funded in the amount of $250,000 annually, due to Federal allotment reduction throughout the awarded state grantees for a budget period of five (5) years from October 1, 2015 thru September 30, 2020. Guam's Goal Statement: • The Guam Department of Education's (GDOE) goal is to implement a comprehensive, Evidence-Based Program (EBP) on teenage pregnancy prevention that includes educating youth on the benefits of abstinence while addressing strategies aimed at reducing sexual risk behaviors. • The delivery of the State PREP funded State must replicate an evidence-based teen pregnancy prevention program model selected, called the "Making Proud Choices" Program, that have been proven on the basis of scientific research to change behavior. Target Populations: • Adolescents, ages 10-19 who live in our island community with the highest rates of teen pregnancies	• As of March 5, in the beginning of school year 2016-17, the continuation plans for a full scale implementation of Level 1 curriculum component of the PREP Making Proud Choices Program is scheduled for FY 2017-18, school year. Four (4) of the six (6) high schools namely, OHS, JFKHS, SSHS, and SHS will be serving approximately 1,600 health class students combined. • The program was designed to reduce the number of high school students engaging in unprotected sexual intercourse in 2 ways: 1. By reducing the number of students who begin or have sexual intercourse during their high school years, and 2. By increasing the use of latex condoms and other methods of protection among students who do have sex.

and births, Sexually Transmitted Infections (STIs), and related indicators (including low-income and education levels), and youth, ages 14-19, in and aging out of foster care. Planning is ongoing for upcoming 2017 Evidence-Based program training, Professional Development events including the PREP Annual Teen Pregnancy Prevention (TPP) and Teaching Safer Sex Education.	
CAREER AND TECHNICAL EDUCATION (CTE) Four (4) ProStart Culinary students from Okkodo High School won the high school culinary competition at GCC on February 16. A purchase order for supplemental CTE services from GCC is in a procurement RFP process, but in the meantime, authorization for direct payment for the continuation of services has been authorized so that there is no interruption of CTE services to our high school students.	Partnerships with Guam GCC will increase CTE opportunities for GDOE students.
RESEARCH, PLANNING AND EVALUATION (RP&E) DIVISION **PRE-KINDERGARTEN EVALUATION** RP&E completed the evaluation of the SY15-16 Pre-Kindergarten Program. The Program Evaluation Framework was designed to collect evidence of effective implementation along the following best practice components: • Planning, Collaboration with Key Stakeholders, Funding. • Review of Curriculum Standards, Inst. and Assessment. • Environment of Learning Design and Construction. • Professional Development and Teacher Effectiveness. • Administrator Involvement and Support for Pre-K. • Reach out to and Support from Parents. • Evaluation of the Effectiveness of Pre-K Program via Cohort Longitudinal Tracking. A copy of the report with a 3-inch binder of evidence used to make an assessment of the first year implementation of the program were submitted to the Acting Deputy for C&II. **RESEARCH** Invaluable to a dynamic and effective educational system is continuing research on the various aspects of the teaching and learning experiences.	The evidences collected relative to the first year implementation of the GDOE Pre-Kindergarten Program depict not only a well-planned, well-managed program. Amidst the absence of funds dedicated to the program as mandated by PL 33-29, and amidst Department-wide funds shortage, but with the full support of the Board, GDOE persistently carried out a program that it believed would be good for four year olds. The program implementation data, the student assessment data, the parent observation data, the classroom observation data, and the evaluator's independent assessment using a tool called the *Measures of Effective Teaching* (MET), developed by nationally renowned educational institutions and non-profit organizations – all point to the conclusion that the first year of implementation of the GDOE Pre-K Program was successful, and continuation of the program in the four (4) schools, as well as replication in other public elementary schools is highly endorsed. **ATTACHMENT 2-1** is a copy of the Fact Sheet on the Logic Model of the Pre-K Program and Pre-K evaluation both developed by Dr. Zeni Natividad, RP&E Administrator. Two (2) research studies were granted approval in February 2017, as follows:

Research proposals centered on enhancing student learning experiences and outcomes were reviewed by the GDOE Research Panel and approved by RP&E Administrator as Panel Chair. **DATA REPORT SUBMISSION** Supplemental funds from the federal government supports and strengthens local efforts to provide vital resources needed to focus and sustain educational programs and interventions aimed to achieve Goal #2. Federal mandate requires that a number of data reports be submitted annually to the US Department of Education. This is done through the ED*Facts* Submission System (ESS), an electronic data repository for all education-related data used for planning, policymaking, and management and budget decision-making to improve outcomes for students.	1. Strength of a Woman: Perceptions of Single Mothers in Guam on Balancing Multiple Life Roles; and 2. Administrator's Perceptions of Teacher Retention in the Guam Department of Education (GDOE). A new round of Guam data file submissions for SY2016-2017 to USED's ED*Facts* Submission System (ESS) was commenced this month. The uploading of the following ED*Facts* non-IDEA data reports opens the way for other data files to be submitted for the current school year: 1. N029 (Directory) - LEA-level and school-level 2. C039 (Grades Offered) - LEA-level and school-level

Objective 2.1: By Year 2020, at least 80% of students at each grade level will be proficient in English Language Arts, Math, Science and Social Studies as measured by the Department's State-wide summative assessment.

Activity/Action Item	Outcomes
DISTRICT-WIDE ASSESSMENTS **ACT ASPIRE & STANDARDS-BASED ASSESSMENTS (SBA)** Preparation of District-wide Assessments is underway for the administration of the tests during the period of April 3 – May 19, 2017.	The development of ACT Aspire Test sessions was completed on Friday, March 3, 2017. Schools created groups in which students will be tested. ACT Aspire was to upload all student information to commence printing of test materials. Selected Teachers Assistants and Instructional Program Aides have reported to the distribution site at PC Lujan ES effective March 1, 2017 in support of the District-wide assessment. The team has started to assemble Standards Based Assessment materials in preparation for distribution to take place as early as Monday, March 13.
SCHOOL-BASED SURVEILLANCE PROGRAM The Surveillance Program is funded by the Department of Health and Human Services, Center for Disease Control and Prevention (CDC) with funding amount of $12,000 annually, for 5-year budget period from August 1, 2013 thru July 31, 2018. **Goal:** To collect, analyze, and disseminate data on adolescent health risk behaviors, including sexual risk	

behaviors, using the YRBS, and on school health policies and practices including sexual health policies and practices, using the Profiles. **Target Population:** Youth Risk Behavior Surveillance Survey (YRBS) Conduct the YRBS (in odd-number calendar years) among a scientifically selected sample of all GDOE public high school students in grades 9-12 and middle school students (optional) in grades 6-8 in accordance to survey administration procedures outlined in the handbook for conducting the YRBS provided by CDC. **School Health Profiles Survey** Conduct the Profiles (in even-number calendar years) among a scientifically selected sample of all GDOE secondary school principals and lead health education teacher in accordance to survey administration procedures outlined in the handbook for conducting the Profiles provided by CDC.	The YRBS Survey Program is conducted nationally, every two (2) odd years based on the Center for Disease Control and Prevention (CDC) program requirements and timelines. As of March 5, planning for all participating 14 secondary schools to conduct the 2017 YRBS surveys to randomly sampled selected students in grades 6-12, will begin on March 13 through April 7, 2017. Approximately 1,562 students in middle school and 1,728 students in high school will be completing the surveys. The School Health Profiles (Profiles) Survey is administered every two (2) even years.

Objective 2.2: By Year 2020, at least 80% of students in grades K-8 will reach benchmark in Reading and Math as measured by the Department's Interim assessments.

Activity/Action Item	Outcomes
ISLA: GIHA' **AIMSWEB – WINTER BENCHMARK** The AIMSweb Winter Benchmark Period started on December 1, 2016 and will continue through March 15, 2017. Students in grades K-8 participate in these interim assessments throughout the year. Based on assessment results, students may show one of three areas: • Tier 1: Students who are on benchmark or grade level. • Tier 2: Students who need support. • Tier 3: Students in need of immediate interventions. Results for students who were tested during the Winter 2016-2017 Benchmark period as of 3/8/17 are shown in **ATTACHMENT 1.2-1**. Students will continue to be tested while the Winter Benchmark period is open. Upon conclusion of the Winter Benchmark period. Fall and Winter benchmark data will be compared to identify tier	Teachers will be able to monitor student progress throughout the year and provide supports and/or immediate interventions to students who need it.

movement within the district. **CLASSROOM INSTRUCTION THAT WORKS (CITW)** Classroom Instruction That Works (CITW) Technical Support was provided to various school sites on February 20-24, 2017. Classroom walkthroughs and feedback, faculty presentations on second language acquisition, demonstration teaching, co-teaching and strategy and language objective development clarification supports were provided. A total of 18 schools received technical support tailored to their needs during this time.	The GDOE has available trainers in participating schools to help train teachers and staff in instructional strategies. Technical support strengthens coaches' abilities to provide school site support to their teachers.
SHELTERED INSTRUCTION OBSERVATION PROTOCOL SIOP Sheltered Instruction Observation Protocol (SIOP) training was conducted in February. Three (3) cohorts of teachers/coaches received overview training on the following dates: Cohort 1: February 13-16, 2017 Cohort 2: February 20-23, 2017 Cohort 3: February 27-28 and March 1-2, 2017 Participants received training on SIOP and received detailed explanations.	Educators gained practical skills to collaborate, share, and implement lesson plans that incorporate all eight (8) components and 30 features of the SIOP® Model in order to teach content while developing students' academic and social language.

Objective 2.3 By Year 2020, at least 80% of students will be receiving a passing semester grade in Reading, Language Arts, Math, Science and Social Studies. (Used as an indicator for earned credit in secondary schools, not necessarily achievement)

Activity/Action Item	Outcomes
ISLA: GIHA' **AIMSWEB – WINTER BENCHMARK** The AIMSweb Winter Benchmark Period started on December 1, 2016 and will continue through March 15, 2017. Students in grades K-8 participate in these interim assessments throughout the year. Based on assessment results, students may show one of three areas: • Tier 1: Students who are on benchmark or grade level. • Tier 2: Students who need support. • Tier 3: Students in need of immediate interventions.	Teachers will be able to monitor student progress throughout the year and provide supports and/or immediate interventions to students who need it.

Results for students who were tested during the Winter 2016-2017 Benchmark period as of 3/8/17 are shown in **ATTACHMENT 1.2-1**. Students will continue to be tested while the Winter Benchmark period is open. Upon conclusion of the Winter Benchmark period. Fall and Winter benchmark data will be compared to identify tier movement within the district.	
CLASSROOM INSTRUCTION THAT WORKS (CITW) Classroom Instruction That Works (CITW) Technical Support was provided to various school sites on February 20-24, 2017. Classroom walkthroughs and feedback, faculty presentations on second language acquisition, demonstration teaching, co-teaching and strategy and language objective development clarification supports were provided. A total of 18 schools received technical support tailored to their needs during this time.	The GDOE has available trainers in participating schools to help train teachers and staff in instructional strategies. Technical support strengthens coaches' abilities to provide school site support to their teachers.
SHELTERED INSTRUCTION OBSERVATION PROTOCOL (SIOP) Sheltered Instruction Observation Protocol (SIOP) training was conducted in February. Three cohorts of teachers/coaches received overview training on the following dates: Cohort 1: February 13-16, 2017 Cohort 2: February 20-23, 2017 Cohort 3: February 27-28 and March 1-2, 2017 Participants received training on SIOP and received detailed explanations.	Educators gained practical skills to collaborate, share, and implement lesson plans that incorporate all eight (8) components and 30 features of the SIOP® Model in order to teach content while developing students' academic and social language.

Goal #3: All Guam Department of Education instructional personnel will meet high standards for qualifications and ongoing professional development and will be held accountable for all assigned responsibilities.

Objective 3.1 By School Year 2015-16 (Year 2), 100% of GDOE Instructional Personnel will be participating in an annual professional development program appropriate to their job duties designed to enhance their current skills as well as to provide opportunities for growth.

Activity/Action Item	Outcomes
ISLA: AYUDANTE' **ESL PROGRAM** The ISLA: *Ayudante'* Program held training on the AIMSweb System for all Elementary and Middle School ESL Coordinators on March 7, 2017. A total of 24 Coordinators attended (19 Elementary, 5 Middle School).	ESL Coordinators will learn how to navigate the AIMSweb system being able to identify ESL students, monitor their progress, and create reports. This will streamline data collection and allow coordinators to track and monitor ESL

Training was hands on and focused on the AIMSweb System Management. **TEACHER ASSISTANTS (TA) / INSTRUCTIONAL PROGRAM AIDES (IPA)** School site monitoring visit was conducted on February 24, 2017 at Tiyan High School. Site visits were conducted to ensure that Teacher Assistants are supported and performing allowable activities to support classroom instruction and student achievement. There was no concern as a result of the observations. IPA provideD lunch tutoring to ESL students; provides small group/ 1:1 instruction to students in ESL classrooms. Also attendED trainings offered by school and district.	student progress, and provide feedback during consultation. ISLA: *Ayudante'* will Site visits were conducted to ensure that Teacher Assistants are supported and performing allowable activities to support classroom instruction and student achievement.
TERRITORY AND FREELY ASSOCIATED STATES EDUCATION GRANT (T&FASEG) **T&FASEG - STANDARDS BASED FORMATIVE ASSESSMENT & GRADING** Marzano Research Laboratory trainer conducted site visits with the 15 schools added to the CLT group of schools. The site visits were conducted on February 20 – March 1, 2017. Merizo Elem / Inarajan Elem Astumbo Elem / Marcial Sablan Elem Talofofo Elem / Inarajan Middle DL Perez Elem / Astumbo Middle Oceanview Middle / Agana Heights Elem Juan M. Guerrero Elem / Jose Rios Middle Agueda Middle / GWHS JFKHS **Balanced Leadership:** Balanced Leadership trainer from McREL conducted the fourth Balanced Leadership school site visit on **March 7 - 9, 2017** as follows: • Chief Brodie Elementary School • Tamuning & LBJ Elementary Schools • Harry S. Truman Elementary School • Marcial Sablan Elementary School • Astumbo Elementary School • Maria Ulloa Elementary School Each administrator/leadership team had one-on-one time with the Balanced Leadership trainer. Emphasis was placed on reviewing and discussing school improvement	The GDOE will have administrators and teachers who are able to practice effective implementation of standards based classroom formative assessments and thereby improve student performance. The GDOE will have administrators and teacher leaders who are able to practice effective leadership strategies that will encourage better communication and interaction between school administrations, faculty, and staff, and as a result, will increase student achievement and learning.

plans while time was provided to ask questions or simply review the fidelity of their implementation of Balanced Leadership principles.	
PRINCIPALS' MONTHLY MEETING February 01, 2017 9:00 am ESCL Conference Room	On the December 07, 2016 Principal's meeting, the following information was presented to our school administrators: I. SUPERINTENDENT a. USEd Visit Update b. Fixed Assets Inventory c. Comprehensive School Staffing Plan d. Board Union Contract Update II. COUNSELOR'S EVALUATION Presenters Lulene Concepcion, EHC, SSSD Terry Naputi, Program Coordinator, SSSD III. SIOP OVERVIEW Presenters Sylvia Calvo, Acting Deputy Supt, CII Patricia Kier, Project Director ISLA: Giha IV. BP 409 & BP 910 • Prohibiting Harassment, Intimidation or Bullying, Cyperbullying, Sexting, Sexual Harassment (For Students) – Amended January 31, 2017 • BP 910 Prohibiting Harassment, Intimidation or Bullying, Cyperbullying, Sexting, Sexual Harassment, Sexual Misconduct & Fraternization (For Employees) – Adopted January 31, 2017 Presenter Erika R. Cruz, Acting Deputy Superintendent, ESCL
March 01, 2017 8:30 am – 10:30 am Elementary Schools 10:00 am – 12:00 pm Elementary & Secondary 10:30 am – 12:00 pm Secondary Schools ESCL Conference Room	On the March 01, 2017 Principal's meeting, the following information was presented to our school administrators: I. Adverse Action – Part 1 (Elementary) Presenter Phyllis Blas, Employee Management Relations Office II. WestCare Prep (Elementary & Secondary) Presenter Aja Ramos, PMSW Program Coordinator WestCare/Pacific Islands

	III. On-line Therapy: Speech & Occupational Therapy (Elementary & Secondary) Presenters Yolanda Gabriel, Assistant Superintendent, SPED Michael G. Meno, Principal Stacey Sahagon, Assistant Principal Terese Crisostomo, SPC IV. Adverse Action – Part I (Secondary) Presenter Phyllis Blas, Employee Management Relations Officer
TEACHER AND ADMINISTRATOR EFFECTIVENESS (TAE) PROGRAM **New Teacher Center Training** Provide instructional personnel opportunities to participate in annual professional development appropriate to their job duties.	Conducted in person and virtual forums to support teacher mentors with new online formative assessment tools on February 2, 10, 17, 20, and 24, 2017. Conducted in person and scheduled online virtual forums to support instructional coaches with new online formative assessment tools on February 23, 2017. Online virtual forum scheduled March 23, 2017.
Instructional Coach (IC) Services Provide instructional coach services specific to the implementation of curriculum, instructional strategies, and assessment practices through small learning communities at the school level and one to one assistance to classroom teachers; coaching serves as a form of professional development.	TAE provided 20 federally funded instructional coaches to teachers at 21 elementary schools (1 IC servicing two schools); ICs reported following supports to teachers: • non-evaluative observation/feedback • assistance with student assessment • assistance with analyses of student data • assisting school administrators with facilitation of PLCs Professional administrative staff recruited 1 IC (CLCS) who will be assigned to support Chamorro Language Acquisition teachers; 1 vacant IC (CLCS) position announced Feb.28, 2017.
On the Job Training Provide on the job training to accelerate beginning teacher effective practices and assist with improving job satisfaction among this population.	Six (6) teacher mentors supported 81 beginning teachers, an increase by 1 from January with a teacher who was relieved of detail and returned to classroom. Mentors have shifted to online formative assessment tools in order to provide more immediate feedback to beginning teachers; this accelerates mentor and teacher practices by enabling more immediate feedback in a central location with time and date stamps for beginning teacher

	convenience and accountability for both mentors and teachers; all tools capture time and effort dedicated to meeting standards, improving teaching practices, and discussions about other job related duties.
COMMUNITY HEALTH & NURSING SERVICES **Professional Development for the School Health Counselors and Licensed Practical Nurse**	February 23, 2017: Monthly SHCs/LPNs meeting: Agenda included: • Proposed medication administration SOP changes • Proposed TB management guidelines • Proposed bus crash medical management
SHCs & LPNs temporary re-assignments	LPN Repil from Southern High School reassigned to temporarily support JPTSA reviewing health requirements and on call.
February Heart Health Activities	• February 24, 2017: Health fair IMS • February 24, 2017: Health fair at MULES • February 24, 2017: Activity fair at FES • February 28, 2017: Health fair at OMS • February 28, 2017: FREE TB skin test to all students at JPTSA
SOP 1200-012: SECTION 504 PROCEDURAL MANUAL REVIEW AND REVISION On October 10, 2016 a memo was signed by the Deputy, ESCL regarding the revision of the SOP based on recent off-island training, current research and stakeholder input over the past year. The committee is made up of 10 GDOE personnel representatives of elementary, middle, high and district levels.	February 28, 2017: Section 504 District Level Personnel have scheduled weekly meeting (every Tuesdays) to address current cases and to continue to use data/information to assist the committee in revision. The final revisions include: revising forms for use, update language with the latest research and practices for Section 504, and training and technical support.
SECTION 504 TRAINING Based on SOP 1200-021: Section 504 Procedural Manual, the District Section 504 Coordinator and Assistant Section 504 Coordinator District Coordinator and the Assistant Coordinator provides all administrators, school counselors, and school health counselors the three- hour Section 504 training throughout the school year.	• District Coordinator and the Assistant Coordinator continue to provide technical-professional assistance with Section 504 cases throughout the district. • Table below to view district-wide training activity for SY 14-15 and SY 15-16 (to date).

TOTAL NUMBER TRAINED SY 14-15 (Nine total trainings)	166
TOTAL NUMBER TRAINED SY 15-16 (3 total trainings)	66
SY 16-17 Number to Date	306

SY 16-17			
DATE	SCHOOL	NUMBER TRAINED	Evaluation Results

	8/18/18	District-wide PD for SCs	64	Above Avg.-Excellent
	8/30/16	Astumbo MS	20	Above Avg.-Excellent
	9/9/16	FES	24	Excellent
	10/22/16	UOG Students	9	Excellent
	12/12/16	MULES	18	Excellent
	1/4/17	Federal Programs Workshop	82	Above Avg.-Excellent
	1/17/17	GATE PD	43	Above Avg.-Excellent

SCHOOL COUNSELOR'S (SC) MONTHLY WORK TEAM LEADERS MEETING SSSD facilitates monthly PD for all school counselors in the district. The co-hort has identified four (4) work teams for the following domains: Foundation, Delivery, Management, and Accountability. The work teams continue to develop an evaluation tool for school administrators to use that is consistent with their duties and responsibilities based on SOP1200-021: K-12 Guam's Comprehensive School Counselor Program.	February 20, 2017: SC WTLs met to prepare for the upcoming workgroup session with principals. The work session was a result from the Principal's meeting on 2/1/17 as a next step for more collaboration on the updated SC job description and evaluation. The WTLs determined the session agenda that would include the following: • Brief on the American School Counselors Association (ASCA) national standards. • Difference between ASCA Model – 2nd and 3rd editions. • Updated performance evaluation and job description.
GDOE/GBHWC LIFE LINES CURRICULUM TRAINING The Superintendent has endorsed his support for the full implementation of the Lifelines Curriculum, which is a comprehensive, school wide Suicide Prevention Program for middle and high school students (memorandum dated 9/22/15). The goal of Lifelines is to promote a caring, competent school community in which help-seeking is encouraged and modeled and suicidal behavior is recognized as an issue that cannot be kept secret. Lifelines seeks to increase the likelihood that school staff and students will know how to identify at-risk youth when they encounter them, provide an appropriate initial response, and obtain help, as well as be inclined to take such action.	February 24, 2017: Lifelines Trainers completed the Close-Out Meeting at AIJMS. This means that the School completed the implementation of curriculum for school year.
GUAM COALITION AGAINST SEXUAL AND DOMESTIC VIOLENCE (GCASDV) The coalition is non-profit organization whose members are other community-based providers, government allies, and individuals who address sexual assault and family	February 14, 2017: District Psychologist attended the meeting at the GCASDV office in Agana. The meeting focused on upcoming trainings and addressing access to

violence issues on Guam. The District Psychologist serves as the Vice Chairperson.	services for victims. There were 35 participants.
GUAM DRUG-FREE COMMUNITIES COALITION The coalition is a non-profit organization. Members are made-up of community-based representatives from both private and government entities. The coalition is facilitated by WestCare Pacific Islands. The coalition works to reduce youth substance abuse and increase community collaboration.	February 16, 23, 2017: SSSD personnel participate as members in the coalition. The coalition is currently preparing a grant submittal to Substance Abuse and Mental Health Services Administration that would be facilitated by WestCare Pacific Islands. For the last two (2) meetings, members have been working on the 12-month action plan for the grant. The participation of district personnel links collaboration on the Substance Abuse Intervention Program.
INADAHI – TOLLIYI MO'NA (BRIDGING THE GAP) October 26, 2015, the Superintendent officially endorsed the agency to agency collaboration of selected GDOE school counselors and social workers from I Famagu'on-ta to form a committee called INADAHI (indigenous Chamoru word for we care). The goal of INADAHI, is to improve the referral process for students in need of TIER II and TIER III supports; improving the referral process to outside agencies, train and strengthen the Wrap Around Approach, and train and implement the Collaborative Problem Solving (CPS) Model.	February 7, 2017: Inadahi Trainers provided a 3-hour training during the Assistant Principal Quarterly training. Evaluation results from the training were above-average – excellent. There were 37 participants. February 16, 2017: Indahi Trainers provided a 3-hour training for SPED personnel, SAOs, and SWs. Eight (8) SAOs attended and one (1) SAO presented during the training. Evaluations results from the training were above-average – excellent. There were 55 participants.
INTERSCHOLASTIC SPORTS PROGRAM **FIRST AID/CPR** Provided to GDOE Athletic Directors and Coaches. First Aid/ CPR class is scheduled for the first week of March. Classes continue to be offered on a regular basis throughout the year by ESCL and Student Support Divisions. **COACHES-OFFICIALS CLINICS** Clinics for coaches conducted by Referees are being provided before the beginning of each sports season. Coaches' attendances are mandatory. For 3rd Quarter, there were coaches-officials clinics that were conducted on Jan 23 for Boys Basketball, Jan 25 Girls Soccer, January 26 for Baseball, January 27 for Badminton.	The purpose of this training course is to teach our athletic directors and coaches the knowledge and skills necessary to respond to both life-threatening and common first aid emergencies. The purpose of Coaches-Officials Clinics is to disseminate information, interpretation and application of all rules to coaches. Further these trainings emphasizes game procedures, proper use of equipment and game management and protocol.
SPECIAL EDUCATION Consulting Resource Teacher-Technical Assistants conducted training on "IEP Process – Aligning The IEP Components" on February 3, 2017 at Astumbo Middle School. Emotional Disabilities Program personnel conducted Safe Crisis Management (SCM) training on February 23-24,	Thirteen (13) Teachers attended. Ten (10) para-educators, one (10 administrator, one (1) student teacher and twenty- one (21) teachers completed

2017 at Astumbo Middle School.	the training and evaluation.
Office of Compliance conducted a 2017 Compliance Monitoring Report Presentation on February 17, 2017 at Okkodo High School.	Fifteen (15) Consulting Resource Teachers attended.
Consulting Resource Teacher-Technical Assistants conducted training on Autism Awareness and Interventions on February 23-24 at Okkodo High School.	Nine (9) teachers, four (4) school aides attended.
School Program Consultant conducted training on AA-AAAS on February 23-24 at GSAT, UOG.	Thirty-Five (35) teachers attended each session.
Consulting Resource Teacher – Technical Assistants conducted training on Disability Awareness on February 10, 2017 at Chief Brodie Elementary	Nine (9) para-educators attended.
RESEARCH, PLANNING AND EVALUATION (RP&E DIVISION) Dr. Zeni Natividad, RP&E Administrator succeeded in securing federal travel funds to participate in the Regional Workshop on Research and Evaluation held in Salt Lake City on January 24-25, 2017.	Dr. Zeni's participation in this off-island workshop at no cost to GDOE nor to GovGuam will continue to ensure that GDOE is on par with the best practices in research and evaluation. Dr. Zeni used the knowledge and skills from this training in improving Guam's methodology in developing a robust Research Agenda that would be used in the Joint Boards Research Agenda Workshop on Feb 6 with the Board members of UOG, GCC, GDOE and DOL, along with high level management of these four (4) institutions.

Objective 3.2 By School Year 2016-17 (Year 3), 100% of GDOE Instructional Personnel will be evaluated through an instrument appropriate to their job duties that allows for both a formative and summative evaluation of their performance.

Activity/Action Item	Outcomes
COMMUNITY HEALTH & NURSING SERVICES SHC & LPN Evaluation Instrument	All SHCs and LPNs are being evaluated by the CH&NSA using the national Association of School Nurses 17 Standards for School Nursing.

Objective 3.3 By School Year 2017-18 (Year 4), 100% of GDOE Instructional Personnel will rate satisfactory or better as rated on their respective evaluation tool.

Activity/Action Item	Outcomes
GDOE INSTRUCTIONAL PERSONNEL EVALUATIONS In order to receive an increment, an employee must	In the month of February 2017, school administrators and

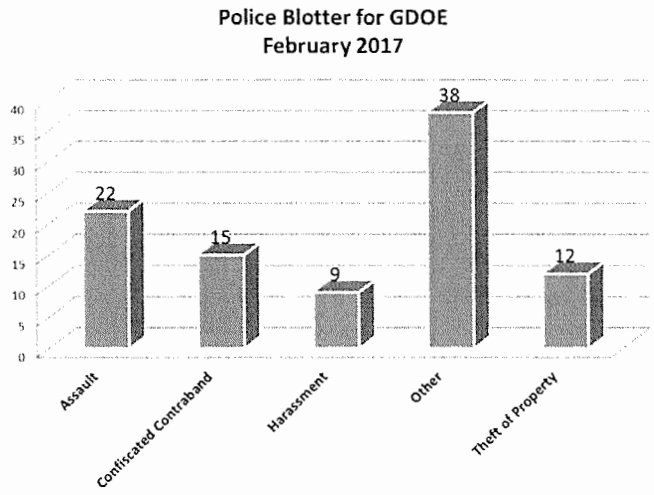
receive a satisfactory rating or better using the current evaluation tool.	teachers received the following evaluations:

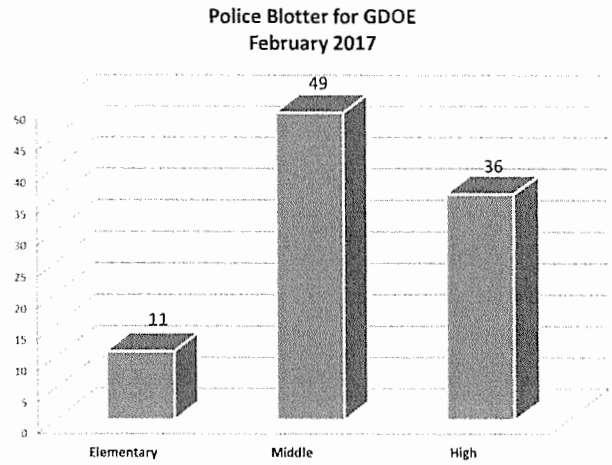
Rating	Count	Percent
School Administrators		
Highly Effective	0	0.00%
Effective	3	100.00%
Emerging/Satisfactory	0	0.00%
Increment Denied	0	0.00%
Total	3	100.00%
Teachers		
Highly Effective	13	8.90%
Effective	122	83.56%
Emerging/Satisfactory	10	6.85%
Increment Denied	1	.68%
Total	146	100.00%

Goal #4: All members of the Guam Department of Education Community will establish and sustain a safe, positive and supportive environment.

Activity/Action Item	Outcomes
SCHOOL BREAK-INS SCHOOL YEAR 2016 - 2017 There was one break-in for the month of February.	**Location** / **Date** Wettengel ES — November 16, 2016 MA Ulloa ES — February 14, 2017
POLICE BLOTTER A review of the police reports for the month of February shows that of the ninety-six (96) reports made to the Guam Police Department, eighty-nine (89%) have come from our secondary schools (both middle and high schools combined inclusive of JPTSA). The top three (3) reported incidents were: Assault (22 reports), Confiscated Contraband (15 reports) and Theft of Property (12 reports). Other incidents reported for the month of February included eight (8) reports of Criminal Mischief/Vehicle/Establishment, six (6) reports of Underage drinking, five (5) reports of Terrorizing, four (4) reports each of Beyond Control and Suspicious Event, three (3) reports of Crash/Traffic Accident, two (2) reports each of Arrested Person and Motor Vehicle Theft, and one (1) report each of Burglary, CSC, Criminal Trespass and Rioting.	See **TABLE 4.1** below.

TABLE 4.1





Objective 4.1: By SY 2016-17 (Year 3), all schools will have a discipline rate of 15% or less.

Activity/Action Item	Outcomes
STUDENT PARENT COMMUNITY ENGAGEMENT (SPCE) Referrals completed for the month on (attendance, behavior, interpreter/translator, medical, parent conference, registrations and support services.	525 Referrals completed.
Conduct Program/Student Involvement Activities to empower students/parents to be productive and successful and provide Staff Development trainings for other GDOE personnel and Professional Development sessions.	2/11/17: SPCE personnel passed out project information to parents during the 21st Annual Children's Fitness Fair hosted by the GDOE: Head Start Program held at the Dededo Sports Complex. 2/22/17: PBIS coach Frank Limtiaco held a parent workshop at the Lagu Resource Center where he presented on PBIS in the home, and the guest speaker, social worker from DPHSS: BOSSA, Maeleen Lizama, spoke about CPS and "What Parents Need to Know" (10 participants). 2/24/17: SPCE personnel passed along information to students and parents during the annual Healthy Hearts & Healthy Minds Fair held at MULES. (SSOT- 340 students, PBIS – 631 students). 2/25/17: SSOT personnel passed out project information to parents during a DPHSS Immunization Outreach held at the Palauan Abai in Dededo (9 participants).
Program personnel participated in professional	2/16/17: SPCE personnel attended an "Inadahi" training

development opportunities.	which explained the roles and processes for referring to GBHWC: I Famagu'on-ta. Presenters include Ovita Perez from GBHWC, Frank Limtiaco (SPCE: PBIS), Nikki Monforte (SSSD), Ryan Aguigui (SSSD) and Doris Bukikosa, SPCE PD.
Program personnel participated in community partner meeting or other additional projects.	2/3/17 & 2/7/17: SPCE personnel presented project information to GBHWC staff, and GDOE Assistant Principals during "Inadahi" trainings. February 2017: PBIS Coaches met to prepare for an upcoming DAT meeting, to prepare travel packets and to prepare presentation/ poster materials for the 14th Annual International Conference on Positive Behavioral Supports. PBIS coaches met with school personnel for the purpose of verifying issued project equipment, and to discuss data entry and data comparison. Finally, PBIS coaches met with School Climate Cadres to discuss PBIS implementation and maintenance. February 2017: SPCE PD has been attending meetings to revise the GDOE Travel SOP 200-021 with other Division and Program stakeholders. February 2017: SPCE PD attended the monthly Guam System of Care meeting to discuss an upcoming SAMSA (federal agency) visit. Members were asked to meet with the visiting team to discuss current council challenges. February 2017: SPCE PD along with other interagency partners attended a meeting with SAMSA on the current System of Care grant status, focusing on challenges or obstacles hindering the sustainability of an island wide system of care. February 2017: SPCE PD attended the quarterly Cultural Language Access Services Partners (CLASP) meeting to discuss the current agency CLAS Plans or activities in implementing equal access to services. February 2017: SPCE PD attended a planning meeting for the next series of Parent Forum Session to support SPED parents and families.
SPECIAL EDUCATION Parent Services participated in MU Lujan ES Health Fair on February 23, 2017 at MU Lujan Elementary School.	Nine (9) parents visited the table and one (1) service providers provided support.

COMMUNITY HEALTH & NURSING SERVICES

CPR & First Aid Certification classes

March 4, 2017 Paddling students from SHS

Upcoming 3 month follow up TB contact investigation planned for January - February 2017 at CLTES

According to TB Program no need for a 3 month follow up in February 2017.

Active TB case at VSABMS

Total students and staff identified 172
Students 123
Staff 49

Students that transferred between September 2016 – January 2017
ATMS 1 student
FBLG 1 student

March 7, 2017 TB testing date scheduled at VSABMS

SCHOOL ATTENDANCE OFFICERS (SAO)

School Attendance Officer/Special Deputy Marshal Activity Data

School Level	Truancy Referrals	Truancy Petitions Filed in Family Court	Truancy Violations Filed	DAC Hearings Attended
High School	27	2	0	3
Middle School	24	8	2	7
Elementary School	9	0	0	0
February 2017 Totals	60	10	2	10
February 2016 Totals	37	11	8	32

** There are twenty-three (23) more truancy referrals, one (1) less petition, six (6) less violations, and twenty-two (22) less DACs for SY 2016 – 2017 as compared to previous school year.

School Attendance Officer (SAO) School Support

The SAO scope of services continues to evolve in the area of law enforcement and safety. Based on a Senior Management Guidance, SAO are utilized to provide force protection to the schools and district-wide initiatives as first responders.

<u>February 16, 2017:</u> One (1) SAO accompanied the Acting Superintendent at the Governor's Office for the Safe Housing Task Force.

The following support was provided to schools and district-wide initiatives:

- February 3, 2017: Four (4) SAOs provided assistance to Simon Sanchez High School regarding a student who

	assaulted a student on campus and then ran out the gate. • February 10, 2017: Six (6) SAOs provided assistance to Jose Rios Middle School during student lunch due to shortage of staff. • February 17, 2017: Two (2) SAOs provided force protection at the Guam Education Board Meeting held at Building A, GDOE Headquarters. • February 21, 2017: Two (2) SAO's transported two (2) female minors from their residence to school as per School District Psychologist request. • February 21, 2017: Two (2) SAOs provided force protection at the Guam Education Board Meeting held at H.B. Price Elementary School. • February 22, 2017: Two (2) SAO's provided assistance with the School District Psychologist holding a conflict resolution meeting involving thirteen (13) students to include their parents at F.B.L.G. Middle School. • February 22, 2017: Two (2) SAO's provided assistance in transporting a female minor from Jose Rios Middle School to her residence. • February 24, 2017: Three (3) SAO's provided assistance at M.U. Lujan Elementary School for the Health Fair. • February 24, 2017: Two (2) SAO's provided assistance at Inarajan Middle School for the Health Fair. • February 24, 2017: One (1) SAO presented at Ordot/Chalan Pago Elementary School for Career Day. • February 24, 2017: Seven (7) SAO's provided assistance to Untalan Middle School regarding two (2) fights that happened simultaneously that resulted in a lockdown. • February 27, 2017: Two (2) SAO's provided force protection for Principal of Machananao ES (MES) and DSAA during a meeting with an irate parent based from MES due to safety risk at F.B. Leon Guerrero Middle School.
STUDENT CONDUCT MONTHLY REPORT Student Support Services Division (SSSD) compiles data on discipline and truancy monthly. All schools are required to ensure that data inputted into PowerSchool is accurate at the integrity rate of 95%. The data is compiled and analyzed by RP&E and the District Psychologist. A report is generated and posted on SSSD weblink, *https://sites.google.com/a/gdoe.net/studentsupportservices/home/district-discipline-report* for public consummation.	Data Integrity Rates: • Discipline Data: 99.83% • Truancy Non-Compulsory Data: 99.10% • Unexcused Absences for Compulsory Students Data: 99.48% Top five (5) behavior for the month of February: • Skipping • Tobacco • Defiance/Disrespect/Insubordination • Physical Aggression

DISTRICT DATA FOR POWERSCHOOL WITHDRAWAL CODES

SSSD provides the DSESCL with the monthly total of students who have completely withdrawn from the district as a mechanism to ensure schools are receiving authorization to voluntary and involuntary withdraw students.

- Dress Code Violations

YTD totals:

- Voluntary Withdrawals – 70
- In-Voluntary Withdrawals – 1
- No Show After Enrollment – 119

DISCIPLINE AND ATTENDANCE TEAM (DATEAM) TRAINING

Each month, SSSD personnel facilitate continuous support and updates and foster accurate data inputting. Each school has a team consisting of three (3) school-level personnel who represent their respective schools; a school administrator assigned to Discipline, school personnel assigned to input incident reporting, discipline, and truancy and one alternate from each school.

DATeam Training		
DATE	**NUMBER TRAINED by %**	**Evaluation Results**
2/21-22	51% (21 of 41 schools)	Excellent

The next monthly training is scheduled for March 28 and 29, 2017 from 1:30 pm – 3:30 pm. All training material and sign-in sheets can be viewed at: *https://sites.google.com/a/gdoe.net/studentsupportservices/home/district-links/disicipline-and-truancy-team*

STUDENT SUPPORT SERVICES
BRIEF TOBACCO INTERVENTION PROGRAM

The program serves as a means to address student tobacco behavior and provide a means of justice by leveraging suspension days for participation. The program is in collaboration with the Guam Behavioral Health & Wellness Center (GBHWC) and the Department of Public Health and Social Services (DPHSS).

BTI PROGRAM (Data YTD)		
# of Tobacco/ Nicotine Offenses YTD	# of student/parent agreeing to participate in program in lieu suspension	# of students that have benefited from the program YTD
694	56	32 (SY16-17, as of 2/21/17)

DISCIPLINE STUDENT CONDUCT COMMITTEE (DSC2)

Discipline Student Conduct Committee (DSC2) The DSC2 is a committee comprised of school administrators for elementary, middle, and high school. Their responsibility is to review protocols, procedures, and policies relative to student conduct and safety. The committee meets monthly.

February 17, 2017: DSC2 Committee held its monthly meeting:

- Agenda focused on the following:
  Amend SOP 1200-022 to ensure the SOP is concurrent to the amended version of BP 409 that was adopted by Guam Education Board.

EARLY CHILDHOOD PYRAMID MODEL
(EARLY CHILDHOOD PBIS INITIATIVE)

SSSD has identified a SSSD liaison for the Early Childhood Pyramid Model Leadership Team, which is comprised of early childhood programs and who will facilitate the coaching/mentoring for the implementation of the Pyramid Model. The Pyramid Model focuses on support of social emotional development for early childhood, birth to 3rd grade.

<u>February 21, 2017</u>: Practice-Based Coaches Trainers meeting was held. The trainers reviewed current training documents and determined the next steps in supporting the Pre-K classrooms. There were 10 participants.

<u>February 23, 2017</u>: The Pyramid Model Trainers Meeting was held to for all trainers. The meeting focused on determining booster trainings on the Pyramid Model

	Modules for children, 3 – 7 years old and creating a training plan. There were 13 trainers in attendance.
FIRE WATCH PROGRAM	Schools are required to implement a Fire Watch Program when their Fire Alarm System is not fully operational – this means schools' status is "partial" or "inoperable." This requirement ensures full compliance of the law and code outlined by the Guam Fire Department. This program consists of school personnel being trained on the requirements and the actual implementation of the program. The program ensures that a school personnel conduct a fire watch every hour on the hour. **TABLE 4.1-1** below provides the status for each school. Check mark in the Fire Watch Log column indicates that the SAOs verify the log to ensure the school is in compliance.

TABLE 4.1-1 – Fire watch Status

SCHOOL	FIRE ALARMS			
	Fully Operable	Partially Operable	Inoperable	Fire Watch Log
Elementary Schools				
Adacao ES	✓			
Agana Heights ES			✓	✓
Astumbo ES	✓			
C.L. Taitano ES	✓			
Carbullido ES			✓	✓
Chief Brodie ES		✓		✓
D.L. Perez ES			✓	✓
Finegayan ES			✓	✓
H.S. Truman ES			✓	✓
Inarajan ES		✓		✓
J.M. Guerrero ES			✓	✓
J.Q. San Miguel ES	✓			
L.B. Johnson ES			✓	✓
Liguan ES	✓			
M.A. Ulloa ES			✓	✓
M.U. Lujan ES		✓		✓
Machananao ES			✓	✓
Marcial Sablan ES			✓	✓
Merizo ES	✓			
Ordot Chalan Pago ES	✓			
P.C. Lujan ES			✓	✓
Price ES		✓		✓
Talofofo ES		✓		✓
Tamuning ES	✓			
Upi ES			✓	✓
Wettengel ES		✓		✓
Middle Schools				
Agueda Johnston MS			✓	✓
Astumbo MS	✓			
F.B.Leon Guerrero MS			✓	✓

	Inarajan MS		✓		✓
	Jose L.G. MS		✓		✓
	L.P. Untalan MS			✓	✓
	Oceanview MS	✓			
	Vicente Benavente MS		✓		✓
	High Schools				
	George Washington HS		✓		✓
	Simon Sanchez HS		✓		✓
	John F. Kennedy HS			✓	✓
	Okkodo HS	✓			
	Southern HS			✓	✓
	Tiyan HS		✓		✓
	J.P Torres Alternative			✓	✓
	Total	**11**	**12**	**18**	**30**

INTERSCHOLASTIC SPORTS PROGRAM **3rd Quarter High School Sports** 3rd quarter high school sports are halfway through its season and GDOE schools are participating in Boys Basketball, Tennis, Boys and Girls Rugby and Girls Softball. **Middle School 2nd Quarter Sports** 2nd quarter Middle School sports have just concluded their season and congratulations go out to Astumbo Middle School for winning the Girls Volleyball Championship and also to FB Leon Guerrero Middle School for taking the Boys Soccer Championship. On January 30, 2017, the Guam Board of Education handed out certificates to student-athletes and coaches recognizing their accomplishments. **Middle School 3rd Quarter Sports** Middle School 3rd quarter sports' first contest began February 9. Middle School Teams will be competing in Boys Basketball and Girls Soccer. In addition we are introducing Baseball and Badminton for the first time this year at the Middle School level.	The Interscholastic Sports Program will provide students, both males and females, the opportunity to showcase their athletic talents. Other positive outcomes anticipated from participating would be physical fitness, improved motor and fine motor skills, increased attendance, higher GPA, time management and self-discipline. As with high school, the interscholastic Sports Program for middle schools will also provide middle school students, both males and females, the opportunity to showcase their athletic talents. Other positive outcomes anticipated from participating would be physical fitness, improved motor and fine motor skills, increased attendance, higher GPA, time management and self-discipline.

Objective 4.2: By SY2015-16 (Year 2), all schools and related services will have a perception survey that measures stakeholders' perception of the extent to which they are safe, positive and supportive.

Activity/Action Item	Outcomes
SPECIAL EDUCATION Guam Advisory Panel for Students with Disabilities (GAPSD), Special Meeting on February 8, 2017	Two (2) parents and Seven (7) agency representatives attended

Guam Advisory Panel for Students with Disabilities (GAPSD), General Meeting on February 8, 2017. Guam Advisory Panel for Students with Disabilities (GAPSD), By-Laws Committee Meeting on February 20, 2017.	Six (6) parents and Six (6) agency representatives attended. Two (2) parents and two (2) agency representatives.
CONSULTATION FOR DISTRICT PSYCHOLOGIST The consultations continue to increase rapidly based on behavioral issues and concerns from School Guidance Counselors and Administrators for the District Psychologist.	SSSD has filled its second psychologist position – Jonathan Guerrero. He will be assisting cognitive behavioral student observations and assessments, Section 504 assessments, school counselor professional development, student discipline truancy data, and School-Based Behavioral Health. District Psychologist: The following table is designed to demonstrate the work load output of the District Psychologist in the areas of referrals for behavioral observations, testing, consultations, individual counseling, home visits, 504 (staffing, consultation, review of EAP) and crisis response/ incident debriefing at the schools. The table provides YTD breakdown by month.

TABLE 4.2.1

MONTH 2016 – 2017	REFERRALS	OBSERVATIONS	PSYCHOMETRIC TESTING	SBBH CONSULTATIONS									SECTION 504		
				CONSULTATION	ASSESSMENT	TESTING	CLINICAL SUPERVISION	INDIVIDUAL	GROUP (SUBSTANCE	FAMILY	HOME VISITS	CRITICAL INCIDENT DEBRIEFING	CONSULTATIONS	STAFFING	ASSESSMENT/ TESTING
AUG	5	4	0	27	0	0	0	7	0	0	2	0	0	0	0
SEPT	9	6	3	35	0	0	12	7	13	0	2	1	9	2	0
OCT	13	13	2	44	0	6	4	3	13	0	4	2	11	1	0
NOV	15	15	2	52	4	2	2	7	0	0	4	2	8	2	0
DEC	10	6	5	67	10	5	24	15	0	12	9	0	10	3	3
JAN	15	3	3	88	28	5	24	20	10	16	20	5	10	8	10
FEB	18	4	0	91	51	0	24	18	51	15	18	0	9	2	2
TOTALS	**85**	**105**	**15**	**404**	**93**	**18**	**90**	**77**	**87**	**43**	**59**	**10**	**57**	**18**	**17**

SCHOOL-BASED BEHAVIORAL HEALTH (SBBH)	February 16, 2017: Attorney General's (AG) meeting on Behavioral Health Services. Acting Deputy Joseph Sanchez and District Psychologist, Nadine Cepeda attended the meeting hosted by the AG Elizabeth Barrett Anderson and three (3) Assistant AGs. Mr. Rey Vega was in attendance at the meeting as well. The meeting discussed psychiatric services and medication management, identifying a screening tool for early identification, and GDOE programs: SBBH and SAI. There was discussion on creating an MOU between GDOE and GBHWC and a commitment to the Systems of Care Council that will bridge services to meet the needs of students.
INTERNSHIP The Internship Program is facilitated by the District Psychologist who provides clinical supervision. Clinical Supervision includes guidance and supervision for school counselors working towards licensure requirements as a Licensed Professional Counselor.	February 8, 15 & 25, 2017: Clinical Supervision Meeting held at SSSD Office was provided to 5 interns. One of the clinical interns stepped down from clinical training. The focus was on the following areas: Substance Abuse Intervention Program Curriculum – Adolescent Recovery Plan, importance of processing group sessions, charting group sessions, and the American Society of Addiction Medicine (ASAM), assessment for substance abuse. Also, training continues on clinical skills with Mental Status Examination (MSE).
SUBSTANCE ABUSE INTERVENTION (SAI) PROGRAM The Substance Abuse Intervention (SAI) Program is currently under development and planning stages to be implemented in the district. The initiative will provide substance abuse group/individual therapy to students who have either been or will be adjudicated for offenses involving drugs, alcohol, and inhalants.	American Society of Addiction Medicine (ASAM), a patient placement criteria/assessment. The ASAM determines the severity and level of function, needs and resources, and problems and strengths of student seeking substance abuse services. The ASAM was conducted on the following dates for the following schools for the number of students: • February 6 -7, 2017: Conducted at AIJMS for a total of 14 students. • February 7 & 17, 2017: Conducted at JRMS for a total of 18 students. • February 13-16, 20: Conducted at Astumbo MS for a total of 20 students. SAI Program Start Dates for substance abuse group therapy sessions: • February 13, 2017: Agueda Johnston MS • February 15, 2017: Jose Rios MS • February 20, 2017: Astumbo MS • February 16, 2017: SAI Program personnel met with Superior of Court representatives from the Juvenile Probation and Client Services & Family Counseling Division to discuss the SAI Program and work to ensure

	there is no duplication of services with the courts. • February 17, 2017: Meeting was held with VSBMS school administrators and counselors to discuss the SAI Program and determine an implementation plan for their school.
STORYTELLING FOR EMPOWERMENT CURRICULUM SSSD has established a partnership with GALA c/o GBHWC-PEACE Partnership for Success grant. The partnership will focus on the implementation of Storytelling for Empowerment curriculum. The endorsement of this project is directly related to the prevention and intervention for students in need of Tier II and Tier III Supports as well as the awareness for non-discriminatory treatment or students based on Title VI. There are a few goal of this project, but the primary goal is bring awareness to the stark reality of the rampant abuse of drug and alcohol within the members of marginalized social groups, specifically, the LGBTQ community. A secondary goal is for us to help to identify students who identify as LGBTQ and students with family and friends who are of the LGBTQ to provide additional support through this unique project.	February 14, 2017: District Psychologist met with Dr. Kelly Sukola to discuss the Core Standards that was aligned with Empowerment curriculum. District Psychologist needs to work with Curriculum & Instruction regarding the content standards and aligning so curriculum can be conducted during class time. February 16, 2017: Program Coordinator III met with Dr. Tim Dela Cruz and Evan San Nicolas from GALA and Dr. Kelly Sukola regarding the implementation of the curriculum at SSHS.

Objective 4.3: By SY2016-17 (Year 3), all schools and related services will rate at least satisfactory on their respective stakeholder perception survey.

Activity/Action Item	Outcomes
COMPLIANCE MONITORING OFFICE (CMO) ONSITE VERIFICATION	**Astumbo MS –** The CMO continued to monitor documenting summary of previous assessment(s) as part of the Review of Existing Data process to ensure that the school is correctly implementing this requirement. As of February 14, 2017, the school was able to demonstrate correct implementation of this requirement. **DL Perez ES –** Status: The CMO is currently conducting a verification on the following: School is pending correct implementation through subsequent files of compliance requirements for alignment, reporting progress on annual goals, and required members for IEP meetings. One year timeline is March 8, 2017. Results will be included during next reporting period.

OFFSITE VERIFICATION **OFFSITE MONITORING**	**Division** **Pending Noncompliance for Child Find – 60 day timeline, and Conducting Reevaluations from January 2014 time period.** One year timeline for correction: January 15, 2015. Status: The CMO is currently conducted a verification to determine whether the Division is able to demonstrate correct implementation of compliance requirements for Child Find 60 day timeline and Conducting Reevaluations through new files. Results will be included during next reporting period. **Pending noncompliance for Related Services Division** Status: The CMO is currently conducting a verification to determine whether school reports have been updated to reflect services now being delivered for Physical Therapy. **Noncompliance in this area has not been corrected within the specified timeline (February 1, 2017).** Results will be included during next reporting period. One year timeline for correction: January 16, 2016. **Part C Early Intervention** Status: The CMO is currently conducting a verification to determine whether the Program is able to correctly implement compliance requirements through new files. Results will be included during next reporting period. One year timeline is July 22, 2017.

Objective 4.4: All schools and divisions will meet the requirements of all regulatory agencies for a safe environment.

Activity/Action Item	Outcomes
EMERGENCY RESPONSE PROCEDURES SOP 1300-002: GDOE and regulatory agencies, DPHSS, Homeland Security, GFD, and all local law enforcement agencies are currently collaborating on the revision of the current SOP.	February 24, 2017: School Attendance Officer Supervisor attended the Guam Comprehensive Emergency Management Plan (CEMP) training at Hyatt Regency.
WORK ORDERS The MUNIS System contains a work order module that enables schools and divisions to submit work orders to the Facilities and Maintenance Division.	During the month of February 2017, there were 602 new work orders, 19 work orders cancelled, 2 work orders rejected, and 733 completed work orders leaving 828 work orders open at the end of the month. The following disciplines had the largest number of open

work orders at the end of February:

Discipline	Open Work Orders
Carpentry	348
Air Conditioning (HVAC)	156
Electrical	80

The following schools had the largest number of open work orders at the end of February:

Discipline	Open Work Orders
MU Lujan Elementary	73
Simon Sanchez High	61
Jose Rios Middle	43

See **ATTACHMENT 4.4-1** for a summary of work orders.

TIYAN HEADQUARTERS

The Tiyan Headquarters is scheduled to finish in March 2017. Water pressure in Tiyan is an issue and may delay occupancy of the new building. Coretech is working with GWA to try to resolve.

GDOE has requested the Governor's Office for no cost modification on the Tiyan Lease related to the three (3) warehouses adjacent to the GDOE offices. The amendment is currently with the Attorney General's Office for approval. Coretech has suspended the building of the two (2) new warehouses called for in the original lease agreement while amendment is being considered.

Construction of the parking lot adjacent to Tiyan High School is 95% complete. All office furnishing, have arrived and are being installed. Air handler units, fire pump and generator are operational. Water pressure is an issue that may affect occupancy. Coretech hopes to obtain occupancy permit by March 2017. Building is estimated at 90% complete.

ELEVATOR MAINTENANCE

The Department of Public Works has not commissioned any elevator inspectors as of December 31, 2016. GDOE has requested a formal letter to allow the continued use of elevators as a number of permits expired in January; no response as of March 7, 2017.

Below is status of the elevators at March 7, 2017:

Location	Notes
HS Truman Elementary	Status ongoing, permit expired 9/2017
Finegayan Elementary	Passed inspection, replacing solid state controller, permit expired 1/17/17
George Washington High	Passed inspection, permit expired 1/17/17
Jose Rios Middle	Passed inspection, permit expired 1/17/17
Tamuning Elementary units A&B	Passed inspection, door sensors repaired, permit expired 1/17/17

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	<table><tr><td>Inarajan Middle</td><td>Status ongoing, permit expired 1/17/17</td></tr><tr><td>Southern High Building 1000</td><td>Status ongoing, permit expired 10/28/16</td></tr><tr><td>Southern High Buildings 2000 & 4000</td><td>On hold</td></tr><tr><td>Southern High Building 3000</td><td>Beyond economical repair</td></tr><tr><td>Southern High Building 5000</td><td>Pending door replacement</td></tr><tr><td>Southern High Building 7000A,B,C</td><td>Units obsolete, GCC claiming ownership</td></tr><tr><td>Southern High, Building 7000D</td><td>GCC replaced unit; claiming ownership</td></tr><tr><td>Southern High Auditorium</td><td>Passed inspection, door sensors repaired, permit expired 1/17/17</td></tr><tr><td>Southern High Auditorium lifts and Gym</td><td>Pending proposal</td></tr></table> 2017 Purchase Order issued to cover elevator preventive maintenance and repairs.
$100 MILLION CIP BOND Public Laws 32-120 and 32-121 authorize the financing, design, renovation, and construction for 36 GDOE schools as outlined In the Army Corps of Engineering assessment. Additionally, provisions for collateral equipment, maintenance and insurance are included. Department of Public Works (DPW), Guam Economic Development Authority (GEDA), the Office of Attorney General and the Office of the Governor have been working with GDOE on this procurement effort.	Department of Public Works issued RFP 730-5-1056-L-YIG on January 25, 2017. Proposals are due on March 9, 2017. However, on February 8, 2017, Coretech issued a protest halting the procurement. As a result, DPW has updated evaluation criteria to include price.
DOI ABC (ASSESSMENT OF BUILDINGS AND CLASSROOMS) The Governor signed a Memorandum of Understanding (MOU) with the US Department of Interior (DOI) Office of Insular Affairs (OIA) to move forward with Phase III of the DOI ABC. The US Army Corp is working with OIA to manage this project. The Army Corp has contracted with a number of firms to assist. One of the firms, HHF Planners, is working closely with GDOE and has staff embedded in the CIP office. Two (2) years of funding were received by BBMR. The	Schools which are 45 years or older must have regulatory agencies approve work contained on the proposed project lists as part of the NEPA (National Environmental Protection Act) process. Letters to the regulatory agencies were distributed on January 27, 2017. Proposed projects will be stalled if approvals are not received timely. A notice was published to obtain community input on the proposed projects. No responses were received. An additional notice will be published in March. A contract was issued to the Poly Phase for a fire alarm,

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Authorizations to Proceed were issued on February 24, 2016 and April 12, 2016. Funding will be provided as invoices are submitted to BBMR. We expect to receive the third year of funding in the near future.	sprinkler, intercom and school bell system at Southern High. The notice to proceed was issued on November 2, 2016. The completion date is scheduled for May 1, 2017. At the end of February 2017, the project was 18% complete. *IFB 005-2017 Walkway Canopy Structural Repair for Southern High School* was issued on January 26, 2017. Due date for bids was extended to March 1, 2017.
SECURE OUR SCHOOLS ACT PL 32-009, Secure Our Schools Act of 2013, provided $800,000 to secure 35 GDOE schools. The Legislation required that GSA manage the procurement effort. *IFB GSA/DOE-030-15* was issued on February 24, 2015 and G4S was issued the contract. Notice to Proceed was issued on January 5, 2016 with the project completion date of January 5, 2017.	GDOE completed inspections of all sites. GG4S is making repairs on devices based on GDOE inspections.
FEMA FUNDING Approval for funding was received for three (3) projects to repair damages due to Typhoon Halong. The CIP Division is working on developing the IFBs for these projects.	The projects include limited canopy repair at LBJES and WES. Additionally, repair of the JFKHS track will be funded. Approximately $276 thousand has been identified to fund the projects. GDOE must prefund the projects and then request reimbursement. GDOE can add additional canopy or track work as funds allow. The scope for the track is complete and the IFB should be released in February. The work on canopies will be combined with DOI funded projects; awaiting approval from DOI's project manager to move forward. Additionally, in February, GDOE is submitted application for storm shutter installation at a number of schools as well as work on the Untalan Middle School ponding basin.
SOLAR PROJECTS PL 32-095 allows GDOE to enter into purchasing agreements for solar energy. While GDOE may work with its leased schools on these projects, GSA has been charged with the procurement related to non-leased schools.	The Office of Attorney General provided a response and suggested revisions to the agreement between GEFF and GDOE to put solar panels at Adacao and Liguan Elementary, Astumbo Middle, and Okkodo High. GEFF has reviewed the comments and offered revisions. GDOE is currently reviewing those revisions. Proposal by CapFa for solar panels at JFKHS are stalled due to funding. GSA has not provided an update on the procurement of solar facilities for the non-leased schools.

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HEAD START PLAYGROUND COVERING Headstart received grant funding to replace protective surfaces at the various Head start playgrounds.	*IFB 004-2017 Protective Play Surface Replacement for Various Head Start Program Playground Systems* was issued on January 26, 2017. Site visits were conducted on February 1, 2017 and bids were due on February 21, 2017. Bids were reviewed on February 28, 2017.
FEDERAL PROGRAMS DIVISION (FPD) The State Agency has weekly teleconference meetings with awarded vendor, Primero Edge – CyberSoft. Primero Edge provides technical support to configure GDOE's district-wide student system in order to carry out activities described above.	
State Agency selected three (3) GDOE schools that receive student meal applications (LBJES, JRMS, and JFKHS) to pilot Primero Edge Software implementation.	Pilot implementation planned for March 2017.
The State Agency scheduled a user acceptance training, conducted by Primero Edge, to train key program staff from the State Agency, the FNSMD, FSAIS, and from the 3 schools to implement the software.	Training is scheduled for week of March 13, 2017 at the Federal Programs Conference Rm.

US-ED GRANTS
• Title V-A Consolidated Grant,
• Territories & Freely Associated States Education Grant (T&FASEG) discretionary,
• Striving Readers Comprehensive Leadership (SCRL) discretionary.
• OSEP - IDEA
  o Part B
  o Part C
	Federal Programs Administrator, Ike Santos, requested in writing to Mark Farr, Special Projects Coordinator, US-Ed Office of Civil Rights, Region X to provide GDOE guidance and technical assistance. Inquiry on any certifications or in-depth training for Title VI, Title IX and Civil Rights that GDOE can partake to keep abreast of current issues, updates and trainings to ensure compliance with Federal Regulations.
	
	The Teleconference call with Western Educational Equity Assistance Center on January 19, 2017, resulted in training regarding civil rights expected during the week of April 17-21, 2017 to include ESSA updates.
	
	The next follow up call prior to their arrival on Guam is for March 13, 2017, at 4:00 pm., which is Guam's March 14, 2017 at 9:00 am to review and finalize the training schedule and agenda for the week.

TITLE V-A CONSOLIDATED GRANT **Program #7 Student Parent Community Engagement (SPCE)**	SPCE – Parent Workshops held in the Lagu district, presented on Positive Behavior Intervention Supports in the home, and "What Parents Need to Know". SPCE personnel attended an "Inadahi" training on the roles and processes for referring to Guam Behavioral Health & Wellness Center (GBHWC). They presented this information to GDOE Assistant Principals during "Inadahi" trainings.

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	Two (2) PBIS Coaches participated in the 14th Annual International Conference on PBIS and presented in the Poster presentation on "Disproportionality Among Pacific Islanders" in Denver, Colorado. SPCE completed over 500 referrals in February. Referrals cover the following: attendance issues, behavior, interpreter/translator needs, medical, parent conference, registration and support services.
USDA - FNS GRANTS **Child Nutrition Program (CNP) and Food Distribution Program (FDP)** • State Administrative Expense • National School Lunch Program • School Breakfast Program • Child and Adult Care Food Program • The Emergency Food Assistance Program • Fresh Fruits and Vegetables Program • NSLP Equipment	***Regulatory Agencies/Requirements for a safe environment:*** FDP-CNP has assurances that all designated cafeteria staff will submit daily and weekly cafeteria reports (Food Acceptability Report, Weekly Cafeteria Report, Production Records, etc.) to the FNSMD to include the Food Service Management Company (Contractor). Also, all staff within food operations are required to undergo Hazard Analysis and Critical Control Point (HACCP) training, and follow all regulatory requirements (Health Certificate, Serv-Safe certification) stated in the Guam Food Code, bi-annual cafeteria inspections, and attend annual trainings conducted by the GDOE State Agency.
DEPARTMENT OF DEFENSE EDUCATION ACTIVITIES (DoDEA) USDA Western Region office (WRO) notified GDOE State Agency that they will be conducting a Management Evaluation of the Guam State Agency. The evaluation will assess the State Agency Operations that pertain to the DoDEA district's school meals programs. WRO will conduct a school visit at one of the DoDEA schools and observe State Agency on-site portion of the Administrative Review for DoDEA school district. Visit is scheduled for April 2017.	State is meeting with and providing on-going technical assistance with DoDEA LEA staff to ensure the district is prepared for the USDA WRO's visit and that NSLP regulations are adhered to.
On February 6, 2017, the State met with DoDEA key program staff to officially initiate the off-site review portion of the Administrative Review. This meeting provided DoDEA key program staff with the Administrative Review's off-site assessment tool. This tool will provide questions that DoDEA must respond to and the State Agency must complete and review to assess DoDEA school meal operations. On February 14, 2017, DoDEA provided the State with their initial response to the offsite tool.	The State is providing as much technical assistance as possible to ensure that DoDEA's response to the Offsite assessment tool is completed with sufficient information in order for the State to properly assess DoDEA NSLP operations.

FRESH FRUIT AND VEGETABLE PROGRAM The Fresh Fruit and Vegetable Program assists schools with serving fruits and vegetables to all enrolled students throughout the school year and during the school day. Schools that apply and have the highest free/reduced priced student eligibility percentage will receive the awards. **Applications** Ordot-Chalan Pago Elementary and JQ San Miguel Elementary have applied and have been awarded the funds.	Ordot-Chalan Pago Elementary and JQ San Miguel Elementary schools are implementing the program and serving fruit and vegetables during recess and is available to all enrolled students from January 2017 till April 2017, on Tuesday/Thursday and Wednesday/Friday, respectively. Fuji apples, tangelos, pears, mandarins, grapefruit, and pineapples is being provided in ½ cup portion sizes.
NSLP EQUIPMENT GRANT NSLP equipment grant funds awarded shall be used to improve the nutrition, quality and safety of school meals, and to incorporate smarter lunchroom techniques to assist schools in providing nutrition education and to help increase daily participation. DoDEA and GDOE districts submitted equipment grant applications in November. Applications were reviewed by State Agency Evaluation Committee in December. Grant was awarded to GDOE. Talofofo Elementary and Ordot-Chalan Pago Elementary Schools are the sub-grantees and will receive the equipment that GDOE's Food and Nutrition Services Division will purchase.	GDOE LEA was awarded the NSLP Equipment grant. LEA notified of award on January 10, 2017. LEA is currently in the process of acquiring equipment specified in application. Teleconference follow up was made February 3, 2017 on progress/efforts. Per C. Hadap, the LEA will follow up next week and provide the SA with an update. GDOE's Food and Nutrition Services Division will able to access funds as soon as accounts are established. GDOE's FNS should purchase and utilize equipment for SY 17-18. Account established and pending Procurement push for bid.
USHHS GRANTS **HEADSTART PROGRAM** **PERSONAL RESPONSIBILITY EDUCATION PROGRAM (PREP) DISCRETIONARY** **PROMOTING ADOLESCENT HEALTH THROUGH SCHOOL-BASED SURVEILLANCE – YOUTH RISK BEHAVIOR SURVEY (YRBS SURVEY) DISCRETIONARY**	Grant application for 4th year is due April 1, 2017. Professional development scheduled for March 2017, on Curriculum Evidence-Based Program "Making Proud Choices" for high school administrators, health teachers, and guidance counselors. Procurement of supplies and printing of surveys have commenced. Survey to be conducted in April to Secondary students.

Goal #5: All GDOE operations activities will maximize the critical uses of limited resources and meet high standards of accountability.

Activity/Action Item	Outcomes
CHAMORRO STUDIES DIVISION Grant Award from Guam Visitors Bureau (GVB) in the amount of $5,000.00 to be used for The Annual Silibrasion Gupot Chamoru.	Available funding for student trophies/awards and prizes for the Silibrasion Gupot Chamoru 2017.
SILIBRASION GUPOT CHAMORU 2017 PLANNING AND COORDINATION Division Administrator met and coordinated with the Legislature for the Resolution Signing and Awarding of Poster Competition Winners. The Administrator met with the Director of Department of Chamorro Affairs Director Johnny Sablan on Friday, February 10, 2017 to coordinate Chamorro Month activities. CSSPD Personnel coordinated the logistics for all events, corresponded with Chamoru Language Program Teachers (CLPT) for the planning of Gupot Chamoru. The committee for the Bailan Taotao Tano event conducted a meeting on February 27, 2017. The School Program Consultant conducted a meeting with all Kadon Pika Participants on March 2, 2017. Chamorro Month Activities: • Proclamation Signing and Chamorro Month Kick-Off : Feb 25, 2017. • Resolution Signing and Awarding of Poster Competition Winners March 3, 2017. • Modan Chamoru 2017 - March 4, 2017	Proper planning and coordination with Chamorro Language and Culture stakeholders ensured commendable and successful events for the 2017 Silibrasion Gupot Chamoru.
I Malingo na Patgon The Administrator and staff presented "I Malingo na Patgon" book (a book written by the administrator) at the School Librarian Conference at Hyatt Hotel on March 2, 2017.	Promotion of the Chamorro Language and Culture to the community.
Online Meeting via Skype with PREL, Guam Museum for the IMLS Grant (Activating Community Opportunities Using Museums and Library as Assets). For the promotion and deepen the appreciation of Chamorro Language and	Funding opportunity to promote and perpetuate the Chamorro Language and Culture.

Culture.	
LEARNING RESOURCE CENTER (LRC) The LRC exists to help supplement teachers with their instructional supplies. Upon applying for LRC membership, these registered GDOE teachers are allowed $125 of free supplies and copy services ($25 per quarter & summer) for the year. The LRC collects its revenue from lamination, copy services, registration fees, and paper items for sale. This revenue is used to purchase teacher paper supplies, which are given out for free to members. One of the LRC's goals is to increase its membership every month. Since 2015, the LRC has implemented a Recruiting Program in which those members who recruit a new member will receive a $5 bonus in additional supplies. This recruiting program has been tracked since its inception and is a great incentive, as well as a great success. Some teachers have recruited at least 4 members. This is normally a slow month for recruiting. For this monthly reporting period, 1 additional teacher has been recruited.	The department maximizes resources by providing teachers with access to resources that supplement classroom instruction. See **TABLE 5.1 below.**

TABLE 5.1 - LRC Services /Usage (February 9, 2017 to March 7, 2017)

Purpose	Elem	Middle	High	District	Other (Private/ Home-School/UOG/GCC)	TOTAL
Lamination	3	4	2	2	0	11
Paper	35	10	14	1	0	60
Copies	6	3	1	0	0	10
Die-Cuts	6	4	2	1	0	13
Computer	0	1	1	0	0	2
Registration	0	1	0	0	0	1
Clearance	3	1	1	1	0	6
TOTAL	53	24	21	5	0	103

Total Customers Serviced	
ELEMENTARY	**53**
MIDDLE	**24**
HIGH	**21**
DISTRICT	**5**
NON-GDOE	**9**
TOTAL	**103**

Objective 5.1: By SY2015-16 (Year 2), complete a thorough assessment of all financial and administrative functions and develop a management indicator system to regularly rate the overall effectiveness and efficiency of the department's management's practices.

<table>
<tr><th>Activity/Action Item</th><th>Outcomes</th></tr>
<tr><td>GDOE STAFFING
Attached is report for schools and divisions at March 1, 2017, ATTACHMENT 5.1-1. Besides the 41 schools, Head Start and Special Education are included as part of the school staffing count.</td><td>At March 1, 2017, there were 3,991 filled positions and 135 vacant positions for a total of 4,126 positions:

<table>
<tr><th>Positions</th><th>Federal</th><th>Local</th><th>Total</th></tr>
<tr><td colspan="4">Filled Positions</td></tr>
<tr><td>School Based</td><td>819</td><td>2,862</td><td>3,681</td></tr>
<tr><td>Division Based</td><td>87</td><td>223</td><td>310</td></tr>
<tr><td>Total Filled</td><td>906</td><td>3,085</td><td>3.991</td></tr>
<tr><td colspan="4">Vacant Positions</td></tr>
<tr><td>School Based</td><td>39</td><td>54</td><td>93</td></tr>
<tr><td>Division Based</td><td>23</td><td>19</td><td>42</td></tr>
<tr><td>Total Vacant</td><td>62</td><td>73</td><td>135</td></tr>
<tr><td colspan="4">Total Positions</td></tr>
<tr><td>School Based</td><td>858</td><td>2,916</td><td>3.774</td></tr>
<tr><td>Division Based</td><td>110</td><td>242</td><td>352</td></tr>
<tr><td>Grand Total</td><td>968</td><td>3,158</td><td>4,126</td></tr>
</table>

Based on a student enrollment of 30,758, there are 8.36 students per position based on filled school based positions.</td></tr>
</table>

NEW HIRES

ATTACHMENT 5.1-2 contains a report of the 45 new hires for the month of February 2017. There were:

Description	Local	Federal	Total
Limited Term Part Time	6	10	16
Limited Term Full Time	6		6
Full time	8	3	11
Total New Hires	20	13	33

In the month of February 2017, the following positions were filled:

Position	Local	Federal	Total
Accounting Technician	1		1
One to One Aide		10	10
Personnel Specialist	1		1
Program Coordinator	1	1	2
Psychologist	1		1
Substitute Teacher	6		6
Teacher	10	2	12
Total	20	13	33

TEACHER VACANCIES

ATTACHMENT 5.1-3 is a summary of teacher vacancies as of March 1, 2017.

We continue to process teacher applicants and substitute teaches to cover vacancies and teacher absences. Teachers are also being asked to cover during their prep periods. Additionally, non-classroom teachers are being tasked to cover classes as needed.

There are a total of 61 teacher vacancies at March 1, 2017:

Elementary	12
Secondary	14
Special Programs	20
Total	46

DRUG TESTS

Applicants are required to be tested for drugs prior to hiring. Additionally, coaches and volunteers are similarly required to take drug tests.

During the month of February 2017, the following were drug tested:

Type	Count
Pre-employment	31
Volunteer	7
Coach	12
Total	50

All tests were negative except one whose results were pending.

FIXED ASSETS INVENTORY

The annual Fixed Asset inventory commenced January 9, 2017.

During the month of February, PMO completed inventory audits at fifteen (15) locations: 3 GDOE divisions, 6 GDOE high schools, 1 GDOE middle school, 5 PNPs. Reconciliations are ongoing.

Preliminary indications are that administrators and property liaisons have improved their preparedness for their inspections.

The entire inventory will encompass 87 sites and

	approximately 21,000 assets. The 2017 Physical Inventory is scheduled to conclude on May 12, 2017.
OPERATION BALLE GASGAS II During the summer, a task force was formed to rid schools of unneeded equipment, debris and textbooks. Textbooks removed from the schools were staged in the Warehouse. Teachers are periodically scheduled to look through the Warehouse and take books they are able to use for their classrooms.	During the month of February 2017, the Property Management Office (PMO) ingated to GSA the following: • 2 Special Education busses, • 1 Special Education pickup truck, • 1 Curriculum &Instruction van, • 10 pallets of assorted equipment. PMO also utilized its flatbed trucks to deliver 24 pallets of computer monitors to GSA's winning auction bidder - Lujan's. What remains at the Piti Receiving Warehouse are pallets of surveyed computer monitors, desktop printers, computer peripherals, oscillating fans, and other miscellaneous equipment. PMO is working with the winning GSA bidder to clear the remaining 150 pallets.
SURVEYED PROPERTY During the month of February 2017, PMO validated five (5) new Reports of Survey.	Once validated, ED control numbers are assigned to each Report of Survey document.
TPFA UPDATE Attached is Alvarez & Marsal's report for the month ended February 15, 2017, **ATTACHMENT 5.1-4**. Note that the Alvarez & Marsal contract expired in October 2016. RFP 005-2016 was issued to solicit proposals for third party fiduciary and funds management services for all USDOE grants. The procurement process is currently ongoing. In the meantime, a contract extension was issued for a year with the current vendor.	TPFA continues to participate in discussions on the Transition Plan activities. They have been working closely with GDOE to streamline the payroll reimbursement process. TPFA reports that $46.3 million or 52.64% of USDOE grants funds remain available as of February 18, 2017.
FY17 FINANCIAL STATEMENTS Please see **ATTACHMENT 5.1-5** for the Revenues, Expenditures, and Encumbrances Statement as of January 31, 2017 and the Report of Local Expenditures and Encumbrances Classified by the 14 Points in the Adequate Education Act.	On February 28, 2017, GDOE spent $85.7 million and encumbered $6.9 million of its FY17 appropriations. BBMR released $99.6 million and DOA provided $84.9 million in cash; these amounts do not include funds to Charter Schools. The largest category of expenditures and encumbrances as classified by the Adequate Education Act is *Certified Teachers*, $46 million. The second largest category is *180 Instructional Days* at $24 million. At the end of February, reimbursements for USDOE grant expenditures in the amount of $1.1 million were outstanding. This is down from the average $4 million outstanding due to changes in the reimbursement process.

FY18 BUDGET

The FY18 Budget Call was issued on September 30, 2016. Additionally, the FY18 Budget Guidelines were updated and, on October 13, 2016, were circulated to schools and divisions.

Public hearings were held from October 18 through October 31, 2016 to obtain input from stakeholders. Additionally, an electronic survey was made available on the GDOE website.

School Administrators and Division Heads presented their budget requests to the GDOE Management Team in November 2016 and to the GEB in December 2016. Additional review by the GEB was conducted in January 2017.

At a special meeting on January 30, 2017, the GEB approved Resolution 2017-001, formally adopting the FY18 Budget.

Documents and forms related to the FY18 budget can be found on line at:
https://sites.google.com/a/gdoe.net/gdoe-budget/

The FY18 Budget was adopted as follows:

Category	*Amount*
Certified Teacher	$139,391,111
Certified Administrators	10,811,727
Certified Counselors	6,258,483
Certified Nurses	3,991,478
Allied Health Professionals	1,256,407
Air Conditioned Classrooms	6,639,062
Potable Water	2,980,685
Reliable Electricity	12,235,748
Proper Sanitation	6,009,030
Textbooks	17,216,156
Libraries	4,333,049
Healthy, Safe, Sanitary Environment	59,063,347
180 Instructional Days	53,192,456
Bus Transportation	548,327
TOTAL	$323,927,066

The resolution, the Charter Schools' Budgets and an electronic copy of the Budget Packets of all schools and divisions were transmitted to the Legislature on January 30, 2017. The 20 printed copies requested by the Legislature was provided mid-February.

CCAP / USDOE VISIT

As part of the USDOE Special Conditions, GDOE was required to work with the TPFA to revise the Comprehensive Corrective Action Plan (CCAP) and provide quarterly updates.

As funding allows, USDOE Risk Management visits GDOE offices annually to validate progress on tasks listed in the CCAP.

The CCAP update for the quarter ended December 31, 2016 is attached, **ATTACHMENT 5.1-6.** The CCAP is a compilation of the tasks completed as well as planned in the Transition Plan discussed below.

Christine Jackson and Mark Robinson reported they will be visiting GDOE on July 24-28, 2017. (On July 26 will USDOE will be in CNMI.)

FEDERAL PROGRAMS

US – ED Grants

The State Agency provides Guidance and Technical Assistance to Program Recipients in Programmatic and Fiscal Development, Implementation, Improvement and Evaluation to encourage responsive and innovative approaches to Federally Funded Programs. As the State Agency, the Federal Programs Division provides training, technical assistance, and guidance to all the program recipients regarding the Rules & Regulations of Program

The State Agency continues to provide Guidance and Technical Assistance to Districts and Local Educational Authorities (LEA's).

Throughout the fiscal year, the State Agency confer with and provides continuous guidance and technical assistance to all program managers and project directors (GDOE, PNP, and Charter Schools) under the Consolidated Grant and

Requirements and Expectations set forth by Local and Federal Regulatory Agencies.	Discretionary Grants.
Title V-A Consolidated Grant	USDOE FY 17 Consolidated Grant Insular Areas Technical Assistance Meeting April 3-5, 2017 in Washington, D.C. The US Department of Education Office of Elementary and Secondary Education School Support and Rural Programs overseeing the Consolidated Grant is expected to visit Guam - to be announced at a later date. The FY14 Annual report was provided to US-ED's Program Office to include the final financial Grant Status Report showing zero balance to coincide with the G5 Federal Financial Payment System and received kudos for timely expenditure of funds and that they won't be seeing a late liquidation request for FY14. They are hopeful that GDOE will keep that streak going forward with FY15 moving forward.
Territories & Freely Associated States Education Grant (T&FASEG) Discretionary	Program personnel are meeting to prepare and complete approved activities and prepare for closeout of grant and ensure sustainability of activities. No Cost Extension will be sought to complete activities.
Striving Readers Comprehensive Leadership (SCRL) discretionary	Program personnel are meeting with other resources to transition/sustain project activities. Close out of grant is July 2017.
OSEP - IDEA Part B & C	1st IDEA Pacific Fiscal Forum to be held in Seattle March 22-25, 2017
OSEP - IDEA Part B **Application due to OSEP May 12, 2017**	Timeline for Submission for FFY2017 Guam Part B FFY2017 Annual State Announcement for IDEA submitted to FPO 02/15/2017. Reviewed and approved by FPO Administrator with condition of a projected budget worksheet, prepared by State on 2/22/2017. 60-day Public Availability Period Feb 15 –April 14, 2017 30-day Public Comment period Mar 09-April 7, 2017
OSEP - IDEA Part C **Application due to OSEP April 21, 2017**	Timeline for Submission for FFY2017 Guam Part C *Pending announcement
TRANSITION Part C- Guam Early Intervention System to Public Health and Social Services Memorandum DTD 01/26/2017 from Director of Public Health and Social Services to Governor of Guam – establishment of a bureau of children's wellness in 2017 and one year to address all concerns in	Pending.

aligning GEIS under DPHSS.	
USDA – FNS GRANTS **CHILD NUTRITION AND FOOD DISTRIBUTION PROGRAMS** The State Agency is responsible for the Reporting of Programmatic & Fiscal Reports. The reports currently posted online via the internet through the various Federal Reporting Websites, such as, FPRS (USDA FNS) or federal reporting.gov (ARRA). The type of reports vary from providing information on the Total Meals Served within the National School Lunch Program, as reflected on the FPRS for USDA, to the Financial Activities of a Grant as reflected on federalreporting.gov. <u>Reports due for December include:</u> **FNS -10**: Monthly Data of National School Lunch & Breakfast Program Meals Served - 30 Day Report (January 2017) - 90 Day Report (November 2016) **FNS-44**: Monthly Data of Child and Adult Food Care Program Meals Served: - 30 Day Report (January 2017) - 90 Day Report (November 2016)	The State Agency receives monthly meal count reports and claims for reimbursement from the various CNP Districts & CACFP Sponsors at the beginning of each month. The State Agency will then conduct an edit check, validate meal counts to confirm reimbursement, compile activity reports and report the various Programs' activities via the respective FNS reports and post the reports to USDA's reporting website, FPRS.
USHHS GRANTS **Head Start (HS) Program** **Personal Responsibility Education Program (PREP) discretionary** **Promoting Adolescent Health through School-Based Surveillance – Youth Risk Behavior Survey (YRBS Survey) discretionary**	Program is addressing registration for next school year to include waiting list and to address implementing eligibility of special education students to the program to meet requirements. High school PREP teams meet to develop and coordinate the Entry and Exit surveys for participating high school students. Procurement of supplies and printing of surveys have commenced. Survey to be conducted in April to Secondary students.

Objective 5.2: By SY2017-18 (Year 4), based on the department's management indicator system, the GDOE will achieve at least a satisfactory or equivalent rating overall. By 2020 (Year 6), the GDOE will receive the highest rating.

Activity/Action Item	Outcomes
ACCOUNTS PAYABLES At February 28, 2017, recorded liabilities were $13,817,373.02.	Vendors are threatening to pull out or refusing to provide additional services or products. Unfunded TEFF balances in FY13, FY14 and FY15 of $16.2 million have exacerbated the

GDOE would like to pay invoices within sixty days after services have been rendered or products received.

situation. Additionally, DOA has taken the position that $5.9 million in FY16 allotments will not be provided to GDOE. Below is a breakdown as of February 28, 2017.

Days Outstanding	Amount	Percent of Total
< 30 days	$5,642,674.49	40.84%
30-60 days	1,841,928.29	13.33%
60-90 days	2,034,999.54	14.73%
> 90 days	4,297,770.70	31.10%
Total	$13,817,373.02	100.00%

Payroll vendor payables are included in the *< 30 days* totals.

Unposted invoices at February 28, 2017 totaled $4,199,874.60.

DIRECT DEPOSIT

Employees are encouraged to sign up for direct deposits to reduce the number of paper checks, the need to pick up checks, and for individual employees to deposit checks. Employees on direct deposit do not receive hard copies of their payment advices but use Employee Self-Serve to look up payment details.

Because schools are short staffed, some schools are requiring employees who continue to receive a paper check to pick up their check at Tiyan Central.

GDOE would like to have at least 80% of its employees signed up for direct deposit.

Of the 4,010 GDOE staff and 7 board members, 3,521 or 87.81% received payment via direct deposit for pay period ending February 18, 2017.

Note that some of the divisions show more than 100% of employees on direct deposit. This is because the system tracks where checks are delivered not where the employee is funded. Six divisions and two schools have 100% of their employees on direct deposit.

Of the 3,897 employees and board members who were paid for the February 18, 2017 Pay Period Ending, 90.35% received payment via direct deposit. See **ATTACHMENT 5.2-1** for a breakdown by location.

Because of delays in payments of voluntary deductions, we have seen a number of employees cancelling their deductions. This has increased the amount of funds needed for net payroll on payday to over $4 million for locally funded employees. We continue to work with Department of Administration to ensure we have sufficient cash to enable the timely transfer of funds for direct deposits.

EDUCATION FINANCIAL SUPERVISORY COMMISSION (EFSC)

Public Law 30-164 created the EFSC to monitor the financial health of GDOE. The role of the EFSC is to develop and supervise a financial status designation of GDOE finances as well to identify – in advance- any signs of financial distress that may lead to operational deficits.

The monthly EFSC meeting was held on February 22, 2016 at 3pm at the GDOE Superintendent's Conference Room.

At the meeting, reports were provided from GDOE, DOA, BBMR and OFB.

The EFSC reviewed the December 2016 and January 2017

Doc. No. 34GL-17-0325.

The EFSC consists of five regular members: • Director, Bureau of Budget & Management Research (BBMR) • Director, Office of Finance & Budget (OFB) • Director, Department of Administration (DOA) • Public Auditor, Office of Public Accountability • Parent of a child current enrolled in a public school • Guam Department of Education participates as an ex officio member.	balances and issued designations as follows: December 2016 & January 2017, Year to Date – C Watch • Power • Water • Telephone A C-Watch indicates that GDOE has a negative variance exceeding 2% of the approved budget amount when combining year to date actual and annualized projections at the time of reporting. BBMR has been provided a budget transfer request which should address C-Watch designations for the rest of the fiscal year. There is some confusion as to who will handle requests for allotment transfers between accounts, i.e., DOA or BBMR. GDOE has asked that all the object categories be rolled into the miscellaneous account much like UOG and GCC. DOA has started to make payments on allotments funded with TEFF.
POWERSCHOOL PARENT/STUDENT ACCESS PowerSchool allows parents and students to access student data on grades and attendance so that students and parents can monitor progress. GDOE would like to have 30% of its parents using the parent portal on Power School.	During the month of February 2017, students and parents used the mobile application 69,914 times to access 5,430 student records on PowerSchool. Over the same period, there were 32,589 sign ins to the web portal accessing 5,094 student records. Additionally, 2,529 parents are signed up to receive progress reports via email. See **ATTACHMENT 5.2-2** for more details.
FSAIS HELPDESK TICKETS FSAIS has set up a Helpdesk Ticket System to track requests for assistance. The Helpdesk can be reached at: https://helpdesk.gdoe.net/portal	For the month of February 2017, there were 24 tickets from prior months, 1,282 tickets entered in February and 1,112 closed in February, leaving 194 open tickets. The largest category of tickets was *Mobil Carts* at 540 or 41.73% of the requests, followed by *Password Reset* at 125 or 9.66% of the requests and *Laptop / Desktop* at 87 or 6.72% of the requests. Of the Helpdesk tickets that identified a location, *John F. Kennedy High* School had the largest number of tickets at 222 or 17.0%, followed by *Tiyan High* at 121 or 9.26%. See **ATTACHMENT 5.2-3** for more details.

PDS TROUBLE TICKETS

PDS is the contractor providing telephone services. The monthly trouble ticket report is broken up into four (4) categories:

- Break Fix – repair or replacement service for network equipment.
- Telecommunications (Telecom) – service on telephone analog services such as fax, security, analog direct line, analog fail-over.
- ShoreTel – service on the ShoreTel system.
- Warranty – warranty service on equipment.

Below is a summary of trouble calls for phone service in February 2017. See **ATTACHMENT 5.2.4.** for more details.

Task	Carry Over	New	Complete	End
Break Fix	0	1	1	0
Telecom	8	17	10	15
Shoretel	1	2	1	2
Warranty	2	5	4	3
Totals	11	25	16	20

DOCOMO TROUBLE TICKETS

Beginning in July 2016, Docomo has taken over the monitoring and management of our internet connection.

For the month of February 2017, there were 12 trouble tickets submitted for the Management Information Base System (MIBS). The tickets were all cleared in February.

There was one (1) Wide Area Network (WAN) trouble ticket submitted and cleared in February 2017. Additionally, the trouble ticket opened at the end of January 2017 was resolved. See **ATTACHMENT 5.2-5** for more details.

OCR COMPLAINT

The Office of Civil Rights (OCR) received a complaint on February 16, 2016 regarding the accessibility of the GDOE website.

GDOE signed a resolution agreeing to:

- Have the website audited to identify barriers to access
- Develop a corrective action plan to address these barriers.
- Ensure all new content and functionality is accessible to persons with disabilities.
- Provide website accessibility training to appropriate personnel.
- Post notice on website informing persons with disabilities how to request access to online information or functionality that is inaccessible.
- Adopt policies and procedures for online content and functionality.

The RPF for an audit of the GDOE website closed and GDOE has received approval of vendor by OCR. We hope to complete negotiations shortly.

PROCUREMENT STATUS - REQUISITIONS

Requisitions are entered into either the GDOE or the TPFA System to start the procurement process. The requisitions require various levels of approval depending on funding, the type of services or goods being procured and the amount of the procurement.

Requisitions may be in an inbox for a length of time while the procurement process is ongoing, e.g., Request for

Attached is a status report of requisitions in process on March 1, 2017, **ATTACHMENT 5.2-6.** In summary:

System	Number of Requisitions	Amount	Average Days Held
GDOE	**95**	**$1,950,7274.06**	**15**
TPFA	**41**	**2,576,588.60**	**6**
TOTAL	**136**	**$4,527,312.66**	**12**

Proposal, Invitation for Bid, contract signing, end user confirming details.	
PROCUREMENT STATUS – PURCHASE ORDERS Requisitions are converted into Purchase Orders on either the GDOE or the TPFA System once the procurement process has been successfully completed. End users work with vendors to ensure goods and services are delivered in a timely manner and meet specifications. Purchase orders must be liquidated in a timely manner to ensure funding remains available.	Attached is an Open Purchase Order Report at March 2, 2017, **ATTACHMENT 5.2-7.** In summary: **System** / **Number of Purchase Orders** / **Amount** / **Average Days Open** **GDOE** / **307** / **$13,087,894.94** / **44.78** **TPFA** / **576** / **4,748,694.56** / **176.77** **TOTAL** / **883** / **$17,836,589.50** / **130.88**
TRANSITION PLAN The TPFA and GDOE have developed a transition plan to identify and move activities currently performed by the TPFA to GDOE staff. Presentations on the plan were provided to the Board and USDOE in February. Ignacio Santos, Federal Programs Administrator, and Taling Taitano, Deputy Superintendent, were appointed as Chairs of this project. A new section was added, bringing the identified work streams to eight: • Time Distribution Reports (TDR) • Financial Management System (FMS) • Internal Control • Procurement • Property Management • Standard Operating Procedures (SOPs) • Indirect Costs • Accounting & Reporting	**ATTACHMENT 5.2-8** is the Transition Plan Executive Summary as of February 24, 2017. Below is a summary of the transition team's accomplishments: • TDR processes will be broken up into three separate processes and tasks related to each process will be added to the plan. • FMIS staff meeting with various Divisions to confirm key staff and develop realistic timelines. • Management Internal Control (MIC) assessment report with Superintendent for feedback. • FY16 Audit ongoing; entrance meeting with OPA scheduled for week of March 6, 2017. • SOP updates substantially complete. Internal audit has initiated review of several SOPs. • Manual for Indirect Cost Rate Agreement in development; GDOE working on quarterly draw. • GDOE team working on update of late liquidation SOP.
POWERSCHOOL TRAINING A work session for computer operators and school data personnel is scheduled to go over reports and processes in PowerSchool.	Six (6) three-hour sessions were set up at the JFKHS Training Room: February 21, 8am-11am – Elementary Group 1 February 21, 11:30am-2:30pm – Elementary Group 2 February 22, 8am-11am – Elementary Group 1 February 22, 11:30am-2:30pm - Elementary Group 2 February 23, 8am – 11an - High Schools
THE EMERGENCY FOOD ASSISTANCE PROGRAM (TEFAP) TEFAP is a Federal program that helps supplement the diets of low income families by providing them with emergency food and nutrition assistance at no costs. Commodities are distributed by the Food and Nutrition Division from the Piti Warehouse on Tuesdays and, when frozen commodities are available, Thursdays.	During the month of February 2017, 1,192 households were served. The following commodities were distributed: • Bone Chicken • 1% Milk • Elbow Macaroni • Rice • Apple Juice • Whole Dates • Raisins

Objective 5.3: By SY2016-17 (Year 3), all support divisions will rate at least satisfactory on their respective stakeholder perception survey.

Activity/Action Item	Outcomes
HUMAN RESOURCES (HR) CUSTOMER SERVICE SURVEY The HR Division developed a customer service survey for customers who come to the HR window. The survey forms are available at the window and a locked box is provided for the completed forms. Two HR staff open the box and collate the forms.	See **ATTACHMENT 5.3-1** for detailed results of the February 2017 survey. In the month of February 2017, there were nine (9) completed surveys, 7 or 78% of which were submitted by GDOE employees. In each of the five (5) questions asked, at least 78% were rated satisfactory or outstanding.

Objective 5.4 By School Year 2017-18 (Year 4), 100% of GDOE Support Personnel will rate satisfactory or better as rated on their respective evaluation tool.

Activity/Action Item	Outcomes
GDOE SUPPORT STAFF EVALUATIONS In order to receive an increment, an employee must receive a satisfactory rating or better using the current evaluation tool.	In the month of February 2017, support staff received the following evaluations:

Rating	Count	Percent
Highly Effective	5	8.06%
Effective	48	77.42%
Satisfactory	8	12.90%
Increment Denied	1	1.61%
Total	62	100.00%



LOGIC MODEL for the Guam One Stop Data Village (GOSDV)

What we Invest

Public Laws:
Title 17, GCA
Joint Education Board
P.L. 19-40
P.L. 32-068

Policies
Draft Guam Research Agenda
Draft Data Governance
Draft Data Sharing MOAs

People:
UOG BOR
GCC BOT
DOL -WIOA
DOE-GEB
Volunteer staff from UOG, GCC, DOE, and DOL who make up the Guam SLDS Working Group
Volunteers

Partnerships:
Governor's Office
Guam Legislature
Guam Education Foundation
UOG Foundation
GCC Foundation
DOL-AHRD

What We Do

GOSDV strategies/ activities are as follows:

Guam Research Agenda development thru various stakeholder workshops. The research questions in the Research Agenda were based off the GDOE Vision 20/20 State Strategic Plan, the GCC Core Commitments, the UOG Strategic Plan Priorities, and WIOA Workforce Dev't Goals

Unpaid (voluntary) yet diligent, deliberate, disciplined and effective outpouring of professional work by highly skilled staff from all four partner institutions

Active participation in off-island training of staff from DOE, UOG, GCC, and DOL in the SLDS Regional Workshops funded by the US DOE Institute of Education Sciences; all training are at no expense to the Government of Guam and without the benefit of an SLDS grant

Multi-agency meetings, echo workshops, high level presentations, stakeholder consultations, and strategic collaborative work by staff from all four partner institutions

Organizing for the establishment of the state longitudinal data system infrastructure;

Networking and creating partnerships with Research Alliances and with internal/ external researchers;

Early and sustained engagement of representatives of user groups to ensure the system will meet their information needs;

Support from the participating institutions, including authorization to develop & implement connections across K-12 SLDS and post-secondary systems; system maintenance, QC and user training;

Training of staff in data privacy & confidentiality, to ensure the integrity, security, and quality of data; with an ongoing plan for training

On-going review of data reporting burden, including of EDFacts and other federally mandated reports

Provision of data quality support from the agency providing a Workforce Data Quality Initiative (WDQI) grant

Immediate Outputs
(Outputs in Yrs 1-2)

Proof of immediate results from implementing these strategies and activities evidenced by:

Developed Research Agenda endorsed by the Joint Boards, the key stakeholders, and the GOSDV Working Group;

Application for and successful acquisition of an SLDS grant from the National Center for Education Statistics (NCES) thru the US DOE SLDS Grant Program;

Trained staff in GOSDV data management, data governance, privacy, access, security, integrity, data use, research request and other policies and procedures to ensure smooth operation;

Agreed upon policies and procedures on data sharing, confidentiality and access, data use, data management, data quality, research request procedures, including process for updates based upon review of practices and policies, and input from stakeholders and GOSDV staff. All MOAs will have clearly defined roles and responsibilities, timelines, accountabilities, and renewal policy

Medium-term Outcomes
(Expected Outcomes in Yrs 3-5)

Proof of medium-term outcomes that GOSDV is set up and running:

Various stakeholders continue to support the implementation and maintenance of GOSDV

Institutional and cross-institutional research reports are produced from trustworthy, timely, and truthful GOSDV data

Labor-related longitudinal research reports connecting K-12 and postsecondary education with data on credentials, wages, job category, income potential;

Long list of other valuable data products and reports including federally mandated data reports such as EDFacts and ESSA data report from GOSDV

Attributes of Effective Data Products evident in the GOSDV-sourced reports

"Go to GOSDV" is the top-of-the-mind of policy makers and practitioners for data-driven decisions evidenced by the volume of data requests, likes, queries, positive notes and quotes about GOSDV

External and internal researchers truly trust and use the data in GOSDV

Long-term Outcome/Impact
(Non-measurable)

As we commit to sustaining the GOSDV for data-driven decisions, let us not forget that the ULTIMATE goal of all is so that all students will be college and career-ready individuals who are:

Fervent in their diligence, and discipline, with the necessary attitudes, work ethics, behaviors, and worldview to succeed in a career of their choice;

Observant of the law, deferential to authority and tolerant of other cultures and worldviews;

Responsible, Respectful, Ready for Life with a rewarding career and contributor to the community;

Life-long learners with intellectual flexibility, knowledge, and skills;

Independent thinkers, yet capable of collaborative team work;

Future leaders, mature in their outlook, transparent, accountable, and able to tackle what lies ahead beyond educational experience;

Empowered to do right, to be right, and to make right choices in life

GUAM LONGITUDINAL DATA SYSTEM

In summary: **We, the Joint Boards of Education and the WIOA Workforce Development Board with the leadership and staff of the Guam Department of Education, the Guam Community College, the University of Guam, and the Guam Department of Labor commit to establishing, supporting, maintaining, using and sustaining the GUAM ONE STOP DATA VILLAGE as the one reliable source of information for data-driven decisions that help prepare our youth to be READY FOR LIFE.**

Prepared by Dr. Zenaida "DocZeni" Napa Natividad (GDOE) on 2/4/2017 for the Joint Boards Research Agenda Workshop

SY 2016-2017 AIMSweb Data - Winter (Dec. 1, 2016-Mar. 15, 2017)

Grade	Assessment Area	# of Students Tested	# of Students in Tiers			% of Students in Tiers		
			Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3
K	Letter Naming	1719	802	366	551	47%	21%	32%
	Letter Sounds	1754	1073	301	380	61%	17%	22%
	Number Ident.	1723	998	364	361	58%	21%	21%
	Oral Counting	1630	1210	268	152	74%	16%	9%
	Qty. Disc.	1722	941	349	432	55%	20%	25%
	Missing Number	1721	1000	293	428	58%	17%	25%
1st	Letter Naming	0						
	Letter Sounds	0						
	Nonsense Words	1826	907	339	580	50%	19%	32%
	Phoneme Seg.	1692	902	279	511	53%	16%	30%
	Oral Reading	1752	596	411	745	34%	23%	43%
	Passage Reading	0						
	Oral Counting	1655	1274	190	191	77%	11%	12%
	Number Ident.	1852	1118	357	377	60%	19%	20%
	Qty. Disc.	1861	1209	251	401	65%	13%	22%
	Missing Number	1855	1184	239	432	64%	13%	23%
	Math Computation	1813	952	407	454	53%	22%	25%
	Spelling	1491	655	359	477	44%	24%	32%
	Writing: WSC	1489	508	464	517	34%	31%	35%
	Writing: CWS	1047	803	244	0	77%	23%	0%
	Writing: TWW	1491	608	337	546	41%	23%	37%
2nd	Oral Reading	1769	720	429	620	41%	24%	35%
	Passage Reading	0						
	Math Concepts	1780	649	602	529	36%	34%	30%
	Math Computation	1783	852	450	481	48%	25%	27%
	Spelling	1610	615	456	539	38%	28%	33%
	Writing: WSC	1524	665	440	419	44%	29%	27%
	Writing: CWS	1483	610	363	510	41%	24%	34%
	Writing: TWW	1523	567	401	555	37%	26%	36%
3rd	Oral Reading	2032	892	636	504	44%	31%	25%
	Passage Reading	1983	822	581	580	41%	29%	29%
	Math Concepts	1968	597	542	829	30%	28%	42%
	Math Computation	1991	837	640	514	42%	32%	26%
	Spelling	1756	775	569	412	44%	32%	23%
	Writing: WSC	1492	842	335	315	56%	22%	21%
	Writing: CWS	1461	734	359	368	50%	25%	25%
	Writing: TWW	1534	711	406	417	46%	26%	27%
4th	Oral Reading	1905	803	644	458	42%	34%	24%
	Passage Reading	1920	809	597	514	42%	31%	27%
	Math Concepts	1946	681	813	452	35%	42%	23%
	Math Computation	1968	821	561	586	42%	29%	30%
	Spelling	1710	978	399	333	57%	23%	19%
	Writing: WSC	1541	902	333	306	59%	22%	20%
	Writing: CWS	1527	787	388	352	52%	25%	23%
	Writing: TWW	1540	788	367	385	51%	24%	25%

As of: November 30, 2016

SY 2016-2017 AIMSweb Data - Winter (Dec. 1, 2016-Mar. 15, 2017)

Grade	Assessment Area	# of Students Tested	# of Students in Tiers			% of Students in Tiers		
			Tier 1	Tier 2	Tier 3	Tier 1	Tier 2	Tier 3
5th	Oral Reading	1888	985	492	411	52%	26%	22%
	Passage Reading	1883	742	596	545	39%	32%	29%
	Math Concepts	1912	629	457	826	33%	24%	43%
	Math Computation	1916	773	533	610	40%	28%	32%
	Spelling	1733	859	494	380	50%	29%	22%
	Writing: WSC	1612	1035	317	260	64%	20%	16%
	Writing: CWS	1565	901	365	299	58%	23%	19%
	Writing: TWW	1614	867	418	329	54%	26%	20%
6th	Oral Reading	871	415	300	156	48%	34%	18%
	Passage Reading	815	364	205	246	45%	25%	30%
	Math Concepts	135	30	26	79	22%	19%	59%
	Math Computation	482	163	168	151	34%	35%	31%
	Spelling	157	118	17	22	75%	11%	14%
	Writing: WSC	25	21	3	1	84%	12%	4%
	Writing: CWS	24	19	2	3	79%	8%	13%
	Writing: TWW	29	21	3	5	72%	10%	17%
7th	Oral Reading	827	411	298	118	50%	36%	14%
	Passage Reading	875	298	295	282	34%	34%	32%
	Math Concepts	86	27	8	51	31%	9%	59%
	Math Computation	305	100	100	105	33%	33%	34%
	Spelling	245	153	42	50	62%	17%	20%
	Writing: WSC	121	83	29	9	69%	24%	7%
	Writing: CWS	8	6	1	1	75%	13%	13%
	Writing: TWW	118	65	29	24	55%	25%	20%
8th	Oral Reading	540	270	139	131	50%	26%	24%
	Passage Reading	495	165	155	175	33%	31%	35%
	Math Concepts	130	20	18	92	15%	14%	71%
	Math Computation	454	146	127	181	32%	28%	40%
	Spelling	222	110	57	55	50%	26%	25%
	Writing: WSC	132	95	9	28	72%	7%	21%
	Writing: CWS	109	95	10	4	87%	9%	4%
	Writing: TWW	132	117	10	5	89%	8%	4%

Writing:
WSC – Words Spelled Correctly
CWS – Correct Writing Sequence
TWW – Total Words Written

As of: November 30, 2016

GUAM DEPARTMENT OF EDUCATION

Early Childhood Education (ECE) Program

Curriculum and Instruction Division – Program Implementation
Research, Planning, and Evaluation Division – Program Evaluation

SY 2015-16 Pilot Pre-Kindergarten Education Program Evaluation





The GDOE Pilot Pre-Kindergarten (Pre-K) Program

The GDOE Pre-K Program aims to support and enhance young children's development through a high-quality early learning experience, which will prepare them to enter kindergarten ready to learn. Toward this goal, the Early Childhood Education (ECE) Planning Committee prepared and presented a plan to the Guam Education Board (GEB) which passed Resolution No. 2014-08 in September 23, 2014 that gave GDOE the marching order to implement a pilot full-day program in four public elementary schools in SY2015-16. In May 2015, the 33rd Guam Legislature passed P.L. 33-29 that specified the funding amount and funding source for the Pre-K Program pilot implementation.

The pilot program began operating on October 15, 2015 with a total of 71 students distributed across the four elementary pilot schools: Finegayan, LB Johnson, JQ San Miguel and Marcial Sablan Elementary Schools

Pre-Kindergarten Program Evaluation Framework

The Pre-K Program Logic Model (see back page) and the Program Evaluation Framework were designed by the RP&E Administrator to collect evidence/artifacts on effective early childhood education program implementation along the following components:

Planning, Collaboration among Key Stakeholders, Funding
Review of Curriculum Standards, Instructions, & Assessment
Environment of Learning Design and Construction
Professional Development and Teacher Effectiveness
Administrator Involvement and Support for Pre-K program
Reach out to and Support from Parents and Guardians
Effectiveness of Pre-K via Cohort Longitudinal Tracking

The evidence collected on the first year of the GDOE Pre-Kindergarten program depicts a successful well-planned, well-managed program that is worthy to be replicated in other public elementary schools. Furthermore, the pre- and post-test Brigance test results (Table 1) and the independent survey of students (Table 2) using the tool *Measures of Effective Teaching (MET) for Non-Readers* developed from a grant by Bill and Melinda Gates Foundation verify the success of the first year PreK program.

Table 1. Increase in Pre-Kindergarten learning measured using Brigance test at the beginning and at the end of SY2015-16

Pre-Kindergarten Skill	Finegayan		JQ San Miguel		LBJES		Marcial Sablan	
	Mean Diff	Sig (2-tailed)*	Mean Diff	Sig (2-tailed)*	Mean Diff	Sig (2-tailed)*	Mean Diff	Sig (2-tailed)*
Orally say name and addres	2.94	0.00	1.09	0.03	1.53	0.00	1.03	0.01
Color recognition	2.17	0.02	0.25	0.41	0.89	0.10	1.41	0.02
Picture vocabulary	1.05	0.00	0.81	0.06	1.39	0.00	0.88	0.04
Visual Determination	1.67	0.08	1.50	0.01	5.17	0.00	3.29	0.00
Visual Motor Skills	3.56	0.00	3.00	0.00	2.33	0.00	2.82	0.00
Gross Motor Skills	1.61	0.00	0.19	0.19	0.50	0.03	0.03	0.79
Count by rote	0.33	0.08	0.50	0.05	0.92	0.02	6.35	0.00
Identifies body parts	4.44	0.00	2.50	0.00	3.44	0.00	3.18	0.00
Follow Verbal Directions	2.83	0.00	0.25	0.33	0.90	0.10	4.35	0.00
Number concepts	3.17	0.02	1.25	0.24	2.44	0.02	1.47	0.02
Verbal fluency and articulati	2.11	0.03	0.00	1.00	1.39	0.06	1.65	0.00

**Two-tailed significance at 95% confidence level and +/-05 margin of error*

Table 2. Pre-Kindergarten students' perceptions of their learning experience collected towards the end of SY2015-16

Measures of Effective Teaching (MET) Statement*	Percent of students who chose "Happy Face"			
	Finegayan	JQ San Miguel	LB Johnson	M. Sablan
1. My teacher teaches me to do new things.	100%	100%	100%	95%
2. My class is a good place for learning.	95%	95%	95%	100%
3. I like to come to my class.	100%	100%	100%	100%
4. My teacher is a good teacher.	100%	100%	100%	100%
5. I know what I am supposed to do in class.	95%	90%	90%	95%
6. The rules of my teacher are fair.	40%	45%	40%	55%
7. My teacher is nice to me.	100%	95%	100%	95%

**Developed and adapted through a grant from Bill and Melinda Gates Foundation*

For more information, please contact Eloise Sanchez at 300-1095 (esanchez@gdoe.net) or Dr. Zeni Natividad at 300-1241 (znatividad@gdoe.net)

LOGIC MODEL for the GDOE Pre-Kindergarten Program (Aligned with GDOE State Strategic Plan)

Prepared by Dr. Zeni Napa Natividad, Administrator of GDOE Research, Planning & Evaluation (2/4/2017)

What we Invest

Public Laws:
P.L. 33-29
P.L. 28-45,
5 GCA§3107,
P.L. 26-26

Policies
Board
Resolution No.
2014-08
B.P.330
BP380
BP430

People:
DOE Supt.
Deputy Supt
C&I Pre-K Proj. Director
Pre-K pilot School Administrators
Pilot Pre-K Teachers & their Aides
Facilities & Maintenance
RP&E Administrator (as Evaluator)

Partnerships and Patrons:
GEB
Guam Legislature
Office of the Governor
UOG
CEDDERS

Plantilla:
4 pilot elementary schools: JQ San Miguel, LBJ, Finegayan, and Marcial Sablan

What We Do

Pre-K Program strategies/activities:

Planning and collaboration among key stakeholders; funding support

Review of Pre-K instructional standards, curriculum, and assessments

Environment of Learning that is conducive to pre-K needs

Professional development of Pre-K teachers and staff and guaranteed curriculum for all schools at all grade levels

Administrator involvement and effective support of Pre-K program

Reach out to and support from parents or legal guardians

Evaluation of program effectiveness via longitudinal student tracking from Pre-K to 3rd and onwards till 12th grade.

As a Department, we do these to support all education programs, including Pre-K:

Plan and implement programs for struggling students, migrant , ELL, SPED, etc.

Review and administer teacher (PTEP) and principal (SLEP) performance evaluation programs

On-going program implementation of Positive Behavior and Intervention Supports and school safety

Management oversight of district programs , policies, and procedures through internal controls

On-going accountability of GDOE staff for all assigned tasks responsibilities

Training of all administrators, faculty and staff on human relations, effective communications, multi-cultures, social issues, support systems, and customer service

Engagement of families in the education of their children through collaborative projects

Immediate Outputs

Proof of immediate results from implementing these strategies and activities evidenced by:

Program monitoring data collected via classroom observations that evidence fidelity of implementation of teaching strategies learned in professional development training (PD)

Records of PD's, training, performance evaluations of teachers, administrators, staff, and of stakeholder satisfaction surveys

Outcomes of Childhood assessment results from Brigance Testing and Ages and Stages Questionnaire

Validated curriculum standards, policies and program SOPs developed such as ECE Program Guideline

Interactive and active participation of parents in Thanksgiving Turkey, Christmas exchange, 58 days of pre-K, Valentine delivery, etc.

Desirable and positive perception results from student and parent surveys as initial assessment of Pre-K experience

Executed contracts on Pre-K (1) curriculum development, (2) professional development training, and (3) family engagement conference

Medium-term Outcomes

Proof desired student and staff outcomes indicated by:

Rate of Pre-K student development is indicated by increased scores in the Ages and Stages Questionnaire

Evidence of positive behavior such as obedience, following rules and instructions, integrity, honesty, enthusiasm to learn, minimal discipline issues

Advanced readiness for Kindergarten in the areas of reading, math, writing, and self-expression

Developed social and interaction skills as evidenced by participation in collaborative work with peers

Yearly progress from grade level to grade level as evidenced data on

1) Marks analysis in English, Reading and Math (cohort Gr.2)
2) Test results in the ACT Aspire (from Gr.3)
3) At least attendance rate of 90% each grade level (from Gr 3)
4) No more than 15% discipline issues (from Gr 3, adjudicated)

Other records of exceptional noteworthiness (from Gr. 3 onwards),

Long-term Impact

As we commit implement with fidelity and vigor the evidenced based Pre-K best practices and the strategies of the State Strategic Plan, we will produce college and career-ready individuals who are:

Fervent in their diligence, and discipline, having acquired the necessary attitudes, behaviors, and worldview from their learning in the social sciences, science, math

Observant of the law, deferential to authority and tolerant of other cultures

Responsible, Respectful, and Ready for Life!

Life-long learners

Independent thinkers, yet capable of collaborative team work

Future leaders, mature their outlook, preferences, goals in life, and plans to tackle what lies ahead of them beyond their Pre-K and K-12 educational experience

Empowered to do right, to be right, and to make right choices in life

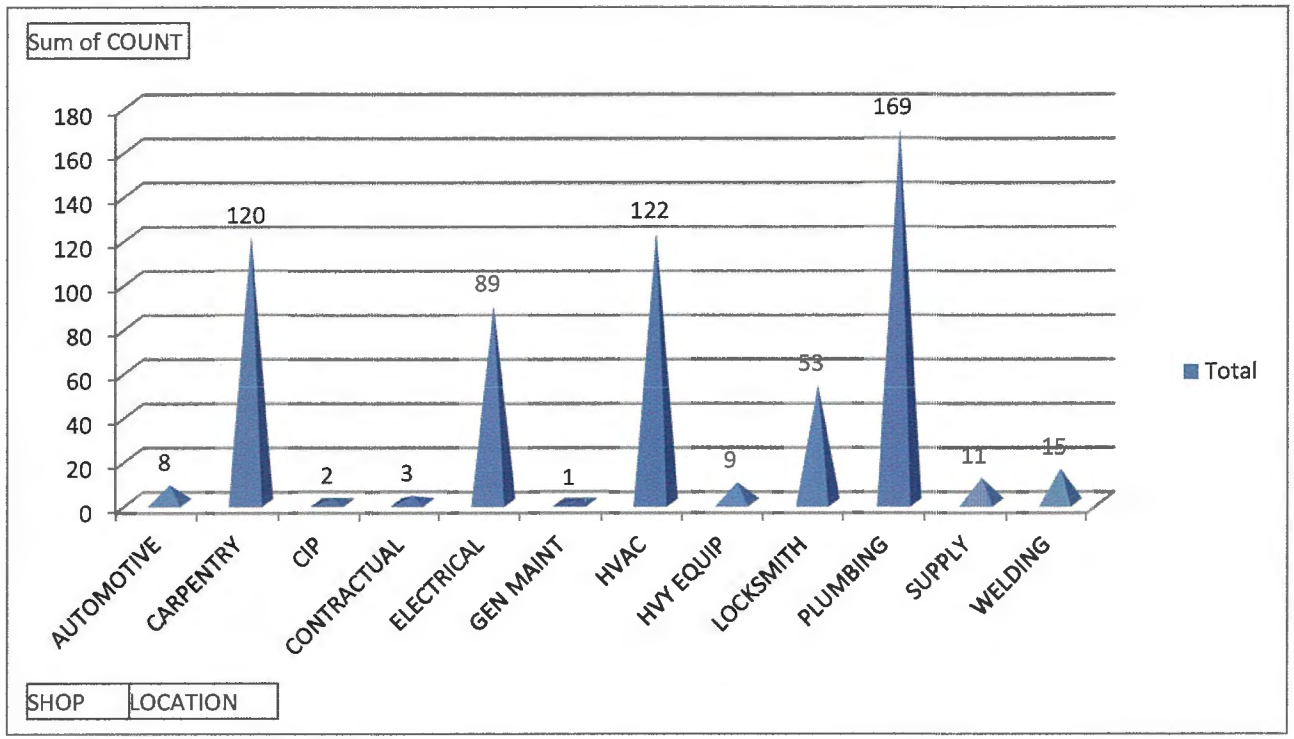
In summary: We, the GDOE Pre-Kindergarten administrators, teachers, and staff, along with the parents, the Guam Education Board, and the GDOE Management commit to **PREPARE** all students, **PROMOTE** excellence, and **PROVIDE** support so that all Pre-K (as well as all students) in the GDOE schools will become college and career-ready individuals who are Respectful, Responsible, and **READY FOR LIFE**.

Doc. No. 34GL-17-0325.

FACILITIES MAINTENANCE DIVISION
MUNIS REPORT FEBRUARY 2017

Discipline	Sum of COUNT
AUTOMOTIVE	8
CARPENTRY	120
CIP	2
CONTRACTUAL	3
ELECTRICAL	89
GEN MAINT	1
HVAC	122
HVY EQUIP	9
LOCKSMITH	53
PLUMBING	169
SUPPLY	11
WELDING	15
Grand Total	602

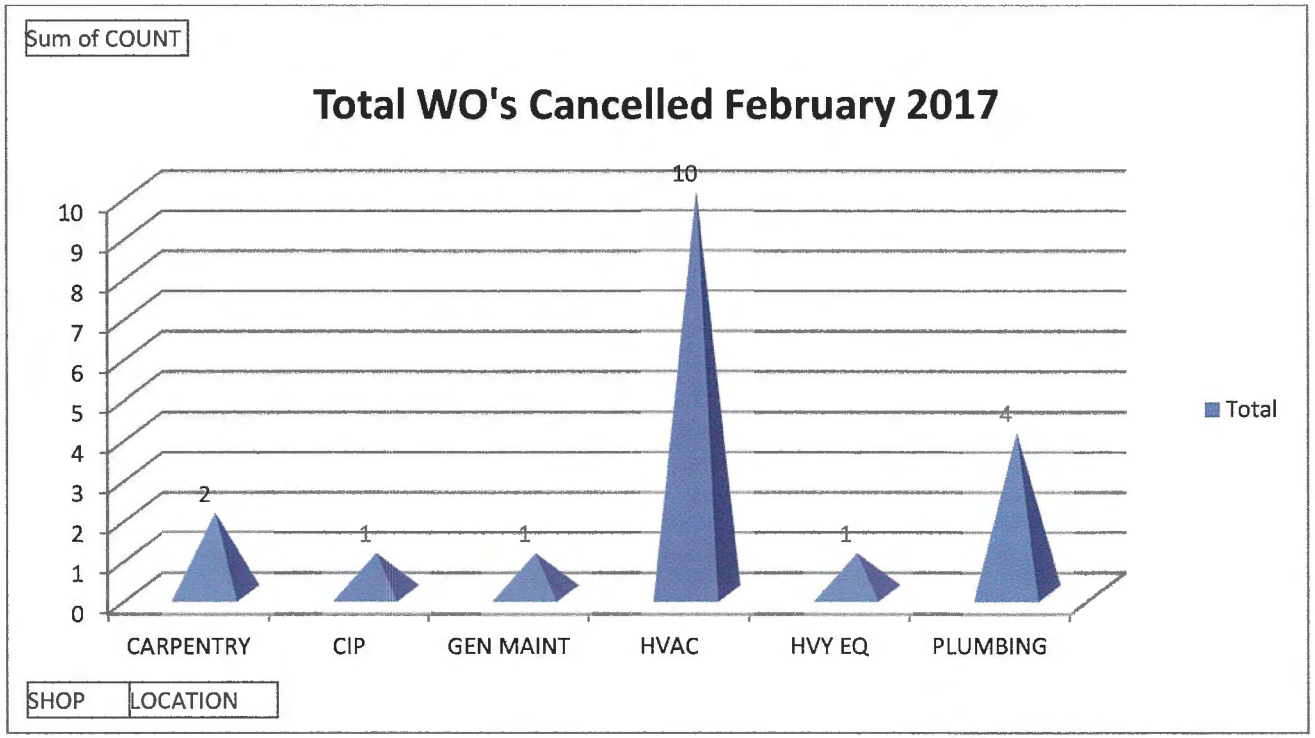
TOTAL WORK ORDERS RECEIVED FEBRUARY 2017



FACILITIES MAINTENANCE DIVISION
MUNIS REPORT FEBRUARY 2017

Discipline	Sum of COUNT
CARPENTRY	2
CIP	1
GEN MAINT	1
HVAC	10
HVY EQ	1
PLUMBING	4
Grand Total	19

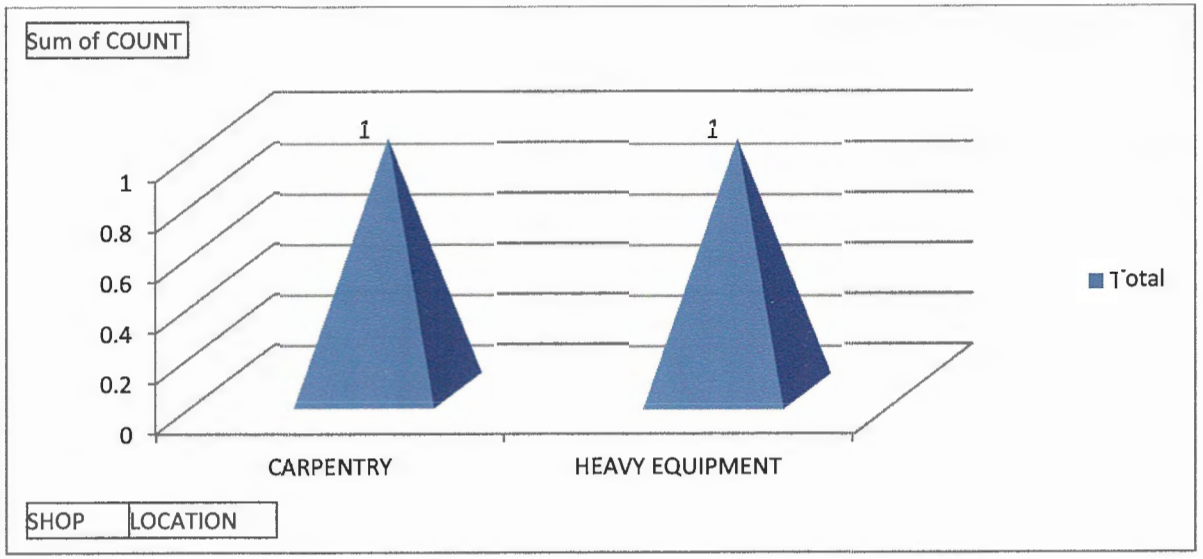
TOTAL WORK ORDERS CANCELLED FEBRUARY 2017



FACILITIES MAINTENANCE DIVISION
MUNIS REPORT FEBRUARY 2017

TOTAL WORK ORDERS REJECTED FEBRUARY 2017

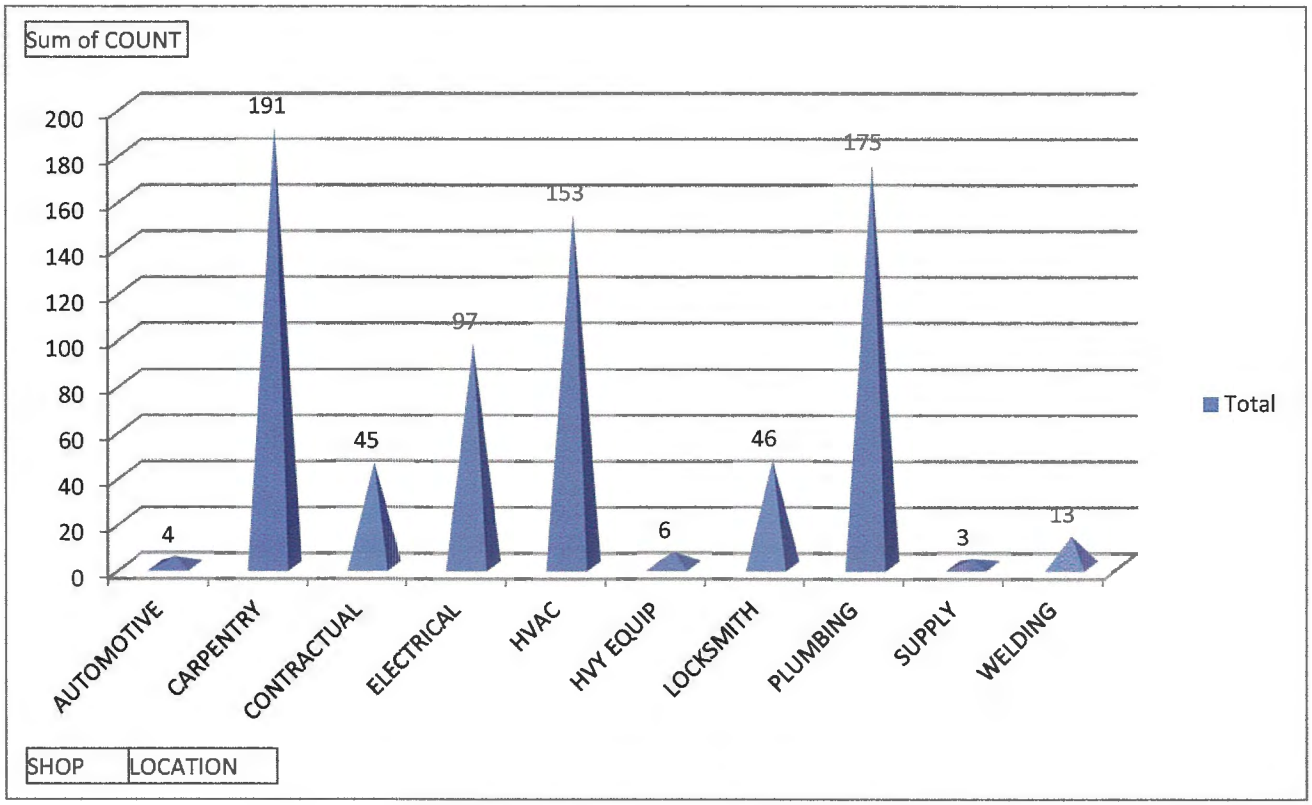
Discipline	Sum of COUNT
CARPENTRY	1
HEAVY EQUIPMENT	1
Grand Total	2



FACILITIES MAINTENANCE DIVISION
MUNIS REPORT FEBRUARY 2017

Row Labels	Sum of COUNT
AUTOMOTIVE	4
CARPENTRY	191
CONTRACTUAL	45
ELECTRICAL	97
HVAC	153
HVY EQUIP	6
LOCKSMITH	46
PLUMBING	175
SUPPLY	3
WELDING	13
Grand Total	733

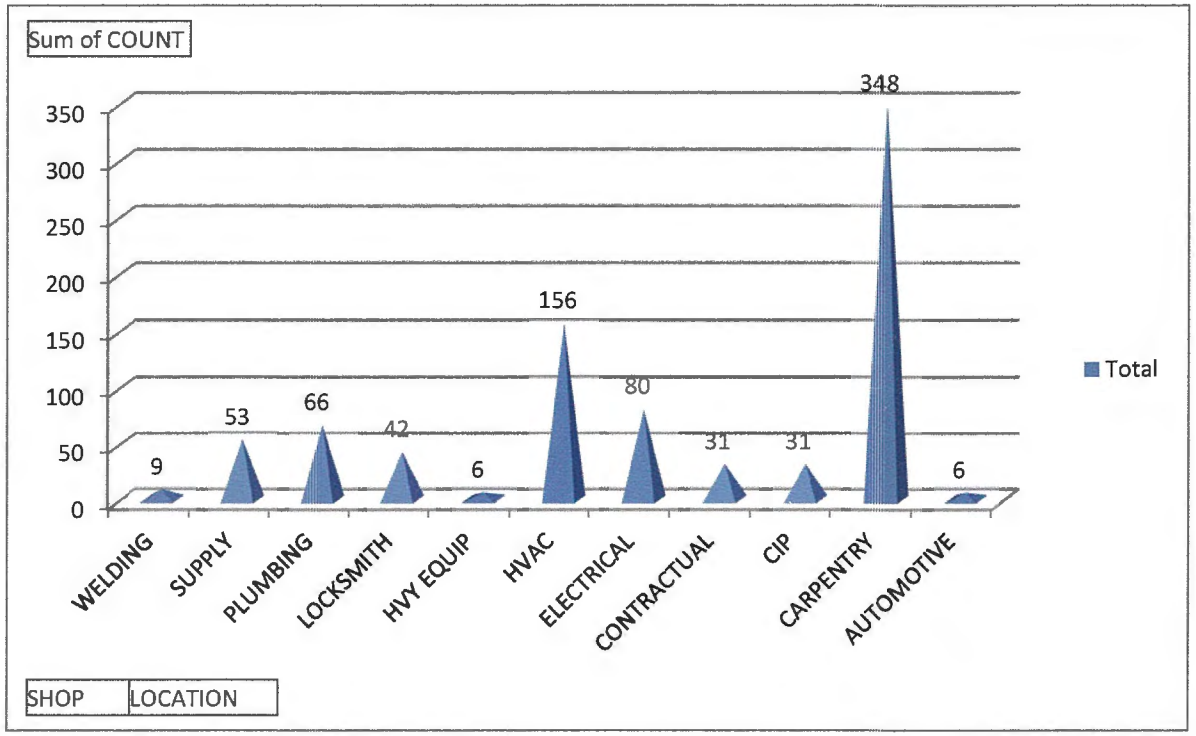
TOTAL WORK ORDERS COMPLETED FEBRUARY 2017



FACILITIES MAINTENANCE DIVISION
MUNIS REPORT FEBRUARY 2017

Discipline	Sum of COUNT
WELDING	9
SUPPLY	53
PLUMBING	66
LOCKSMITH	42
HVY EQUIP	6
HVAC	156
ELECTRICAL	80
CONTRACTUAL	31
CIP	31
CARPENTRY	348
AUTOMOTIVE	6
Grand Total	828

TOTAL WORK ORDERS ENDING FEBRUARY 2017



Guam Department of Education
School Staffing Report as of March 1, 2017

School / Division	Principal / Division Head*			Assistant Principal / Director*			Program Coordinator / School Program Consultant		Administrative Assistant / Officer		Administrative Secretary / Secretary Typist			Library Technician	Clerk/Clerk Typist
	F	L	LV	F	L	LV	F	FV	F	L	F	L	LV	L	F
301 - AGANA HEIGHTS ELEMENTARY		1								1				1	
302 - M.A. SABLAN ELEMENTARY		1								1					
303 - B.P. CARBULLIDO ELEMENTARY		1			1					1		1			
304 - C.L. TAITANO ELEMENTARY		1			1					1					
306 - FINEGAYAN ELEMENTARY		1			1					1					
307 - H.S. TRUMAN ELEMENTARY		1								1					
308 - J.M. GUERRERO ELEMENTARY		1			1					1					
309 - INARAJAN ELEMENTARY			1							1					
311 - J.Q. SAN MIGUEL ELEMENTARY			1		1					1					
312 - L.B. JOHNSON ELEMENTARY					1					1					
313 - M.A. ULLOA ELEMENTARY		1			1					1					
314 - M.U. LUJAN ELEMENTARY		1			1					1				1	
315 - MERIZO MARTYRS ELEMENTARY		1								1					
316 - ORDOT/CHALAN PAGO ELEMENTARY		1								1					
317 - P.C. LUJAN ELEMENTARY		1								1					
318 - H.B. PRICE ELEMENTARY		1			1					1				1	
319 - TALOFOFO ELEMENTARY		1								1				1	
320 - TAMUNING ELEMENTARY		1								1		1			
321 - UPI ELEMENTARY		1			1					1					
322 - WETTENGEL ELEMENTARY		1			1					1					
323 - D.L. PEREZ ELEMENTARY		1			1					1					
324 - CHIEF BRODIE ELEMENTARY		1								1					
325 - ASTUMBO ELEMENTARY		1								1					
327 - MACHANANAO ELEMENTARY		1								1					
328 - LIGUAN ELEMENTARY		1			1					1		1			
329 - ADACAO ELEMENTARY		1			1					1					
430 - A.I. JOHNSTON MIDDLE		1			3	1				1				1	
431 - V.S.A. BENAVENTE MIDDLE		2			3					1					
432 - F.B. LEON GUERRERO MIDDLE		1			4					1					
433 - INARAJAN MIDDLE		1			3					1					
434 - JOSE L.G. RIOS MIDDLE		1			3					1					
435 - L.P. UNTALAN MIDDLE		1			3					1					
436 - OCEANVIEW MIDDLE		1			2					1		1			
437 - ASTUMBO MIDDLE		1			2					1			1		
438 - J.P. TORRES ALTERNATIVE		1					1		1						3
471 - GEORGE WASHINGTON HIGH		1			4					1		1		1	
472 - JOHN F. KENNEDY HIGH		1			4					1		1			
473 - SIMON A. SANCHEZ HIGH		1			4					1				1	
474 - SOUTHERN HIGH		1			3	1				1		1			
475 - OKKODO HIGH		1			4					1		1			
476 - TIYAN HIGH		1			3					1		1			
GUAHAN CHARTER SCHOOL															
ILEARN CHARTER SCHOOL															
831 - HEADSTART	1			1			1	1	1		1				1
850 - SPECIAL EDUCATION		1					29	5	2		2				3
998 - MILITARY LEAVE OF ABSENCE															
999 - LONG TERM DISABILITY												1			
Grand Total	1	40	2	1	59	2	31	6	4	40	3	10	1	7	7
Locally Funded Filled Positions		40			59					40		10		7	
Locally Funded Vacant Positions			2			2							1		
Federally Funded Filled Positions	1			1			31		4		3				7
Federally Funded Vacant Positions								6							

*May not reflect detailed positions

Guam Department of Education
School Staffing Report as of March 1, 2017

School / Division	Clerk/Clerk Typist		Computer Operator / Data Clerk			Psychologist	Social Worker		Community Program Aide			Nurse		Speech Language Clinician / Pathologist	
	L	LV	F	L	LV	F	F	FV	F	FV	L	F	L	F	L
301 - AGANA HEIGHTS ELEMENTARY	1			1									1		
302 - M.A. SABLAN ELEMENTARY	2			1									1		
303 - B.P. CARBULLIDO ELEMENTARY				1									1		
304 - C.L. TAITANO ELEMENTARY	1			1									1		
306 - FINEGAYAN ELEMENTARY	1			1									2		
307 - H.S. TRUMAN ELEMENTARY	1			1									1		
308 - J.M. GUERRERO ELEMENTARY	1			1									1		
309 - INARAJAN ELEMENTARY	1			1									1		
311 - J.Q. SAN MIGUEL ELEMENTARY	1			1									1		
312 - L.B. JOHNSON ELEMENTARY				1									1		
313 - M.A. ULLOA ELEMENTARY	1			1									1		
314 - M.U. LUJAN ELEMENTARY	2			1									1		
315 - MERIZO MARTYRS ELEMENTARY	1			1									1		
316 - ORDOT/CHALAN PAGO ELEMENTARY	1			1									1		
317 - P.C. LUJAN ELEMENTARY	1			1									1		
318 - H.B. PRICE ELEMENTARY	1			1									1		
319 - TALOFOFO ELEMENTARY	1			1									1		
320 - TAMUNING ELEMENTARY	1			1									1		
321 - UPI ELEMENTARY	4			1									1		
322 - WETTENGEL ELEMENTARY	1			1									1		
323 - D.L. PEREZ ELEMENTARY	2			1									2		
324 - CHIEF BRODIE ELEMENTARY	1			1									1		
325 - ASTUMBO ELEMENTARY	2				1								1		
327 - MACHANANAO ELEMENTARY	1			1									1		
328 - LIGUAN ELEMENTARY	1			1									1		
329 - ADACAO ELEMENTARY	1			1									1		
430 - A.I. JOHNSTON MIDDLE	2			1									1		
431 - V.S.A. BENAVENTE MIDDLE	4			1									1		
432 - F.B. LEON GUERRERO MIDDLE	4				1								1		
433 - INARAJAN MIDDLE	2			1									1		
434 - JOSE L.G. RIOS MIDDLE	2			1	1								1		
435 - L.P. UNTALAN MIDDLE	3			1									1		
436 - OCEANVIEW MIDDLE	2			1									1		
437 - ASTUMBO MIDDLE	2			1									1		
438 - J.P. TORRES ALTERNATIVE			1			1	1								
471 - GEORGE WASHINGTON HIGH	3	2		1									1		
472 - JOHN F. KENNEDY HIGH	5			1									1		
473 - SIMON A. SANCHEZ HIGH	4			1									1		
474 - SOUTHERN HIGH	4			1									2		
475 - OKKODO HIGH	3			1									1		
476 - TIYAN HIGH	4			1									1		
GUAHAN CHARTER SCHOOL															
ILEARN CHARTER SCHOOL															
831 - HEADSTART							2	1	5	1	3		1		
850 - SPECIAL EDUCATION			2			1	11					1		12	3
998 - MILITARY LEAVE OF ABSENCE															
999 - LONG TERM DISABILITY	1														
Grand Total	76	2	3	38	3	2	14	1	5	1	3	1	44	12	3
Locally Funded Filled Positions	76			38							3		44		3
Locally Funded Vacant Positions		2			3										
Federally Funded Filled Positions			3			2	14		5			1		12	
Federally Funded Vacant Positions								1		1					

*May not reflect detailed positions

Guam Department of Education
School Staffing Report as of March 1, 2017

School / Division	Audiologist / Audiometerist			Deaf & Hard of Hearing Program Aide	Vision Program Aide	Emotionally Disturbed Program Aide	Physical Therapist	Occupational Therapist	Transition Program Aide	One to One Aide		Gifted & Talented Education Aide		Instructional Program Aide	Pre-School Aide
	F	L	LV	F	F	F	FV	FV	F	F	FV	F	L	F	F
301 - AGANA HEIGHTS ELEMENTARY										1					
302 - M.A. SABLAN ELEMENTARY										4					
303 - B.P. CARBULLIDO ELEMENTARY										6			1		
304 - C.L. TAITANO ELEMENTARY										5				1	
306 - FINEGAYAN ELEMENTARY										7					
307 - H.S. TRUMAN ELEMENTARY										8					
308 - J.M. GUERRERO ELEMENTARY										7				1	
309 - INARAJAN ELEMENTARY										1					
311 - J.Q. SAN MIGUEL ELEMENTARY										3					
312 - L.B. JOHNSON ELEMENTARY										1			1		
313 - M.A. ULLOA ELEMENTARY										6					
314 - M.U. LUJAN ELEMENTARY										2			1		
315 - MERIZO MARTYRS ELEMENTARY															
316 - ORDOT/CHALAN PAGO ELEMENTARY										4					
317 - P.C. LUJAN ELEMENTARY				4						10					1
318 - H.B. PRICE ELEMENTARY										3		2			
319 - TALOFOFO ELEMENTARY										1					
320 - TAMUNING ELEMENTARY										12					2
321 - UPI ELEMENTARY										7					
322 - WETTENGEL ELEMENTARY										10					
323 - D.L. PEREZ ELEMENTARY										4					1
324 - CHIEF BRODIE ELEMENTARY										3					
325 - ASTUMBO ELEMENTARY										4			1		
327 - MACHANANAO ELEMENTARY										3			1		
328 - LIGUAN ELEMENTARY										6					
329 - ADACAO ELEMENTARY										6					
430 - A.I. JOHNSTON MIDDLE				1						10					
431 - V.S.A. BENAVENTE MIDDLE										11				1	
432 - F.B. LEON GUERRERO MIDDLE										12					
433 - INARAJAN MIDDLE										3				1	
434 - JOSE L.G. RIOS MIDDLE										6				1	
435 - L.P. UNTALAN MIDDLE										17					
436 - OCEANVIEW MIDDLE										8					
437 - ASTUMBO MIDDLE										5					
438 - J.P. TORRES ALTERNATIVE															
471 - GEORGE WASHINGTON HIGH										14				1	
472 - JOHN F. KENNEDY HIGH				4						14					
473 - SIMON A. SANCHEZ HIGH										17				1	
474 - SOUTHERN HIGH						2				12				1	
475 - OKKODO HIGH										11				1	
476 - TIYAN HIGH										14				1	
GUAHAN CHARTER SCHOOL										2					
ILEARN CHARTER SCHOOL										1					
831 - HEADSTART															
850 - SPECIAL EDUCATION	1	2	1		1		2	6	3	11	14				
998 - MILITARY LEAVE OF ABSENCE															
999 - LONG TERM DISABILITY										2					
Grand Total	1	2	1	9	1	2	2	6	3	294	14	2	5	10	4
Locally Funded Filled Positions		2											5		
Locally Funded Vacant Positions			1												
Federally Funded Filled Positions	1			9	1	2			3	294		2		10	4
Federally Funded Vacant Positions							2	6			14				

*May not reflect detailed positions

Guam Department of Education
School Staffing Report as of March 1, 2017

School / Division	Head Start Aide			School Aide			Teacher Assistant	Substitute Teacher		Teacher				JROTC	
	F	FV	L	F	L	LV	F	F	L	F	FV	L	LV	L	LV
301 - AGANA HEIGHTS ELEMENTARY					3		7		2			24			
302 - M.A. SABLAN ELEMENTARY					8		7		2			27			
303 - B.P. CARBULLIDO ELEMENTARY					4		5		4			27			
304 - C.L. TAITANO ELEMENTARY					6		11		3			35			
306 - FINEGAYAN ELEMENTARY					7		15		5	1		47			
307 - H.S. TRUMAN ELEMENTARY					6		6		2			25			
308 - J.M. GUERRERO ELEMENTARY					4	1	13		4			34	2		
309 - INARAJAN ELEMENTARY					3		4		2			14			
311 - J.Q. SAN MIGUEL ELEMENTARY					5		10		3			33			
312 - L.B. JOHNSON ELEMENTARY					4		2		1			16	1		
313 - M.A. ULLOA ELEMENTARY					6		10		4			38	1		
314 - M.U. LUJAN ELEMENTARY					4		9		3	1		36			
315 - MERIZO MARTYRS ELEMENTARY					3		5		2			14			
316 - ORDOT/CHALAN PAGO ELEMENTARY					3		7		2			30			
317 - P.C. LUJAN ELEMENTARY					6		7		3	1		26			
318 - H.B. PRICE ELEMENTARY					9	1	10		3			41	1		
319 - TALOFOFO ELEMENTARY					4		4		1			17	1		
320 - TAMUNING ELEMENTARY					5		13		3	1		32			
321 - UPI ELEMENTARY					5		14		5			42	3		
322 - WETTENGEL ELEMENTARY					7		11		4			39			
323 - D.L. PEREZ ELEMENTARY					5		11		2			39			
324 - CHIEF BRODIE ELEMENTARY					4		6		2	1		19			
325 - ASTUMBO ELEMENTARY					4		8		3			35			
327 - MACHANANAO ELEMENTARY					3	1	6		2			27	1		
328 - LIGUAN ELEMENTARY					4		9		3	1		32	1		
329 - ADACAO ELEMENTARY					3		7		3			32			
430 - A.I. JOHNSTON MIDDLE					8		5		5	1		53			
431 - V.S.A. BENAVENTE MIDDLE					8		2		8	1		73	2		
432 - F.B. LEON GUERRERO MIDDLE					6	1	7		8			63	2		
433 - INARAJAN MIDDLE					4		6		4			36			
434 - JOSE L.G. RIOS MIDDLE					6	1	1		5	1		57	1		
435 - L.P. UNTALAN MIDDLE					6		5		7		1	73			
436 - OCEANVIEW MIDDLE					4		4		4		1	33			
437 - ASTUMBO MIDDLE					6		5		3			39	1		
438 - J.P. TORRES ALTERNATIVE				3	4		5		1	13	2	6			
471 - GEORGE WASHINGTON HIGH					18	2	5		9	1		84	1	2	1
472 - JOHN F. KENNEDY HIGH					16		1		8	1		94		3	
473 - SIMON A. SANCHEZ HIGH					16		1		7			84	1	3	
474 - SOUTHERN HIGH					20		1		4	1		72		2	
475 - OKKODO HIGH					12		1		7			63	2	2	1
476 - TIYAN HIGH					11	1	1		6			60	2		2
GUAHAN CHARTER SCHOOL															
ILEARN CHARTER SCHOOL															
831 - HEADSTART	25	1	3					2	1	13		14			
850 - SPECIAL EDUCATION										1	1	3	1		
998 - MILITARY LEAVE OF ABSENCE					1		1					9			
999 - LONG TERM DISABILITY			1		2							5			
Grand Total	25	1	4	3	273	8	268	2	160	39	5	1,702	24	12	4
Locally Funded Filled Positions			4		273				160			1,702		12	
Locally Funded Vacant Positions						8							24		4
Federally Funded Filled Positions	25			3			268	2		39					
Federally Funded Vacant Positions		1									5				

*May not reflect detailed positions

Guam Department of Education
School Staffing Report as of March 1, 2017

School / Division	Long Term Substitute	Librarian		Guidance Counselor		Instructional Coordinator / Mentor			Cafeteria Manager	Cook / Baker	Cook's Assistant		Building / Maintenance Custodian / Worker		
	L	L	LV	L	LV	F	FV	L	L	L	L	LV	F	L	LV
301 - AGANA HEIGHTS ELEMENTARY	3	1		1				2						1	
302 - M.A. SABLAN ELEMENTARY	1	1		1		1		1						1	
303 - B.P. CARBULLIDO ELEMENTARY	1	1		1		1		1						1	
304 - C.L. TAITANO ELEMENTARY		1		1		1		1						2	
306 - FINEGAYAN ELEMENTARY		1		2		1								1	
307 - H.S. TRUMAN ELEMENTARY		1		1		1								1	
308 - J.M. GUERRERO ELEMENTARY	5	1		1			1							1	
309 - INARAJAN ELEMENTARY	2	1		1		1		1						1	
311 - J.Q. SAN MIGUEL ELEMENTARY			1	1		1		1		1	7			1	
312 - L.B. JOHNSON ELEMENTARY	3	1		1										1	
313 - M.A. ULLOA ELEMENTARY	1	1		2										2	
314 - M.U. LUJAN ELEMENTARY	2	1		1		1									
315 - MERIZO MARTYRS ELEMENTARY	3	1		1		1								1	
316 - ORDOT/CHALAN PAGO ELEMENTARY	3	1		1		1			1	2	5	1		2	
317 - P.C. LUJAN ELEMENTARY		2			1		1							1	
318 - H.B. PRICE ELEMENTARY		1		1		1		1						1	
319 - TALOFOFO ELEMENTARY	1	1		1		1								2	
320 - TAMUNING ELEMENTARY	2	1		1		1								1	
321 - UPI ELEMENTARY	5	1		2		1								1	
322 - WETTENGEL ELEMENTARY	3	1		1		2								1	
323 - D.L. PEREZ ELEMENTARY	1	1		1		2			1	1	7			2	
324 - CHIEF BRODIE ELEMENTARY	1	1		1		1									
325 - ASTUMBO ELEMENTARY	2	1		1		1		1						1	
327 - MACHANANAO ELEMENTARY	4	1		1		1								1	
328 - LIGUAN ELEMENTARY	1	1		1			1								
329 - ADACAO ELEMENTARY	1	1		1		1									
430 - A.I. JOHNSTON MIDDLE			1	3		1		1						2	1
431 - V.S.A. BENAVENTE MIDDLE	5	1		3		1									
432 - F.B. LEON GUERRERO MIDDLE	7	1		3		1		1						2	
433 - INARAJAN MIDDLE	4	1		2				1						1	
434 - JOSE L.G. RIOS MIDDLE	1	1		3				2							
435 - L.P. UNTALAN MIDDLE	2	1		4		1								2	
436 - OCEANVIEW MIDDLE	2	1		2		2		4						2	
437 - ASTUMBO MIDDLE	2	1		3				1							
438 - J.P. TORRES ALTERNATIVE		1		1		1									
471 - GEORGE WASHINGTON HIGH	7	1		6				4						1	
472 - JOHN F. KENNEDY HIGH	2	1		7				1							
473 - SIMON A. SANCHEZ HIGH	5	1		6				2						2	
474 - SOUTHERN HIGH	9	1		4		2		2						2	
475 - OKKODO HIGH	9	1		4	1	1		1	1	1	14	1			
476 - TIYAN HIGH	8	1		5				2							
GUAHAN CHARTER SCHOOL															
ILEARN CHARTER SCHOOL															
831 - HEADSTART													1		
850 - SPECIAL EDUCATION						25		32							
998 - MILITARY LEAVE OF ABSENCE															
999 - LONG TERM DISABILITY											1				
Grand Total	108	40	2	84	2	57	3	63	3	6	33	2	1	41	1
Locally Funded Filled Positions	108	40		84				63	3	6	33			41	
Locally Funded Vacant Positions			2		2							2			1
Federally Funded Filled Positions						57							1		
Federally Funded Vacant Positions							3								

*May not reflect detailed positions

School / Division	Bus Driver			Total Filled Positions	Total Vacant Positions	Grand Total	Enrollment at 9/30/16	Student / Filled Positions	Student / Total Positions
	F	L							
301 - AGANA HEIGHTS ELEMENTARY				51	-	51	420	8.24	8.24
302 - M.A. SABLAN ELEMENTARY				60	-	60	455	7.58	7.58
303 - B.P. CARBULLIDO ELEMENTARY				59	-	59	526	8.92	8.92
304 - C.L. TAITANO ELEMENTARY				73	-	73	597	8.18	8.18
306 - FINEGAYAN ELEMENTARY				94	-	94	862	9.17	9.17
307 - H.S. TRUMAN ELEMENTARY				56	-	56	376	6.71	6.71
308 - J.M. GUERRERO ELEMENTARY				77	4	81	700	9.09	8.64
309 - INARAJAN ELEMENTARY				35	1	36	263	7.51	7.31
311 - J.Q. SAN MIGUEL ELEMENTARY				71	2	73	501	7.06	6.86
312 - L.B. JOHNSON ELEMENTARY				35	1	36	259	7.40	7.19
313 - M.A. ULLOA ELEMENTARY				76	1	77	734	9.66	9.53
314 - M.U. LUJAN ELEMENTARY				69	-	69	631	9.14	9.14
315 - MERIZO MARTYRS ELEMENTARY				36	-	36	250	6.94	6.94
316 - ORDOT/CHALAN PAGO ELEMENTARY				67	1	68	507	7.57	7.46
317 - P.C. LUJAN ELEMENTARY				66	2	68	388	5.88	5.71
318 - H.B. PRICE ELEMENTARY				80	2	82	718	8.98	8.76
319 - TALOFOFO ELEMENTARY				39	1	40	296	7.59	7.40
320 - TAMUNING ELEMENTARY				80	-	80	615	7.69	7.69
321 - UPI ELEMENTARY				92	3	95	844	9.17	8.88
322 - WETTENGEL ELEMENTARY				85	-	85	736	8.66	8.66
323 - D.L. PEREZ ELEMENTARY				86	-	86	680	7.91	7.91
324 - CHIEF BRODIE ELEMENTARY				44	-	44	342	7.77	7.77
325 - ASTUMBO ELEMENTARY				67	1	68	598	8.93	8.79
327 - MACHANANAO ELEMENTARY				55	2	57	536	9.75	9.40
328 - LIGUAN ELEMENTARY				65	2	67	555	8.54	8.28
329 - ADACAO ELEMENTARY				61	-	61	590	9.67	9.67
430 - A.I. JOHNSTON MIDDLE				100	3	103	788	7.88	7.65
431 - V.S.A. BENAVENTE MIDDLE				126	2	128	1,174	9.32	9.17
432 - F.B. LEON GUERRERO MIDDLE				122	4	126	1,106	9.07	8.78
433 - INARAJAN MIDDLE				72	-	72	515	7.15	7.15
434 - JOSE L.G. RIOS MIDDLE				93	3	96	870	9.35	9.06
435 - L.P. UNTALAN MIDDLE				128	1	129	1,152	9.00	8.93
436 - OCEANVIEW MIDDLE				75	1	76	428	5.71	5.63
437 - ASTUMBO MIDDLE				73	2	75	609	8.34	8.12
438 - J.P. TORRES ALTERNATIVE				44	2	46	154	3.50	3.35
471 - GEORGE WASHINGTON HIGH				166	6	172	1,699	10.23	9.88
472 - JOHN F. KENNEDY HIGH				166	-	166	1,904	11.47	11.47
473 - SIMON A. SANCHEZ HIGH				158	1	159	1,899	12.02	11.94
474 - SOUTHERN HIGH				148	1	149	1,486	10.04	9.97
475 - OKKODO HIGH				141	5	146	1,682	11.93	11.52
476 - TIYAN HIGH				121	5	126	1,313	10.85	10.42
GUAHAN CHARTER SCHOOL				2	-	2			
ILEARN CHARTER SCHOOL				1	-	1			
831 - HEADSTART				76	4	80	514	6.76	6.43
850 - SPECIAL EDUCATION	14	6		166	30	196			
998 - MILITARY LEAVE OF ABSENCE				11	-	11			
999 - LONG TERM DISABILITY				13	-	13			
Grand Total	14	6		3,681	93	3,774	30,758	8.36	8.15
Locally Funded Filled Positions		6		2,862		2,862			
Locally Funded Vacant Positions					54	54			
Federally Funded Filled Positions	14			819		819			
Federally Funded Vacant Positions					39	39			

*May not reflect detailed positions

Guam Department of Education
Division Staffing Report as of March 1, 2017

School / Division	Superintendent / Deputy		Division Head		Administrative Assistant / Officer			Administrative Secretary / Secretary Typist		Administrative Aide	Clerk/Clerk Typist		
	L	LV	F	L	F	FV	L	F	L	FV	F	L	LV
811 - SUPERINTENDENT OF EDUCATION	3	2		1			5						1
812 - FEDERAL PROGRAMS			1		3								
815 - RESEARCH, PLANNING & EVAL				1									
816 - FIN, STUDENT & ADM INFO SYS				1			1						
819 - LEARNING RESOURCE CENTER													
820 - CURRICULUM & INSTRUCTION					2	1	1	1			2		
821 - CHAMORRO STUDIES				1					1			2	
822 - FINANCIAL AFFAIRS				1								1	
823 - HUMAN RESOURCES				1			1						
824 - FACILITIES & MAINTENANCE				1			1					1	
825 - STUDENT SUPPORT SERVICES				1			1		1				
826 - FOOD NUTRITION SERVICE				1			1						
828 - SUPPLY MANAGEMENT				1					1			2	
840 - EDUCATION SUPP & COMM LEARN							1			2			
998 - MILITARY LEAVE OF ABSENCE													
999 - LONG TERM DISABILITY													
Grand Total	3	2	1	10	5	1	12	1	3	2	2	6	1
Locally Funded Filled Positions	3			10			12		3			6	
Locally Funded Vacant Positions		2											1
Federally Funded Filled Positions			1		5			1			2		
Federally Funded Vacant Positions						1				2			

Guam Department of Education
Division Staffing Report as of March 1, 2017

School / Division	Paralegal	Attorney	Long Term Substitute	Teacher		JROTC	Program Coordinator / Examiner / School Program Consultant / Chamorro Specialist				Instructional Coordinator / Mentor			Instructional Program Aide
	L	L	L	F	L	L	F	FV	L	LV	F	FV	L	FV
811 - SUPERINTENDENT OF EDUCATION	1	2												
812 - FEDERAL PROGRAMS							17	2						
815 - RESEARCH, PLANNING & EVAL							1							
816 - FIN, STUDENT & ADM INFO SYS							2		1					
819 - LEARNING RESOURCE CENTER									1					
820 - CURRICULUM & INSTRUCTION			1	1	1		15		7	1	3		5	1
821 - CHAMORRO STUDIES								1	1	1				
822 - FINANCIAL AFFAIRS														
823 - HUMAN RESOURCES														
824 - FACILITIES & MAINTENANCE									5	1				
825 - STUDENT SUPPORT SERVICES									3					
826 - FOOD NUTRITION SERVICE									4	2				
828 - SUPPLY MANAGEMENT									1					
840 - EDUCATION SUPP & COMM LEARN						2	5		1		7	10	1	
998 - MILITARY LEAVE OF ABSENCE														
999 - LONG TERM DISABILITY														
Grand Total	1	2	1	1	1	2	40	3	24	5	10	10	6	1
Locally Funded Filled Positions	1	2	1		1	2			24				6	
Locally Funded Vacant Positions										5				
Federally Funded Filled Positions				1			40				10			
Federally Funded Vacant Positions								3				10		1

Guam Department of Education
Division Staffing Report as of March 1, 2017

School / Division	Gifted & Talented Education Aide		Community Program Aide			Graphic Artist	Computer Analyst	Computer Technician		Auditor	Management Analyst		Accounting Technician	
	F	L	F	FV	L	L	L	F	L	L	L	LV	L	LV
811 - SUPERINTENDENT OF EDUCATION										5				
812 - FEDERAL PROGRAMS														
815 - RESEARCH, PLANNING & EVAL														
816 - FIN, STUDENT & ADM INFO SYS							4	5	2					
819 - LEARNING RESOURCE CENTER					1									
820 - CURRICULUM & INSTRUCTION		1												
821 - CHAMORRO STUDIES						1								
822 - FINANCIAL AFFAIRS											5	1	6	2
823 - HUMAN RESOURCES														
824 - FACILITIES & MAINTENANCE														
825 - STUDENT SUPPORT SERVICES														
826 - FOOD NUTRITION SERVICE														
828 - SUPPLY MANAGEMENT														
840 - EDUCATION SUPP & COMM LEARN			11	3										
998 - MILITARY LEAVE OF ABSENCE						1								
999 - LONG TERM DISABILITY														
Grand Total	-	1	11	3	1	2	4	5	2	5	5	1	6	2
Locally Funded Filled Positions		1			1	2	4		2	5	5		6	
Locally Funded Vacant Positions												1		2
Federally Funded Filled Positions	-		11					5						
Federally Funded Vacant Positions				3										

Guam Department of Education
Division Staffing Report as of March 1, 2017

School / Division	Accountant	Personnel Assistant / Specialist		Equal Employment Officer / Employee Management Resource Officer	Chief Payroll Officer / Payroll Supervisor	Payroll Clerk	Nursing Service Administrator	Psychologist	Social Worker			Attendance Officer	Cafeteria Manager	Cook's Assistant
	L	F	L	L	L	L	L	L	F	FV	L	L	L	L
811 - SUPERINTENDENT OF EDUCATION														
812 - FEDERAL PROGRAMS														
815 - RESEARCH, PLANNING & EVAL														
816 - FIN, STUDENT & ADM INFO SYS														
819 - LEARNING RESOURCE CENTER														
820 - CURRICULUM & INSTRUCTION														
821 - CHAMORRO STUDIES														
822 - FINANCIAL AFFAIRS	7				2	6								
823 - HUMAN RESOURCES		1	13	2										
824 - FACILITIES & MAINTENANCE														
825 - STUDENT SUPPORT SERVICES								2				10		
826 - FOOD NUTRITION SERVICE													2	1
828 - SUPPLY MANAGEMENT														
840 - EDUCATION SUPP & COMM LEARN							1		10	3	2			
998 - MILITARY LEAVE OF ABSENCE														
999 - LONG TERM DISABILITY														
Grand Total	7	1	13	2	2	6	1	2	10	3	2	10	2	1
Locally Funded Filled Positions	7		13	2	2	6	1	2			2	10	2	1
Locally Funded Vacant Positions														
Federally Funded Filled Positions		1							10					
Federally Funded Vacant Positions										3				

Guam Department of Education
Division Staffing Report as of March 1, 2017

School / Division	Buyer		Inventory Management Officer / Property Control Officer		Building Maintenance Supervisor / Superintendent	Building / Maintenance Custodian / Worker	Auto Mechanic	Carpenter		Electrician	Equipment Operator	Painter	Plumber	
	L	LV	L	LV	L	L	L	L	LV	L	L	L	L	LV
811 - SUPERINTENDENT OF EDUCATION														
812 - FEDERAL PROGRAMS														
815 - RESEARCH, PLANNING & EVAL														
816 - FIN, STUDENT & ADM INFO SYS														
819 - LEARNING RESOURCE CENTER														
820 - CURRICULUM & INSTRUCTION														
821 - CHAMORRO STUDIES														
822 - FINANCIAL AFFAIRS														
823 - HUMAN RESOURCES														
824 - FACILITIES & MAINTENANCE					7	5	1	11	3	10	2	1	9	1
825 - STUDENT SUPPORT SERVICES														
826 - FOOD NUTRITION SERVICE														
828 - SUPPLY MANAGEMENT	6	1	8	1										
840 - EDUCATION SUPP & COMM LEARN														
998 - MILITARY LEAVE OF ABSENCE														
999 - LONG TERM DISABILITY														
Grand Total	6	1	8	1	7	5	1	11	3	10	2	1	9	1
Locally Funded Filled Positions	6		8		7	5	1	11		10	2	1	9	
Locally Funded Vacant Positions		1		1					3					1
Federally Funded Filled Positions														
Federally Funded Vacant Positions														

Guam Department of Education
Division Staffing Report as of March 1, 2017

School / Division	Refrigeration Mechanic	Safety Administrator	Storekeeper		Trades Helper	Warehouse Supervisor	Welder		Total Filled Positions	Total Vacant Positions	Grand Total
	L	LV	L	LV	L	L	L				
811 - SUPERINTENDENT OF EDUCATION									17	3	20
812 - FEDERAL PROGRAMS									21	2	23
815 - RESEARCH, PLANNING & EVAL									2	-	2
816 - FIN, STUDENT & ADM INFO SYS									16	-	16
819 - LEARNING RESOURCE CENTER									2	-	2
820 - CURRICULUM & INSTRUCTION									40	3	43
821 - CHAMORRO STUDIES									6	2	8
822 - FINANCIAL AFFAIRS									28	3	31
823 - HUMAN RESOURCES									18	-	18
824 - FACILITIES & MAINTENANCE	3	1		1	8	1	3		69	7	76
825 - STUDENT SUPPORT SERVICES									18	-	18
826 - FOOD NUTRITION SERVICE									9	2	11
828 - SUPPLY MANAGEMENT			3						22	2	24
840 - EDUCATION SUPP & COMM LEARN									41	18	59
998 - MILITARY LEAVE OF ABSENCE									1	-	1
999 - LONG TERM DISABILITY									-	-	-
Grand Total	3	1	3	1	8	1	3		310	42	352
Locally Funded Filled Positions	3		3		8	1	3		223		223
Locally Funded Vacant Positions		1		1						19	19
Federally Funded Filled Positions									87		87
Federally Funded Vacant Positions										23	23

Guam Department of Education New Hires Report
For the Month of February 2017

Name	Pay Position Desc	Location Desc	Hire Date	Pay Grade / Pay Step	Hourly Rate	Annual Salary
LIMITED TERM PART TIME (LOCAL FUNDED)						
DAMASO, JAYDEE	SUBSTITUTE TEACHER	P.C. LUJAN ELEMENTARY	02/13/2017	F-HP / 1	$ 11.14	$ 23,170.99
SAN NICOLAS, JONATHAN	SUBSTITUTE TEACHER	H.B. PRICE ELEMENTARY	02/07/2017	F-HP / 1	$ 11.14	$ 23,170.99
ARTERO, JEANANN	SUBSTITUTE TEACHER	UPI ELEMENTARY	02/10/2017	F-HP / 1	$ 11.14	$ 23,170.99
PEREZ, JADY ANDREA	SUBSTITUTE TEACHER	V.S.A. BENAVENTE MIDDLE	02/10/2017	F-HP / 1	$ 11.14	$ 23,170.99
UNSAY, KATRINA	TCHR I-B(OCS)(SCIENCE)	F.B. LEON GUERRERO MIDDLE	02/16/2017	F-HP / 1	$ 11.89	$ 24,731.20
BLAS, KIMBERLY	SUBSTITUTE TEACHER	J.M. GUERRERO ELEMENTARY	02/17/2017	F-HP / 1	$ 11.14	$ 23,170.99
LIMITED TERM PART TIME (LOCAL FUNDED)		6				
LIMITED TERM FULL TIME (LOCAL FUNDED)						
KAFOTO, MARLENE A.S.	ACCOUNTING TECHNICIAN III	FINANCIAL AFFAIRS	02/16/2017	J-HP / 1	$ 14.94	$ 31,076.00
ULLOA, ELAINE J.D.	TEACHER III	ASTUMBO ELEMENTARY	02/13/2017	ED3 / 1	$ 21.46	$ 36,057.00
HOYA, JUSTIN CLUE	TEACHER II (ESL)	ASTUMBO ELEMENTARY	02/13/2017	ED2 / 1	$ 20.47	$ 34,383.00
TRELTAS, TIARA JONELLE	TEACHER I-A	J.Q. SAN MIGUEL ELEMENTARY	02/20/2017	ED1A / 1	$ 13.78	$ 28,667.00
AGLUBAT, PABLO	TEACHER I-D	F.B. LEON GUERRERO MIDDLE	02/20/2017	ED1D / 1	$ 15.80	$ 32,855.00
AGUON , FRANK	TEACHER I-C	INARAJAN MIDDLE	02/27/2017	EDIC / 1	$ 15.09	$ 31,395.00
LIMITED TERM FULL TIME (LOCAL FUNDED)		6				
FULL TIME (LOCAL FUNDED)						
NAPUTI, D'ANA	PERSONNEL SPECIALIST II	HUMAN RESOURCES	02/06/2017	M-HP / 1	$ 19.60	$ 40,762.00
GUERRERO, JONATHAN	PSYCHOLOGIST	STUDENT SUPPORT SERVICES	02/06/2017	P-HP / 2	$ 37.38	$ 77,746.50
LAFAURIE, CECILIA C.B.	TEACHER II (CHAMORRO)	M.A. ULLOA ELEMENTARY	02/14/2017	ED2 / 7	$ 25.58	$ 42,979.00
JIMENEZ, RHIA	TEACHER II	MACHANANAO ELEMENTARY	02/01/2017	ED2 / 1	$ 16.53	$ 34,383.00
DE LEON, JEREMIE	TEACHER II (LANGUAGE ARTS)	V.S.A. BENAVENTE MIDDLE	02/08/2017	ED2 / 1	$ 20.47	$ 34,383.00
QUITORIANO, ANDREA	TEACHER II (LANGUAGE ARTS)	JOHN F. KENNEDY HIGH	02/01/2017	ED2 / 1	$ 20.47	$ 34,383.00
TANAKA, BIANCA	PROGRAM COORDINATOR II	FOOD NUTRITION SERVICE	02/06/2017	M-HP / 1	$ 19.60	$ 40,762.00
BRANNEN, VICTORIA	TEACHER IV	MACHANANAO ELEMENTARY	02/27/2017	ED4 / 1	$ 18.64	$ 38,762.00
FULL TIME (LOCAL FUNDED)		8				

T = Intragovernment Transfer, R = Re-employment
OCS = On Call Substitute, ESL = English as a Second Language, SPED = Special Education

Guam Department of Education New Hires Report
For the Month of February 2017

Name	Pay Position Desc	Location Desc	Hire Date	Pay Grade / Pay Step	Hourly Rate	Annual Salary
LIMITED TERM PART TIME (FEDERALLY FUNDED)						
RODRIGUEZ, GLENN	ONE TO ONE AIDE	SPECIAL EDUCATION	02/01/2017	E-HP / 1	$ 10.14	$ 21,094.94
DANNECKER, CHRISTIAN	ONE TO ONE AIDE	SPECIAL EDUCATION	02/02/2017	E-HP / 1	$ 10.14	$ 21,094.94
ACFALLE, JOSEPH L.M.	ONE TO ONE AIDE	SPECIAL EDUCATION	02/01/2017	E-HP / 1	$ 10.14	$ 21,094.94
BUTAUD, YVETTE	ONE TO ONE AIDE	SPECIAL EDUCATION	02/10/2017	E-HP / 1	$ 10.14	$ 21,094.94
PALOMO, ADAM JAMES	ONE TO ONE AIDE	SPECIAL EDUCATION	02/10/2017	E-HP / 1	$ 10.14	$ 21,094.94
QUICHOCHO, ROBERT S.N.	ONE TO ONE AIDE	SPECIAL EDUCATION	02/10/2017	E-HP / 1	$ 10.14	$ 21,094.94
ACOSTA, JASON	ONE TO ONE AIDE	SPECIAL EDUCATION	02/10/2017	E-HP / 1	$ 10.14	$ 21,094.94
MARTINEZ, ROLINDA	ONE TO ONE AIDE	SPECIAL EDUCATION	02/10/2017	E-HP / 1	$ 10.14	$ 21,094.94
LIMTIACO, PATRICK	ONE TO ONE AIDE	SPECIAL EDUCATION	02/23/2017	E-HP / 1	$ 10.14	$ 21,094.94
PABLO, RICHARD	ONE TO ONE AIDE	SPECIAL EDUCATION	02/17/2017	E-HP / 1	$ 10.14	$ 21,094.94
LIMITED TERM PART TIME (FEDERALLY FUNDED)		10				
FULL TIME (FEDERALLY FUNDED)						
DUMARAN, STEVEN	PROGRAM COORDINATOR I	FEDERAL PROGRAMS	02/14/2017	K-HP / 18	$ 19.18	$ 39,898.00
CRUZ, ROSEMARIE S.N.	TEACHER II (SOCIAL STUDIES)	J.P. TORRES ALTERNATIVE	02/07/2017	ED2 / 1	$ 20.47	$ 34,383.00
POSADAS, GABRIEL	TEACHER II (SPED)	SOUTHERN HIGH	02/01/2017	ED2 / 1	$ 20.47	$ 34,383.00
FULL TIME (FEDERALLY FUNDED)		3				
LIMITED TERM PART TIME		16	48.48%			
LIMITED TERM FULL TIME		6	18.18%			
FULL TIME		11	33.33%			
TOTAL NEW HIRES		33	100.00%			
LOCALLY FUNDED		20	60.61%			
FEDERALLY FUNDED		13	39.39%			
TOTAL NEW HIRES		33	100.00%			
SCHOOL BASED		18	54.55%			
SCHOOL SUPPORT (ASSIGNED TO SCHOOL)		10	30.30%			
OPERATIONAL SUPPORT		5	15.15%			
TOTAL NEW HIRES		33	100.00%			

T = Intragovernment Transfer, R = Re-employment
OCS = On Call Substitute, ESL = English as a Second Language, SPED = Special Education

ELEMENTARY TEACHER VACANCIES FOR SCHOOL YEAR 2016-2017
AT MARCH 1, 2017

SCHOOL NAMES	1ST	2ND	3RD	4TH	5TH	CHAMORRO	ESL	LIBRARIAN	GUIDANCE COUNSELOR	TOTAL
J.M. GUERRERO					1		1			2
J.Q. SAN MIGUEL								1		1
L.B. JOHNSON	1									1
M.A. ULLOA	1									1
P.C. LUJAN									1	1
H.B. PRICE						1				1
TALOFOFO			1							1
UPI		1		1	1					3
LIGUAN					1					1
TOTAL	**2**	**1**	**1**	**1**	**3**	**1**	**1**	**1**	**1**	**12**

NOTE: Please note that this data is subject to change as Human Resources continues to accept resignations and retirements as well as filling positions with certified teachers.

11 Classroom Instruction, 1 Non-Instructional

REFERRAL IN PROGRESS

LIMITED TERM (FT) ONLY - e.g., Coverage for Long Term Leave, MLOA, or increased student enrollment.

RECOMMENDED/SELECTED APPLICANT - Pending administrative clearances / Personnel Action; Individual has not reported to work.

SECONDARY TEACHER VACANCIES FOR SCHOOL YEAR 2016-2017
MARCH 1, 2017

SUBJECT/AREA	Agueda Johnston Middle	VSA Benavente Middle	F.B.L.G. Middle	Jose L.G. Rios Middle	Astumbo Middle	G.W. High	Simon Sanchez High	Okkodo High School	Tiyan High School	TOTAL
Business Education			1							1
Health								1		1
Reading					1					1
Math			1						1	2
Science		1				1	1		1	4
Social Studies		1		1						2
Consumer Family Science								1		1
School Counselor								1		1
School Librarian	1									1
TOTAL	1	2	2	1	1	1	1	3	2	14

NOTE: Please note that this data is subject to change as Human Resources continues to accept resignations and retirements as well as filling positions with certified teachers.

12 Classroom Instruction, 2 Non-Instructional

REFERRAL IN PROGRESS

LIMITED TERM (FT) ONLY - e.g., Coverage for Long Term Leave, MLOA, or increased student enrollment.

RECOMMENDED/SELECTED APPLICANT - Pending administrative clearances / Personnel Action; Individual has not reported to work.

SPECIAL PROGRAMS TEACHER VACANCIES
FOR SCHOOL YEAR 2016-2017
AT MARCH 1, 2017

LOCALLY FUNDED	
Program	**Total**
C&I - GATE **(1-Pre-Gate assigned to: Machananao Elem. School)**	**1**
SPECIAL EDUCATION (CRT)	**1**
TOTAL	**2**

FEDERALLY FUNDED	
Program	**Total**
DIVISION OF ESCL - OPPORTUNITY RESOURCE TEACHERS **(Oceanview Middle & L.P. Untalan Middle)**	**2**
J.P. TORRES ALTERNATIVE ED SCHOOL (FEDERAL) **(and also for Liheng Famaguon (DYA) ESL/BUS MATH)**	**2**
ESCL - TEACHER MENTOR PROGRAM **(8 new positions approved)**	**8**
ESCL - INSTRUCTIONAL COACH **(P.C. Lujan Elem., Liguan Elem., & J.M. Guerrero Elem.)** **(2 new positions approved)**	**5**
SPECIAL EDUCATION	**1**
TOTAL	**18**

TOTAL COMBINED	**20**

NOTE: Please note that this data is subject to change as Human Resources continues to accept resignations and *retirements as well as filling positions with certified teachers.*

RECOMMENDED/SELECTED APPLICANT - Pending administrative clearances / Personnel Action; Individual has not reported to work.

Third Party Fiduciary Agent

Guam Department of Education

In partial fulfillment of Contract: 011-2010

Monthly Project Status Report

Report 77

February 15, 2017

Doc. No. 34GL-17-0325.

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Overview of Accomplishments and Activities, February 15, 2017

A&M officially started performance on the Third Party Fiduciary Agent (TPFA) contract on September 15, 2010 based upon final signatures (the Notice to Proceed was issued on September 13, 2010). Initiation of progress tracking is based upon initial mobilization and official kick-off with the U.S. Department of Education (USDOE) on September 20, 2010.

The highlights for the month ending February 15, 2017 include the following:

- A&M[i] continues to assist the GDOE on its transition plan to eventually remove it from high risk status.
    - A&M attends weekly GDOE meetings that track the GDOE's transition progress. Written updates are prepared and distributed by the GDOE's Co-Chairs. An executive summary is prepared by the Co-Chairs and is distributed to the acting Superintendent.
    - The acting Superintendent, the Co-Chairs, and A&M generally meet internally on a regular basis to discuss plan progress and potential road-blocks.
    - A&M continues to work with the GDOE to finalize initiatives that have been included in the transition plan and has addressed the possible transfer of certain work-streams currently being performed by the TPFA.
    - The TFPA continues to discuss with the GDOE the possibility of transitioning certain accounting and other reporting activities currently being performed by the TPFA. In addition, the TPFA has offered to provide training in those activities to GDOE personnel.
- The TPFA is closely monitoring the Spring 2017 Fixed Asset Inventory, which is currently being conducted by the Property Management Office (PMO). Communication between the PMO, Internal Audit, the Deputy Superintendents, and the acting Superintendent continues to focus on fixed asset issues (i.e. missing/stolen assets). TPFA is working with PMO to address all inventory management concerns and PMO necessities which include the warehouse, staff training, and scanner functionality/enhancements.
- The TPFA has worked closely with the GDOE during the months of January and February, 2017 to streamline the payroll reimbursement process which has resulted in the GDOE receiving reimbursement on a more timely basis.

Grant Status Highlights and Activity Data

Guam Department of Education

Grant Status Report Executive Summary

Grant Status Report as of 2/18/2017 3:28:03 AM

Grant	Grant Name	Budget	Encumbrances	Requisitions	Actual Expenditures	Available Budget	Available %	Obligated By
F1296	FY12 Project TFASEG	908,222.00	-	-	907,754.00	468.00	0.05%	9/30/2017
F1313	FY13 Striving Readers Compreh Lit.	212,346.00	-	-	212,346.00	-	0.00%	7/31/2017
F1396	FY13 Project TFASEG	948,262.00	-	-	945,969.64	2,292.36	0.24%	9/30/2017
F1413	FY14 STRIVING READERS	270,133.00	156.75	-	258,686.84	11,289.41	4.18%	7/31/2017
F1496	FY14 project TFASEG	963,140.00	5,252.22	-	923,048.05	34,839.73	3.62%	9/30/2017
F1513	FY15 Striving Readers	305,298.00	24,711.12	-	187,736.31	92,850.57	30.41%	7/31/2017
F1582	2015 Consolidated Grant - Title V	24,925,098.00	4,202,507.52	712,507.53	18,492,915.55	1,517,167.40	6.09%	9/30/2017
F1592	15 Impact	0.00	-	-	9,664.32	(9,664.32)	0.00%	9/30/2016
F1595	FY2015 SPED Part B	14,096,945.00	492,155.33	110,422.85	9,070,215.16	4,424,151.66	31.38%	9/30/2017
F1596	FY15 PROJECT TFASEG	963,140.00	199,472.80	-	708,646.57	55,020.63	5.71%	9/30/2017
F1682	2016 Consolidated Grant - Title V	26,413,292.00	-	644,882.48	1,645,315.55	24,123,093.97	91.33%	9/30/2017
F1692	16 Impact	0.00	-	-	31,693.09	(31,693.09)	0.00%	9/30/2016
F1694	FY2015 Special Education Part C	1,487,272.00	185,806.73	13,868.71	1,113,925.81	173,670.75	11.68%	9/30/2017
F1695	FY2016 SPED Part B	14,120,991.00	-	200,000.00	0.00	13,920,991.00	98.58%	9/30/2017
F1696	FY16 PROJECT TFASEG	920,548.00	2,934.67	215,099.90	12,281.12	690,232.31	74.98%	9/30/2017
F1792	17 Impact	0.00	-	-	4,789.77	(4,789.77)	0.00%	9/30/2017
F1794	FY2016 Special Education Part C	1,489,809.00	150,917.00	1,680.50	0.00	1,337,211.50	89.76%	9/13/2017
		$88,024,496.00	**$5,263,914.14**	**$1,898,461.97**	**34,524,987.78**	**$46,337,132.11**	**52.64%**	

Statistics for Current Fiscal Year

	January	2nd Quarter to Date	Total for FY17 to date
Requisitions Created	10	39	121
Purchase Orders Issued	8	11	77
Funds drawn for Payments	$ 4,652,627	$ 7,575,339	$ 18,253,302
Receipt of Fixed Assets	1203	1203	1583

Performance Plan Evidence of Completion Achievement
2016-17 activities will continue to focus on building collaborative processes with GDOE, advancing the CCAP and controls supporting an overall objective of resolving high risk designation.

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
Infrastructure Installation and Management	Transfer all necessary data from the 3rd party FMIS to GDOE's FMIS, communicating information to GDOE's FMIS contractor and providing feedback to GDOE and the USDOE on GDOE's implementation of the FMIS.	Reconciliation report confirming complete and accurate transfer of 3rd party financial records to GDOE's FMIS **2014-15** Automated transfer of fixed asset data from 3rd party financial records to GDOE's FMIS	By 10th of the month after the first drawdown transaction. **2014-15** Automated data transfers between TPFA and GDOE systems is limited to fixed asset data. Financial data is incorporated into GDOE's system manually by sharing TPFA month-end financial reports.	
Compliance Management	Develop a compliance roadmap equivalent to a Comprehensive Corrective Action Plan	Developed and Approved Comprehensive Corrective Action Plan	Continued quarterly submission of the CCAP **2016-17** Update CCAP as necessary based upon changes to GDOE's administrative structure and/or due to audit or management findings related to the controls environments	CCAP officially accepted by USDOE on Dec 15, 2011. **2016-17** submissions and reconciliation of comments provided by USDOE

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
	Perform quarterly tracking of CCAP	Documented tracking of progress against Plan and incorporation of any required changes based upon new process and/or compliance changes	**2016-17** Continue to manage the coordination of tracking and preparation of the CCAP for review	**2016-17** Support the submission of quarterly reports by GDOE.
External Audit Support	Support for external audits and facilitating information requests, etc.	Provide responses to information requests and meetings set with external auditors. Assist with internal audit department with identification of risk areas.	**2016-17** Single audit support when scheduled with external auditors by the Deputy Superintendent. **2014-15** Reviewed standard operating procedures (SOPs) and department policies to assist in development of audit plan. Assisted with internal audit department with identification of risk areas.	TPFA provided audit support for all audits performed during our engagement with GDOE. TPFA also responds to follow-up requests re: prior year audit findings as requested. **2016-17** TPFA will participate in audit meetings with GDOE, external auditors and Guam Office of Public Accountability to support completion of FY16 audit.
In -Kind Valuation Processes	Determine the basis for valuations related to cost sharing and matching funds for grant reporting	Maintenance of records sufficient to document the basis of in kind valuations through audit reviews		On-going, as needed.

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
Transactional Support/Daily Operations	Perform inventory management	Inventory reconciliation reports		**2016-17** TPFA will provide updated guidance for physical inventory of locally and federally purchased assets.
	Payroll	Clean drawdown request for payroll expenses	On-going	For the period of January 16th thru February 15th, TPFA reimbursed approximately $3.94M for payroll for consolidated and discretionary grants and $2.01M for SPED.
	Payables	Daily transactions listing support each request for a draw of grant funds by the Business Office	Immediately after release of funds by the USDOE And continuing to monitor for effectiveness.	On-going.
	Procurement	Monthly summary of completed purchases and procurement actions	Feb 5, 2011 And continuing to monitor for effectiveness.	On-going.
	Records management	EDGAR compliant transaction document files	Dec 29, 2010	On-going
	Cash management	Compliant daily bank balance reports	Dec 29, 2010	On-going.

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
Payroll systems	Detailed specification of internal control standards and process improvement actions required by CCAP	Checklist of payroll procedure changes to be implemented	Jan 31, 2011 And continuing to monitor for effectiveness	Updated SOPs reflecting updated processes and FMIS capabilities by GDOE personnel. **2016-17** SOPs will continue to be updated as needed to integrate with FMIS.
	Implement compliant payroll processes and system setup	Bi-weekly report of payroll exceptions	Dec 15, 2010 And continuing to monitor for effectiveness **2014-15** Improvements to the general ledger/labor cost analysis and creation of inter-department communication/efficiency.	Activities to improve GDOE payroll and personnel processes are currently underway.
	Document and maintain records appropriately	Publication and external auditor verification of compliance with SOPs	Jan 31, 2011 And continuing to monitor for effectiveness	TPFA uses a three way match to reimburse payroll costs. GDOE is improving their match error rate as a result of the error report reconciliations and emphasis on payroll system improvements at the school and division levels. Federal Roster and TDR processing is

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
				continuing to be the focus on payroll reimbursement processes.
Cash Management	Implement a system of cash management that provides for cash – neutral or limited use of general funds for federal programs.	Daily bank balance reports and completion of test draws arriving in appropriate bank account.	Complete. Monitoring is on-going.	Monthly bank reconciliations are provided to GDOE.
	Confirm that reimbursement requests are supported by appropriate documentation and documentation is maintained for an appropriate period of time.	Monthly report showing grant status by organization, school or program	Complete.	On-going.
	Confirm that account balances are monitored to prevent the failure to timely obligate and liquidate funds and prevent the lapsing of funds.	Grant award status report and monthly reporting	Initial - Jan 10, 2011 And continuing to monitor for effectiveness	On-going.
Procurement operations and systems	Detailed specification of internal control standards and process improvement actions required by CCAP	Checklist of procurement procedure changes to be implemented	Initial - Jan 31, 2011 And continuing to monitor for effectiveness **2012-13** Worked collaboratively with GDOE Supply Management to improve procurement processes	On-going. **2016-17** Update internal control associated with CCAP and other policies and procedures.

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
	Establish contacts and working relationships with prospective vendors that can provide goods and services that GDOE needs under the grants. Enter into contracts with vendors on behalf of GDOE, and, in doing so, must comply with the provisions for procurement.	Review of an authorized vendors list and monthly tracking of procurement actions	Initial - Nov 15, 2010 Continuing to monitor for effectiveness **2012-13** Assisted GDOE in improving overall supplier management processes	Have established numerous relationships with technology and other key vendors based upon planned procurements in grants. Participate in vendor management activities as appropriate. **2016-17** Identify and document improved practices related to supplier management.
	Establish procurement processes and system functions	Publication and external auditor verification of compliance with SOPs	Initial - Jan 31, 2011 **2014-15** Supported enhancements in procurement activities through updates to SOPs based upon organizational, systems and potential compliance requirements.	Complete.
Fixed Assets /Inventory systems	Detailed specification of internal control standards and process improvement actions required by CCAP	Checklist of fixed assets procedure changes to be implemented.	Jan 31, 2011 **2014-15** BMI Scanner workshops and training sessions via web-conferencing were conducted by GDOE's Supply Management	On-going. **2016-17** TPFA's continued use of scanners in support of inventory and fixed assets

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
			Administrator, Tyler Technologies, and BMI. Training included all GDOE warehouse and property management personnel with attendance and assistance from TPFA.	
	Continued oversight of federal funded procurement and inventory, oversee the management of all tangible personal property procured under the grants by the GDOE in accordance with the requirements	Fixed assets inventory reconciliation report	**2014-15** Worked with GDOE to align FA approaches and provide integration with the FMIS FA module.	**2016-17** – Provide ongoing management through the FA module and coordinate with GDOE's FMIS and FA management approach to support transition of data and technical approach.
	Transition to decentralized warehouse management and receiving	Training and operational procedures at school level	August- Jan 31, 2014 **2014-15** Review of receiving operations at school level. Procedures, training and operational practices introduced and implemented across GDOE.	
	Detailed specification of internal control standards and	Checklist of records management procedure changes to be implemented	**2016-17** Work with GDOE Internal Audit team to	Ongoing population of TPFA deliverables repository. Materials are

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
Records Management	process improvement actions required by CCAP		improve internal controls and identify risk areas.	updated as standard operating procedures, training documents and other materials are implemented or revised.
	Appropriate records management in compliance with EDGAR requirements and that supporting documentation is maintained for an appropriate period of time. This includes the entry of electronic copies of all supporting documentation into the integrated software system so that it is readily available for audit and or inquiry by various parties including GDOE executive and program offices.	Compliant financial transaction files	Dec 31, 2010, as inclusion in the training materials for GDOE MUNIS users and continuing to monitor for effectiveness.	Electronic record storage will be implemented as part of the FMIS system.
Reporting	Conduct reconciliations on a monthly and quarterly basis.	Reconciliation Reports Monthly and Quarterly	Complete	On-going.
	Define other custom reports as necessary to support operations.	Special reports and analyses	Initial - Sep 15, 2011 Continuing to monitor for effectiveness	On-going.
	Program management reporting - Standard monthly reporting will track status of performance results as well as operating information on	Issue memos or emails; monthly program management reports	Monthly	**2016-17** Continue to produce status reports and review with Federal Programs and management.

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
	draw downs, procurement status and other pre-defined status indicators. Reporting will also identify any performance risks and issues. Informal, timely information exchange will also occur to share information, resolve issues and address operational concerns.			
Performance Improvements	Identified opportunities to streamline processes and increase operational efficiency and improve internal controls.	Provide leadership and support to update all SOPs based upon process changes as part of the FMIS implementation effort	Sept 2013-February 2014	**2014-15** Reviewed fiscal controls and updated SOPs to reflect changes associated with FMIS implementation and identify opportunities to improve performance and compliance.
Procurement Support as an added function	Draft procurement document templates that comply with ARRA and other federal requirements.	Accepted by GDOE Office of Supply Management	Complete. **2014-15** Review required updates and set forth an appropriate schedule for delivery	Complete. Providing additional procurement support and template-updating as necessary.
	Augment supply management staff as needed to ensure obligation of expiring grants funds.	Provide additional staffing for surge support for end of year processing.	**Summer 2014** Provided increased staffing as needed to support increased procurement activities.	**2016-17** Review opportunities to improve small procurement and services contracts to

Performance Area	Activities	Final Evidence of Completion	Schedule Based upon Updated Performance Plan	Accomplishments To Date and Planned
				increase efficiency of procurement processes.
Local Implementation Support	Facilitate working sessions and provide project management and technical support to address operational risk areas in support of transitioning off high risk status with the U.S. Department of Education. Review of GDOE organizational structure to include human capital assessment.	Project plan, action plan, tracking (activities reports) and support for managing development of a business case. Activities report to include recommendations of best practices on organizational structure, financial operations and staff development.	**2013 – 14** Provided leadership to support goal setting, tracking, and project management. Developed activities reports per functional area identifying target capabilities and gaps.	**2015-16** Continued to expand activities reports and performed tracking based upon GDOE performance against targeted capabilities. **2016-17** Transition activities reports and tracking to GDOE personnel.
Indirect Cost Analysis	Support development of the indirect cost package for submission to U.S. Dept of Education and Interior.	Package for submission and analytical cost model as well as training for GDOE personnel on how to apply	**Summer 2014** Submitted IDC applications for FY13 and FY14.	Received approval of provisional restricted rates for FY13 and FY14 from U.S. Dept of Education. Submitted FY15 application.
Internal Audit Interim Support	Support development and application of the Management Internal Control (MIC) Plan and identification,	Updated MIC and ongoing support, SOP review and development support, and involvement in other internal		Reviewed departmental SOPs and provided recommendations for improvements.

	evaluation and implementation of appropriate internal controls in SOPs	audit responsibilities as agreed.		
Optional Tasks	To be reviewed based upon GDOE's requirements.			
Facilities Management Planning and Operational Support	Provide leadership support from a Superintendent's viewpoint	Operational performance measures and facilities management guidance	**2013-14** Tom Brady visited GDOE schools and warehouse to assess current facilities. Subsequently, he met with Superintendent Fernandez to discuss long-range facilities planning.	Completed.
Budget Diagnostic	Conduct a Department wide budget analysis to determine opportunities for cost control, implement budget policies & practices to support sustained management and control.	Budget presentation, budget financial model, draft policies and procedures		Not Started per direction of the Superintendent.

Immediate Areas Requiring GDOE/TPFA Attention

The following critical activities and actions require attention:

- Continue to work toward finalizing the remaining implementation action items for the FMIS including:
  - Finalizing and testing reports such as the staffing pattern, personnel action forms and time distribution reports.
  - Automation of the fixed asset data transfer between TPFA and GDOE MUNIS systems.
- Continue work on the transition plan for getting off high risk including feedback to GDOE on progress of standard operating procedures.
- Continue to work to address security concerns at both the warehouse and school sites.
- Finalize modifications to the payroll reimbursement-related processes with the objective of achieving quicker reimbursement turnaround times. GDOE to take corrective action to address concerns related to veracity of time distribution reports to ensure accurate and fair allocation of time to federal activities.
- GDOE federal programs team and program directors continue to review FY14, FY15, and FY16 payroll error reports in order to resolve errors.

[i] Note: In this report, we use "TPFA" when we are referring to work performed as part of our contract in accordance with the statement of work and "A&M" when referring to out of scope work.

GUAM DEPARTMENT OF EDUCATION
Unaudited Statement of Revenues, Expenditures, and Encumbrances for Fiscal Year 2017
February 28, 2017

A	B	C	D	E	F	G	H	I	J
FY 2016 GDOE Appropriation	Original Appropriation	Adjustments	Total Appropriations /1 (B + or - C)	BBMR Unallotted Balances	BBMR Release	GDOE Expenditures	GDOE Encumbrances	Available Balance (F - G - H)	Cash Received
General Fund - Operations	200,177,066	-	200,177,066	111,864,717	88,312,349	76,626,287	1,186,085	10,499,978	79,100,407
Textbooks	1,500,000	-	1,500,000	750,000	750,000	99,860	77,094	573,046	-
Chamoru Studies	401,207	-	401,207	210,106	191,101	113,033	-	78,068	-
Y'Kuentan Salappe Prinsepat	1,081,000	-	1,081,000	-	1,081,000	74,731	124,920	881,349	-
1st Generation Trust Fund	100,000	-	100,000	-	100,000	-	-	100,000	-
Guahan Academy Charter School	4,810,000	-	4,810,000	-	-	-	-	-	-
iLearn Academy Charter School	224,124	-	224,124	-	-	-	-	-	-
subtotal	208,293,397	-	208,293,397	112,824,823	90,434,450	76,913,911	1,388,098	12,132,441	79,100,407
SPECIAL REVENUE FUNDS									
TEFF-GDOE Operations	15,950,831	-	15,950,831	7,967,265	7,983,566	8,500,625	5,341,113	(5,858,172)	5,471,840
PLRF - Public Library Resources Fund	907,668	-	907,668	529,473	378,195	42,886	56,986	278,324	-
HHF - Interscholastic Sports Fund /7	520,000	-	520,000	260,000	260,000	179,964	109,631	(29,594)	130,000
HHF - Busing /7	92,000	-	92,000	46,000	46,000	73,239	-	(27,239)	23,000
HHF - Health & Physical Education	279,754	-	279,754	139,877	139,877	-	-	139,877	139,877
SPORTS FACILITY (LIMITED GAMING)	633,936		633,936	316,968	316,968	-	-	316,968	-
School Meals Cash Collection /2	1,095,091	-	1,095,091	-	-	-	-	-	-
subtotal /3	19,479,280	-	19,479,280	9,259,583	9,124,606	8,796,714	5,507,729	(5,179,837)	5,764,717
TOTAL GDOE APPROPRIATION /1	227,772,677	-	227,772,677	122,084,406	99,559,056	85,710,625	6,895,827	6,952,604	84,865,123
GENERAL BOND OBLIGATIONS	26,135,977	-	26,135,977	-	-	25,863,545	-	272,432	23,756,550
TEFF - JFK MAINT. & CAP. Add'l Rent /4	1,568,000	-	1,568,000	-	1,568,000	1,568,000	-	-	1,568,000
ADEQUATE EDUCATION TRUST /6	106,217	43	106,260	-	-	-	-	106,260	106,260
FEDERAL GRANTS /5	99,400,178	(979,807)	98,420,371	-	-	21,185,498	13,377,761	63,857,112	18,906,524

NOTES

/1 Report based on current year funding activities. As of February 2017, cash allotment balance owed to GDOE's authorized appropriaions, totaled $14,693,933.

/2 School Meals Collection is $1,095,091 due to significant decrease of the implementation of Community Eligibility Program (CEP) for 21 pilot schools.

/3 School Lunch/Child Nutrition Meals Reimbursements, which is included in Federal Grants

/4 JFK Capfa payment of $1,568,000 in rental payment, was recorded against TEFF - GDOE Operations account on behalf of GDOE.

/5 USDOE Accounts Receivable is $1,126,738 (Payroll $1,008,024; Travel is $118,715)

/6 Adequate Education Trust Account indicated a balance of $ 106,260 (adjustment due to interest).

/7 Combined total for HHF $612,000 (includes Interscholastic Sports and Busing)

Source: Unaudited Financial Statements
Prepared by: Lourdes R. Perez, Comptroller
Date : 3/8/17

Guam Department of Educaton
14 Points Report
February 2017

14 POINTS	DESCRIPTION	YTD EXPENDED	ENCUMBRANCES	TOTAL
01	CERTIFIED TEACHERS	46,179,201	-	46,179,201
02	CERTIFIED PROFESSIONAL ADMINISTRATORS	4,031,022	-	4,031,022
03	CERTIFIED GUIDANCE COUNSELORS	2,169,819	-	2,169,819
04	CERTIFIED SCHOOL HEALTH COUNSELORS	1,365,102	-	1,365,102
05	CERTIFIED ALLIED HEALTH PROFESSIONALS	167,174	-	167,174
06	AIR CONDITIONED OR PROPERLY VENTILATED CLASSROOMS	1,105,103	44,400	1,149,503
07	POTABLE WATER	1,744,820	-	1,744,820
08	RELIABLE ELECTRICITY	4,838,241	-	4,838,241
09	PROPER SANITATION	1,284,758	556,152	1,840,909
10	TEXTBOOK, WORKBOOKS	-	67,110	67,110
11	LIBRARIES	1,084,170	56,986	1,141,156
12	HEALTHFUL, SAFE SANITARY LEARNING ENVIRONMENT	2,592,650	773,680	3,366,331
13	180 INSTRUCTIONAL DAYS	19,031,492	5,397,500	24,428,991
14	REGULAR, TIMELY SCHOOL BUS TRANSPORTATION	117,073	-	117,073
	GRAND TOTAL	85,710,625	6,895,827	92,606,452

Guam Department of Education

Comprehensive Corrective Action Plan Quarterly Progress Report

For the Period Beginning October 1, 2016 and Ending December 31, 2016

Presented to the U.S. Department of Education in Fulfillment of the Federal Fiscal Year 2016 Special Conditions

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Reports and Report Format

As stated in the approved Comprehensive Corrective Action Plan (CCAP), the Special Conditions require GDOE to provide quarterly reports to the US Department of Education (ED) on the Guam Department of Education's (GDOE) progress in implementing measures required under the CCAP. While the Special Conditions do not specify a particular format for the progress reports, it is anticipated that each report will, at a minimum, include the implementation status for each activity, highlight any risks associated with successful completion, and also identify any changes which would require modifying actions and/or timelines. Feedback regarding format and content is not only welcomed, but encouraged.

Executive Summary

Changes to procedures for reimbursement of personnel costs began late in the quarter and will require a revision of tasks in this area.

Tasks related to optimizing use of the Financial Management Information System are ongoing. FMIS staff working with property management, maintenance and payroll to look at potential improvements to processes by taking advantage of system functionality.

The FY16 Audit engagement is progressing. Recruitment of an additional auditor to complete the Internal Audit Office team was accomplished. Inputs for the Management Internal Control Reports were collected and development of the draft report is in process. Approval of the audit plan for the upcoming year was obtained.

Updates on six SOPs completed. Two additional SOPs added to tracking. Training sessions on the SOPs were substantially completed by the end of 2016 with additional sessions scheduled for January 2017.

Request for funding of program coordinator to assist with contract management and warehouse manager included in the FY18 budget submission to Guam Education Board. Recruitment of vacant Property Management Officer ongoing.

Procurement continues to generate reports on requisitions and open purchase orders as well as conduct regular meetings with project directors and division heads. Vendor evaluations will be included in upcoming procurements.

Training of Property Liaisons occurred in preparation of the 2017 physical inventory. Results of the 2016 physical inventory were disseminated to all school administrators and division heads. Discussions revolving around procedures to reduce the number of missing assets ongoing.

Completion Risk Key:

Risk Level High – Deliverables / objectives will not be completed in a timely manner;
Risk Level Moderate – Deliverables / objectives may not be completed in a timely manner; and
Risk Level Low – Deliverables / objectives will be completed in a timely manner.

Employee Time Tracking

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
ETT-1: GDOE will develop and implement effective policies and procedures that provide for an effective process for tracking and reporting time spent by all employees whose salaries are paid with US ED grant funds. **ETT-2**: Ensure that the salaries of employees who work under more than one Federal program and/or grants are properly allocated among those programs/grants, in accordance with accurate time distribution records. **ETT-3**: Research and implement an automated time collection system for federally funded employees.	Labor distribution reports provided 2 working days after pay day to TPFA and Federal Programs. Federal Programs provides initial analysis to TPFA. TPFA authorizes drawdowns of cleared salaries and issues error list for balance. GDOE PULSE reports continue to be used to update rosters needed for three way match of payroll. Federal Programs, Accounting, and Payroll meeting to resolve payroll errors. As necessary, Federal Programs working with Project Directors to reprogram amounts to cover salaries and benefits. Delay in receiving Consolidated Grant GAN has resulting in some reprograming to cover personnel costs.	The electronic MUNIS Time Distribution Report is not working as envisioned. Team regrouping to determine how to address. Leave hours are not reported as such. The reimbursement process is undergoing change and tasks related to the reimbursement of Personnel Costs are being revamped. Labor distribution reports are provided the Wednesday before payday and payroll reimbursements made at 95% of gross payroll. The balance is paid after the labor distribution costs are reviewed and any concerns addressed.
Implementation Deliverables	**Completion Risks**	
ETT-1 to ETT-3, Continued Written and approved SOPs, including training for applicable GDOE personnel, to ensure: • accurate and up-to-date employee staffing lists based on notices of personnel actions (from Personnel Division and validated by FPD and LEA programs); • accurate and timely time distributions among funding sources for split-time employees, and proper allocation of salary costs among funding sources (from respective programs and validated by FPD and LEA programs); • accurate and properly executed time distribution reports and attendance records (from respective programs and validated by FPD and LEA programs); • properly executed and timely semiannual certifications (from respective programs and validated by FPD and LEA programs); • internal control checklists to ensure compliance with Circular A-87; and	System Risk – With the implementation of the Employment Self Service, FPD together with Payroll and Personnel will determine the validity of the employee tracking and reporting of time spent on US Education funded programs. Risk level – Low. Refer to FMIS Time and Effort. Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new service. Additionally, technology being introduced to all federally funded employees will require training. Risk level – Low.Refer to FMIS Time and Effort. Federal program staff balancing competing priorities causing delays in completion. Risk Level – High.	

• identification of a computer-based and accurate time and attendance system, with documentation of requirements to support implementation, training and administration (validated by FPD and LEA programs).		
Schedule Based upon Performance Plan	**New Deliverables Completed This Quarter**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).		Ignacio Santos, Federal Programs Administrator Taling Taitano, Deputy Superintendent

Financial Management Information System (FMIS)

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
FMIS-1: Detail design of a FMIS with processing functionality that complies with Generally Accepted Accounting Procedures, U. S. governmental accounting standards, and the Government Accounting Standards Board.	Completed	Completed
Implementation Deliverables	**Completion Risks**	
Detail system design specifications approved by GDOE Finance and Administration management.	Completed	
Schedule Based upon Performance Plan	**New Deliverables Completed This Quarter**	**Responsible Person/Department**
Completed		Taling Taitano, Deputy Superintendent

Financial Management Information System (FMIS)

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
FMIS-2: Basic installation is now complete. The routine maintenance and enhancement will be reported in this section. Items completed this period and open enhancements appear in the columns to the right.	**2.F Bid Management** 2. F.1 POC meeting to review bid processing DTPs. **2.G Employee Expense** 2.G.7 Create End User instructions (incorporate in DTPs) 2.G.8 Train Pilot users (next group of travelers) **2.P Maintenance Survey Requests** 2.P.2 POC meetings to review current process, documentation and needs 2. P.5 Present proposed solutions to Management. 2.P.7 Train End Users **2.Q Fixed Assets** 2. Q.1. Survey end users regarding Fixed Assets 2.Q.2 POC meetings to review current process, documentation and needs 2.Q.3 Research and identify possible MUNIS solutions to address needs and issues. **2.S Transition** 2.S.1 MUNIS system management / updates - TPFA is required to maintain control over the TPFA MUNIS system as long as a TPFA is mandated, ongoing.	**2.A Reporting—Continuous** 2.A.8 Periodic monitoring to be sure that schools are still receiving the system generated scheduled reports. Additional system generated reports will continue be scheduled to generate and deliver electronically on a monthly basis to the respective remaining accounts' fund managers as the needs are identified. **2.C Staffing Pattern Report** 2.C.2 HR Review Munis Staffing Pattern to identify any final issues to be addressed with the report. **2.F Bid Management** 2.F.2 Test requisition conversion to bid in Temporary Environment. **2.G Employee Expense** 2.G.9 Survey Pilot users on the use of the Employee Expense (In ESS) 2.G.10 Finalize and document process in SOP and End User Instructions **2.L Grant Master / Project Master / Grant Manager** 2.L.1 POC meetings to review set up and procedure documentation 2.L.2 Create checklist of steps to be taken in MUNIS to set up the Module **2.M ESS (Employee Self-Serve) Leave Request** 2.M.2 Create checklist of steps to be taken in ESS and Munis to set up Leave Requests 2.M.3 Build and Test ESS Leave Request in Temporary Environment (XXX) using checklist 2.M.4 Adjust setting and infrastructure as per test findings. Re-perform tests. 2.M.5 Meet with Management to present ESS Leave Request. 2.M.6 Build ESS Leave Request in Live environment per updated checklist and Management feedback. **2.P Maintenance Survey Requests** 2.P.6 Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary. 2.P.7 Train End Users

FMIS-2 Continued:		
Implementation Deliverables	**Completion Risk**	**2.Q Fixed Assets** 2.Q.4 Test proposed actions in temporary environment 2.Q.5 Present proposed solutions to Management. 2.Q.6 Create or adjust existing End User Instructions (DTPs) and propose adjustments to SOPs if necessary. 2.Q.7 Train End Users **2.S Transition** 2.S.1 MUNIS system management / updates - TPFA is required to maintain control over the TPFA MUNIS system as long as a TPFA is mandated, ongoing.
A secure, reliable and fully integrated FMIS that supports the financial management of US ED grant awards and complies with federal requirements. Detailed and up-to-date system and application documentation necessary to manage and sustain the FMIS and its applications on an ongoing basis. Sufficient qualified and trained accounting staff to manage all financial processing and reporting required by GDOE.	Build and Roll-out of Modules by target dates dependent on the availability of the division staff per respective module, and the responsiveness of Tyler Technologies. Risk Level—Medium.	
Schedule Based upon Performance Plan	**New Deliverables Completed This Quarter**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	End User Instructions – Employee Expense Surveys – Maintenance End Users Surveys – Fixed Assets End Users	Jacqueline Mesa, Management Analyst IV

Financial Management Information System (FMIS)

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
FMIS-3: Continued activities of the Agent to oversee all US ED funds awarded to GDOE until a credible financial management system is implemented and fully operational, and GDOE has demonstrated that it can be accountable for US ED funds in accordance with all federal requirements.	TPFA continues to manage all federal grant funds from GDOE using an independent MUNIS system and separate bank accounts. **8.A Accounts Payable - Ongoing** 8.A.1 Management of the A/P process (federal). No transition needed, Eloise is already a GDOE employee 8.A.2 Processing of checks and payment to vendors (federal). TPFA will manage process until special conditions are reduced or eliminated. **8.B Reporting & Accountability - Ongoing** 8.B.1 Transition the grant status report from TPFA to GDOE accounting. 8.B.3 Transition the requisition in progress report (federal) 8.B.4 Transition of bank reconciliation (federal). TPFA will produce until special conditions are reduced / eliminated. 8.B.5 Transition Invoice by GL report – Involves reconciliation to federal bank accounts. TPFA will produce until special conditions are reduced / eliminated. 8.B.6 Transition A/P Invoice report - TPFA will produce until special conditions are reduced / eliminated. 8.B.7 Transition open PO report. GDOE Procurement now handling. TPFA will be monitoring until special conditions are reduced / eliminated. 8.B.8 Management and completion of the CCAP report 8.B.9 Weekly management and completion of the transition plan **8.C. Accounting / GL** 8.C.1 Management and completion of monthly and annual close process. TPFA will be manage until special conditions are reduced / eliminated	Continued operation of the TPFA independent financial management system and bank accounts will continue. GDOE and TPFA are looking into areas to transfer responsibilities to GDOE. For example, performing the three way match testing for personnel costs. **1.R Payroll Reimbursement Process** Note that the Payroll Reimbursement Process has been revised and tasks are in the process of being aligned to new process. **4.F Procurement Transition –transition dates to be determined** 4.F.1 TPFA removed from workflow (requisition to PO process). TPFA will be final approver until special conditions are reduced / eliminated. 4.F.2 Transition the conversion review from requisition to PO from TPFA to GDOE (federal). TPFA will continue to manage until special conditions are reduced / eliminated. 4.F.3 Transition PO issuance to GDOE procurement Office. **8.B Reporting & Accountability** 8.B.2 Transition the late liquidation process to Federal Programs. Includes preparing late liquidation requests & following up w/ vendors and end users 8.B.10 Late Liquidation management - ensure that there is coordination of effort between the business office, procurement and federal programs in order to handle the late liquidations effectively. Includes vendor follow-up.

	8.C.2 Transition entering of budget and budget amendments into TPFA system with TPFA doing final approval. GDOE procurement staff continues to use TPFA system for procurement processing and issues open requisition and purchase order reports to end users. GDOE also provides accounts payable support. Weekly meetings with TPFA are held to coordinate activities and resolve any concerns. TPFA supporting audit by providing details as requested by auditors. GDOE PULSE reports continue to be used to update rosters needed for three way match of payroll. Note, payroll reimbursement procedures in process of being updated.	Plan for migration of historical data on TPFA system to GDOE system upon TPFA exit.
Implementation Deliverables	**Completion Risks**	
FMIS-3, Continued A stable and reliable financial information systems processing environment. US ED funds expended only for costs that are allowable under the respective grant programs. Allowable costs procured in accordance with applicable procurement requirements. Coordinated timing of US ED draws and reimbursements to ensure that payments to staff, vendors and providers are prompt and timely. Grant funds that are charged only for costs resulting from obligations that were properly made during the funds' period of availability, including any carryover period.		
Schedule Based upon Performance Plan	**New Deliverables Completed This Quarter**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones	Routine	Taling Taitano, Deputy Superintendent

listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).		

Financial Management Information System (FMIS)

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
FMIS-4 Moving to the next level and sustaining the progress that has been made to date. A program of END User Training and routine review of Standard Operating Procedures will be established.	**6.E SOP 200-028: General Ledger Policy and Procedures** 6.E.2 Staff Training on SOP 6.E.3 Staff Acknowledgement Forms **6.F SOP 200-029: Local Mileage Reimbursement** 6.F.2 Staff Training on SOP 6.F.3 Staff Acknowledgement Forms **6.H SOP 200-039: Federal Grants Accounts Receivable** 6.H.2 Staff Training on SOP 6.H.3 Staff Acknowledgement Forms **6.J SOP 200-042: Revenue Control and Management Policy** 6.J.2 Staff Training on SOP 6.J.3 Staff Acknowledgement Forms **6.K SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse** 6.K.2 Staff Training on SOP 6.K.6 IAO Walkthrough of SOP **6.L SOP 200-019: Fixed Asset Management for Schools and Divisions** 6.L.2 Staff Training on SOP 6.L.6 IAO Walkthrough of SOP **6.Q SOP 200-027: Competitive Sealed Bidding - IFBs** 6.Q.5 Amendment to SOP Approved by Superintendent **6.R SOP 200-030: Emergency Procurement** 6.R.4 Amendment to SOP 6.R.5 Amendment to SOP Approved by Superintendent	Continuous MUNIS End User Training Related Activity • Training during and around Spring, Summer and Christmas breaks • Conducting post surveys to focus training and determine effectiveness • Conduct other MUNIS End User targeted surveys to determine how to structure future training and support. **6.C SOP 200-021: Off-Island Travel Procedures** 6.C.2 Staff Training on SOP 6.C.3 Staff Acknowledgement Forms 6.C.5 Amendment to SOP Approved by Superintendent **6.I SOP 200-041: School Meals Collection** 6.I.5 Amendment to SOP Approved by Superintendent 6.I.6 IAO Walkthrough of SOP 6.I.7 IAO Assessment of SOP 6.I.8 IAO Testing of SOP 6.I.9 IAO Reporting of Testing Results **6.K SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse** 6.K.3 Staff Acknowledgement Forms 6.K.7 IAO Assessment of SOP 6.K.8 IAO Testing of SOP 6.K.9 IAO Reporting of Testing Results **6.L SOP 200-019: Fixed Asset Management for Schools and Divisions** 6.L.3 Staff Acknowledgement Forms 6.L.7 IAO Assessment of SOP

	6.S SOP 200-031: Competitive Selection Procedures for Services - RFPs 6.S.4 Amendment to SOP 6.S.5 Amendment to SOP Approved by Superintendent **6.T SOP 200-033: Competitive Multi-Step Sealed Bidding** 6.T.4 Amendment to SOP 6.T.5 Amendment to SOP Approved by Superintendent **6.U SOP 200-036: Request for Information Procedures** 6.U.4 Amendment to SOP 6.U.5 Amendment to SOP Approved by Superintendent **6.V SOP 200-037: Requisition Entry** 6.V.4 Amendment to SOP **6.AC SOP 800-009: Reclassification of Teachers** 6.AC.5 Amendment to SOP Approved by Superintendent **6.AH SOP 200-44: SEFA Reconciliation** 6.AH.2 Staff Training on SOP 6.AH.3 Staff Acknowledgement Forms **MUNIS TRAININGS - Attendees** Business Office Staff Open Discussion – 11 Introduction to Pulse – 39 Facilities and Maintenance Open Discussion – 11 Requisition Entry – 19 **MUNIS TRAINING (SURVEY)** – 100% Satisfactory	6.L.8 IAO Testing of SOP 6.L.9 IAO Reporting of Testing Results **6.M SOP 200-018: Sole Source Procurement** 6.M.2 Staff Training on SOP 6.M.3 Staff Acknowledgement Forms **6.N SOP 200-020: Open Purchase Order Monitoring and Reporting** 6.N.2 Staff Training on SOP 6.N.3 Staff Acknowledgement Forms **6.O SOP 200-025: Procedures for Maintaining the Procurement File** 6.O.2 Staff Training on SOP 6.O.3 Staff Acknowledgement Forms **6.P SOP 200-026: Competitive Sealed Bidding - IQBs** 6.P.2 Staff Training on SOP 6.P.3 Staff Acknowledgement Forms **6.Q SOP 200-027: Competitive Sealed Bidding - IFBs** 6.Q.2 Staff Training on SOP 6.Q.3 Staff Acknowledgement Forms **6.R SOP 200-030: Emergency Procurement** 6.R.2 Staff Training on SOP 6.R.3 Staff Acknowledgement Forms **6.S SOP 200-031: Competitive Selection Procedures for Services - RFPs** 6.S.2 Staff Training on SOP 6.S.3 Staff Acknowledgement Forms **6.T SOP 200-033: Competitive Multi-Step Sealed Bidding** 6.T.2 Staff Training on SOP 6.T.3 Staff Acknowledgement Forms
Implementation Deliverables	**Completion Risks**	
Establish End User Training Updated or new SOPs	Continued Training – Low SOP Development – High	

FMIS-4, Continued		**6.U SOP 200-036: Request for Information Procedures** 6.U.2 Staff Training on SOP 6.U.3 Staff Acknowledgement Forms **6.V SOP 200-037: Requisition Entry** 6.V.2 Staff Training on SOP 6.V.3 Staff Acknowledgement Forms 6.V.5 Amendment to SOP Approved by Superintendent **6.W SOP 200-040: Protest / Appeal Procedures** 6.W.2 Staff Training on SOP 6.W.3 Staff Acknowledgement Forms 6.W.4 Amendment to SOP 6.W.5 Amendment to SOP Approved by Superintendent **6.X SOP 200-023: Budget Preparation Process** 6.X.2 Staff Training on SOP 6.X.3 Staff Acknowledgement Forms **6.Y SOP 200-024 Budget Entry Process** 6.Y.2 Staff Training on SOP 6.Y.3 Staff Acknowledgement Forms **6.Z SOP 800-006: Request to Fill Position(s) for Recruitment** 6.Z.2 Staff Training on SOP 6.Z.3 Staff Acknowledgement Forms **6.AA SOP 800-007: Employee Name Change Request** 6.AA.2 Staff Training on SOP 6.AA.3 Staff Acknowledgement Forms **6.AB SOP 800-008: Transfer and Voluntary Demotion** 6.AB.2 Staff Training on SOP 6.AB.3 Staff Acknowledgement Forms **6.AC SOP 800-009: Reclassification of Teachers**

		6.AC.2 Staff Training on SOP 6.AC.3 Staff Acknowledgement Forms **6.AD SOP 800-010: Salary Increments and Detailed Differential Pay** 6.AD.2 Staff Training on SOP 6.AD.3 Staff Acknowledgement Forms **6.AE SOP 900-020: Time Distribution Report** 6.AE.4 Amendment to SOP 6.AE.5 Amendment to SOP Approved by Superintendent **6.AF SOP 900- : Grant Procedure Manual** 6.AF.1 Adoption of SOP **6.AG SOP 1500-06: Payroll Processing** 6.AG.5 Amendment to SOP Approved by Superintendent **6.AI SOP-200-038: Purchase Order Change Order** 6.AI.2 Staff Training on SOP 6.AI.3 Staff Acknowledgement Forms 6.AI.4 Amendment to SOP 6.AI.5 Amendment to SOP Approved by Superintendent
Schedule Based upon Performance Plan	**New Deliverables Completed This Quarter**	**Responsible Person/Department**

FMIS-4, Continued Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	SOP Amendments – SOP 200-27, 200-30, 200-31, 200-33, 200-36, 800-010 Staff Training on SOP 200-015, 200-019, 200-023, 200-024, 200-28, 200-39, 200-42, 200-44	Jacqueline Mesa, Management Analyst IV Franklin Cooper-Nurse, Chief Auditor Lourdes Perez, Comptroller – Business Office SOPs Marcus Pido, Program Coordinator III – Property Management SOPs Carmen T. Charfauros, Supply Management Administrator – Procurement SOPs Ignacio Santos, Federal Programs Administrator – Federal Programs SOPs Antonette Santos, Personnel Administrator – Human Resources SOPs Taling Taitano, DS FAS – Budget SOPs

Intergovernmental Agency Arrangements

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
Intergovernmental Agency Procedure-1 Guidance from USDOE's Title V-A Program Office regarding Intergovernmental Agency indicates that Title V-A does not authorize sub-grants to other agencies.	Per Federal Programs Administrator, this item should be closed. See May 28, 2016 email from Christine Jackson, *USDOE Response to GDOE Single Audit Finding Inquiry*	Based on Guidance provided by USDOE Program Office, the Federal Programs Division shall include within the respective Project Application, Intergovernmental Agency partnerships, if applicable. Also within the Budget Narrative, a new Object Code shall be established, object code 231, "Other Agencies, Partnerships, Collaboration, Intergovernmental Agencies". Recent audit findings indicate that USDOE will issue written guidance related to this issue.
Implementation Deliverables	**Completion Risks**	
Written Guidance provided by USDOE	Adaptation Risk – acceptance by which all partners are identified within the program application and subsequently approved within the Consolidated Grant Application by USDOE. Adherence to the procedures is minimal. Risk level – Low.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
To be finalized upon submission of respective Consolidated Grant Application and approved by USEDOE's Program Office.		Ignacio Santos, Federal Programs Administrator

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
IC-1: Over the next two years, GDOE will develop and implement a credible financial management system. Management will ensure employees are properly trained on new system and trained on the new standard operating procedures as a result of the new FMIS. This will ensure the system would provide the correct amount of funds, in the correct accounts, in a consistent and timely manner. Credible financial management includes systems, policies and procedures that (1) provide access to reliable information when needed, (2) account appropriately for funds, (3) ensure timely deposits or draw down of funds, (4) ensure timely and accurate payments, (5) otherwise enable and support generally accepted government financial management and accounting standards and requirements. Additionally, the financial management system will record and account for all draws and expenditures of federal education funds	See FMIS -4 for updates on FMIS training and tasks related to SOPs.	See FMIS -4 for updates on FMIS training and tasks related to SOPs.
Implementation Deliverables	**Completion Risks**	
IC-1: TPFA implemented the Tyler-MUNIS ERP financial management system effective December 2010. GDOE has implemented a Financial Management Information System (FMIS), which includes functionality to support all GDOE financial applications (April 2012). A credible financial management system designed and implemented to meet the EDGAR and other federal reporting requirements in terms of timeliness of funds management and reporting. Additionally, custom reports designed to capture federal grant activity.	Competing priorities may stall progress. Risk: Medium/High	

Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
IC-1, Continued. Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	See FMIS -4 for updates on SOP updates and training.	Taling Taitano, DSFAS Jacqueline Mesa, FMIS

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
IC-2: GDOE Finance and Administration must demonstrate improved communication and cooperation to develop an integrated financial management system that meets the needs of the organization.	**8.C Accounting / General Ledger** 8.C.2 Transition entering of budget and budget amendments into TPFA system. Was transitioned to GDOE's budget office with TPFA doing final approval, until budget lead left the GDOE. Federal Programs continues to work with TPFA, Accounting, Payroll, Human Resources, Budget, Internal Audit, and Program Managers to ensure new time and effort procedures working as planned. Meetings held with project directors, accounting, budget, and human resources to discuss grant requirements for recent GANs. Regular transition plan meetings with TPFA, Federal Programs, Internal Audit, Procurement, Property Management, Financial Affairs, FMIS. Stakeholder satisfaction surveys ongoing for Human Resources and Procurement.	Continue collaboration with schools and divisions to address: • Personnel and payroll issues; • Procurement, receiving, inventory, and payables issues; • Budgeting and reporting issues; • Cash receipts and account receivable issues; and • Non-Appropriated Funds. Benchmarks and stakeholder satisfaction surveys in process of adoption/development for all operational divisions. Stakeholder satisfaction survey to be put in place in Business Office.
Implementation Deliverables	**Completion Risks**	
IC-2: Department-wide subcommittee structure focused on each of the issue areas. The structure will drive collaboration, which is also necessary to support FMIS implementation which supports GDOE-wide financial management. GDOE departments working together on a daily basis to address implementation, compliance and other activities. Efforts to include direct Internal Audit support of external independent auditors in conduct of single audits as required by the Single Audit Act.	Adaptation Risk – acceptance of direct deposit by employees. Risk level – Low Vendor EFTs/ACH. Risk level – Moderate. Maintaining sufficient staffing levels within the Business Office and IAO continues to be a challenge with the retention of personnel due to resignations and competitive salaries at other GovGuam agencies. Will be submitting request for additional auditor in next quarter as well as fill accountant vacancy. Risk: Medium/High	

Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
IC-2, Continued. Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).		Taling Taitano, DSFAS

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
IC-3: Reliance on the credible financial management system by other Guam agencies and single auditors as accurate system of record.	Monthly MUNIS reports continue to be provided to the Education Finance Supervisory Council (EFSC). The EFSC is made up of the Department of Administration, the Bureau of Budget & Management Research, the Office of Public Accountability and the Guam Legislature's Office of Finance & Budget. **3.F Timely Completion of GDOE's Financial and Single Audit** 3.F.3 Timely close accounting records, FY16 3.F.4 Timely replies to audit requests, FY16 3.F.6 IAO to ensure implementation of corrective action plan, FY15 This will be the fourth full fiscal year (FY16) audit on Tyler MUNIS.	Regularly reconcile GDOE's financial information with BBMR, DOA, and the TPFA to ensure information is accurate and supports timely completion of audit. **3.F Timely Completion of GDOE's Financial and Single Audit** 3.F.4 Timely replies to audit requests FY16 3.F.6 IAO to ensure implementation of corrective action plan, FY15
Implementation Deliverables	**Completion Risks**	
A credible financial management system whose implementation is guided by Generally Accepted Accounting Procedures (GAAP) and supported by SOPs to ensure a system of internal controls over financial reporting that can be relied upon by external independent auditors for the purpose of expressing an opinion on the financial statements. Periodic examination and documentation of internal controls by internal audit staff to ensure that the controls are operating as intended without exception. Information management needs met by all users (e.g., custom reconciliation worksheet to support requirements and tracking of federal draw funds).	Low based on staff's time spent to identify and work out errors and deficiencies of the GASB 34 reporting module. Risk level – Low.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
Ongoing support provided to EFSC. Work with External Auditor on Audit.	Report submitted to ESFC, ESFC Meeting Minutes.	Taling Taitano, DSFAS Franklin Cooper-Nurse, Chief Auditor

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
IC-4: GDOE will develop a grant spending process that ensures that grant awards are based on specified program plans and spent on the programs in a timely manner. The grants system will be integrated with the FMIS.	GDOE has received the Consolidated Grant GAN for FFY16. Program managers are working to ensure that the FFY14 Consolidated Grant is closed out. Monthly grant status reports, requisition and purchase order reports issued so managers can track grant balances. Budget, Accounting, Payroll and Procurement meet with Project Directors to ensure that accounts are appropriately set up, budget loaded, and any large procurement planned.	Team is working to ensure FFY15 funds and FFY16 funds are timely expended.
Implementation Deliverables	**Completion Risks**	
• Program plans will serve as the basis for application disbursement; • Grant spending process will be supported by SOPs, internal control checklists, and training for all affected personnel; • Disbursements will tie to actions specified in program plans; • Funds will be expended for allowable purposes under the statutes; and • No funds will be lost due to lapsing obligation periods. • Legal review has been added to MUNIS approval workflow to help ensure smooth procurement process.	Delay in the issuance of the GAN has delayed hiring and procurement activities. Risk level – High. The delay in the issuance of the invitation to submit the Consolidated Grant application, change in USDOE staff, new electronic submission requirements, and resultant delays in issuance of GAN will likely affect GDOE's ability to timely spend funds.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
Ongoing	Monthly Grant Status Reports, Requisition and Open Purchase Order Reports	Ignacio Santos, Federal Programs Administrator

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
IC-5: GDOE will reconstitute its Internal Audit Office (IAO) by developing an annual audit plan and hiring additional staff to conduct audit work, including the risk assessments (MIC, Audit Assessment, and CCAP), and coordinating GDOE's external audits (OPA's performance audits and the GDOE's independent financial auditors' financial and single audits, including NAF and resolution of prior audit findings). The Chief Auditor will update the MIC. The MIC consists of GDOE school administrators and division heads' risk assessment, the IAO's own risk assessment, and conducting fieldwork to test the internal controls of identified high risk areas. Procedures and processes to ensure financial and single audit reports are issued within nine months after the end of each fiscal year as required by the Single Audit Act, as amended.	**3.A Rebuild Internal Audit Office** 3.A.18 Work with HR on position announcement 3.A.19 Review applications of candidates 3.A.20 Interview & recommend best candidates to Superintendent. 3.A.21 Hire Auditor I 3.A.22 Train Auditor I for roles in IAO The Chief Auditor hired two additional staff level Auditor Is to complete the rebuild and re-establishment of the IAO. The hiring of the Auditor Is completed the CCAP and transition requirements under IC-5, 3.A. Based on audit standards, IAO will review its workflows and assess its resources to execute mandates, risk-based audits, advisories, and internal controls assessment. **3.B Risk Assessment of GDOE** 3.B.21 Provide tool & training to Division Managers/Administrator 3.B.22 Require Division Managers/Administrators to submit MIC 3.B.23 Follow-up non-submissions 3.B.24 Update MIC Report to include late submissions 3.B.25 Compile MIC Assessments into a database 3.B.26 Analyze results of MIC Assessment 3.B.27 Identify non-submissions and high-risk areas IAO e-mailed its updated and approved online MIC Assessment form to Administrators/Division Heads in December 2016. Administrators/Division Heads have one week to complete the assessment .	**3.B Risk Assessment of GDOE** 3.B.12 Compile MIC Assessments into a database 3.B.23 Follow-up non-submissions 3.B.24 Update MIC Report to include late submissions 3.B.25 Compile MIC Assessments into a database 3.B.26 Analyze results of MIC Assessment 3.B.27 Identify non-submissions and high-risk areas 3.B.28 Develop and submit MIC Assessment Report to Superintendent 3.B.30 IAO validates MIC Assessments of high-risk areas 3.B.31 IAO to determine necessary corrective actions 3.B.32 Finalize report for Superintendent's disposition IAO will analyze the MIC assessments, identify non-submissions and high-risk areas, develop and submit the MIC Assessment report to the Superintendent, and validate any assessments of high risk to determine corrective action plans. **3.D Establish Internal Controls Framework (COSO)** 3.D.2 Division/Program obtain approval of SOPs 3.D.3 Division/Program to conduct training on SOPs 3.D.4 IAO to audit compliance to SOPs 3.D.5 IAO to report and recommend improvements to internal control deficiencies 3.D.6 Division/Program to amend SOPs accordingly 3.D.7 Division/Program to obtain approval on amended SOPs The last identified SOP, Grant Procedure Manual, should be completed in 2017. Five SOPs are in the process of being amended; all others were, if deemed appropriate, amended by December 31, 2016. **3.E SEFA Reconciliation** 3.E.7 IAO periodically reviews the report to determine compliance

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
IC-5 Continued.	**3.C Develop a Three Year Audit Plan** 3.C.10 Create and submit a report to the Superintendent. 3.C.11 Obtain approval of Superintendent on the report 3.C.12 Present audit plan to DOE management 3.C.13 Per Superintendent, initiate the audits selected in the audit plan. IAO completed and submitted its 2016 Update to its 2015 – 2017 Audit Plan in October 2016. Changes to IAO's projects incorporates new hotline concerns, additional work streams, and re-prioritized projects. **3.E SEFA Reconciliation** 3.E.1 Business Office develop SOPs for SEFA Reconciliation 3.E.2 Business Office submits draft SOP to Deputy of Finance and Supt. for review and approval 3.E.3 Accounting staff to perform monthly reconciliations between General Ledger, SEFA, and Federal Expenditures 3.E.4 Comptroller reviews monthly report for completeness and accuracy 3.E.5 Comptroller provides monthly reconciliation to Deputy Sup. of Financial Affairs for review 3.E.6 Business Office provides a copy of the approved report to IAO GDOE SOP 200-044, Reporting of Federal Grant Awards, SEFA, and SEFRAD became effective on 09/07/16. SEFA August 2016 report reviewed by the Comptroller was submitted to IAO on October 2016. **3.F Timely Completion of GDOE's Financial and Single Audit** 3.F.3 Timely close accounting records, FY16 3.F.4 Timely replies to audit requests, FY16	**3.F Timely Completion of GDOE's Financial and Single Audit** 3.F.4 Timely replies to audit requests, FY16 3.F.6 IAO to ensure implementation of corrective action plans, FY15 IAO is coordinating with Deloitte and Touche, LLP, GDOE Financial Affairs, and GDOE Federal Programs Division for GDOE's FY 2016 Financial and Single Audits. **6.I SOP 200-041: School Meals Collection** 6.I.6 IAO Walkthrough of SOP 6.I.7 IAO Assessment of SOP 6.I.8 IAO Testing of SOP **6.L SOP 200-019: Fixed Asset Management for Schools and Divisions** 6.L.6 IAO Walkthrough of SOP 6.L.7 IAO Assessment of SOP 6.L.8 IAO Testing of SOP 6.L.9 IAO Reporting of Testing Results **6.AE.SOP 900-020: Time Distribution Report** 6.AE.6 IAO Walkthrough of SOP 6.AE.7 IAO Assessment of SOP 6.AE.8 IAO Testing of SOP IAO has established an internal controls framework for assessment of GDOE's internal control deficiencies. IAO's assessment will utilized the Green Book COSO standards for the five control components. Assessments will be formally reported in all IAO reports. Reports will make recommendations to improve internal control deficiencies.

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
IC-5 Continued.	3.F.6 IAO to ensure implementation of corrective action plans, FY15 Financial Affairs closed its accounting records in November 2016. GDOE Divisions continue to provide responses to Deloitte's audit requests. We are working to compete audit as early as March 31, 2017. **8.B. Reporting & Accountability** 8.B.8 Management and completion of CCAP report 8.B.9 Weekly management and completion of the transition plan. IAO assumed the quarterly reporting of GDOE's CCAP and weekly and bi-weekly reporting to USDOE of GDOE's Transition Plan in September 2016.	
Implementation Deliverables	**Completion Risks**	
Updated MIC Assessment report, NAF draft reports	Success will hinge on successful staffing of the IAO. Proposed salary increases at the OPA pay make it difficult to recruit and retain staff. Lack of staffing and additional mandates. The IAO identified a net negative manpower hours vs. assigned tasks (CCAP and TPFA Transition Plan) and mandates (MIC, NAF, Charter Schools, and SOPs/Internal Controls) in its Audit Plan. Risk level – High.	

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
IC-5 Continued.		
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	1. 2016 Update to IAO 2015-2017 Audit Plan 2. Oceanview Middle School School Year 2014-2015 Close up Club Assessment 3. Festival of the Pacific Arts (FestPac) School Stores Review 4. Overtime to Exempt GDOE Employees 5. Tiyan High School Wrestling Mats 6. Foundation for Public Education Inc. Grants September 2016 Validation Reports 7. Guahan Academy Charter School October to December 2016 Validation Reports 8. iLearn Academy Charter School October to December 2016 Validation Reports	Franklin Cooper-Nurse, Chief Auditor

Internal Controls and Procedures

Required Actions and Activities	Status Report as of 12/31/2016	Next Steps / Comments
IC-6: GDOE will develop reconciliation procedures to address audit finding 2013-004, reconciliation between federal expenditures and SEFA and audit finding 2013-005, reconciliation between general ledger and SEFA	**3.E SEFA Reconciliation** 3.E.1 Business Office develop SOPs for SEFA Reconciliation. 3.E.2 Business Office submits draft SOP to Deputy of Finance and Superintendent for review and approval. 3.E.3 Accounting staff to perform monthly reconciliations between General Ledger, SEFA, and Federal Expenditures 3.E.4 Comptroller reviews monthly report for completeness and accuracy 3.E.5 Comptroller provides monthly reconciliation to Deputy of Finance & Administrative Support for review. **6.AH SOP 200-044 SEFA Reconciliation** 6.AH.1 Adoption of SOP	**3.E SEFA Reconciliation** 3.E.6 Business Office provides a copy of the approved report to IAO 3.E.7 IAO periodically reviews the report to determine compliance **6.AH SOP 200-044 SEFA Reconciliation** 6.AH.2 Staff Training on SOP 6.AH.3 Staff Acknowledgement Forms
Implementation Deliverables	**Completion Risks**	
Standard Operating Procedures and related training. No repeat findings.	Lack of adequate staff. Risk level – Medium.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	SEFA Reconciliation Report	Franklin Cooper-Nurse, Chief Auditor Lourdes Perez, Comptroller

Procurement

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
P-1: GDOE will develop and implement effective procurement policies and procedures that ensure: • Delivery of ordered supply items within specified timeframes for correct type of supply from selected vendor; • Delivery of supplies and equipment, tagged and entered into a property management system, to schools within three days of receipt; and • Recording of when items are ordered, when orders arrive and are entered into the financial management system, and when they are delivered.	**4.A Procurement Office** 4.A.23 Review long-term staffing needs of the Procurement Office 4.A.24 Review metrics and other statistics to determine additional needs of the Procurement Office 4.A.25 Determine the need for a Contract Management Administrator **4.B Training** 4.B.1 Formalize training program for all current and future procurement staff - including content development and training materials Current procurement staff has completed the GCC Procurement Training. The procurement office has been status quo on a lot of the tasks but we are continuously completing our tasks on a weekly basis as mentioned on our transition plan.	GCC has been contacted to determine if additional refresher Procurement Training is being scheduled. Develop plan to transition requisitions processing from TPFA system to GDOE system.
Implementation Deliverables	**Completion Risks**	
Written policies and procedures to ensure that US ED funds are used only for allowable costs, including costs that are necessary, reasonable, and allocable to the respective grants as required by OMB Circular A-87, and that are procured in accordance with applicable procurement requirements in 34 CFR §§ 80.36(b)-(j).	System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low. Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium.	

Schedule Based upon Performance Plan	New Deliverables Completed This Quarter	Responsible Person/Department
P-1, Continued Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	All but one Procurement SOP has been reviewed and amended. Training on the SOPs occurred in December 2016 and January 2017. Requisition in Progress reports generated weekly and Open Purchase Order reports generated monthly.	Carmen T. Charfauros, Supply Management Administrator

Procurement

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
P-2: Implement reporting system that will track requisitions and open Purchase Orders. The system will reflect when items are ordered, when orders arrive and are logged into the system, and when they are delivered to the proper location.	**4.D Reporting & Accountability** 4.D.2 Create a detailed district-wide procurement calendar (pending input from grant project directors) 4.D.6 Transition the creation of the open requisition and open PO report from TPFA to the GDOE (federal) Open requisition report circulated weekly and open purchase order report circulated monthly to end users.	**4.D Reporting & Accountability** 4.D.2 Create a detailed district-wide procurement calendar 4.D.6 Transition the creation of the open requisition and open PO report from TPFA to the GDOE (federal) Continue regular issuance of reports to End Users.
Implementation Deliverables	**Completion Risks**	
Monthly summary of completed purchases and procurement actions; Established process for routine review of federally funded requisitions and purchase orders.	System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low. Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	Open requisitions report and open purchase order reports distributed by GDOE staff on a regular basis	Carmen T. Charfauros - Supply Management Administrator

Procurement

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
P-3: Improve departmental procurement processes beyond those responsibilities directly related to the modules of the Financial Management Information System (FMIS).	Meetings held with various grant project directors upon receipt of Grant Award Notice to discuss major procurements included in grant application. Regular meetings held with project directors and division heads to discuss ongoing procurement status. Surveys to end users and vendors available on line and at procurement website. Results reviewed with staff to address concerns. Training for end users on SOPs.	Meetings held with various grant project directors upon receipt of Grant Award Notice to discuss major procurements included in grant application. Meetings held every other week with project directors and division heads to discuss ongoing procurement status. Surveys to end users and vendors available on line and at procurement window. Results reviewed with staff to address concerns.
Implementation Deliverables	**Completion Risks**	
Development and publication of procurement policies and procedures, and external verification of compliance with SOPs.	Recruitment of third attorney ongoing. Risk Level – High.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	Procurement is now process FY2017 in both TPFA system & GDOE system. Procurement surveys. .	Carmen T. Charfauros - Supply Management Administrator

Property Management

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
PM-1: GDOE will develop and implement effective property management policies and procedures that ensure compliance with Federal regulations, to include tagging and tracking of inventory and prompt delivery of property purchased with federal funds to the appropriate location, so that items may be used for the purpose for which they were purchased.	**5.A Tagging of USDOE-funded assets.** 5.A.2 With all *newly received* assets, PMO staff are including an identifiable funding source in the creation of new fixed asset records in Munis. The information includes Grant Name, FAIN Federal Award Identification Number, and the CFDA# Catalog of Federal Domestic Assistance. Staff are similarly updating Existing Fixed Asset records. **5.E – Receiving assets (warehouse & schools)** 5.E.4 – Fill the Warehouse Supervisor position. Included in FY18 Budget request to GEB. **5.G Staff Augmentation of PMO Property Management Office** 5.G.2 Supplemental staffing provided by procurement.	**5.A – Tagging of USDOE-funded assets.** 5.A.2 Ensure *Existing* Fixed Asset records include an identifiable funding source. Target date 04/24/2017. **5.C Staff training on BMI software, MUNIS fixed asset module, computer skills. Target date 07/31/2017.** 5.C.1 PMO will provide ongoing training of BMI software, MUNIS fixed assets module, and computer skills as they relate to inventory management 5.C.2 PMO staff will demonstrate mastery of using BMI software, MUNIS, and have basic-to-intermediate computer skills 5.C.3 PMO staff will understand Microsoft Excel, spread-sheet creation, and analysis 5.C.4 PMO staff will demonstrate mastery of using computer software to provide internal training. 5.C.5 PMO staff will be proactive in addressing and correcting any training concerns among staff. **5.E – Receiving assets (warehouse & schools)** 5.E.4 – Fill the Warehouse Supervisor position. Included in FY18 GEB Budget request to Guam Legislature. **Target 10/31/2017.** **6.K SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse.** 6.K.2 Staff Training on SOP 6.K.3 Staff Acknowledgement Forms 6.K.5 Amendment approved by Superintendent. **Target 07/24/2017.** Amend fixed asset threshold to federal levels.
Implementation Deliverables	**Completion Risks**	
Replace all local DOE property tags with type and make identical to those currently in use by TPFA for federally purchased assets; result is the removal of probable convergence of numbers in MUNIS system. Written Property Management SOPs. Comprehensive physical inventory resulting in detailed fixed asset ledger and ability to perform depreciation expense accurately and efficiently.	System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low. Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium. Technology being introduced to Receiving Warehouse where users will require training. Manpower issues being addressed. Risk level – Low to medium	

Schedule Based upon Performance Plan	New Deliverables Completed	Responsible Person/Department
PM-1, Continued Activity in the "Status Report as of 12/31/16" Section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (October 1, 2016 thru December 31, 2016).		Marc Pido - Program Coordinator III

Property Management

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
PM-2: GDOE's inventory policy will include an established procedure for replacement or reimbursement of any items in the inventory that cannot be located, consistent with federal regulations.	**5.D Standard Operating Procedures** 6.L.2 Staff Training on SOP (#200-019). PMO trained with TPFA on SOP#200-019. PMO staff conducted pre-2017 SOP and Munis training for PNPs and GDOE schools/divisions property liaisons and principals/division heads. **Completed 12/12/2016.** 6.L.6 IAO Walkthrough of SOP (#200-019). **Completed 12/26/2016**	**5.D Standard Operating Procedures** Property Management will collaborate with Accounting, FSAIS, C&II and Federal Programs to further develop and unify policies and procedures relating to determining responsibility and financial liability for property that is lost, damaged, destroyed or stolen. (this item is not on transition plan) **Move Target to 04/24/2017.** SOP#200-015 for PMO & RW. 6.K.4 Amendment to SOP. **Moved Target to 07/03/2017.** SOP#200-019 for Schools & Divisions. 6.L.7 IAO Assessment of SOP. 6.L.8 IAO Testing of SOP. 6.L.9 IAO Reporting of Testing Results.
Implementation Deliverables	**Completion Risks**	
Written lost and stolen item policy which would serve as the basis for any reimbursement. Training programs for principals, assistant principals, and administrative personnel at the school level to increase awareness and ownership of the policies and improve safeguarding of assets.	System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low. Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low to Medium. Technology being introduced to Receiving Warehouse where users will require training. Manpower issues being addressed. Risk level – Low to medium	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	6.L – 2 & 6 Completed.	Marc Pido - Program Coordinator III

Property Management

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
PM-3: The inventory policy and management system will ensure that Property Management, Procurement, Finance and Administration, Schools and School Administration act as an integrated team on procurement issues.	**5.B – Annual Physical Inventory** 5.B.12 Generate 2016 status reports for dissemination to USDOE and GDOE upper management. **Completed 10/24/2016.** Inventory Management Officer position filled 09/19/2016 upon hiring of Maribeth Benavente.	**5.B – Annual Physical Inventory** 5.B.3 Manage the current SY16-17 inventory audit project (including team leadership assignments, team selections, logistics, BMI scanner and audit material preparation). **Target 1/2/17** 5.B.6 Manage the post-audit SY16-17 evaluation process to emphasize the inventory management accountability of fixed assets and procedures at each school and division. **Target 5/8/17.** 5.B.8 Generate SY16-17 Inventory status reports for dissemination to USDOE and GDOE Upper Management. **Target 8/14/17** 5.B.10 GDOE PMO staff will conduct the SY16-17 reconciliation of USDOE funded fixed assets. **Target 7/31/17** 5.B.11 GDOE staff will conduct the one-on-one evaluations after the completion of each site's inventory audit. **Target 6/12/17** 5.B.12 GDOE PMO will conduct and monitor the progress of the required follow-up actions of each site, 2017 inventory **Target 9/18/17** 5.B.13 Clearly defined organizational structure, positions of leadership and associated responsibilities. To be discussed in FY18 Budget Submission. **Target moved to 10/30/2017.** Property management recruitment efforts in place to fill Property Control vacancy of Morina Naputi.
Implementation Deliverables	**Completion Risks**	
Inventory policies adopted by GDOE will reflect coordination and review of established policies from GDOE Property Management and Procurement.	System Risk – Issues with FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low. Adaptation Risk – Speed with which all users adapt to the system, associated technology and processes will impact efficacy of the FMIS. Risk level – Low to Medium. Technology being introduced to Receiving Warehouse where users will require training. Manpower issues being addressed. Risk level – Low to medium.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
PM-3 Continued. Activity in the "Status Report as of 12/31/16" section reflects transition objectives / milestones that were completed or were in process during this CCAP quarter. Detail and commentary listed in the "Next Steps / Comment section" reflects objective / milestones listed in the Transition Plan that are planned to be worked on and completed in the subsequent CCAP quarter (January 1, 2017 thru March 31, 2017).	2016 Physical Inventory Status Report	Marc Pido - Program Coordinator III Lourdes Perez – Comptroller

Property Management

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
PM-4: GDOE will ensure that US ED is reimbursed, as appropriate and consistent with federal regulations, when equipment damage results from inappropriate use.	Guidance sought from US ED during their visit in July 2014. The GDOE recommended implementing activities to resolve PM-2 is more appropriate to achieving grant objectives than reimbursing US ED. Awaiting response.	
Implementation Deliverables	**Completion Risks**	
Additional training to ensure front line leadership (i.e., principals and other administrators) is aware of and responsible for supporting Property Management policies and procedures as well as for the proper level of oversight related to the management of property purchased with federal funds.	Awaiting guidance from USDOE	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
See comments above		Marc Pido - Program Coordinator III

Property Management

Required Actions and Activities	Status Report as of 12/30/2016	Next Steps / Comments
PM-5: Corrective Action pursuant to Finding No. 10-02 contained in the program determination letter (PDL) from the Office of Special Education regarding Audit Control Number 09-10-110764 for the Audit Period October 1, 2009 - September 30, 2010. Finding has been closed; request deletion of PM-5. Components of this section are included in PM-1 through PM-3.	COMPLETED. Finding No. 10-02 has been closed.	
Implementation Deliverables	**Completion Risks**	
Per Finding No. 10-02: • Evidence that GDOE has a uniform definition of "fixed assets" that is utilized consistently across GDOE central office managers and school sites; • Evidence that GDOE has developed enforcement actions that are reasonably designed to enforce established procedures and address noncompliance identified at the school or division level; • Evidence that it has performed the reconciliation of fixed asset data as between the property management and financial management systems; and • Further examples of documents and records used in the property management process, including fixed assets reports generated from the automated fixed assets system, that contain all details required for accurate management of the property, including, but not limited to, acquisition date, acquisition cost, and the source of funds used to acquire the property.	System Risk – Delayed implementation of the new FMIS and its processes will impact the verification, monitoring and reporting capabilities. Risk level – Low. Adaptation Risk – Speed with which all users adapt to the new system, associated technology and processes will impact efficacy of the new FMIS. Risk level – Low. Technology being introduced to Receiving Warehouse where users will require training. Manpower issues being addressed. Risk level – Low.	
Schedule Based upon Performance Plan	**New Deliverables Completed**	**Responsible Person/Department**
See comments above		Marc Pido - Program Coordinator III

Guam Department of Education
Direct Deposit Report for February 2017

Location	Work Location	PPE 02/04/17	PPE 02/18/17	Employee Count 02/27/17	Percent at 02/27/17	
301	AGANA HEIGHTS ELEMENTARY	47	46	52	88.46%	
302	M.A. SABLAN ELEMENTARY	57	58	60	96.67%	
303	B.P. CARBULLIDO ELEMENTARY	53	54	59	91.53%	
304	C.L. TAITANO ELEMENTARY	66	66	73	90.41%	
306	FINEGAYAN ELEMENTARY	91	91	94	96.81%	
307	H.S. TRUMAN ELEMENTARY	53	52	56	92.86%	
308	J.M. GUERRERO ELEMENTARY	73	72	77	93.51%	
309	INARAJAN ELEMENTARY	32	31	35	88.57%	
311	J.Q. SAN MIGUEL ELEMENTARY	64	63	70	90.00%	
312	L.B. JOHNSON ELEMENTARY	33	34	35	97.14%	
313	M.A. ULLOA ELEMENTARY	72	70	76	92.11%	
314	M.U. LUJAN ELEMENTARY	64	66	69	95.65%	
315	MERIZO MARTYRS ELEMENTARY	36	36	36	100.00%	x
316	ORDOT/CHALAN PAGO ELEMENTARY	64	62	67	92.54%	
317	P.C. LUJAN ELEMENTARY	54	54	66	81.82%	
318	H.B. PRICE ELEMENTARY	71	73	80	91.25%	
319	TALOFOFO ELEMENTARY	38	39	40	97.50%	
320	TAMUNING ELEMENTARY	66	67	80	83.75%	
321	UPI ELEMENTARY	83	80	93	86.02%	
322	WETTENGEL ELEMENTARY	85	85	86	98.84%	
323	D.L. PEREZ ELEMENTARY	77	78	86	90.70%	
324	CHIEF BRODIE ELEMENTARY	42	43	44	97.73%	
325	ASTUMBO ELEMENTARY	62	61	67	91.04%	
327	MACHANANAO ELEMENTARY	52	52	54	96.30%	
328	LIGUAN ELEMENTARY	59	60	65	92.31%	
329	ADACAO ELEMENTARY	54	57	61	93.44%	
430	A.I. JOHNSTON MIDDLE	92	89	100	89.00%	
431	V.S.A. BENAVENTE MIDDLE	97	98	129	75.97%	
432	F.B. LEON GUERRERO MIDDLE	113	113	122	92.62%	
433	INARAJAN MIDDLE	70	70	73	95.89%	
434	JOSE L.G. RIOS MIDDLE	83	79	93	84.95%	
435	L.P. UNTALAN MIDDLE	105	107	128	83.59%	
436	OCEANVIEW MIDDLE	49	51	75	68.00%	
437	ASTUMBO MIDDLE	70	71	73	97.26%	
438	J.P. TORRES ALTERNATIVE	42	40	45	88.89%	
471	GEORGE WASHINGTON HIGH	135	136	174	78.16%	
472	JOHN F. KENNEDY HIGH	150	151	166	90.96%	
473	SIMON A. SANCHEZ HIGH	149	149	158	94.30%	
474	SOUTHERN HIGH	127	126	149	84.56%	
475	OKKODO HIGH	124	122	141	86.52%	
476	TIYAN HIGH	107	107	120	89.17%	

Guam Department of Education
Direct Deposit Report for February 2017

Location	Work Location	PPE 02/04/17	PPE 02/18/17	Employee Count 02/27/17	Percent at 02/27/17	
810	BOARD OF EDUCATION	-	3	7	42.86%	
811	SUPERINTENDENT OF EDUCATION	20	20	17	117.65%	x
812	FEDERAL PROGRAMS	20	20	21	95.24%	
815	RESEARCH, PLANNING & EVAL	2	2	2	100.00%	x
816	FIN, STUDENT & ADM INFO SYS	15	15	16	93.75%	
819	LEARNING RESOURCE CENTER	1	1	2	50.00%	
820	CURRICULUM & INSTRUCTION	36	36	40	90.00%	
821	CHAMORRO STUDIES	8	8	6	133.33%	x
822	FINANCIAL AFFAIRS	27	27	28	96.43%	
823	HUMAN RESOURCES	14	15	18	83.33%	
824	FACILITIES & MAINTENANCE	51	50	69	72.46%	
825	STUDENT SUPPORT SERVICES	16	16	18	88.89%	
826	FOOD NUTRITION SERVICE	8	9	9	100.00%	x
828	SUPPLY MANAGEMENT	20	20	22	90.91%	
831	HEADSTART	46	49	76	64.47%	
840	EDUCATION SUPP & COMM LEARN	35	32	38	84.21%	
850	SPECIAL EDUCATION	150	139	169	82.25%	
998	MILITARY LEAVE OF ABSENCE	-	-	12	0.00%	
999	LONG TERM DISABILITY	-	-	13	0.00%	
	TOTALS	3,530	3,521	4,010	87.81%	
	EMPLOYEES PAID	3,897	3,897			
	PERCENT DIRECT DEPOSIT	90.58%	90.35%			

Counts in the PPE column include employees who are physically at the school or division but are charged elsewhere causing some percentages to go over 100%.

School: District Office **Term:** 16-17 Semester 2

Parent/Student Access Statistics

02/01/2017 - 02/28/2017

District Office

Parent/Student Mobile App Stats	
Total sign ins by parents:	13,558
Total sign ins by students:	56,356
Total sign ins by parents and students combined:	69,914
Number of students whose records were accessed:	5,430 / 30,016 (18.09%)
Avg. number of parent sign ins per day:	484.21
Avg. number of student sign ins per day:	2012.71
Avg. number of parent and student sign ins per day combined:	2496.93

Parent/Student Web Portal Stats	
Total sign ins by parents:	8595
Total sign ins by students:	23994
Total sign ins by parents and students combined:	32589
Number of students whose records were accessed:	5094 / 30156 (16.8%)
Avg. length of parent visit (minutes):	5.8
Avg. length of student visit (minutes):	5.2
Avg. number of parent sign ins per day:	307.0
Avg. number of student sign ins per day:	856.9
Avg. number of parent and student sign ins per day combined:	1163.9

Progress Reports Emailed to Parents	
Number of parents signed up to receive progress reports via email:	2529 (31.9%)
Number of reports sent out during specified period:	--

Doc. No. 34GL-17-0325.

GDOE FSAIS Helpdesk Tickets by Category
For the Month of February 2017

Problem	Tickets	%
MOBILE CART	540	41.35%
PASSWORD RESET	125	9.57%
LAPTOP / DESKTOP	87	6.66%
SOFTWARE INSTALLATION	75	5.74%
LOCKED OUT	69	5.28%
LOG IN	64	4.90%
SECURITY MANAGEMENT FORM	59	4.52%
INTERNET ACCESS PROBLEM	45	3.45%
HARDWARE INSTALLATION	31	2.37%
POWERSCHOOL	30	2.30%
MUNIS	29	2.22%
TRANSCRIPT REQUEST	18	1.38%
TELEPHONE PROBLEM	17	1.30%
WIFI PROBLEM	16	1.23%
PRINTER	16	1.23%
REPORT/FILE	13	1.00%
XEROX	11	0.84%
EMAIL	8	0.61%
PROJECTOR	7	0.54%
PROMETHEAN BOARD	7	0.54%
NEW ACCOUNT	7	0.54%
ESS	6	0.46%
WORKFLOW	5	0.38%
SURVEY COMPUTERS	3	0.23%
COPIER	3	0.23%
NETWORK	2	0.15%
UPS	1	0.08%
OTHER	6	0.46%
UNSPECIFIED	6	0.46%
Grand Total	1,306	99.08%

GDOE FSAIS Helpdesk Tickets by Location
For the Month of February 2017

Location	Tickets	%
ADACAO ES	12	0.92%
AGANA HEIGHTS ES	7	0.54%
AGUEDA I. JOHNSTON MS	19	1.45%
ASTUMBO ES	9	0.69%
ASTUMBO MS	5	0.38%
BALTAZAR P. CARBULLIDO ES	4	0.31%
BUDGET OFFICE	1	0.08%
CAPTAIN HENRY B. PRICE ES	17	1.30%
CARLOS L. TAITANO ES	10	0.77%
CHAMORRO STUDIES	1	0.08%
CHIEF BRODIE MEMORIAL ES	14	1.07%
CURRICULUM & INSTRUCTION	15	1.15%
DANIEL L. PEREZ ES	12	0.92%
EDUCATIONAL SUPPORT & COMMUNITY LEARNING	6	0.46%
F.S.A.I.S.	10	0.77%
FACILITIES & MAINTENANCE	12	0.92%
FEDERAL PROGRAMS	23	1.76%
FINANCIAL AFFAIRS	23	1.76%
FINEGAYAN ES	10	0.77%
FOOD NUTRITION SERVICES	9	0.69%
FRANCISCO B. LEON GUERRERO MS	17	1.30%
GEORGE WASHINGTON HS	32	2.45%
GUAM EARLY INTERVENTION SERVICES (GEIS)	12	0.92%
GUAM EDUCATION POLICY BOARD	1	0.08%
HARDWARE INSTALLATION	2	0.15%
HARRY S. TRUMAN ES	6	0.46%
HEAD START PROGRAM	2	0.15%
INARAJAN ES	8	0.61%
INARAJAN MS	38	2.91%
INTERNAL AUDIT	2	0.15%
J. P. TORRES ALTERNATIVE	8	0.61%
JOHN F. KENNEDY HS	222	17.00%
JOSE L.G. RIOS MS	11	0.84%
JUAN M. GUERRERO ES	7	0.54%
JUAN Q. SAN MIGUEL ES	12	0.92%
LEARNING RESOURCE CENTER	1	0.08%
LIGUAN ES	6	0.46%
LUIS P. UNTALAN MS	21	1.61%
LYNDON B. JOHNSON ES	37	2.83%
MACHANANAO ES	5	0.38%
MANUEL U. LUJAN ES	11	0.84%
MARCIAL A. SABLAN ES	7	0.54%
MARIA A. ULLOA ES	14	1.07%
MERIZO MARTYRS MEMORIAL ES	4	0.31%
OCEANVIEW MS	12	0.92%
OKKODO HS	105	8.04%

GDOE FSAIS Helpdesk Tickets by Location
For the Month of February 2017

Location	Tickets	%
ORDOT/CHALAN PAGO ES	36	2.76%
PAYROLL SERVICES DIVISION	1	0.08%
PEDRO C. LUJAN ES	5	0.38%
PERSONNEL SERVICES DIVISION	10	0.77%
PROPERTY OFFICE	3	0.23%
RECEIVING WAREHOUSE	2	0.15%
RESEARCH PLANNING & EVALUATION	1	0.08%
SECURITY MANAGEMENT FORM	2	0.15%
SIMON A. SANCHEZ HS	25	1.91%
SOUTHERN HS	53	4.06%
SPECIAL EDUCATION	8	0.61%
STUDENT SUPPORT SERVICES	8	0.61%
SUPERINTENDENT'S OFFICE	15	1.15%
SUPPLY MANAGEMENT	9	0.69%
SURVEY COMPUTERS	1	0.08%
TALOFOFO ES	5	0.38%
TAMUNING ES	40	3.06%
TIYAN HS	121	9.26%
TROUBLESHOOT	1	0.08%
UPI ES	9	0.69%
VICENTE S.A. BENAVENTE MS	21	1.61%
WETTENGEL ES	14	1.07%
ST ANTHONY CATHOLIC SCHOOL	6	0.46%
UNSPECIFIED	88	6.74%
Grand Total	1306	100.00%

PDS Trouble Ticket Log
For the Month of February 2017

BREAK FIX

TROUBLE TICKET OPEN		Trouble Ticket Number	Reported Issue	School Site	Location (Room No. / School Wing	TROUBLE TICKET CLOSED	
Date	Time					Date	Time
2/14/2017	14:57	11571	BAD TRIPPLITE & APC UPS	TALOFOFO ES		2/17/2017	8:28
2/9/2017	16:16	11566	BAD TRIPPLITE UPS	OCEANVIEW MS		2/24/2017	10:01

TOTAL NUMBER OF TICKET(S) OPEN:	0
TOTAL NUMBER OF TICKET(S) CLOSED:	2

SHORETEL

TROUBLE TICKET OPEN		Trouble Ticket Number	Reported Issue	School Site	Location (Room No. / School Wing	TROUBLE TICKET CLOSED	
Date	Time					Date	Time
1/4/2017	15:57	11537	VOICEMAIL SERVICE ISSUE		ASTUMBO AREA		
2/17/2017	9:25	11577	FAILURE ON SG SWITCH	OCEANVIEW MS			
2/16/2017	9:35	11575	REQUEST TO ADD NEW USER	GDOE		2/16/2017	11:13

TICKETS OPENED IN MONTHS OTHER THAN FEBRUARY

TOTAL NUMBER OF TICKET(S) OPEN:	2
TOTAL NUMBER OF TICKET(S) CLOSED:	1

Total Number of Tickets that Remains OPEN at the end of the Month and will be include in next month report: 2

WARRANTY CLAIMS

TROUBLE TICKET OPEN		Trouble Ticket Number	Reported Issue	School Site	Location (Room No. / School Wing	TROUBLE TICKET CLOSED	
Date	Time					Date	Time
1/24/2017	15:10	11552	LAPTOP FOR REPAIR	PC LUJAN ES			
1/31/2017	8:35	11557	NO BOOT DEVICE ERROR ON LAPTOP	INARAJAN MS		2/24/2017	10:00
2/1/2017	15:32	11560	LAPTOP NOT CHARGING	HEADSTART			
2/2/2017	11:49	11561	LAPTOP HAS CRACKED SCREEN	OKKODO HS		2/24/2017	10:00
2/21/2017	13:58	11579	LAPTOP WILL NOT BOOT	TIYAN HS		2/24/2017	9:57
2/16/2014	14:24	11576	LAPTOP WILL NOT BOOT	OKKODO HS		2/24/2017	9:59
2/15/2017	8:54	11573	LAPTOP FOR REPAIR	JOHN F KENNEDY HS			

TICKETS OPENED IN MONTHS OTHER THAN FEBRUARY
OPEN TICKETS IN JANUARY REPORT THAT HAVE BEEN CLOSED

TOTAL NUMBER OF TICKET(S) OPEN:	3
TOTAL NUMBER OF TICKET(S) CLOSED:	4

Total Number of Tickets that Remains OPEN at the end of the Month and will be include in next month report: 3

PDS Trouble Ticket Log
For the Month of February 2017

TELCOMMUNICATIONS

TROUBLE TICKET OPEN		Trouble Ticket Number	Reported Issue	Telephone Line Number(s)/Extension No.	School Site	Location (Room No. / School Wing	TROUBLE TICKET CLOSED	
Date	Time						Date	Time
10/17/2016	11:56	11474	D-CHANNEL DOWN ON PDS MONITORING		JQ SAN MIGUEL ES		2/23/2017	18:05
12/16/2016	14:34	11531	3 LINES DOWN		LINDEN B JOHNSON ES	MAIN OFFICE / NURSE		
1/4/2017	14:46	11536	NO DIALTONE	2748/2764/2757/2765	UNTALAN MS	A105/C113/D104/D105/D106/D107/E101		
1/6/2017	9:55	11539	UNABLE TO RECEIVE CALLS		AGANA HEIGHTS ES			
1/10/2017	12:44	11540	UNABLE TO RECEIVE CALLS		OCEANVIEW MS			
1/23/2017	11:01	11550	NO POWER TO OPS SYSTEM		LINDEN B JOHNSON ES			
1/24/2017	12:43	11551	NO DIALTONE		TIYAN HS	RMD104		
1/25/2017	13:01	11553	PHONES DOWN		SOUTHERN HS		2/6/2017	10:29
2/3/2017	11:14	11562	PHONES DOWN		FB LEON GUERRERO MS	COUNSELING OFFICE		
2/6/2017	10:28	11563	NO DIALTONE		MARCIAL SABLAN ES		2/8/2017	8:24
2/8/2017	16:57	11564	REQUEST TO TAG SECURITY LINE		OKKODO HS		2/24/2017	9:59
2/9/2017	16:18	11567	REQUEST TO LINK FAILOVER LINE TO EXTENSION		ORDOT CHALAN PAGO ES	MAIN OFFICE	2/14/2017	9:22
2/9/2017	10:51	11565	REQUEST TO TAG SECURITY LINE		ORDOT CHALAN PAGO ES		2/24/2017	10:01
2/13/2017	9:33	11568	EXTENSIONS "NOT AVAILABLE"		TIYAN HS		2/23/2017	18:12
2/13/2017	14:55	11570	PHONE ISSUES		OKKODO HS	MAIN OFFICE		
2/16/2017	8:22	11574	PHONES DOWN		SOUTHERN HS	MAIN OFFICE		
2/21/2017	10:32	11578	PHONE DOWN		VA BENAVENTE MS	RM 70	2/27/2017	14:59
2/22/2017	9:23	11580	PHONES DOWN	6442 / 6390	VA BENAVENTE MS		2/24/2017	9:55
2/27/2017	15:11	11585	DROPPED CALLS	632-0020	MACHANANAO ES	MAIN OFFICE		
2/27/2017	15:14	11588	ELEVATOR LINE DOWN	565-0966	SOUTHERN HS	BLDG 1000		
2/27/2017	15:13	11587	ELEVATOR LINE DOWN	565-0965	SOUTHERN HS	BLDG 5000		
2/27/2017	15:12	11586	ELEVATOR LINE DOWN	565-0923	SOUTHERN HS	AUDITORIUM		
2/27/2017	15:09	11584	ELEVATOR LINE DOWN	565-0937	HS TRUMAN ES			
2/27/2017	15:01	11583	PHONE DOWN	735-4342	BP CARBULLIDO ES	MAIN OFFICE	2/28/2017	10:13
2/27/2017	12:40	11582	PHONES KEEP RINGING		VA BENAVENTE MS	MAIN OFFICE		

TICKETS OPENED IN MONTHS OTHER THAN FEBRUARY
OPEN TICKETS IN JANUARY REPORT THAT HAVE BEEN CLOSED

TOTAL NUMBER OF TICKET(S) OPEN:	**15**
TOTAL NUMBER OF TICKET(S) CLOSED:	**10**

Total Number of Tickets that Remains OPEN at the end of the Month and will be include in next month report: 15

GDOE Docomo Trouble Tickets
For the Month of February 2017

MIBS

Ticket Number	School Name	Ticket Date Created	Ticket Date Resolved	Status	Issue Reported	Ticket Comment	Tech/Reported by/Room Number
30163	George Washington HS	2/6/2017	2/13/2017	Resolved	D-Wing - IDF Outage	GW idf back up. power restored D101	TSR: Marcel Buensuceso, Reported by: Ray Yoshida, Room Number/Location: Room D101
30164	Marcial Sablan ES	2/7/2017	2/13/2017	Resolved	Main Office - No Internet	Found cat5 line from wall port to computer is bad needs replacement .	TSR: Zackery Reyes, Reported by: Pat Santiago, Room Number/Location: Main office
30173	John F. Kennedy HS	2/27/2017	2/28/2017	Resolved	Multiple AP's and IDF's Down	Library IDF - Reset APC UPS, Power Restored D Wing IDF - APC UPS in Fault Mode, Reset APC UPS and Power Restored F Wing IDF - APC UPS is inoperable. Must replace, Plugged power into Surge Only ports on UPS. All Connectivity restored	TSR: Sean Ly, Reported by: Ray Yoshida, Room Number/Location: Multiple Locations
30168	Oceanview MS	2/16/2017	2/16/2017	Resolved	BLDG H - No Internet	Visited site and found that media converter link from MDF to IDF no activity. Found that port 47 @ IDF location locked up. Power cycled IDF brocade switch which released the uplink port that re established connection. Please see attached file for connection speed results.	TSR: Marcel Buensuceso, Reported by: David Cruz, Room Number/Location: ROTC Office - BLDG H
30159	Agueda Johnston MS	1/31/2017	2/3/2017	Resolved	No Internet - Xerox	Visited site and found no issue with LAN and WAN connection. Image attached is the Ethernet port for the Xerox machine which looks like there is an issue with it. But tests show connectivity within network when i use its Ethernet cable.	TSR: Bruce Caisido, Reported by: Earl Carter, Room Number/Location: MS Disciplinary Office

GDOE Docomo Trouble Tickets
For the Month of February 2017

MIBS

Ticket Number	School Name	Ticket Date Created	Ticket Date Resolved	Status	Issue Reported	Ticket Comment	Tech/Reported by/Room Number
30160	George Washington HS	2/1/2017	2/3/2017	Resolved	Room D105 - No Internet	connection has been established. Issue was cased by power issue at main IDF location located in D101.	TSR: Marcel Buensuceso, Reported by: Alice Bonto, Room Number/Location: Room D105
30161	F.B. Leon Guerrero MS	2/6/2017	2/7/2017	Resolved	No Internet	Line and port tested with success. Advised Ms. Carol to bring workstation into FSAIS to check if it was blacklisted or any other issues. Please see attached screen shots.	TSR: Derek Quichocho, Reported by: Earl A. Carter, Room Number/Location: Main Office
30162	F.B. Leon Guerrero MS	2/6/2017	2/7/2017	Resolved	Counselor Office - NO Internet	Port in counselors office is working. However, a printer is currently utilizing the port. Advised counselor to contact FSAIS to relocate printer line or install switch. In the meantime, counselor will disconnect and reconnect line as needed.	TSR: Bruce Caisido, Reported by: Benjamin Morales, Room Number/Location: Counselor Office (Library)
30157	George Washington HS	1/30/2017	2/3/2017	Resolved	D-Wing - IDF Outage	Visited site and found the UPS for D 101 IDF was off ,turned on UPS and equipment started to come up unlike previous visit which it will shut down immediately. Somehow the outlet is working now but was informed by teachers that they have power flux mostly every day . Attached is a test of the UPS power supply to show it is working properly and may need a electrician to look at the circuit for this outlet.	TSR: Sean Ly, Reported by: Ray Yoshida, Room Number/Location: D-Wing

GDOE Docomo Trouble Tickets
For the Month of February 2017

MIBS

Ticket Number	School Name	Ticket Date Created	Ticket Date Resolved	Status	Issue Reported	Ticket Comment	Tech/Reported by/Room Number
30165	Oceanview MS	2/9/2017	2/9/2017	Resolved	Entire School Outage	Conducted Troubleshooting starting at IDF. By process, confirmed issue was coming from IDF 1 in library. At IDF, confirmed connectivity issue coming from port 115B in Room F601. Upon room inspection, found patch cord loopback causing broadcast storm. Removed Loopback and connectivity was restored.	TSR: Sean Ly, Reported by: Earl Carter, Room Number/Location: Entire Campus
30172	John F. Kennedy HS	2/27/2017	2/28/2017	Resolved	Room F201 - No Internet	Issue was tied in with IDF outage. IDF Connectivity restored and all issues resolved.	TSR: Sean Ly, Reported by: Ray Yoshida, Room Number/Location: F201
30169	Inarajan MS	2/16/2017	2/16/2017	Resolved	IMS CAFE - IDF	Visited site and found no issues with IDF and connection. As stated on ticket IDF did go down but upon my arrival i just had just came up. Please see attached file for connection test result.	TSR: Marcel Buensuceso, Reported by: Ray Yoshida, Room Number/Location: IMS Cafe

WAN

Ticket Number	TT Type	Ticket Date Created	Ticket Date Resolved	Status	Problem Description	Comments	Technician / Dispatcher
47804	E-Rate	2/13/2017	2/14/2017	Resolved	port down as of 2217hrs 2/13/17	GPA confirms no power issues in area.	Technicians: Jblas, Juliene Dispatcher: Juliene

GDOE Requisitions in Progress Report
As of March 1, 2017

	Inbox	Count	Total	Average Days Held
	GDOE			
	ANTHONY H. CEPEDA	3	$ 1,447.95	13
*	BARBARA S. QUINTANILLA	29	$ 41,806.05	4
	CATHERINE SCHROEDER	2	$ 676.56	4
	CORAZON E. ELANE	1	$ 563.18	7
	DAISY G. RAMIREZ	5	$ 10,412.75	26
	DIANA D. GUEVARRA	6	$ 37,157.00	4
	ELIZABETH ANN T. HANZSEK	5	$ 4,990.24	19
	ISABEL DSA. LUJAN	5	$ 167,136.64	2
	JAMES PETITTE	1	$ 2,999.00	24
	JIM S. REYES	1	$ 999.00	13
*	KATHRINA O. BAYSON	17	$ 1,283,050.09	41
	LOURDES R. PEREZ	2	$ 370,044.61	1
	RACHEL LEE S. DUENAS	1	$ 2,587.50	8
*	RONALD M. V. EVARISTO	14	$ 22,995.55	17
	VINCENT T. DELA CRUZ	2	$ 3,350.00	9
	YOLANDA GABRIEL	1	$ 507.94	8
	TOTAL GDOE	**95**	**$ 1,950,724.06**	**15**
	TPFA			
	CHRISTINE ROSARIO / FRANKLIN CRUZ	4	$ 205,788.00	4
*	DIANA D. GUEVARRA	3	$ 600,663.50	17
	IKE SANTOS	4	$ 27,522.14	8
*	LEGAL/CONTRACTING	1	$ 139,800.00	34
	LEON BAMBA	4	$ 32,213.01	7
	MARIA A. BLAZ / RACHEL DUENAS / ROQUE YAMASHITA / SHANNON BUKIKOSA / STEPHANIE CHARGUALAF / DINA LORENZO	2	$ 298,721.64	1
	MARIA A. BLAZ / RACHEL DUENAS / SHANNON BUKIKOSA	4	$ 545,768.88	2
	NEIL ROCHELLE	3	$ 39,634.00	2
	NORA SAWYER	10	$ 433,979.29	5
	PATRICIA Q. KIER	1	$ 29,296.14	3
	TAMARA S. FLORES	2	$ 175,000.00	11
*	TAMARA S. FLORES/HYEMI KWAK	2	$ 36,457.00	2
	VINCENT DELA CRUZ	1	$ 11,745.00	9
	TOTAL TPFA	**41**	**$ 2,576,588.60**	**6**
	GRAND TOTAL	**136**	**$ 4,527,312.66**	**12**

GDOE Open Purchase Orders (GDOE System)
As of March 2, 2017

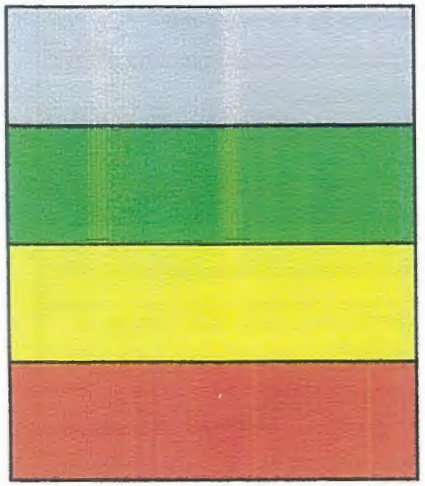
Division	Number of PO's	PO Balance	Average Days Open
Adacao Elementary	8	$ 6,274.55	26.25
Agana Heights Elementary	6	$ 10,442.30	32.50
Astumbo Elementary	5	$ 3,295.32	25.40
Board of Education	1	$ 22,675.00	71.00
BP Carbullido Elementary	2	$ 2,212.15	2.00
Curriculum & Instruction	9	$ 82,677.57	22.33
Chief Brodie Elementary	1	$ 829.65	23.00
Chamorro Studies	2	$ 1,384.46	2.00
DL Perez Elementary	4	$ 7,408.40	30.25
ESCL	6	$ 401,173.32	85.67
Facilities & Maintenance	52	$ 1,386,972.14	65.54
FB Leon Guerrero Middle	7	$ 2,964.32	16.14
Finegayan Elementary	2	$ 4,381.95	59.00
Financial Affairs	4	$ 889,320.55	38.50
Food & Nutrition	8	$ 8,771,942.94	63.63
FSAIS	17	$ 1,350,265.54	83.24
George Washington High	5	$ 14,676.60	14.00
Headstart	15	$ 7,683.22	48.80
Inarajan Elementary	1	$ 1,780.75	14.00
JFK High	13	$ 10,841.32	49.23
JLG Rios Middle	23	$ 7,436.69	48.52
JM Guerrero Elementary	4	$ 6,606.95	64.50
JP Torres Alternative	2	$ 227.96	32.00
JQ San Miguel Elementary	1	$ 1,169.50	23.00
LBJ Elementary	1	$ 264.10	2.00
Liguan Elementary	7	$ 2,166.00	66.14
LP Untalan Middle	7	$ 7,450.04	33.00
Marcial Sablan Elementary	2	$ 1,694.05	1.00
MA Ulloa Elementary	6	$ 2,126.55	28.67
Machananao Elementary	10	$ 6,245.59	20.00
Merizo Elementary	4	$ 4,928.15	13.75
Okkodo High	6	$ 12,494.60	7.00
Oceanview Middle	1	$ 1,499.50	1.00
PC Lujan Elementary	6	$ 6,748.98	47.00
Southern High	1	$ 979.60	13.00
Simon Sanchez High	5	$ 5,579.50	23.60
Office of the Superintendent	2	$ 2,245.43	125.00
Supply Management	10	$ 7,192.72	40.80
Talofofo Elementary	2	$ 373.65	61.50
Tiyan High	1	$ 4,813.30	7.00
Upi Elementary	8	$ 4,868.17	33.25
VSA Benavente Middle	14	$ 6,394.84	56.93
Wettengel Elementary	16	$ 15,187.02	13.25
Grand Total	307	$ 13,087,894.94	44.78

GDOE Open Purchase Orders (TPFA System)
As of March 2, 2017

Program	Number of PO's	PO Balance	Average Days Open
CG15 Career Pathway	36	$ 200,546.48	81.81
CG15 College Pathway	15	$ 234,289.75	159.13
CG15 Enhancing Education Technology	33	$ 189,020.63	98.15
CG15 GATE	16	$ 58,931.05	198.88
CG15 Guahan Academy	6	$ 13,854.94	162.00
CG15 ISLA - AYUDANTE	117	$ 413,634.28	217.35
CG15 ISLA - GIHA	29	$ 516,968.31	172.41
CG15 LEA Tech / State Admin	50	$ 1,039,330.10	186.72
CG15 Second Chance	5	$ 2,828.66	287.80
CG15 Student, Parent, & Community	59	$ 974,982.00	194.46
CG15 Teacher & Admin Effectiveness	13	$ 76,768.20	191.00
CG16 Enhancing Education Technology	3	$ 1,587.00	6.00
CG16 LEA Tech / State Admin	1	$ 5,090.87	2.00
CG16 Second Chance	6	$ 1,142.75	6.00
CG16 Student, Parent, & Community	1	$ 5,090.89	2.00
CG16 Teacher & Admin Effectiveness	3	$ 12,461.71	2.00
SPED B15 Admin	4	$ 242,167.18	238.75
SPED B15 Assistive Technology	6	$ 3,615.00	61.00
SPED B15 Compliance	5	$ 81,980.50	179.60
SPED B15 EH	8	$ 5,028.80	233.00
SPED B15 Hearing	4	$ 3,166.39	153.00
SPED B15 Occupational	5	$ 2,910.57	294.00
SPED B15 Physical Therapy	9	$ 102,481.56	124.56
SPED B15 Psychology	1	$ 25.00	244.00
SPED B15 Transportation	6	$ 28,418.10	260.83
SPED B15 Vision	3	$ 357.95	96.67
SPED C16 Admin Support	6	$ 17,995.12	130.33
SPED C16 Audiological	1	$ 89.13	6.00
SPED C16 CSPD	1	$ 46,916.00	131.00
SPED C16 ICC	2	$ 5,753.81	91.00
SPED C16 MDE	1	$ 848.10	6.00
SPED C16 Physical Therapy	1	$ 103,801.50	169.00
SPED C16 Public Awareness	1	$ 440.00	93.00
SPED C16 Service Coordinators	3	$ 25.00	6.00
SPED C16 Transportation	1	$ 678.62	224.00
SPED C17 Admin Support	1	$ 570.50	6.00
SPED C17 CSPD	1	$ 35,000.00	131.00
SPED C17 I&T	1	$ 34,614.00	131.00
SPED C17 Social Workers	1	$ 81,303.00	131.00
Striving Readers 14	1	$ 156.75	224.00
Striving Readers 15	90	$ 24,195.77	209.09
T&FASEG 14	5	$ 5,252.22	211.20
T&FASEG 15	13	$ 171,172.80	178.31
T&FASEG 16	2	$ 3,203.57	30.00
Grand Total	576	$ 4,748,694.56	176.77

GDOE Transition Plan
Bi-Weekly Status Report Status Key and Gantt Chart
as of February 24, 2017

Status Color



Status Interpretation

Grey: Denotes completion.

Green: Denotes progress as planned and on track to meet target completion date.

Yellow: Denotes progress may be hindered if measures are not addressed and target completion date may be missed.

Red: Denotes progress has stopped, immediate measures need to be taken and target completion date will be missed.

Gantt Chart

**** Blue Shaded sections reflect proposed transition work plans / periods.

**** Dates / Periods directly after the blue shaded sections denote that objective / milestone target dates have been complete. At this point it is up to the GDOE to determine if they feel as though adequate progress has been made to request reconsideration of the Special Conditions imposed by the USDOE.

GDOE Transition Plan
Executive Summary: Bi-Weekly Status Report
as of February 24, 2017

Label	Initiative Description	Leader	Previous Status	Current Status	Comments/Notes
1	Personnel Allocation/TDR and Reimbursement	Dina Lorenzo			• Will be breaking down process into 3 workflows • Tasks will be updated to reflect the 3 workflows
2	FMIS	Jackie Mesa			•Reviewing projects and priorities for upcoming year
3	Internal Controls	Franklin Cooper-Nurse			• Working to finalize MIC assessment report • FY16 Audit ongoing, reached out to OPA to schedule Entrance Meeting
4	Procurement "OSM"	Carmen Taitano			•Updated stop light report and working to schedule procurement meetings to review progress • Contract manager included in board approved budget for FY18
5	Property Mgmt	Marc Pido			•Physical inventory ongoing • Request for warehouse supervisor in board approved budget for FY18 Budget
6	SOP's	Franklin Cooper-Nurse			• Internal audit reviewing Fixed Assets, TDR and School Meals SOPs. • Offisland Travel, School Meals and Payroll SOPs should be completed before end of March
7	Indirect Costs	Jackie Mesa			• True-ups for Sept - Dec 2016 in progress
8	Accounting & Accounts Payable	Lourdes Perez			• Late liquidation SOP to be updated to ensure smooth transition

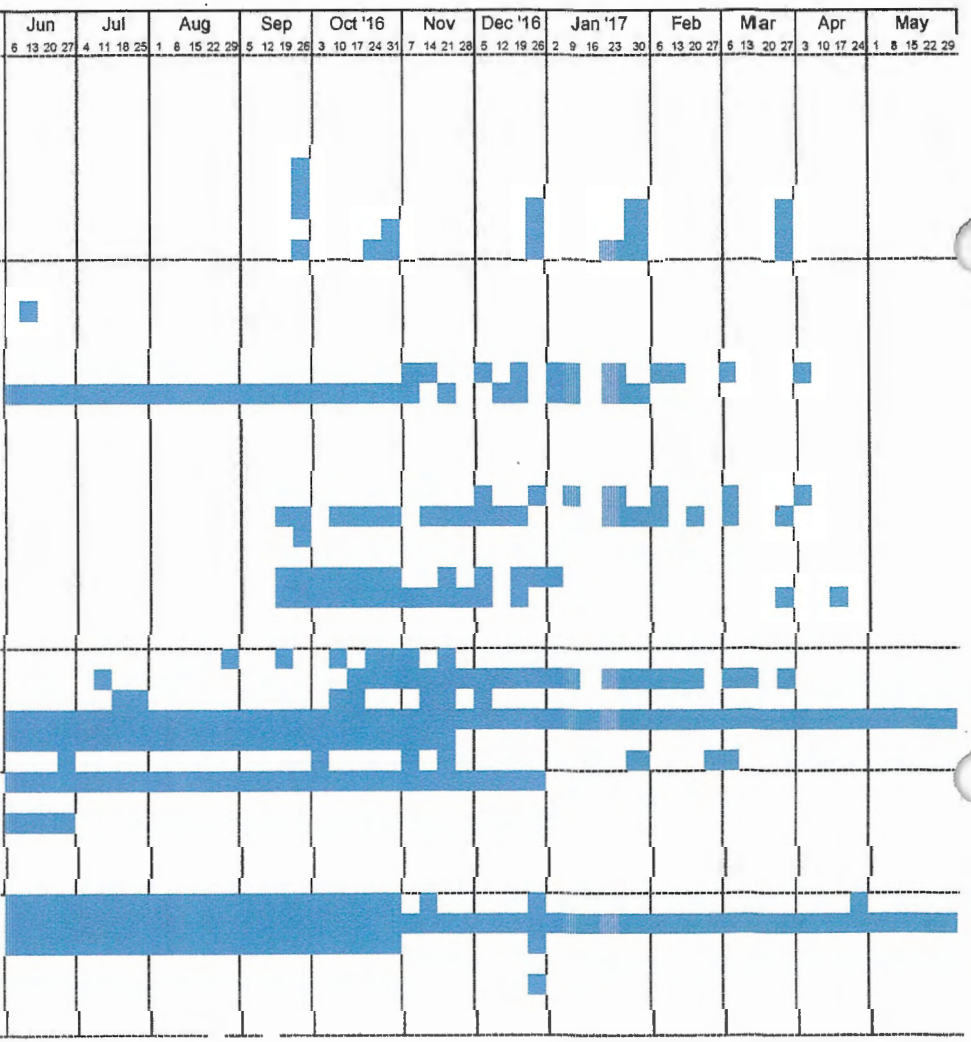
Notes/Issues: • Freeze in place on hiring of central office positions.	2/24/2017
Risks (and mitigation strategies, if applicable):	

Guam Department of Education

Master Transition Workplan - GANTT Summary - as of February 24, 2017

at Objective Level

Tag	Initiative	Objective	POC
1.L	Personnel Allocation/TDR and Reimbursement	Meeting with FMIS to discuss Manual TDR process to Employee Tracking System	DSNL / J. Mesa
1.M		Meeting with DSFAS on staffing list and structure of account set-up between Budget, HR and Payroll regarding Employee Time Tracker > A87	DSNL / J. Mesa
1.N		Re-Test Workflow Process	DSNL / J. Mesa
1.O		Re-Test Verification of Disadvantages	Fed Prog / Budget / HR / PR / FMIS
1.P		Re-edit TDR SOP Procedures incorporating A-87	DSNL
1.Q		Training	DSNL / J. Mesa
1.R		Personnel Allocation/TDR and Reimbursement	Federal Programs
2.A	FMIS	REPORTING	JPM
2.B		FINALIZE MUNIS TDR FORM	DSNL/JPM
2.C		STAFFING PATTERN REPORT	JPM
2.D		BILLING	AGM/JPM
2.E		SALARY AND BENEFIT PROJECTION	IDSAL/JPM
2.F		BID MANAGEMENT	CTC/JPM
2.G		EMPLOYEE EXPENSE (In ESS)	AGM/JPM
2.H		CONTRACT MANAGEMENT (DATA)	CTC/TSA
2.I		VENDOR SELF SERVICE	CTC/TSA
2.J		ELECTRONIC BANK RECONCILIATION	HL/JPM
2.K		Build FMIS Section	JPM
2.L		GRANT / PROJECT MASTER/ GRANT MANAGER	NS/CR/JPM
2.M		ESS LEAVE REQUEST	JRSNS / AMS
2.N		PA PILOT	AMS/JPM
2.O		MUNIS STUDENT ACTIVITIES	TSA/CV
2.P		MAINTENANCE SERVICE REQUESTS	YD/JPM
2.Q		FIXED ASSETS	MP/TSA
2.R		TYLER CONTENT MANAGER (TCM)	TSA
2.S		TRANSITION	TPFA
3.A	Internal Controls	Rebuild Internal Audit Office	FCN
3.B		Risk Assessment of GDOE	FCN/JB
3.C		Develop a Three-Year Audit Plan	IAO Staff
3.D		Establish Internal Controls Framework (COSO)	Divisions
3.E		SEFA Reconciliation	LRP
3.F		Timely Completion of GDOE's Financial and Single Audit	CTC/IAO Staff
4.A	Procurement "OSM"	Rebuild/Staff Augmentation of Procurement Office	CTC/FC/LB
4.B		Training	CTC/FC/LB
4.C		Quality Control & Compliance	CTC/FC/LB
4.D		Reporting & Accountability	CTC/FC/LB
4.E		SOP's for Procurement	CTC/FC/LB
4.F		Procurement Transition	TPFA
5.A	Property Mgmt	Tagging of USDOE-funded assets	MYP
5.B		Annual Physical Inventory	MYP
5.C		Staff training on BMI software, Munis fixed assets module, computer skills.	MYP
5.D		Standard Operating Procedures	MYP
5.E		Receiving assets (warehouse & schools)	MYP
5.F		Training of property liaisons	MYP
5.G		Staff Augmentation of PMO Property Management Office	MYP

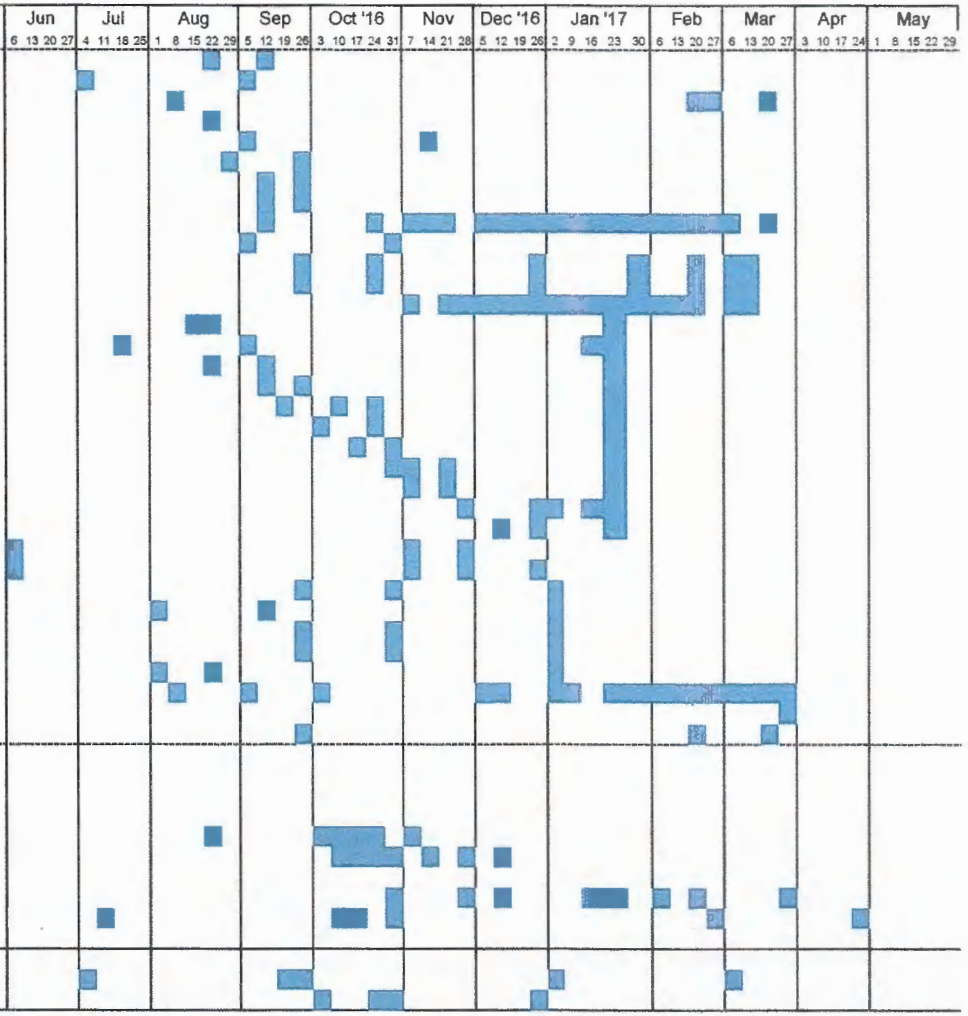


Guam Department of Education

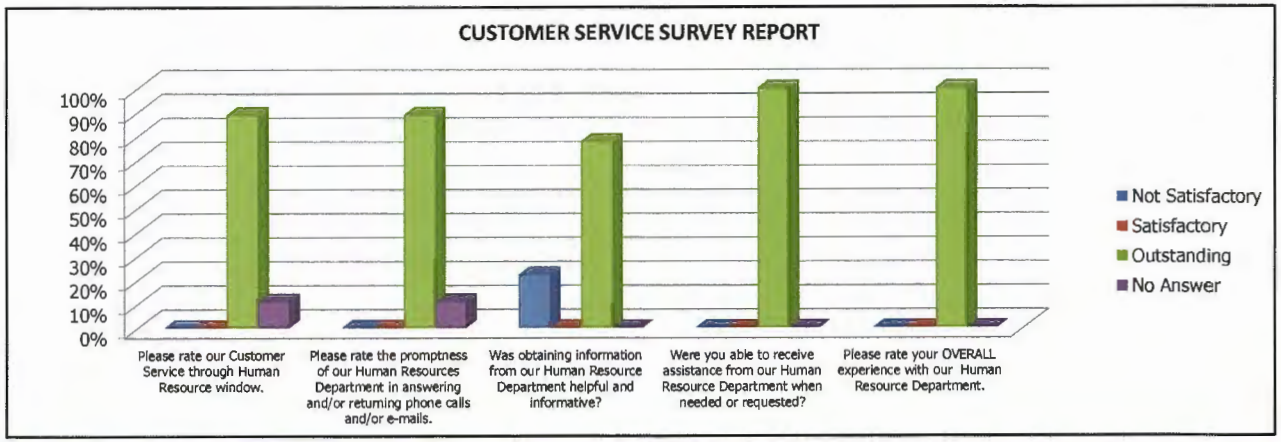
Master Transition Workplan - GANTT Summary - as of February 24, 2017

at Objective Level

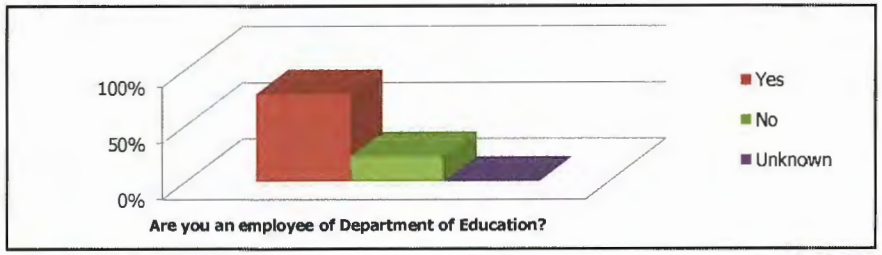
Tag	Initiative	Objective	POC
6.A	SOP's	SOP 200-016: Capital Assets Accounting and Reporting	LRP
6.B		SOP 200-017: Month End and Year End Closing Policy	LRP
6.C		SOP 200-021: Off-Island Travel Procedures	LRP
6.D		SOP 200-022: Bank Reconciliation Procedures	LRP
6.E		SOP 200-028: General Ledger Policy and Procedures	LRP
6.F		SOP 200-029: Local Mileage Reimbursement	LRP
6.G		SOP 200-034: Accounts Payable and Cash Disbursement	LRP
6.H		SOP 200-039: Federal Grants Accounts Receivable	LRP
6.I		SOP 200-041: School Meals Collection	LRP
6.J		SOP 200-042: Revenue Control and Management Policy	LRP
6.K		SOP 200-015: Fixed Asset Management for Property Management Office and Central Receiving Warehouse	MP
6.L		SOP 200-019: Fixed Asset Management for Schools and Divisions	MP
6.M		SOP 200-018: Sole Source Procurement	CTC
6.N		SOP 200-020: Open Purchase Order Monitoring and Reporting	CTC
6.O		SOP 200-025: Procedures for Maintaining the Procurement File	CTC
6.P		SOP 200-026: Competitive Sealed Bidding - IQBs	CTC
6.Q		SOP 200-027: Competitive Sealed Bidding - IFBs	CTC
6.R		SOP 200-030: Emergency Procurement	CTC
6.S		SOP 200-031: Competitive Selection Procedures for Services - RFPs	CTC
6.T		SOP 200-033: Competitive Multi-Step Sealed Bidding	CTC
6.U		SOP 200-036: Request for Information Procedures	CTC
6.V		SOP 200-037: Requisition Entry	CTC
6.W		SOP 200-040: Protest / Appeal Procedures	CTC
6.X		SOP 200-023: Budget Preparation Process - Local Appropriation	JR/TT
6.Y		SOP 200-024: Budget Entry Process	TT
6.Z		SOP 800-006: Request to Fill Position(s) for Recruitment	AMS
6.AA		SOP 800-007: Employee Name Change Request	AMS
6.AB		SOP 800-008: Transfer and Voluntary Demotion	AMS
6.AC		SOP 800-009: Reclassification of Teachers	AMS
6.AD		SOP 800-010: Salary Increments and Detailed Differential Pay	AMS
6.AE		SOP 900-020: Personnel Allocation/TDR and Reimbursement	DSNL
6.AF		SOP 900-; Grant Procedure Manual	DSNL
6.AG		SOP 1500-006: Payroll Processing	JSN
7.J	Indirect Costs	Review FY16 app with DOI/USDE	TWS
7.K		Finalize FY16 negotiations	JPM
7.L		Collect data for FY17 app	JPM/TSA
7.M		Perform internal review of FY17 app	JPM/TSA
7.N		Review FY17 app with DOI/USDE	JPM/TSA
7.O		Finalize FY17 negotiations	JPM/TSA
7.P		IDC reimbursement allocations	JPM/TSA
7.Q		Revisit Indirect Cost Manual	JPM/TSA
7.R		Indirect Cost True-ups and Reimbursement Requests	JPM/TSA
7.S		Indirect Cost Strategy	
8.A	Accounting &	Accounts Payable	Eloise
8.B	Accounts	Reporting & Accountability	
8.C	Payable	Accounting / GL	TPFA



DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION
FEBRUARY 1, 2017 TO FEBRUARY 28, 2017



	Not Satisfactory	Satisfactory	Outstanding	No Answer
Please rate our Customer Service through Human Resource window.				
Amount	0	0	8	1
Percentage	0%	0%	89%	11%
Please rate the promptness of our Human Resources Department in answering and/or returning phone calls and/or e-mails.				
Amount	0	0	8	1
Percentage	0%	0%	89%	11%
Was obtaining information from our Human Resource Department helpful and informative?				
Amount	2	0	7	0
Percentage	22%	0%	78%	0%
Were you able to receive assistance from our Human Resource Department when needed or requested?				
Amount	0	0	9	0
Percentage	0%	0%	100%	0%
Please rate your OVERALL experience with our Human Resource Department.				
Amount	0	0	9	0
Percentage	0%	0%	100%	0%



	Amount	Percentage
DOE Employee:	7	78%
Non DOE Employee:	2	22%
Unknown:	0	0%
Total Completed Surveys:	9	100%

Verified By: Ramon T. Lizama	02/28/17
Prepared By: Darlene Cruz	02/28/17

14 POINTS

Superintendent's Report

March 2017

Reporting for

February 01-28, 2017

14 Points - March 2017
(Reporting for February 01-28, 2016)

POINT 1

Name of School	Current Student Enrollment			POINT 1 CERTIFIED TEACHERS						
	Male	Female	Total	TOTAL	Certified	Special Contract	Emergency Certified	Uncertified	Vacant	COMMENT
ADACAO ELEMENTARY	291	295	586	34	34	0	0	1	1	GATE
AGANA HEIGHTS ELEMENTARY	218	199	417	27	27	0	3	0	0	
A.F. TUMBO ELEMENTARY	290	299	589	39	39	2	2	0	0	
B.P. CARBULLIDO ELEMENTARY	260	272	532	30	29	0	0	1	1	2ND GRADE
C.L. TAITANO ELEMENTARY	284	248	532	37	37	2	0	0	0	
CHIEF BRODIE ELEMENTARY	158	143	301	21	20	3	0	1	0	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	44	43	0	2	1	0	
FINEGAYAN ELEMENTARY	426	401	827	50	50	1	0	0	0	
H.B. PRICE ELEMENTARY	365	326	691	41	41	0	0	0	1	Need a Chamorro teacher - RFP has been submitted. One interviewed and recommended.
H.S. TRUMAN ELEMENTARY	200	163	363	28	28	0	0	0	0	
INARAJAN ELEMENTARY	118	124	242	17	15	0	0	2	0	
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	33	33	3	0	0	0	
JUAN M. GUERRERO ELEMENTARY	354	323	677	39	35	0	4	4	3	VACANCIES: (1) ESL Coordinator-Federally Funded; (1) ESL Teacher; (1) 5th grade teacher
L.B. JOHNSON ELEMENTARY	128	135	263	21	18	0	0	3	0	
LIGUAN ELEMENTARY	287	278	565	35	32	2	1	3	1	5th Grade: 1 Vacant due to Deceased Teacher. These are Certified Teachers and Substitute Teachers teaching students in the classroom.
M.A. ULLOA ELEMENTARY	377	333	710	42	41	0	3	1	1	1- Vacant ESL Coordinator
M. U. LUJAN ELEMENTARY	310	307	617	42	40	3	2	2	0	
MACHANANAO ELEM. SCHOOL	247	299	546	33	26	1	0	7	0	
MARCIAL SABLAN ELEMENTARY	240	222	462	33	31	1	0	2	0	
MERIZO ELEMENTARY	142	110	252	18	15	1	2	3	0	

ORDOT CHALAN PAGO ELEMENTARY	286	223	509	33	32	0	2	1	1	ESL Coordinator
P.C. LUJAN ELEMENTARY	203	162	365	30	33	0	0	0	0	
TALOFOFO ELEMENTARY	149	121	270	20	19	1	0	1	0	
TAMUNING ELEMENTARY	353	267	620	26	24	1	0	2	0	
UPI ELEMENTARY	420	401	821	53	53	2	10	0	3	2nd grade vice (Galvez), 5th grade vice (Oilouch), ESL vice (Lee)
WETTENGEL ELEMENTARY	358	342	700	43	43	1	3	0	0	
AGUEDA JOHNSTON MIDDLE	454	413	867	58	58	6	1	0	0	
[illegible]UMBO MIDDLE	296	300	596	41	40	2	0	1	0	
F.B. LEON GUERRERO MIDDLE	619	494	1113	80	72	1	6	8	1	1 MATH (TEACHER RETIRED)
INARAJAN MIDDLE	286	232	518	44	44	3	4	0	2	Math 7th/8th & Health 6th
JOSE L.G. RIOS MIDDLE	453	404	857	60	59	6	2	1	2	EMERGENCY CERTIFIED-JOY BAZA-MYA PEREZ, UNCERTIFIED-RAYMOND GIBSON (VACANT: SCIENCE AND
LP UNTALAN MIDDLE SCHOOL	616	529	1145	74	74	1	3	0	1	VACANCIES: EIF TEACHER (1) FEDERAL POSITION
OCEANVIEW MIDDLE	217	212	429	36	34	0	2	2	0	
VICENTE BENAVENTE MIDDLE	602	571	1173	73	71	1	6	2	2	1 - Choir; 1- Social Studies - 8th Grade
GEORGE WASHINGTON HIGH	898	760	1658	107	107	5	8	0	3	
JOHN F. KENNEDY HIGH	976	902	1878	98	95	1	3	3	0	
OKKODO HIGH	886	792	1678	84	81	3	12	1	2	
[illegible]ON SANCHEZ HIGH	1036	822	1858	90	84	1	2	6	1	Released 1 Science Teacher 1/9/17, RFP submitted to fill vacancy. HR confirms no candidate at the moment.
SOUTHERN HIGH	784	659	1443	82	67	0	7	15	0	
TIYAN HIGH	705	584	1289	71	71	6	16	0	1	Science
J.P. TORRES SUCCESS ACADEMY	111	59	170	18	18	1	3	0	0	
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	**1885**	**1813**	**61**	**109**	**74**	**27**	

14 Points - March 2017
(Reporting for February 01-28, 2016)

POINT 2

Name of School	Current Student Enrollment			POINT 2 CERTIFIED ADMINISTRATOR				
	Male	Female	Total	TOTAL	Certified	Uncertified	Vacant	COMMENT
ADACAO ELEMENTARY	291	295	586	2	2	0	0	
ANA HEIGHTS ELEMENTARY	218	199	417	1	1	0	0	
ASTUMBO ELEMENTARY	290	299	589	1	1	0	0	
B.P. CARBULLIDO ELEMENTARY	260	272	532	2	2	0	0	
C.L. TAITANO ELEMENTARY	284	248	532	2	2	0	0	
CHIEF BRODIE ELEMENTARY	158	143	301	1	1	0	0	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	2	2	0	0	
FINEGAYAN ELEMENTARY	426	401	827	2	2	0	0	
H.B. PRICE ELEMENTARY	365	326	691	2	2	0	0	
H.S. TRUMAN ELEMENTARY	200	163	363	1	1	0	0	
INARAJAN ELEMENTARY	118	124	242	1	1	0	0	
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	2	2	0	0	
N M. GUERRERO ELEMENTARY	354	323	677	2	2	0	0	
L.B. JOHNSON ELEMENTARY	128	135	263	2	2	0	0	
LIGUAN ELEMENTARY	287	278	565	2	2	0	0	
M.A. ULLOA ELEMENTARY	377	333	710	2	2	0	0	
M. U. LUJAN ELEMENTARY	310	307	617	2	2	0	0	
MACHANANAO ELEM. SCHOOL	247	299	546	1	1	0	0	
MARCIAL SABLAN ELEMENTARY	240	222	462	1	1	0	0	
MERIZO ELEMENTARY	142	110	252	1	1	0	0	
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	1	1	0	0	

P.C. LUJAN ELEMENTARY	203	162	365	1	1	0	0	
TALOFOFO ELEMENTARY	149	121	270	1	1	0	0	
TAMUNING ELEMENTARY	353	267	620	2	2	0	0	
UPI ELEMENTARY	420	401	821	2	2	0	0	
WETTENGEL ELEMENTARY	358	342	700	2	2	0	0	
AGUEDA JOHNSTON MIDDLE	454	413	867	4	4	0	0	
ASTUMBO MIDDLE	296	300	596	3	3	0	0	
LEON GUERRERO MIDDLE	619	494	1113	4	3	1	0	
INARAJAN MIDDLE	286	232	518	3	3	0	0	
JOSE L.G. RIOS MIDDLE	453	404	857	4	4	0	0	
LP UNTALAN MIDDLE SCHOOL	616	529	1145	4	4	0	0	
OCEANVIEW MIDDLE	217	212	429	3	3	0	0	
VICENTE BENAVENTE MIDDLE	602	571	1173	4	4	0	0	
GEORGE WASHINGTON HIGH	898	760	1658	5	5	0	0	
JOHN F. KENNEDY HIGH	976	902	1878	5	5	0	0	Detailed - Maria Grace Acosta
OKKODO HIGH	886	792	1678	5	5	0	0	
SIMON SANCHEZ HIGH	1036	822	1858	5	5	0	0	
SOUTHERN HIGH	784	659	1443	5	4	0	1	Vacant: 1 - Assistant Principal
N HIGH	705	584	1289	4	4	0	0	
J.P. TORRES SUCCESS ACADEMY	111	59	170	1	1	0	0	
TOTAL>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	**66**	**64**	**1**	**1**	

14 Points - March 2017
(Reporting for February 01-28, 2016)

POINT 3

Name of School	Current Student Enrollment			POINT 3 CERTIFIED GUIDANCE COUNSELOR						
	Male	Female	Total	TOTAL	Certified	Special Contract	Emergency Certified	Uncertified	Vacant	COMMENT
ADACAO ELEMENTARY	291	295	586	1	1	0	0	0	0	
AGANA HEIGHTS ELEMENTARY	218	199	417	1	1	0	0	0	0	
ASTUMBO ELEMENTARY	290	299	589	1	1	0	0	0	0	
B.P. CARBULLIDO ELEMENTARY	260	272	532	1	1	0	0	0	0	
C.L. TAITANO ELEMENTARY	284	248	532	1	1	0	0	0	0	
CHIEF BRODIE ELEMENTARY	158	143	301	1	0	0	0	1	0	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	1	1	0	0	0	0	
FINEGAYAN ELEMENTARY	426	401	827	2	2	0	0	0	0	
H.B. PRICE ELEMENTARY	365	326	691	1	1	0	0	0	0	
H.S. TRUMAN ELEMENTARY	200	163	363	1	1	0	0	0	0	
INARAJAN ELEMENTARY	118	124	242	1	1	0	0	0	0	
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	1	1	0	0	0	0	
JUAN M. GUERRERO ELEMENTARY	354	323	677	1	0	0	1	0	0	
L.B. JOHNSON ELEMENTARY	128	135	263	1	1	0	0	0	0	
LIGUAN ELEMENTARY	287	278	565	1	1	0	0	0	0	
M.A. ULLOA ELEMENTARY	377	333	710	2	2	0	0	0	0	
M. U. LUJAN ELEMENTARY	310	307	617	1	1	0	0	0	0	
MACHANANAO ELEM. SCHOOL	247	299	546	1	1	0	0	0	0	
MARCIAL SABLAN ELEMENTARY	240	222	462	1	1	0	0	0	0	
MERIZO ELEMENTARY	142	110	252	1	1	0	0	0	0	
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	1	1	0	0	0	0	
P.C. LUJAN ELEMENTARY	203	162	365	1	0	0	0	0	1	

TALOFOFO ELEMENTARY	149	121	270	1	1	0	0	0	0	
TAMUNING ELEMENTARY	353	267	620	1	1	0	0	0	0	
UPI ELEMENTARY	420	401	821	2	2	0	0	0	0	
WETTENGEL ELEMENTARY	358	342	700	1	1	0	0	0	0	
AGUEDA JOHNSTON MIDDLE	454	413	867	4	4	0	0	0	0	
ASTUMBO MIDDLE	296	300	596	3	3	0	0	0	0	
F.B. LEON GUERRERO MIDDLE	619	494	1113	3	3	0	0	0	0	
[redacted]AJAN MIDDLE	286	232	518	2	2	0	0	0	0	
JOSE L.G. RIOS MIDDLE	453	404	857	3	3	0	0	0	0	
LP UNTALAN MIDDLE SCHOOL	616	529	1145	4	4	0	0	0	0	
OCEANVIEW MIDDLE	217	212	429	2	2	0	0	0	0	
VICENTE BENAVENTE MIDDLE	602	571	1173	3	3	0	0	0	0	
GEORGE WASHINGTON HIGH	898	760	1658	6	6	0	0	0	0	
JOHN F. KENNEDY HIGH	976	902	1878	7	7	0	0	0	0	
OKKODO HIGH	886	792	1678	4	3	1	0	0	0	
SIMON SANCHEZ HIGH	1036	822	1858	6	6	0	0	0	0	
SOUTHERN HIGH	784	659	1443	4	4	0	0	0	0	
TIYAN HIGH	705	584	1289	5	5	0	0	0	0	
[redacted]ORRES SUCCESS ACADEMY	111	59	170	1	1	0	0	0	0	
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	**86**	**82**	**1**	**1**	**1**	**1**	

14 Points - March 2017
(Reporting for February 01-28, 2016)

POINT 4

Name of School	Current Student Enrollment			POINT 4 CERTIFIED SCHOOL HEALTH COUNSELOR		
	Male	Female	Total	TOTAL	Vacant	COMMENT
ADACAO ELEMENTARY	291	295	586	1	0	
AGANA HEIGHTS ELEMENTARY	218	199	417	1	0	
UMBO ELEMENTARY	290	299	589	1	0	
B.P. CARBULLIDO ELEMENTARY	260	272	532	1	0	
C.L. TAITANO ELEMENTARY	284	248	532	1	0	
CHIEF BRODIE ELEMENTARY	158	143	301	1	0	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	2	0	1-LPN
FINEGAYAN ELEMENTARY	426	401	827	2	0	1 REGISTERED NURSE; 1 LICENSED PRACTICAL NURSE
H.B. PRICE ELEMENTARY	365	326	691	1	0	
H.S. TRUMAN ELEMENTARY	200	163	363	1	0	
INARAJAN ELEMENTARY	118	124	242	1	0	
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	1	0	
JUAN M. GUERRERO ELEMENTARY	354	323	677	1	0	
L.B. JOHNSON ELEMENTARY	128	135	263	1	0	
LIGUAN ELEMENTARY	287	278	565	1	0	
M.A. ULLOA ELEMENTARY	377	333	710	1	0	
M. U. LUJAN ELEMENTARY	310	307	617	1	0	
MACHANANAO ELEM. SCHOOL	247	299	546	1	1	
MARCIAL SABLAN ELEMENTARY	240	222	462	1	0	
MERIZO ELEMENTARY	142	110	252	1	0	
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	1	0	

P.C. LUJAN ELEMENTARY	203	162	365	1	0	
TALOFOFO ELEMENTARY	149	121	270	1	0	
TAMUNING ELEMENTARY	353	267	620	1	1	
UPI ELEMENTARY	420	401	821	1	0	
WETTENGEL ELEMENTARY	358	342	700	1	0	
AGUEDA JOHNSTON MIDDLE	454	413	867	1	0	
ASTUMBO MIDDLE	296	300	596	1	0	
F.B. LEON GUERRERO MIDDLE	619	494	1113	1	0	
INARAJAN MIDDLE	286	232	518	1	0	
JOSE L.G. RIOS MIDDLE	453	404	857	1	0	
LP UNTALAN MIDDLE SCHOOL	616	529	1145	1	0	
OCEANVIEW MIDDLE	217	212	429	1	0	
VICENTE BENAVENTE MIDDLE	602	571	1173	1	0	
GEORGE WASHINGTON HIGH	898	760	1658	1	0	
JOHN F. KENNEDY HIGH	976	902	1878	1	0	
OKKODO HIGH	886	792	1678	1	0	
SIMON SANCHEZ HIGH	1036	822	1858	1	0	
JTHERN HIGH	784	659	1443	1	0	
TIYAN HIGH	705	584	1289	1	0	
J.P. TORRES SUCCESS ACADEMY	111	59	170	0	0	Requested in FY18 Budget
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	**42**	**2**	

14 Points - March 2017
(Reporting for February 01-28, 2016)

POINT 5

Name of School	POINT 5 CERTFIED ALLIED HEALTH PROFESSIONAL *(Input provided by Special Education)*		
	Total	**Vacant**	**COMMENT**
Speech Langauge Pathologist	12	0	
Speech Language Clinician	11	0	
Psychologist	1	0	
Occ Therapist I	0	2	
Occ Therapist II	0	1	
Occ Therapist Asst.	0	1	
Physical Therapist I	0	1	
Physical Therapist II	0	1	
[illegible]iologist	1	0	
TOTAL >>>>>>>>>>>>>>>>>>>	**25**	**6**	

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POINT 6

Name of School	Current Student Enrollment			POINT 6 PROPERLY VENTILATED CLASSROOM			
	Male	Female	Total	# OF CLASSROOM	PROPERLY VENTILATED	NOT PROPERLY VENTILATED	COMMENT
ADACAO ELEMENTARY	291	295	586	32	32	0	
ANA HEIGHTS ELEMENTARY	218	199	417	24	20	5	Rm.6 (WO#43460), Rm.21 (WO#43843), Rm.1 (WO#44938/classroom has 2 A/C unit but one is inoperable), Rm.2 (SR#47375-classroom has 2 A/C unit but one is inoperable), Rm.18 (WO#44594-classroom has 2 A/C unit but both blowing hot air), Rm. 21 A/C unit (A & B) both inoperable.
ASTUMBO ELEMENTARY	290	299	589	37	37	0	
B.P. CARBULLIDO ELEMENTARY	260	272	532	28	26	2	RM9, RM26
C.L. TAITANO ELEMENTARY	284	248	532	39	37	2	RM 6 RM 25
CHIEF BRODIE ELEMENTARY	158	143	301	22	22	0	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	56	47	9	AC YORK units in Rm. 8 & 15 not working; classrooms have only 1 AC unit operational. Rheem AC unit in Room 7 and York AC unit in Room 27 are beyond economical repairs; classrooms have only 1 AC unit operational. York AC Units in Rooms 26, 28 & 30 not working; each classroom has only 1 AC unit operational. 5-Ton AC Unit in Rm. 37 not working. 5-Ton AC unit in Rm. 34 not working.
FINEGAYAN ELEMENTARY	426	401	827	60	59	1	WR# 49483
H.B. PRICE ELEMENTARY	36S	326	691	46	46	0	
TRUMAN ELEMENTARY	200	163	363	30	30	0	
INARAJAN ELEMENTARY	118	124	242	30	27	4	WORK REQ. SUBMITTED TO MUNIS
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	39	39	0	
JUAN M. GUERRERO ELEMENTARY	354	323	677	45	42	13	ACs in the classrooms (Rm1,6,11,25,22,31,T10,15,28,T9,21,20,29) are working. Work orders were inputted in Munis.
L.B. JOHNSON ELEMENTARY	128	135	263	21	21	0	
LIGUAN ELEMENTARY	287	278	565	32	32	0	
M.A. ULLOA ELEMENTARY	377	333	710	43	39	5	Keyed into munis 5 class rooms AC units blowing hot air
M. U. LUJAN ELEMENTARY	310	307	617	40	35	5	115/206/119& 130

MACHANANAO ELEM. SCHOOL	247	299	546	27	26	1	FAC. REQUEST 49478 INPUTTED ON 02/20/17
MARCIAL SABLAN ELEMENTARY	240	222	462	50	50	0	
MERIZO ELEMENTARY	142	110	252	18	13	5	WO#'s 47640,47641,47642, 49582,48861
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	31	28	3	Room 3, 9 Westinghouse A/C not working. Room 5 A/c not working properly. Rm 31 has only one A/C working
P.C. LUJAN ELEMENTARY	203	162	365	43	43		
TALOFOFO ELEMENTARY	149	121	270	24	18	6	All are Westinghouse
TAMUNING ELEMENTARY	353	267	620	45	45	0	
[illegible] ELEMENTARY	420	401	821	50	49	1	Library
WETTENGEL ELEMENTARY	358	342	700	43	33	10	MUNIS RM: 12,14,18,36,37,38,41,43,44,46
AGUEDA JOHNSTON MIDDLE	454	413	867	52	47	5	
ASTUMBO MIDDLE	296	300	596	46	46	0	
F.B. LEON GUERRERO MIDDLE	619	494	1113	74	72	2	B6 No working AC WO# 48158 ; A6 No working AC WO# 47566
INARAJAN MIDDLE	286	232	518	48	48	0	
JOSE L.G. RIOS MIDDLE	453	404	857	52	51	1	ROOM T8 WO: 49528 02/21/2017
LP UNTALAN MIDDLE SCHOOL	616	529	1145	77	71	8	Rm A107 & A108 inoperable/D110 1 unit down. Temporary classrooms not utilized: Rms. C126 & C127 A/C not working (classrooms partitioned), C124, C113, E107 ALL INOPERABLE.
OCEANVIEW MIDDLE	217	212	429	36	34	2	E503 NO AC WORKING, B203 AC NEEDS TO BE REPLACED
VICENTE BENAVENTE MIDDLE	602	571	1173	75	75	0	
[illegible] RGE WASHINGTON HIGH	898	760	1658	97	97	0	
JOHN F. KENNEDY HIGH	976	902	1878	108	108	0	
OKKODO HIGH	886	792	1678	80	79	1	H7 (just reported A/C down 3/1/17)
SIMON SANCHEZ HIGH	1036	822	1858	83	81	2	Weightroom and PingPong room AC not working
SOUTHERN HIGH	784	659	1443	142	125	17	Rooms: 1107, 1108, 2101-2106, 4108,5108-5110, Gym (3 classrooms), FA-1, FA-2
TIYAN HIGH	705	584	1289	79	79	0	
J.P. TORRES SUCCESS ACADEMY	111	59	170	18	18	0	
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	**2022**	**1927**	**110**	

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POINT 7

Name of School	Current Student Enrollment			POINT 7 ADEQUATE SAFE DRINKING WATER															
				Water Fountains				Sinks (Male Restrooms)				Sinks (Female Restrooms)				Sinks (Common Restrooms)			
	Male	Female	Total	Public Health Requirement Ratio (1:75)	Total	Not Working	COMMENT	Public Health Requirement Ratio (Elem: 1:60) (Sec: 1:100)	Total	Not Working	COMMENT	Public Health Requirement Ratio (Elem: 1:60) (Sec: 1:100)	Total	Not Working	COMMENT	Total	Not Working	COMMENT
ADACAO ELEMENTARY	291	295	586	8	8	0		8	8	0		5	8	0		36	0	
AGANA HEIGHTS ELEMENTARY	218	199	417	6	8			4	7	0		3	8	0		32	0	
ASTUMBO ELEMENTARY	290	299	589	8	14	2	Back of Gwing water fountain leaking & front panel needs repair. In back of H102 hallway water fountain drainage pipe need replacing or repair. Dwing RRm front side electrical outlet for water fountain needs a cover.	5	8	0		5	12	0		32	0	
B.P. CARBULLIDO ELEMENTARY	260	272	532	7	11	0		4	16	0		5	16	0		24	0	
C.L. TAITANO ELEMENTARY	284	248	532	7	10	2	Rm 6, 27,31,32 & Café Some work but are in disrepair and need to be	5	11	0		4	14	0		19	0	
CHIEF BRODIE ELEMENTARY	158	143	301	4	10	0		3	6	0		2	6	0		14	0	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	11	13	0		5	18	0		5	22	0		2	0	Nurse's Office & Cafeteria
FINEGAYAN ELEMENTARY	426	401	827	11	16	0		7	17	0		7	17	0		100	0	
H.B. PRICE ELEMENTARY	365	326	691	9	10	0	1 removed behind C wing due to it shocking the students	6	15	0		5	19	0		10	0	N/A
H.S. TRUMAN ELEMENTARY	200	163	363	5	11	0		3	5	0		3	5	0		4	0	
I. ...AJAN ELEMENTARY	118	124	242	3	8	1	INPUTTED TO MUNIS	2	10	0		2	10	0		12	0	
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	7	9	0		5	8	0		4	10	0		36	0	
JUAN M. GUERRERO ELEMENTARY	354	323	677	9	14	0		6	8	0	1 sink in faculty male RR	5	9	0	1 sink in faculty female RR	19	0	Nurse office RR sink located outside by the RR door
L.B. JOHNSON ELEMENTARY	128	135	263	4	7	0		2	10	0		2	10	0		31	0	
LIGUAN ELEMENTARY	287	278	565	8	8	0		5	7	0	All Working	5	7	0		11	0	Common Restrooms include Kindergarten Classrooms, SPED Classrooms, ESL Classrooms, Main Office, Nurse Office, Lounge, & Cafeteria Kitchen Restroom
M.A. ULLOA ELEMENTARY	377	333	710	9	17	4	Keyed into munis	6	24	0		6	26	0		26	0	

M. U. LUJAN ELEMENTARY	310	307	617	8	10	0		5	7	0		5	7	0		36	0	
MACHANANAO ELEM. SCHOOL	247	299	546	7	14	0		4	9	0		5	13	0		13	0	
MARCIAL SABLAN ELEMENTARY	240	222	462	6	11	1	Electrical outlet for the water fountain is not working near the primary boy's restroom.	4	11	0	Includes cafeteria and Library. Does not include classroom sinks.	4	14	0	Includes cafeteria and Library. Does not include classroom sinks.	2	0	Main Office. Does not include classroom sinks.
MERIZO ELEMENTARY	142	110	252	3	9	0		2	10	0		2	9	0		8	0	
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	7	8	1	Water Fountain near Rm 18 needs to be replaced	5	5	0	4 outside, 1 in main office	4	7	0	6 outside, 1 in main office	16	0	Room 1-13, Room 30, Nurse's office, cafeteria
P.C. LUJAN ELEMENTARY	203	162	365	5	17			3	13			3	13	0		15		
[illegible]FOFO ELEMENTARY	149	121	270	4	9	1	Pending Parts	2	5	0		2	6	0		31	0	
TAMUNING ELEMENTARY	353	267	620		16			6	12			4	18	0		7		
UPI ELEMENTARY	420	401	821	11	16	5	A Quad H-Quad, G Quad, Cafeteria (x2)	7	18	0		7	19	0		60	0	
WETTENGEL ELEMENTARY	358	342	700	9	12	0		6	9	0		6	9	1	D-WING GIRLS RESTROOM, MUNIS INPUT	32	1	D-WING GIRLS RESTROOM, MUNIS INPUT
AGUEDA JOHNSTON MIDDLE	454	413	867	12	12	0		5	14	0		4	16	0				36 (1) 37B (1) nurse (1) lounge (3)
ASTUMBO MIDDLE	296	300	596	8	9	0		3	9	0		3	9	0		6	0	1 in Classroom
F.B. LEON GUERRERO MIDDLE	619	494	1113	15	18	0		6	10	0		5	10	0		19	0	
INARAJAN MIDDLE	286	232	518	7	12	0		3	26	0		2	26	0		10	0	
JOSE L.G. RIOS MIDDLE	453	404	857	11	11	0		5	14	0		4	16	0		12	0	RMS:(1-1),(2-1), (19-1),(36-1), (37B-1),(ART-2), (NURSE-1), (LOUNGE-3), (CAFÉ-1)
LP UNTALAN MIDDLE SCHOOL	616	529	1145	15	16	0		6	17	0		5	16	0		5	0	
OCEANVIEW MIDDLE	217	212	429	6	13	2	1 EWING 1 GYM NOT COLD	2	8	0		2	8	0		3	0	
VICENTE BENAVENTE MIDDLE	602	571	1173	16	20	1	Water fountain in front of room 20 is missing spout. Wo submitted.	6	39	3	3 sinks in boys restroom A bldg. downstairs closed due to fire. Work Request submitted.	6	39	0		1	0	
GEORGE WASHINGTON HIGH	898	760	1658	22	34	2	B 205-missing bubbler, E wing-cord cut off	9	30	0		8	32	0		16	0	
JOHN F. KENNEDY HIGH	976	902	1878	25	34	0		10	72	0		9	72	0		11	0	
OKKODO HIGH	886	792	1678	22	27	1	vandalized	9	23	0	Experience little to no water pressure in annex	8	25	0	Experience little to no water pressure in annex	10	0	
SIMON SANCHEZ HIGH	1036	822	1858	25	19	0		10	14	0		8	19	0		-	-	
SOUTHERN HIGH	784	659	1443	19	43	0		8	43	0		7	48	0		3	0	
TIYAN HIGH	705	584	1289	17	29	3	Work Request Submitted	7	12	0		6	14	0		9	0	
J.P. TORRES SUCCESS ACADEMY	111	59	170	2	3	0		1	5	0		1	3	0		1	0	
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	**399**	**596**	**26**		**210**	**613**	**3**		**186**	**667**	**1**		**734**	**1**	

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POINT 8

Name of School	Current Student Enrollment			POINT 8 RELIABLE ELECTRICITY		
	Male	Female	Total	YES	NO	COMMENT
ADACAO ELEMENTARY	291	295	586	√		
AGANA HEIGHTS ELEMENTARY	218	199	417	√		
[illegible]UMBO ELEMENTARY	290	299	589	√		
B.P. CARBULLIDO ELEMENTARY	260	272	532	√		
C.L. TAITANO ELEMENTARY	284	248	532	√		
CHIEF BRODIE ELEMENTARY	158	143	301	√		
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	√		
FINEGAYAN ELEMENTARY	426	401	827	√		
H.B. PRICE ELEMENTARY	365	326	691	√		
H.S. TRUMAN ELEMENTARY	200	163	363	√		
INARAJAN ELEMENTARY	118	124	242	√		
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	√		
JUAN M. GUERRERO ELEMENTARY	354	323	677	√		
L.B. JOHNSON ELEMENTARY	128	135	263	√		
LIGUAN ELEMENTARY	287	278	565	√		
M.A. ULLOA ELEMENTARY	377	333	710	√		
M. U. LUJAN ELEMENTARY	310	307	617	√		
MACHANANAO ELEM. SCHOOL	247	299	546	√		
MARCIAL SABLAN ELEMENTARY	240	222	462	√		
MERIZO ELEMENTARY	142	110	252	√		
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	√		

P.C. LUJAN ELEMENTARY	203	162	365	√		
TALOFOFO ELEMENTARY	149	121	270	√		
TAMUNING ELEMENTARY	353	267	620	√		
UPI ELEMENTARY	420	401	821	√		
WETTENGEL ELEMENTARY	358	342	700	√		
AGUEDA JOHNSTON MIDDLE	454	413	867	√		
ASTUMBO MIDDLE	296	300	596	√		
F.B. LEON GUERRERO MIDDLE	619	494	1113	√		
INARAJAN MIDDLE	286	232	518	√		
JOSE L.G. RIOS MIDDLE	453	404	857	√		
LP UNTALAN MIDDLE SCHOOL	616	529	1145	√		
OCEANVIEW MIDDLE	217	212	429	√		
VICENTE BENAVENTE MIDDLE	602	571	1173	√		
GEORGE WASHINGTON HIGH	898	760	1658	√		
JOHN F. KENNEDY HIGH	976	902	1878	√		
OKKODO HIGH	886	792	1678	√		
SIMON SANCHEZ HIGH	1036	822	1858	√		
SOUTHERN HIGH	784	659	1443	√		(Room 2205 - One side of classroom, outlets not working)
TIYAN HIGH	705	584	1289	√		
J.P. TORRES SUCCESS ACADEMY	111	59	170	√		
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**			

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POINT 9

Name of School	Current Student Enrollment			POINT 9 PROPER SANITATION TOILETS											
				Male				Female				Common Restrooms			
	Male	Female	Total	Public Health Requirement Ratio (Elem: 1:60) (Sec: 1:100)	Total	Not Working	COMMENT	Public Health Requirement Ratio (Elem: 1:35) (Sec: 1:45)	Total	Not Working	COMMENT	Total	Not Working	COMMENT
CAO ELEMENTARY	291	295	586	5	5	0		8	12	0		10	0	
AGANA HEIGHTS ELEMENTARY	218	199	417	4	7	0		6	13	0		32	0	
ASTUMBO ELEMENTARY	290	299	589	5	11	1	D-Wing Boys Rroom Toilet Bowl loose in last stall. Screws are missing. Inputted in Munis	9	20	0		11	1	D-Wing Boys Rroom Toilet Bowl loose in last stall. Screws are missing. Inputted in Munis
B.P. CARBULLIDO ELEMENTARY	260	272	532	4	8	0		8	11	0		7	0	
C.L. TAITANO ELEMENTARY	284	248	532	5	9	0		7	16	0		18	0	
CHIEF BRODIE ELEMENTARY	158	143	301	3	9	0		4	16	0		8	0	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	5	15	0	1 toilet stall in BRR, Y-Wing, renovated to be ADA Compliant. Still pending materials needed for completion.	9	32	0		2	0	
GAYAN ELEMENTARY	426	401	827	7	12	0		11	21	0		56	0	
H.B. PRICE ELEMENTARY	365	326	691	6	15	0		10	34	0		8	0	
H.S. TRUMAN ELEMENTARY	200	163	363	3	5	0		5	6	0		25	0	
INARAJAN ELEMENTARY	118	124	242	2	6	0		4	11	0		4	0	
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	5	6	0		6	11	0		9	0	
JUAN M. GUERRERO ELEMENTARY	354	323	677	6	4	0	1 toilet in faculty male RR	9	10	0	1 toilet in faculty female RR	20	0	1 toilet in the nurse's office
L.B. JOHNSON ELEMENTARY	128	135	263	2	10	0		4	13	0		22	0	

LIGUAN ELEMENTARY	287	278	565	5	5	0	All working	8	12	0	All working	12	0	Common Restrooms with toilets include Kindergarten Classrooms, SPED Classrooms, Main Office, Cafeteria Kitchen, Lounge, and Nurse office.
M.A. ULLOA ELEMENTARY	377	333	710	6	14	0		10	28	0		13	0	
M. U. LUJAN ELEMENTARY	310	307	617	5	5	0		9	7	0		36	0	
HANANAO ELEM. SCHOOL	247	299	546	4	13	0		9	20	0		14	0	
MARCIAL SABLAN ELEMENTARY	240	222	462	4	10	0	Includes cafeteria and Library.	6	22	0	Includes library and Cafeteria.	2	0	Main Office
MERIZO ELEMENTARY	142	110	252	2	5	0		3	7	0		8	0	
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	5	7	0		6	11	0		17	0	
P.C. LUJAN ELEMENTARY	203	162	365	3	11			5	20	0		13	0	
TALOFOFO ELEMENTARY	149	121	270	2	5	0	Restroom door frame termite infested; need to replace	3	7	0		5	0	
TAMUNING ELEMENTARY	353	267	620	6	19	0		8	33	0		7	0	
UPI ELEMENTARY	420	401	821	7	18	0		11	32	0		14	0	
WETTENGEL ELEMENTARY	358	342	700	6	7	0		10	15	0		32	0	
AGUEDA JOHNSTON MIDDLE	454	413	867	5	13	0		9	26	0		3	0	café 1 lounge 2 nurse1
ASTUMBO MIDDLE	296	300	596	3	8	0		7	15	0		6	0	
F.B. LEON GUERRERO MIDDLE	619	494	1113	6	22	0		11	0	0		11		
INARAJAN MIDDLE	286	232	518	3	16	0		5	26	0		5	0	
JOSE L.G. RIOS MIDDLE	453	404	857	5	13	0	GYM BOYS:4, 6GRADE:3, 7THGRADE:3, 8THGRADE:3	9	25	0	GYM GIRLS:8, 6THGRADE:5, 7THGRADE:6, 8THGRADE:6	5	0	Rm:36,37,office, nurse

LP UNTALAN MIDDLE SCHOOL	616	529	1145	6	13	1		12	22	0		5	0	
OCEANVIEW MIDDLE	217	212	429	2	5	0		5	8	0		5	0	
VICENTE BENAVENTE MIDDLE	602	571	1173	6	29	5	Café Toilets closed off for safety reasons. Total toilets available is 27. This meets the requirement of 1 toilet for each 100 males. Restroom will only be opened for assemblies and other special occasions. Bathroom in downstairs in A Bldg. with 3 toilet stalls closed due to fire in boys restroom. Work Request submitted.	13	48	4	Café Toilets closed off for safety reasons. Total toilets available is 44. This meets the requirement of 1 toilet for each 45 females. Restroom will only be opened for assemblies and other special occasions.	1	0	
GEORGE WASHINGTON HIGH	898	760	1658	9	32	0		17	59	0		16	0	
JOHN F. KENNEDY HIGH	976	902	1878	10	20	0		20	77	0		12	0	
OKKODO HIGH	886	792	1678	15	26		inclusive of auto/carpentry shop (unisex)	23	46	0	inclusive of auto/carpentry shop (unisex)	10	0	
SIMON SANCHEZ HIGH	1036	822	1858	10	12	0		18	17	0		0	0	-
SOUTHERN HIGH	784	659	1443	8	56	2	2000 LOWER MALE; 4000 UPPER MALE	15	68	1	2000 UPPER FEMALE	3	1	1103 (Bls CLASS)
[illegible]N HIGH	705	584	1289	7	9	0		13		33		8	0	
J.P. TORRES SUCCESS ACADEMY	111	59	170	1	4	0		1	10	0		1	0	
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	213	**519**	**9**		**364**	**887**	**38**		**496**	**2**	

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(Continuation) POINT 9

Name of School	Current Student Enrollment			POINT 9 PROPER SANITATION																	
				Urinals							Clean Restrooms			Classrooms			Cafeteria Rating "B" or Better			
				Male				Common Restrooms												
	Male	Female	Total	Public Health Requirement Ratio (1:30)	Total	Not Working	COMMENT	Total	Not Working	COMMENT	YES	NO	COMMENT	YES	NO	COMMENT	YES	NO	Indicate Rating	COMMENT
ADACAO ELEMENTARY	291	295	586	10	10	0		10	0		√			√			√		A	
NA HEIGHTS ELEMENTARY	218	199	417	7	11	0		32	0		√			√			√		A	
ASTUMBO ELEMENTARY	290	299	589	10	12	0		12	0		√			√			√		A	
B.P. CARBULLIDO ELEMENTARY	260	272	532	9	9	0		0	0		√			√			√		A	
C.L. TAITANO ELEMENTARY	284	248	532	9	11	0		0	0		√			√			√		A	
CHIEF BRODIE ELEMENTARY	158	143	301	5	14	0		0	0		√			√			√		A	
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	11	22	0		2	0		√			√			√		A	
FINEGAYAN ELEMENTARY	426	401	827	14	10	0		12	0		√			√			√		A	
H.B. PRICE ELEMENTARY	365	326	691	12	18	0		12	0		√			√			√		A	
H.S. TRUMAN ELEMENTARY	200	163	363	7	3	0		0	0		√			√			√		A	
INARAJAN ELEMENTARY	118	124	242	4	10	0		0	0		√			√			√		A	
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	9	9	0		0	0		√			√			√		A	
JUAN M. GUERRERO ELEMENTARY	354	323	677	12	14	0		0	0		√			√		T2 &T4 not utilized/closed-off due to roof leaks/ water damaged floors. Work orders were entered in	√		A	
L.B. JOHNSON ELEMENTARY	128	135	263	4	4	0		0	0		√			√			√		A	
LIGUAN ELEMENTARY	287	278	565	10	10	0	All working	0	0		√			√			√		A	
M.A. ULLOA ELEMENTARY	377	333	710	13	19	0		1	0		√			√			√		A	

M. U. LUJAN ELEMENTARY	310	307	617	10	3	0		0	0		√			√		Concerns being addressed weekly with staff	√		A	
MACHANANAO ELEM. SCHOOL	247	299	546	8	12	0		0			√			√			√		A	
MARCIAL SABLAN ELEMENTARY	240	222	462	8	13	0	Includes cafeteria	0	0		√			√			√		A	
MERIZO ELEMENTARY	142	110	252	5	5	0		0	0		√			√			√		A	
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	10	8	0		17	0		√			√			√		A	
[illegible]LUJAN ELEMENTARY	203	162	365	7	20			15			√			√			√		A	
TALOFOFO ELEMENTARY	149	121	270	5	5	0		0	0		√			√			√		A	
TAMUNING ELEMENTARY	353	267	620		18	0		1	0		√			√			√		A	
UPI ELEMENTARY	420	401	821	14	17			0	0		√			√			√		A	
WETTENGEL ELEMENTARY	358	342	700	12	18	1	F-WING NOT WORKING 1 EA - MUNIS INPUT	18	1	F-WING NOT WORKING 1 EA - MUNIS INPUT	√			√			√		A	
AGUEDA JOHNSTON MIDDLE	454	413	867	15	18	0		18	0		√			√			√		A	
ASTUMBO MIDDLE	296	300	596	10	14	0		0	0		√			√			√		A	
F.B. LEON GUERRERO MIDDLE	619	494	1113	21	11	0		11	0		√			√			√		A	
INARAJAN MIDDLE	286	232	518	10	19	0		5	0		√			√			√		A	
J.[illegible].G. RIOS MIDDLE	453	404	857	15	18	0		5	0	Rm:36,37,office,nurse	√			√			√		A	
LP UNTALAN MIDDLE SCHOOL	616	529	1145	21	23	0		3	0		√			√			√		A	
OCEANVIEW MIDDLE	217	212	429	7	8	0		1	0		√			√			√		A	

VICENTE BENAVENTE MIDDLE	602	571	1173	20	27	5	Café Toilets closed off for safety reasons. Total toilets available is 27. This meets the requirement of 1 toilet for each 100 males. Restroom will only be opened for assemblies and other special occasions. Bathroom in downstairs in A Bldg. with 3 urinals closed due to fire in boys restroom. Work Request submitted.	1	0		√			√			√		A	
GEORGE WASHINGTON HIGH	898	760	1658	30	39	0		10	0		√			√			√		A	
JOHN F. KENNEDY HIGH	976	902	1878	33	57	0		0	0		√			√			√		A	
OKKODO HIGH	886	792	1678	30	25	0		6	0		√			√		per private contract, classrooms only cleaned once a week	√		A	
SIMON SANCHEZ HIGH	1036	822	1858	35	25	0		0	0		√		There are issues regarding not being able to stock Lockerooms as well as ensuring there is consistency with the cleaning. Issues that come up are brought up to the GCM day shift and Custodial Report is submitted on a weekly basis.	√		There are issues regarding not being able to stock Lockerooms as well as ensuring there is consistency with the cleaning. Issues that come up are brought up to the GCM day shift and Custodial Report is submitted on a weekly basis.	√		A	
SOUTHERN HIGH	784	659	1443	26	52	0		0	0		√			√			√		A	
TIYAN HIGH	705	584	1289	24	42	0		0	0		√			√			√	√		Not rated
J.P. TORRES SUCCESS ACADEMY	111	59	170	4	4	0		0	0	No urinal in common restroom	√			√			√		A	
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**	324	417	6		192	1											

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POINT 10

Name of School	Current Student Enrollment			POINT 10 ADOPTED TEXTBOOKS		
	Male	Female	Total	YES	NO	COMMENT
ADACAO ELEMENTARY	291	295	586		√	Lacking Math (K-3), Science (K-2/4th/5th), Social Studies (2nd/5th)
AGANA HEIGHTS ELEMENTARY	218	199	417	√		
UMBO ELEMENTARY	290	299	589		√	4th Grade Reading text books not available.
B.P. CARBULLIDO ELEMENTARY	260	272	532		√	Refer to prior months' comments
C.L. TAITANO ELEMENTARY	284	248	532	√		
CHIEF BRODIE ELEMENTARY	158	143	301	√		
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632		√	FINE ARTS K-5 = 42, Teacher Edition = 52; HEALTH Edition = 41; SCIENCE K-5 = 663, Teacher Edition = 207 ; SOCIAL STUDIES K-5 = 1433, Teacher Edition = 190 ; READING K-5 = 888, Teacher Edition = 81; LANGUAGE ARTS K-5 = 532, Teacher Edition = 208 ; Total = 8679
FINEGAYAN ELEMENTARY	426	401	827		√	LACKING IN THE FOLLOWING: Health (3rd - 5th grade workbooks);Math (k-3rd text & wkbks, 4th & 5th workbooks); Science (k-5th workbooks & teacher editions); Social Studies (K-5th workbooks); Reading (k-5th workbooks); Spelling (1st & 4th text) Language Arts (k-2nd workbooks)
H.B. PRICE ELEMENTARY	365	326	691		√	1st Grade: Reading 1.1 (24), 1.2 (16), 1.3 (16), 1.4 (16), 1.5 (26), Music (30), Art (49); 2nd Grade: Math (45), Music (15), Art (45); 3rd Grade: Language Arts (4), Math (5), Music (36), Art (36); 4th Grade: Music (45), Art (45); 5th Grade: Music (30), Art (30)
H.S. TRUMAN ELEMENTARY	200	163	363	√		
RAJAN ELEMENTARY	118	124	242	√		
J.Q. SAN MIGUEL ELEMENTARY	277	214	491		√	NEED MATH- KINDER THRU 3RD GRADE
JUAN M. GUERRERO ELEMENTARY	354	323	677		√	Textbooks &/or workbooks lacking in subject areas. Not enough class sets.
L.B. JOHNSON ELEMENTARY	128	135	263		√	*No New adopted Science/Math/Reading /Language Arts
LIGUAN ELEMENTARY	287	278	565		√	We only have adopted Reading Books for K - 3rd grade, none for 4th & 5th grade. Lacking Math and Language Books for all Grade Levels as of this reporting date.
M.A. ULLOA ELEMENTARY	377	333	710	√		
M. U. LUJAN ELEMENTARY	310	307	617		√	Reading: Kdg./4th/5th - Using Old Reading Books. 2nd (20 students w/out books.) Math: Kdg. Using out of adoption books.

MACHANANAO ELEM. SCHOOL	247	299	546		√	Math- 3 &5 not enough textbooks; Music-not enough textbooks for all students in all grade levels; Science - no textbooks for all grade levels;
MARCIAL SABLAN ELEMENTARY	240	222	462		√	LA , reading, vocabulary/spelling, social studies, science, health. (shortage in some grade level).
MERIZO ELEMENTARY	142	110	252		√	Math (K-5), Health (3), English (1,4), Spelling (1st), Science (K-5), Reading (K1,3,4,5)
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	√		
P.C. LUJAN ELEMENTARY	203	162	365	√		
TALOFOFO ELEMENTARY	149	121	270		√	Kinder: Art (39), Math (39), Science (39), English (39), Reading (39); 1st Grade: Art (36), Math (36), Music (6), Science (36), English (36) Reading 1.1 (13), 1.2 (2), 1.3 (2), 1.4 (2), 1.5 (13); 2nd Grade: Art (57), Math (57), Music (20), Science (57), English (57), Reading 2.1 (11); 3rd Grade: Art (47), Math (15), Music (47), Science (47), English (15); 4th Grade: Art (45), Music (45), Science (45); 5th Grade: Art (49), Music (49), Science (49), English (1)
TAMUNING ELEMENTARY	353	267	620	√		
UPI ELEMENTARY	420	401	821	√		
WETTENGEL ELEMENTARY	358	342	700		√	FINE ARTS/HEALTH/SOCIAL STUDIES/READING/LANG. ARTS AND MATH SHORTAGE.
AGUEDA JOHNSTON MIDDLE	454	413	867		√	not enough class sets for: 7/8 grd Art, business career Ed. Computer science, 7 grd intro wld studies, 6 grd history of our wld, 6/7/8 grd. Science, 6/7 grd common core reading, 7/8 grd. Everyday spelling, 7/8 grd. Grammar.
ASTUMBO MIDDLE	296	300	596		√	Lacking books for Fine Arts 6-8, All Music, All Chamorro, All Sciences (General, Physical, Life, & Earth) 6-8 (Not enough books for class set). All others class set only.
F.B. LEON GUERRERO MIDDLE	619	494	1113		√	Class set only
INARAJAN MIDDLE	286	232	518	√		None
JOSE L.G. RIOS MIDDLE	453	404	857		√	not enough class sets for: 7/8 grd Art, business career Ed. Computer science, 7 grd intro wld studies, 6 grd history of our wld, 6/7/8 grd. Science, 6/7 grd common core reading, 7/8 grd. Everyday spelling, 7/8 grd. Grammar.
L. UNTALAN MIDDLE SCHOOL	616	529	1145	√		
OCEANVIEW MIDDLE	217	212	429	√		
VICENTE BENAVENTE MIDDLE	602	571	1173	√		
GEORGE WASHINGTON HIGH	898	760	1658	√		
JOHN F. KENNEDY HIGH	976	902	1878	√		
OKKODO HIGH	886	792	1678	√		
SIMON SANCHEZ HIGH	1036	822	1858		√	*We need to get back the G.History books we had cross-leveled to other schools 2 years back
SOUTHERN HIGH	784	659	1443	√		

TIYAN HIGH	705	584	1289		√	Not all students have adopted textbooks
J.P. TORRES SUCCESS ACADEMY	111	59	170	√		
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**			

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POINT 11

Name of School	Current Student Enrollment			POINT 11 LIBRARY MEETS STANDARDS		
	Male	Female	Total	YES	NO	COMMENT
ADACAO ELEMENTARY	291	295	586	√		
[illegible]ANA HEIGHTS ELEMENTARY	218	199	417	√		
ASTUMBO ELEMENTARY	290	299	589	√		
B.P. CARBULLIDO ELEMENTARY	260	272	532	√		
C.L. TAITANO ELEMENTARY	284	248	532	√		
CHIEF BRODIE ELEMENTARY	158	143	301	√		
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	√		
FINEGAYAN ELEMENTARY	426	401	827	√		
H.B. PRICE ELEMENTARY	365	326	691	√		
H.S. TRUMAN ELEMENTARY	200	163	363	√		
INARAJAN ELEMENTARY	118	124	242	√		
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	√		
JUAN M. GUERRERO ELEMENTARY	354	323	677	√		
L.B. JOHNSON ELEMENTARY	128	135	263	√		
LIGUAN ELEMENTARY	287	278	565	√		
M.A. ULLOA ELEMENTARY	377	333	710	√		
M. U. LUJAN ELEMENTARY	310	307	617	√		
MACHANANAO ELEM. SCHOOL	247	299	546	√		
MARCIAL SABLAN ELEMENTARY	240	222	462	√		

MERIZO ELEMENTARY	142	110	252	√		
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	√		
P.C. LUJAN ELEMENTARY	203	162	365	√		
TALOFOFO ELEMENTARY	149	121	270	√		
TAMUNING ELEMENTARY	353	267	620	√		
UPI ELEMENTARY	420	401	821	√		
ETTENGEL ELEMENTARY	358	342	700	√		
AGUEDA JOHNSTON MIDDLE	454	413	867	√		No librarian
ASTUMBO MIDDLE	296	300	596	√		
F.B. LEON GUERRERO MIDDLE	619	494	1113	√		
INARAJAN MIDDLE	286	232	518	√		
JOSE L.G. RIOS MIDDLE	453	404	857	√		
LP UNTALAN MIDDLE SCHOOL	616	529	1145	√		
OCEANVIEW MIDDLE	217	212	429	√		
VICENTE BENAVENTE MIDDLE	602	571	1173	√		
GEORGE WASHINGTON HIGH	898	760	1658	√		
IN F. KENNEDY HIGH	976	902	1878	√		
OKKODO HIGH	886	792	1678	√		
SIMON SANCHEZ HIGH	1036	822	1858	√		
SOUTHERN HIGH	784	659	1443	√		
TIYAN HIGH	705	584	1289	√		
J.P. TORRES SUCCESS ACADEMY	111	59	170		√	Classroom is makeshift library
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**			

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POINT 12

Name of School	Current Student Enrollment			POINT 12 BUIDLING RATING "B" OR BETTER					
	Male	Female	Total	YES	NO	Indicate Rating	COMMENT	Mid-Year Inspection Rating	COMMENT
ADACAO ELEMENTARY	291	295	586	√		A		A	
AGANA HEIGHTS ELEMENTARY	218	199	417	√		A		A	0-demerits
UMBO ELEMENTARY	290	299	589	√		A			
B.P. CARBULLIDO ELEMENTARY	260	272	532	√		A		D	Most citations corrected; remainder have work requests
C.L. TAITANO ELEMENTARY	284	248	532	√		A		C	most issues have been completed
CHIEF BRODIE ELEMENTARY	158	143	301	√		A			
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	√		A		A	2 demerits
FINEGAYAN ELEMENTARY	426	401	827	√		A		A	
H.B. PRICE ELEMENTARY	365	326	691	√		A		B	18 demerits
H.S. TRUMAN ELEMENTARY	200	163	363	√		A		A	
INARAJAN ELEMENTARY	118	124	242	√		A			
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	√		A			PENDING
JUAN M. GUERRERO ELEMENTARY	354	323	677	√		A		"A"	
L.B. JOHNSON ELEMENTARY	128	135	263	√		A		A	
LIGUAN ELEMENTARY	287	278	565	√		A		A	
M.A. ULLOA ELEMENTARY	377	333	710	√		A		A	2- DEMERITS
M. U. LUJAN ELEMENTARY	310	307	617	√		A		A	2 demerits: Building Section VI
MACHANANAO ELEM. SCHOOL	247	299	546	√		A		A	
MARCIAL SABLAN ELEMENTARY	240	222	462	√		B			No inspection done for mid-year.
MERIZO ELEMENTARY	142	110	252	√		A			
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	√		A		A	
P.C. LUJAN ELEMENTARY	203	162	365	√		A			

TALOFOFO ELEMENTARY	149	121	270	√		A		A	
TAMUNING ELEMENTARY	353	267	620	√		A		A	
UPI ELEMENTARY	420	401	821	√		A		A	
WETTENGEL ELEMENTARY	358	342	700	√		A			
AGUEDA JOHNSTON MIDDLE	454	413	867	√		A			In house inspection completed
ASTUMBO MIDDLE	296	300	596	√		A		A	
F.B. LEON GUERRERO MIDDLE	619	494	1113	√		A		0 Demerits	
[illegible]ARAJAN MIDDLE	286	232	518	√		A			Pending Inspection
JOSE L.G. RIOS MIDDLE	453	404	857	√		A			pending inspection
LP UNTALAN MIDDLE SCHOOL	616	529	1145	√		A		B	
OCEANVIEW MIDDLE	217	212	429	√		B			NONE
VICENTE BENAVENTE MIDDLE	602	571	1173	√		A			
GEORGE WASHINGTON HIGH	898	760	1658	√		A			
JOHN F. KENNEDY HIGH	976	902	1878	√		A		"A"	
OKKODO HIGH	886	792	1678	√		A			
SIMON SANCHEZ HIGH	1036	822	1858		√	C			NA
SOUTHERN HIGH	784	659	1443	√		A		A	
TIYAN HIGH	705	584	1289		√				Not Rated
TORRES SUCCESS ACADEMY	111	59	170	√		A			None conducted
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**						

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POINT 13

Name of School	Current Student Enrollment			POINT 13		
				180 INSTRTNL DAYS		
	Male	Female	Total	YES	NO	COMMENT
ADACAO ELEMENTARY	291	295	586	√		
ANA HEIGHTS ELEMENTARY	218	199	417	√		
ASTUMBO ELEMENTARY	290	299	589	√		
B.P. CARBULLIDO ELEMENTARY	260	272	532	√		
C.L. TAITANO ELEMENTARY	284	248	532	√		
CHIEF BRODIE ELEMENTARY	158	143	301	√		
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	√		
FINEGAYAN ELEMENTARY	426	401	827	√		
H.B. PRICE ELEMENTARY	365	326	691	√		
H.S. TRUMAN ELEMENTARY	200	163	363	√		
INARAJAN ELEMENTARY	118	124	242	√		
SAN MIGUEL ELEMENTARY	277	214	491	√		
JUAN M. GUERRERO ELEMENTARY	354	323	677	√		
L.B. JOHNSON ELEMENTARY	128	135	263	√		
LIGUAN ELEMENTARY	287	278	565	√		
M.A. ULLOA ELEMENTARY	377	333	710	√		
M. U. LUJAN ELEMENTARY	310	307	617	√		
MACHANANAO ELEM. SCHOOL	247	299	546	√		
MARCIAL SABLAN ELEMENTARY	240	222	462	√		

MERIZO ELEMENTARY	142	110	252	√		
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	√		
P.C. LUJAN ELEMENTARY	203	162	365	√		
TALOFOFO ELEMENTARY	149	121	270	√		
TAMUNING ELEMENTARY	353	267	620	√		
UPI ELEMENTARY	420	401	821	√		
TTENGEL ELEMENTARY	358	342	700	√		
AGUEDA JOHNSTON MIDDLE	454	413	867	√		
ASTUMBO MIDDLE	296	300	596	√		
F.B. LEON GUERRERO MIDDLE	619	494	1113	√		
INARAJAN MIDDLE	286	232	518	√		
JOSE L.G. RIOS MIDDLE	453	404	857	√		
LP UNTALAN MIDDLE SCHOOL	616	529	1145	√		
OCEANVIEW MIDDLE	217	212	429	√		
VICENTE BENAVENTE MIDDLE	602	571	1173	√		
GEORGE WASHINGTON HIGH	898	760	1658	√		
IN F. KENNEDY HIGH	976	902	1878	√		
OKKODO HIGH	886	792	1678	√		
SIMON SANCHEZ HIGH	1036	822	1858	√		
SOUTHERN HIGH	784	659	1443	√		
TIYAN HIGH	705	584	1289	√		
J.P. TORRES SUCCESS ACADEMY	111	59	170	√		
TOTAL>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**			

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POINT 14

Name of School	Current Student Enrollment			Point 14 TIMELY BUS TRANSPORTATION					
				Morning Busing			Afternoon Busing		
	Male	Female	Total	Yes	No	COMMENT	Yes	No	COMMENT
ACAO ELEMENTARY	291	295	586	√				√	2nd trip- 2 Buses/B125 and B96. Last bus 3:14pm
AGANA HEIGHTS ELEMENTARY	218	199	417	√			√		
ASTUMBO ELEMENTARY	290	299	589	√				√	Double Run in the afternoon.
B.P. CARBULLIDO ELEMENTARY	260	272	532	√				√	All school days in Feb 2017 have at least two second trips
C.L. TAITANO ELEMENTARY	284	248	532	√				√	2/8 #117 3:00 pm 2/9 #118 2:58 pm 2/13 #118 315 pm 2/14 #118 312 pm 2/16 #118 319 pm 2/17 #118 320 pm
CHIEF BRODIE ELEMENTARY	158	143	301	√				√	(1) LATE BUS P/UP TIME 3:15P.M.
D.L. PEREZ ELEMENTARY SCHOOL	327	305	632	√		All busses usually arrive on time by 7:30 a.m.	√		Last bus arrives between 3:10 p.m. - 3:20p.m.
FINEGAYAN ELEMENTARY	426	401	827	√			√		
H.B. PRICE ELEMENTARY	365	326	691	√				√	1-3 busses 1st trip; 5-7 busses 2nd trip
H.S. TRUMAN ELEMENTARY	200	163	363	√		2 busses transport in the morning	√		Depending on availability, bussing varies between 3 and 4 busses.
INARAJAN ELEMENTARY	118	124	242	√				√	30-35 MINS LATE WHEN THEY ARE SHORT BUSS DRIVER'S
J.Q. SAN MIGUEL ELEMENTARY	277	214	491	√				√	DOUBLE TRIPS
JUAN M. GUERRERO ELEMENTARY	354	323	677	√				√	Late (staggered) arrival of buses with double backs/2nd trips needed.

L.B. JOHNSON ELEMENTARY	128	135	263	√				√	A total of 5 buses service LBJ Elem. with 2 of them returning for 2 different areas for pick up after 3:20pm.
LIGUAN ELEMENTARY	287	278	565	√		1 bus arrival on time in the morning between 7 am - 7:15 am		√	2 busses are needed in the afternoon, 1st trip bus driver does a 2nd trip to transport remaining students home. No Changes as of February 28, 2017
A. ULLOA ELEMENTARY	377	333	710	√			√		2nd trip - due to over load for the Koda area
M. U. LUJAN ELEMENTARY	310	307	617	√			√		
MACHANANAO ELEM. SCHOOL	247	299	546	√				√	2nd trip comes after 3:15
MARCIAL SABLAN ELEMENTARY	240	222	462	√			√		
MERIZO ELEMENTARY	142	110	252	√		Arrivals this month are on time.		√	Buses still late. Last bus to leave school sometimes as late as 3:20 p.m.
ORDOT CHALAN PAGO ELEMENTARY	286	223	509	√			√		
P.C. LUJAN ELEMENTARY	203	162	365	√				√	2ND TRIP DAILY LALO & BARRIGADA HEIGHTS AREA PU TIME IS 3:15 P.M.
TALOFOFO ELEMENTARY	149	121	270	√			√		
TAMUNING ELEMENTARY	353	267	620	√				√	2-second trips made daily, last bus leaves campus at approximately 3:20pm.
UPI ELEMENTARY	420	401	821	√				√	Continued 2nd Trip
WETTENGEL ELEMENTARY	358	342	700	√			√		2ND TRIPS LATE PICK UP

AGUEDA JOHNSTON MIDDLE	454	413	867		√	12/01/2016-SPED BUS@8:36,12/02/2016-SPED BUS@8:38,12/6/2016-SPED BUS@8:20,12/09/2016-SPED BUS@8:25,12/12/2016-SPED BUS@10:19,12/23/2016-SPED BUS@8:23,12/14/2016-SPED BUS@8:20,12/15/2016-SPED BUS@8:17,12/19/2016-SPED BUS@8:23,12/22/2016-SPED BUS@8:19,12/23/2016-SPED BUS@9:00		√	12/1/2016-BUS#103 departed @4:01,12/2/2016-BUS#92 departed @3:56,12/05/2016-Bus#98 departed @4:01, 12/6/2016-bus#34 departed @3:53, 12/12/2016-bus#103 departed @4:15,12/13/2016-Bus#103 departed @4:16, 12/14/2016-Bus#103 departed @4:10,12/15/2016-Bus#103 departed @4:13,12/22/2016-Bus#100 departed @4:10, 12/23/2016-Bus#103 departed @4:23
ASTUMBO MIDDLE	296	300	596	√			√		
F.B. LEON GUERRERO MIDDLE	619	494	1113		√	For Month of February SPED bus has been arriving 10-15 minutes late		√	For Month of February SPED bus has been arriving 10-15 minutes late
INARAJAN MIDDLE	286	232	518	√			√		
E L.G. RIOS MIDDLE	453	404	857		√	02/02/17:SPED BUS-@8:24AM,02/06/17:SPED BUS-@8:35,02/07/17:SPED BUS-@8:30,02/08/17:SPED BUS@9:10,02/09/17:SPED BUS@9:00,02/13/17:SPED BUS-@9:17,02/16/17:SPED BUS@8:48,BUS#1463@8:21,02/27/17:SPED BUS@8:17, BUS#143@8:17		√	02/01/17:BUS#34@4:00,02/02/17:BUS#103@4:00,02/10/17:BUS#92@4:00-BUS#103@4:03,02/13/17:BUS#161@4:51,02/15/17:BUS#151@4:00-BUS#103@4:03,02/16/17:BUS#5@4:00,02/17/17:BUS#103@4:00,BUS#98@4:03,02/27/17:BUS#100@4:13,02/28/17:BUS#100@4:07
LP UNTALAN MIDDLE SCHOOL	616	529	1145		√	A TOTAL OF 14 DPW/REGULAR BUSES EXPECTED IN THE A.M. AND NO LATE DPW/REGULAR BUSES. TOTAL OF 2 SPED BUSES IN THE A.M. AND ONLY 1 SPED BUS LATE ARRIVING AT 8:30 A.M. LATEST.		√	A TOTAL OF 14 DPW/REGULAR BUSES EXPECTED IN THE P.M. AND OUT OF 14 ONLY 6 BUSES LATE. THE LAST DPW/REGULAR BUS PICK UP TIME IS 4:30 P.M. TOTAL OF 2 SPED BUSES EXPECTED IN THE AFTERNOON AND NO LATE SPED BUSES.

OCEANVIEW MIDDLE	217	212	429	√			√		
VICENTE BENAVENTE MIDDLE	602	571	1173		√			√	Average 4 Late buses everyday. Area's are Revival, Fine Store, Bello Road, GHURA 501. Latest bus to arrive is @ 4:05. These late buses are all 2nd trips.
GEORGE WASHINGTON HIGH	898	760	1658	√			√		
JOHN F. KENNEDY HIGH	976	902	1878	√				√	(21) Buses. **Concern:** Buses double back afterschool.
OKKODO HIGH	886	792	1678	√			√		
SIMON SANCHEZ HIGH	1036	822	1858	√			√		DPW still conducts double backs within a reasonable time.
SOUTHERN HIGH	784	659	1443	√			√		
TIYAN HIGH	705	584	1289	√			√		
J.P. TORRES SUCCESS ACADEMY	111	59	170	√			√		
TOTAL>>>>>>>>>>>>>>>>>>>>	**16007**	**14245**	**30252**						

Doc. No. 34GL-17-0325.

Head Start Report

GUAM HEAD START PROGRAM
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Jon J. P. Fernandez
Superintendent of Education

Catherine M. Schroeder
Program Director, Head Start

Guam Head Start Program
Program Director's Report
March 2017

In accordance with Section 642 (d)(2) of the Head Start School Readiness Act of 2007 (P.L. 110-134), the DOE Guam Head Start Program is required to report specific information to the Guam Education Board and the Guam Head Start Policy Council on a monthly basis.

Financial Statement(s): (Attachment A)

As of February 28, 2017 the program expended 61% of its budget.

Request approval to transfer $48,682 from personnel cost savings to contractual to cover the bid for the playground resurfacing: The original program improvement funding was for $200,000, but the bid proposal was $248,682

Enrollment Information / Reports: (Attachment B)

The attendance rate for the month of January was 83.57% which is below the 85% goal. The year to date attendance was 85.36% which meets the 85% program requirement. Teachers and family service staff continue to work with families to improve attendance.

Enrollment status of Children with Disabilities: The program currently has 53 (9.92%) children with disabilities attending class. The total number of children who have been in the classroom is 58.

Meal Report: (Attachment C)

Department of Education
Office of the Superintendent
Date: 3/10/17 Time:
Rec'd By: Print Name Signature

February Report

Program Information:

A. Program Design and Management

Grant Review and Approval: Next year's grant application is due April 1.

There was a joint work Session On March 3 to review Section II: Budget narrative and Justification, selection criteria, and the 7 proposed sites for expanded hours.

There were no changes to the selection criteria which had been approved by the Policy Council at their February meeting.

The proposed classrooms for expanded hours are: M. U. Lujan, D. L. Perez I, C. L. Taitano I, Chief Brodie I, Ulloa I, P. C. Lujan, and Fingayan. There was consensus on the sites with the following discussion on selection criteria for those sites with two classrooms.

Both C. L. Taitano and Chief Brodie have children from the school district and from other nearby villages that do not have a Head Start Classroom in their district. The expanded hours would apply to children residing in the school district.

D. L. Perez and M. Ulloa have 2 classrooms and the children attending reside in the school district. The discussion was that at these two sites the most at risk children would be placed in the expanded hour's classroom with parent consent.

Bus transportation would be provided only if Bus Operations will not release the Head Start Child if an adult is not present with the matching bus tag and return them to school as is our current practice. Otherwise families would need to pick up their child.

Federal Review: CLASS (CLassroom Assessment Scoring System): The CLASS report was forwarded February 27, 2017. The program professional development resulted in improved Instructional Support scores from 2.14 to 3.42 since the previous review in 2013. The program is above the national average in this area.

Staffing: Interviews were completed and recommendations submitted for the Social Worker Supervisor (Family Services Manager) and Community Development Program Aide. The only position open at this time is for a Head Start Aide.

B. Child Development and Health

Fluoride Varnishing by Department of Public Health and Human Services Dental division was completed.

The tables below report progress of Head Start Children in the 5 domains. The table for 4 year olds is based on the Kindergarten School Readiness Indicators for 4 year olds. This data is generated through ongoing assessments and observations inputted in Teaching Strategies GOLD Curriculum.

Domain	Fall 2016		Winter 2016
Social Emotional Development	48.8%		75.9%
Physical Development	48%		73.6%
Language Development	36.8%		65.1%
Cognitive Development	29.6%		72.5%
Literacy	22.5%		53.4%
Mathematics	10.9%		41.2%

The Progress of 3 year old is based on meeting expectations for their age: Kindergarten readiness is not reported for this age group

Domain	Fall 2016		Winter 2016
Social Emotional Development	37.5%		58.8%
Physical Development	50%		64.7%
Language Development	20%		35.3%
Cognitive Development	17.6%		47.1%
Literacy	26.7%		46.7%
Math	20%		50.1%

C. Family/Community Partnerships

Registration for next program year has begun. During March appointments are made with families on the current waiting list and families of children with disabilities. Beginning in April registration will be open to the public.

Community Partnerships: Program staff continue to be active participants with the Early Childhood Community projects and committees.

5. Communications: Office of Head Start (Attachment D)

The program received approval for a transportation waiver of Head Start Performance standards related to child restraints and a bus monitor.

6. **Program Calendar and Announcements: March 10, 2017- April 30, 2017:**

Date(s):	Event
March 15	Policy Council Meeting: 6:30 – 8:00 Asan Senior, Youth, and Head Start Resource Room
March 20 – 24	Hawaii / Outer Pacific Leadership Training: San Francisco
March 31	Grant application submission via the OHS Enterprise system
April 3 – June 30	Open registration for Head Start
April 19	Policy Council Meeting: 6:30 – 8:00 Asan Senior, Youth, and Head Start Resource Room
April 20	Health Services Advisory Committee mtg: Head Start Conference Room 9am – 10 am
April 23 – 29	Week of the Young Child: Activities to be announced
April 20	Head Start Transition Conference: venue: TBA

7. **Program request:** approvals of Selection Criteria and Grant Application and transfer of Funds to cover the bid proposal for replacement of playground padding.

Submitted: March 10, 2017

C M Schroeder 3/10/17

Catherine M. Schroeder: Program Director

for 3/10/17

Joseph L. M. Sanchez: Deputy Superintendent of C&II

3/16/17

Jon J. P. Fernandez: Superintendent of Education

Basic, Program Improvement, COLA Grants

Row Labels	Sum of ORIGINAL APPROP	Sum of REVISED BUDGET	Sum of YTD EXPENDED	Sum of MTD EXPENDED	Sum of ENCUMBRANCE/ REQ	Sum of AVAILABLE BUDGET	% USED
32010							
0111 FTE Salary	1,476,141.00	1,495,150.00	886,335.98	103,167.00	-	608,814.02	59.28%
0113 Substitute	20,000.00	20,000.00	1,659.84	1,269.94	-	18,340.16	8.30%
0114 PTE Salary	247,696.00	247,696.00	137,090.65	25,061.73	-	110,605.35	55.35%
0121 Benefits	668,052.00	674,480.00	381,260.33	49,019.96	-	293,219.67	56.53%
0222 Mileage	6,200.00	6,200.00	1,674.89	257.12	-	4,525.11	27.01%
0230 Contractual	64,179.00	299,179.00	16,695.52	-	200,725.00	81,758.48	72.67%
0240 Supplies	52,336.00	84,190.00	23,471.35	5,978.70	3,158.07	57,560.58	31.63%
0250 Equipment	9,300.00	17,910.00	6,860.00	6,860.00	1,637.78	9,412.22	47.45%
0290 Misc	350.00	350.00	86.25	86.25	-	263.75	24.64%
32010 Total	**2,544,254.00**	**2,845,155.00**	**1,455,134.81**	**191,700.70**	**205,520.85**	**1,184,499.34**	58.37%

Training and Technical Assistance Grant

32030							
0221 Travel	20,000.00	45,000.00	13,208.88	-	-	31,791.12	29.35%
0230 Contractual	24,600.00	24,600.00	6,989.00	25.00	3,868.00	13,743.00	44.13%
0240 Supplies	1,394.00	1,394.00	799.80	-	-	594.20	57.37%
32030 Total	**45,994.00**	**70,994.00**	**20,997.68**	**25.00**	**3,868.00**	**46,128.32**	35.03%
Grand Total	**2,590,248.00**	**2,916,149.00**	**1,476,132.49**	**191,725.70**	**209,388.85**	**1,230,627.66**	57.80%

09CH9160 - GUAM DEPARTMENT OF EDUCATION

End-Of-Month Enrollment - February 2017

Head Start

	Operated this month	*Last day of services provided*	*All clases/options in session*	*Reported Enrollment*	*Funded Enrollment*	*Status*
	Yes	Feb 28, 2017	Yes	534	534	Reported
Initially Reported:	On 03/02/2017 by Enrico Pegarido					
Last Updated:	On 03/02/2017 01:19:00 AM, EST by Enrico Pegarido					
Grantee Comments:	Total Enrolled in Class: 527 Total Vacancies Within 30 Days: 7 Total Vacancies Over 30 Days: 0 Total Vacancies Replaced After 30 days: 0					

Guam Head Start Program

2301 - Average Daily Attendance

Program Term: HS Program Year 51, Enrollment Status: Enrolled Attendance Date: 2/1/2017 - 2/28/2017

Guam Head Start Program

	Attendance Records			Operating Days	ADA [1]	Funded Enrollment		Actual Enrollment	
	Present [5]	Absent [6]	Neither [7]			Count	% Attendance	Count [2]	% Attendance [3]
Adacao Elementary School									
Adacao	324	56	0	19	17.05	20	85.26%	20.00	85.26%
Site Total	**324**	**56**	**0**	**19.00 (avg)**	**17.05**	**20**	**85.26%**	**20.00**	**85.26%**
Astumbo Elementary School									
Astumbo	324	56	0	19	17.05	20	85.26%	20.00	85.26%
Site Total	**324**	**56**	**0**	**19.00 (avg)**	**17.05**	**20**	**85.26%**	**20.00**	**85.26%**
C.L.Taitano Elementary School									
C.L.Taitano I	324	56	0	19	17.05	20	85.26%	20.00	85.26%
C.L.Taitano II	293	87	0	19	15.42	20	77.11%	20.00	77.11%
Site Total	**617**	**143**	**0**	**19.00 (avg)**	**32.47**	**40**	**81.18%**	**40.00**	**81.18%**
Carbullido Elementary School									
Carbullido I (AM)	258	103	0	19	13.58	20	67.89%	19.00	71.47%
Carbullido II (PM)	271	90	0	19	14.26	20	71.32%	19.00	75.07%
Site Total	**529**	**193**	**0**	**19.00 (avg)**	**27.84**	**40**	**69.61%**	**38.00**	**73.27%**
Chief Brodie Elementary School									
Chief Brodie I	254	78	0	19	13.37	20	66.84%	17.47	76.51%
Chief Brodie II	285	76	0	19	15.00	20	75.00%	19.00	78.95%
Site Total	**539**	**154**	**0**	**19.00 (avg)**	**28.37**	**40**	**70.92%**	**36.47**	**77.78%**
D.L.Perez Elementary School									
D.L.Perez I	329	51	0	19	17.32	20	86.58%	20.00	86.58%
D.L.Perez II	331	49	0	19	17.42	20	87.11%	20.00	87.11%
Site Total	**660**	**100**	**0**	**19.00 (avg)**	**34.74**	**40**	**86.84%**	**40.00**	**86.84%**
Finegayan Elementary									
Finegayan	329	51	0	19	17.32	20	86.58%	20.00	86.58%
Site Total	**329**	**51**	**0**	**19.00 (avg)**	**17.32**	**20**	**86.58%**	**20.00**	**86.58%**
H.S.Truman Elementary School									
Truman	270	53	0	19	14.21	17	83.59%	17.00	83.59%
Site Total	**270**	**53**	**0**	**19.00 (avg)**	**14.21**	**17**	**83.59%**	**17.00**	**83.59%**
Inarajan Elementary School									
Inarajan	312	65	0	19	16.42	20	82.11%	19.84	82.76%
Site Total	**312**	**65**	**0**	**19.00 (avg)**	**16.42**	**20**	**82.11%**	**19.84**	**82.76%**
J.M.Guerrero Elementary School									
J.M.Guerrero	351	29	0	19	18.47	20	92.37%	20.00	92.37%
Site Total	**351**	**29**	**0**	**19.00 (avg)**	**18.47**	**20**	**92.37%**	**20.00**	**92.37%**
M.Sablan Elementary School									
M.Sablan	263	98	0	19	13.84	20	69.21%	19.00	72.85%
Site Total	**263**	**98**	**0**	**19.00 (avg)**	**13.84**	**20**	**69.21%**	**19.00**	**72.85%**

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: No Class (-), Best Interest Day (B), Not Scheduled (N)

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Guam Head Start Program

2301 - Average Daily Attendance

Program Term: HS Program Year 51, Enrollment Status: Enrolled Attendance Date: 2/1/2017 - 2/28/2017

Guam Head Start Program

	Attendance Records			Operating Days	ADA [1]	Funded Enrollment		Actual Enrollment	
	Present [5]	Absent [6]	Neither [7]			Count	% Attendance	Count [2]	% Attendance [3]
M.U.Lujan Elementary School									
M.U.Lujan	328	52	0	19	17.26	20	86.32%	20.00	86.32%
Site Total	**328**	**52**	**0**	**19.00 (avg)**	**17.26**	**20**	**86.32%**	**20.00**	**86.32%**
M.Ulloa Elementary School									
M.Ulloa I	341	39	0	19	17.95	20	89.74%	20.00	89.74%
M.Ulloa II	323	57	0	19	17.00	20	85.00%	20.00	85.00%
Site Total	**664**	**96**	**0**	**19.00 (avg)**	**34.95**	**40**	**87.37%**	**40.00**	**87.37%**
Machananao Elementary School									
Machananao	306	46	0	19	16.11	20	80.53%	18.53	86.93%
Site Total	**306**	**46**	**0**	**19.00 (avg)**	**16.11**	**20**	**80.53%**	**18.53**	**86.93%**
Merizo Martyrs Elementary School									
Merizo	317	63	0	19	16.68	20	83.42%	20.00	83.42%
Site Total	**317**	**63**	**0**	**19.00 (avg)**	**16.68**	**20**	**83.42%**	**20.00**	**83.42%**
P.C.Lujan Elementary School									
P.C.Lujan	315	51	8	19	16.58	20	82.89%	19.26	86.07%
Site Total	**315**	**51**	**8**	**19.00 (avg)**	**16.58**	**20**	**82.89%**	**19.26**	**86.07%**
Price Elementary School									
Price I (AM)	311	66	0	19	16.37	20	81.84%	19.84	82.49%
Price II (PM)	335	45	0	19	17.63	20	88.16%	20.00	88.16%
Site Total	**646**	**111**	**0**	**19.00 (avg)**	**34.00**	**40**	**85.00%**	**39.84**	**85.34%**
Talofofo Elementary School									
Talofofo	281	42	0	19	14.79	17	87.00%	17.00	87.00%
Site Total	**281**	**42**	**0**	**19.00 (avg)**	**14.79**	**17**	**87.00%**	**17.00**	**87.00%**
Upi Elementary School									
Upi	327	53	0	19	17.21	20	86.05%	20.00	86.05%
Site Total	**327**	**53**	**0**	**19.00 (avg)**	**17.21**	**20**	**86.05%**	**20.00**	**86.05%**
Wettengel Elementary School									
Wettengel I (AM)	310	70	0	19	16.32	20	81.58%	20.00	81.58%
Wettengel II (PM)	315	62	0	19	16.58	20	82.89%	19.84	83.55%
Site Total	**625**	**132**	**0**	**19.00 (avg)**	**32.90**	**40**	**82.24%**	**39.84**	**82.56%**
Guam Head Start Program	**8,327**	**1,644**	**8**	**19.00 (avg)**	**438.26**	**534**	**82.07%**	**524.78**	**83.51%**
Report Totals	**8,327**	**1,644**	**8**	**19.00 (avg)**	**438.26**	**534**	**82.07%**	**524.78**	**83.51%**

1. ADA for each clasroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Absent(A), Excused(E), Unexcused(U)
7. Statuses counted as Neither: No Class (-), Best Interest Day (B), Not Scheduled (N)

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GOVERNMENT OF GUAM
GUAM DEPARTMENT OF EDUCATION
STATE AGENCY FOR CHILD NUTRITION & FOOD DISTRIBUTION PROGRAMS
FEDERAL PROGRAMS DIVISION
THE CHILD AND ADULT FOOD CARE PROGRAM (CACFP)
FISCAL YEAR 2017

MONTHLY SUMMARY OF MEAL ACTIVITY & REIMBURSEMENTS

February-17

SCHOOL	BREAKFAST		SNACKS		LUNCH		TOTAL MEAL REIMBURSEMENT AMOUNT	CASH-IN-LIEU		GRAND TOTAL (REIMBURSEMENT)
	MEALS SERVED	REIMB AMOUNT	MEALS SERVED	REIMB AMOUNT	MEALS SERVED	REIMB AMOUNT		MEALS SERVED	REIMB AMOUNT	
	@ 1.71		@ 0.86		@ 3.16			@ 0.23		
MARCIAL SABLAN ELEM	257	439.47		-	259	818.44	**1,257.91**	259	59.57	$ **1,317.48**
BP CARBULLIDO ELEM	288	492.48	235	202.10	524	1,655.84	**2,350.42**	524	120.52	$ **2,470.94**
CL TAITANO ELEM	606	1,036.26		-	612	1,933.92	**2,970.18**	612	140.76	$ **3,110.94**
FINEGAYAN ELEM	329	562.59		-	329	1,039.64	**1,602.23**	329	75.67	$ **1,677.90**
HS TRUMAN ELEM	260	444.60		-	266	840.56	**1,285.16**	266	61.18	$ **1,346.34**
JM GUERRERO ELEM	345	589.95		-	349	1,102.84	**1,692.79**	349	80.27	$ **1,773.06**
INARAJAN ELEM	311	531.81		-	308	973.28	**1,505.09**	308	70.84	$ **1,575.93**
MA ULLOA ELEM	664	1,135.44		-	664	2,098.24	**3,233.68**	664	152.72	$ **3,386.40**
MU LUJAN ELEM	323	552.33		-	321	1,014.36	**1,566.69**	321	73.83	$ **1,640.52**
MERIZO ELEM	312	533.52		-	314	992.24	**1,525.76**	314	72.22	$ **1,597.98**
PC LUJAN ELEM	316	540.36		-	314	992.24	**1,532.60**	314	72.22	$ **1,604.82**
HB PRICE ELEM	350	598.50	299	257.14	648	2,047.68	**2,903.32**	648	149.04	$ **3,052.36**
TALAFOFO ELEM	281	480.51		-	280	884.80	**1,365.31**	280	64.40	$ **1,429.71**
UPI ELEM	327	559.17		-	327	1,033.32	**1,592.49**	327	75.21	$ **1,667.70**
WETTENGEL ELEM	345	589.95	280	240.80	624	1,971.84	**2,802.59**	624	143.52	$ **2,946.11**
DL PEREZ ELEM	660	1,128.60		-	656	2,072.96	**3,201.56**	656	150.88	$ **3,[illegible]**
CHIEF BRODIE ELEM	524	896.04		-	538	1,700.08	**2,596.12**	538	123.74	$ **2,719.86**
ASTUMBO ELEM	324	554.04		-	323	1,020.68	**1,574.72**	323	74.29	$ **1,649.01**
MACHANAO ELEM	307	524.97		-	307	970.12	**1,495.09**	307	70.61	$ **1,565.70**
LIGUAN ELEM		-		-		-	**-**	0	0.00	$ **-**
ADACAO ELEM	318	543.78		-	320	1,011.20	**1,554.98**	320	73.60	$ **1,628.58**
		-								
TOTAL	7,447	12,734.37	814	700.04	8,283	26,174.28	$ **39,608.69**	8,283	1,905.09	$ **41,513.78**

Elaine E. Cabrera 3/9/17
Prepared by: Elaine E. Cabrera Date:
Program Coordinator I

[signature] 3/9/17
Certified by: Date:
FNS Administrator

Verified by: Date:
State Program Officer

DEPARTMENT OF HEALTH & HUMAN SERVICES
ADMINISTRATION FOR CHILDREN & FAMILIES

Refer to: 09CH9160/FY2016

Office of Head Start
Region IX
90 7th Street, 9th Floor
San Francisco, CA 94103

MAR 08 2017

Catherine Schroeder
Head Start Director
Guam Department of Education
500 Mariner Avenue
Barrigada, Guam 96913

Dear Ms. Schroeder:

The Regional Office of Head Start received your correspondence dated October 3, 2016 requesting to waive your Head Start agency's following transportation requirements:

45 CFR Part 1303.71(d) – Child Restraint Systems
45 CFR Part 1303.72 (e) – Bus Monitor Training

This request is based on the need to continue providing transportation services to ensure children and families have access to Head Start services. Your waiver request has been found consistent with all relevant statutory requirements, as articulated in Section 223 of P.L. 109-149 and is, therefore, approved. This waiver is effective immediately and is valid from July 1, 2016 to June 30, 2017.

Please contact Shirley Karrer, Program Specialist, at (415) 437-8068, or Heather Thach, Financial Operations Specialist, at (415) 437-8405, if you have any further questions on this matter.

Sincerely,

Jan Len
Regional Program Manager
Office of Head Start – Region IX

cc: Shirley Karrer, Program Specialist
Richard Ybarra, Program Specialist
Heather Thach, Financial Operations Specialist

Doc. No. 34GL-17-0325.

Unfinished Business

Descriptor Term:	Descriptor Code:	Issued Date:
PROHIBITING HARASSMENT, INTIMIDATION BULLYING, CYBERBULLYING, SEXTING, SEXUAL HARASSMENT SEXUAL MISCONDUCT & FRATERNIZATION (FOR EMPLOYEES)	901	2-21-2017
	Rescind:	Reference:

Board Policy

Message from the Board of Education:

The Guam Department of Education (GDOE) does not condone or tolerate acts of sexual misconduct perpetrated against employees. Public education is grounded in public trust. In upholding that trust, we remain committed to creating and maintaining a public school system where no employee will be fearful of reporting to his/her assigned worksite. Employees must feel safe and secure at all times. GDOE is committed to providing a supportive, secure and safe workplace that is free of all forms of harassment and sexual misconduct.

Whereas, it is the Board's intent to ensure employees are free of all forms of harassment and sexual misconduct and that fraternization does not occur within the public school system as follows:

I. PURPOSE

It is the policy of the Guam Education Board to ensure that employees of the Guam Department of Education (GDOE) are safe, secure and can count on being treated with respect. The worksite shall be free from harassment, intimidation, bullying, cyberbullying, sexting, sexual harassment, sexual misconduct and fraternization. School ~~administrators~~ and Central Office Administrators, Deputies, and Superintendent of Education shall ensure that the school and central office environments ~~is~~ are free of any threat while at work and any work related activities. This requires a fundamental change in the way that ~~administrators~~ leaders and employees in the GDOE view harassment, intimidation, bullying, cyber bullying, sexting, sexual harassment, sexual misconduct and fraternization.

All GDOE ~~Employers and~~ employees must recognize that minor events which do not rise to the level of violations of the department's rules or a crime may still create an environment which makes others feel uncomfortable or even terrified at the prospect of coming to ~~school or~~ work. This policy is to allow all employees active participation in work affairs without fear and threat of harassment, intimidation, bullying, cyber bullying, sexting, sexual harassment, sexual misconduct or fraternization.

This policy will also follow federal anti-discrimination laws enforced by the Office of Civil Rights (OCR). The statutes that OCR enforces includes Title VI of the Civil Rights Act of 1964 (Title VI), which prohibits discrimination on the basis of race, color or national origin; Title IX and Title VII of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (Section

504); and Title II of the Americans with Disabilities Act of 1990 prohibit discrimination on the basis of disability.

II. COVERAGE

This policy governs GDOE all employees, volunteers, vendors, visitors and all others within the jurisdiction of GDOE and ~~is intended to clearly~~ prohibits harassment, intimidation, bullying, cyber bullying, sexting and sexual harassment, sexual misconduct, and fraternization whether on or off duty.

III. DEFINITIONS

A. HARASSMENT, INTIMIDATION OR BULLYING is any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a pupil or employee or damaging his or her property or place him or her in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any pupil or employee or in such a way as to disrupt or interfere with the school's ~~educational~~ and central office's mission or the efficiency of service. Harassment, intimidation, or bullying includes but is not limited to, such a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, or socioeconomic status, or by any other distinguishing characteristic. (Taken from 17 GCA Section 3112.1 (a) but added the word employee)

1. Common forms of harassment, intimidation or bullying include but are not limited to the following:
    a. Repeated negative behaviors intended to frighten or cause distress to another. Behaviors also include assault & battery, pushing, shoving, teasing, and name calling.
    b. Posting of negative messages ~~on the bathroom walls, school walls, and classroom walls~~ thus creating an atmosphere of distress to the point that another is frightened to attend school or work.
    c. Verbal expressions, physical acts, and gestures and antagonism intended to strike fear in employees.
    d. Threatening notes, phone calls, and other means of electronic communication which indicate some form of retaliation.
    e. Aggressive behavior of an individual or group meant to use greater power by threatening and generally oppressing a targeted individual or group of individuals.
    f. Acts of intimidation that prevents others from engaging in the academic learning process or job-related duties and responsibilities.
    g. An action that targets an individual or group and causes distress or suggests oppression based on race, color, religion, disability and beliefs as well as negatively hinders an employee's ability to adequately perform his/her job-related duties and responsibilities.
    h. Physical aggression such as assault, kicking, punching, hitting and biting.
    i. Physical and aggressive gestures imitating an action to hit another person.
    j. Extortion for money or property.

k. Teasing in such a manner as to impact the emotional functioning of another.
l. Writing offensive notes on walls, paper, or other surfaces in an attempt to demean and defame a person's character or integrity.
m. Other behaviors meant to create a climate of fear and that affect the daily functioning of covered individuals ~~on and off the school campus or~~ at the worksite.
n. Behaviors that cause or intend to cause social exclusion or isolation of another; lies, false rumors and/or other behaviors that promote relational aggression.
o. Having money or other things taken or damaged, or threatening or forcing others to engage in bullying behaviors.

B. CYBERBULLYING is the use of any electronic communication device to harass, intimidate or bully. Cyberbullying is bullying through the use of a computer or telecommunications device. Cyberbullying, like traditional bullying, involves an imbalance of power, aggression and repetitive negative action.

Common forms of cyberbullying include but are not limited to the following:
(a) Harassment: Repeatedly sending offensive, rude and insulting messages.
(b) Denigration: "Dissing" someone online. Sending or posting cruel gossip or rumors about a person to damage his or her reputation or friendships.
(c) Flaming: Online fights using electronic messages with angry and vulgar language.
(d) Impersonation: Breaking into someone's email or social networking account posing as that person and sending messages to make the person look bad, get that person into trouble or danger, or damage that person's reputation or friendships
(e) Outing and trickery: Sharing someone's secrets or embarrassing information online. Tricking someone into revealing secrets or embarrassing information which is then shared online.
(f) Cyberstalking: repeatedly sending messages that include threats of harm or are highly intimidating; engaging in other online activities that make a person afraid for his or her safety.
(g) Exclusion: Intentionally excluding someone from an online group like a "buddy list" or a game.
(h) Trolling: Intentionally posting provocative messages about sensitive subjects to create conflict, upset people, and bait them into "flaming" or fighting.

C. SEXTING. A person is guilty of an offense of illegal use of a computer or telecommunications device involving a minor, otherwise known as sexting, if, by use of a computer or any telecommunications device, he or she recklessly or knowingly creates, receives, exchanges, sends, disseminates, transmits or possesses a photograph, video, depiction or other material that shows himself or herself, or of minor, in a state of nudity. Prohibited forms of sexting also include behavior that involves unwanted, negative actions and/or material that are sexual in nature through the use of electronic device(s) or digital means to transmit or distribute unwelcome material that are explicit and sexual in nature.

Common forms of sexting include but are not limited to:
(a) Electronically transmitting offensive, sexually explicit and/or inappropriate

pictures, images or drawings that damage another's reputation, educational standing, social standing or that interferes with the mission of the organization.

(b) Electronically transmitting offensive messages, postings, texts, instant messages and/or other forms of written communication that contain sexual content that interferes with the organization's efficiency, service, or mission.

(c) Electronically transmitting offensive music, sound bites, voices, noises or any recorded material that contain sexually explicit and/or inappropriate content that interferes with the organization's efficiency, service, or mission.

D. SEXUAL HARASSMENT is unwelcomed conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment in the workplace is prohibited by Title VII and there are two recognized types of sexual harassment: 1) quid pro quo and 2) hostile work environment.

Under the quid pro quo form of harassment, a person in authority demands that subordinates tolerate sexual harassment as a condition of getting or keeping a job or job benefit. A single instance of harassment is sufficient to sustain a quid pro quo claim if it is severe and sufficiently pervasive.

Hostile work environment harassment is grounds for legal action when the conduct is unwelcomed, based on sex, and severe or pervasive enough to create an abusive or offensive working environment. Typically, a pattern of sexual harassment involving repeated incidences is necessary to sustain a claim of hostile work environment.

Common forms of sexual harassment include but are not limited to the following:

Sexual harassment may occur as a pattern of degrading sexual speech or action ranging from verbal or physical annoyances or distractions to deliberate intimidation and frank threats or sexual demands.

a. verbal, non-verbal, and physical sexual behaviors
b. coerced sex
c. sexual jokes and innuendoes
d. remarks about a person's body
e. turning discussions inappropriately to sexual topics
f. whistling or cat calls
g. looking a person up and down or staring in a sexually suggestive manner
h. invading someone's personal space or blocking her/his path
i. sexually explicit visuals such as pin-ups
j. suggestions of sexual intimacy
k. repeated requests for dates
l. unwanted letters, electronic mail or other computer communications
m. unwanted gifts

n. touching, hugging, massaging, and other gestures or sounds that a reasonable person of the same sex as the recipient would find offensive

E. SEXUAL MISCONDUCT. All employees, volunteers, vendors, contractors, student teachers and all others under the jurisdiction of GDOE are prohibited from dating, courting, or entering into a romantic or sexual relationship with any student while enrolled in GDOE schools, regardless of the student's age, regardless of whether or not the involvement is consensual and regardless of whether or not it occurs on or off GDOE property or the worksite, whether on or off duty or online through electronic medium.

For the purpose of this policy, sexual misconduct shall be broadly interpreted to include, but is not limited to, any form of a relationship between an employee, volunteer, vendor, contractor, student teacher of GDOE and a student enrolled in the public school system that involves dating, courting, or entering into romantic relationship or sexual contact regardless of the student's age and regardless of whether the involvement of the student is consensual. Sexual misconduct may involve people of the same or different gender.

F. FRATERNIZATION. Relationships between supervisors and their subordinate employees often adversely affect decisions, distort judgement, and undermine workplace morale for all employees, including those not directly engaged in the relationship. Any employee who participates in supervisory or administrative decisions concerning an employee with whom s/he has or has had an affectionate relationship has a conflict of interest in those situations. These types of relationships, specifically those involving spouses and/or individuals who reside together, also may violate the Standard of Conduct for Public Employees of the Government of Guam. Accordingly, GDOE prohibits all employees from pursuing or engaging in affectionate relationships with subordinate employees whom they supervise. No supervisor shall initiate or participate in institutional decisions involving a direct benefit or penalty (employment, retention, promotion, salary, leave of absence, etc.) to a person with whom that individual has or has had an affectionate relationship.

Pre-existing affectionate relationships between Supervisors and Subordinate Employees prior to the effective date of this policy must be disclosed within thirty (30) days of the effective date of this policy by both employees involved to their immediate supervisor who will then take the necessary steps to eliminate the conflict of interest.

Common forms of fraternization include but are not limited to sexual, intimate and romantic relationships between a supervisor or person of authority and a subordinate employee. Fraternization is defined as a situation in which an employee engages in an emotional, romantic, or sexual relationship with an employee for whom he or she has a professional responsibility as a supervisor or power of authority over the individual involved regardless of whether or not it occurs on or off GDOE property; and may involve the behavior of a person of either sex against a person of the opposite or same sex.

IV. NON-COMPLIANCE

Non-compliance with this policy will result in appropriate disciplinary action.

V. FURTHER ACTION BY THE SUPERINTENDENT

The Superintendent shall create appropriate standard operating procedures for implementation of this policy within 30 days of its adoption. All supervisors will ensure that the standard operating procedures are followed.

ADOPTED: Guam Education Board 01/31/17

Doc. No. 34GL-17-0325.

New Business

DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION

www.gdoe.net
500 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-1322 or 2295
Email: sped@gdoe.net

JON J.P. FERNANDEZ
Superintendent of Education

YOLANDA S. GABRIEL
Assistant Superintendent, SPED

PUBLIC ANNOUNCEMENT

Guam Department of Education (DOE) through the Division of Special Education will be submitting for funding by May 12, 2017, the Guam Annual State Application for federal grant Part B of the Individuals with Disabilities Education Act (IDEA) as amended in 2004 for Federal Fiscal Year 2017 to the U.S. Department of Education (USDOE).

Pursuant to the USDOE grant application instructions, and public participation requirements as set forth in 34 CFR §300.165 Public Participation and §441(b) (7) of the General Education Provision Act (GEPA) 20 U.S.C. 1232d (b) (7), DOE is publicly disseminating and making available the grant application for a 60-day period of review. In addition, there will be a 30-day period for public comment as outlined below:

(60) Day Public Availability Period	February 15, 2017 to April 14, 2017
(30) Day Public Comment Period	March 9, 2017 to April 7, 2017

Beginning February 15, 2017, interested parties may visit the Department's website at http://www.gdoe.net. Click on Annual State Application under Part B Federal FY2017 for an electronic copy; or on the Division of Special Education website at www.gdoe.net (Click on GDOE Links; under Division Links, click on Special Education) to download the grant application. Hard copies of the grant application will also be available for pickup on the dates above and for the duration of the public availability period at the Division of Special Education's Administrative Office located at Chief Brodie Memorial Elementary School, Room 1, from 8:00 AM – 5:00 PM, Monday through Friday, except on legal holidays. For special accommodations or alternate formats of the Grant application, please contact the Division at (671) 300-1322.

Beginning March 9, 2017, persons interested in providing public comment to the grant application may submit their comments in writing during the (30) day Public Comment Period to the Assistant Superintendent of Special Education utilizing the following methods:

- Hand-delivered comments to the Division of Special Education's Administrative Office address listed above.

- Email comments to: Yolanda S. Gabriel, Assistant Superintendent, Special Education at ysgabriel@gdoe.net

- Mail comments to:

Attention: Assistant Superintendent, Special Education
500 Mariner Avenue
Barrigada, Guam 96913

This advertisement was paid for with 100% federal funds from Part B of the Individuals with Disabilities Education Act

OMB NO. 1820-0030
Expires: 10/31/2018

ANNUAL STATE APPLICATION UNDER PART B OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED IN 2004 FOR FEDERAL FISCAL YEAR 2017

CFDA No. 84.027A and 84.173A

ED FORM No. 9055

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION PROGRAMS
Washington, DC 20202-2600

Public Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 14 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain a grant under Section(s) 611 and/or 619 of the Individuals with Disabilities Education Act. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0030. Note: Please do not return the completed *Annual State Application under Part B of The Individuals with Disabilities Education Act as Amended in 2004* to this address.

Section I

A. Submission Statement for Part B of IDEA

Please select 1 or 2 below. Check 3 if appropriate.

__X__ 1. The State provides assurances that it has in effect policies and procedures to meet all eligibility requirements of Part B of the Act as found in PL 108-446, the Individuals with Disabilities Education Act and applicable regulations (IDEA). The State is able to meet all assurances found in Section II.A of this Application.

_____ 2. The State cannot provide assurances for all eligibility requirements of Part B of the Act as found in PL 108-446. The State has determined that it is unable to make the assurances that are checked as 'No' in Section II.A. However, the State assures that throughout the period of this grant award the State will operate consistent with all requirements of IDEA in PL 108-446 and applicable regulations. The State will make such changes to existing policies and procedures as are necessary to bring those policies and procedures into compliance with the requirements of the IDEA, as amended, as soon as possible, and not later than June 30, 2018. The State has included the date by which it expects to complete necessary changes associated with assurances marked 'No'. (Refer to Assurances found in Section II.A.)

Optional:

_____ 3. The State is submitting modifications to State policies and procedures previously submitted to the Department. These modifications are: (1) deemed necessary by the State, for example when the State revises applicable State law or regulations; (2) required by the Secretary because there is a new interpretation of the Act or regulations by a Federal court or the State's highest court; and/or (3) because of an official finding of noncompliance with Federal law or regulations.

B. Conditional Approval for Current Grant Year

If the State received conditional approval for the current grant year, check the appropriate statement(s) below:

1. Conditional Approval Related to Assurances in Section II.A:

_____ a. Section II.A provides documentation of completion of all issues identified in the FFY 2016 conditional approval letter.

_____ b. As noted in Section II.A, the State has not completed all issues identified in the FFY 2016 conditional approval letter.

2. Conditional Approval Related to Other Issues:

_____ a. The State previously submitted documentation of completion of all issues identified in the FFY 2016 conditional approval letter.

_____ b. The State is attaching documentation of completion of all issues identified in the FFY 2016 conditional approval letter. *(Attach documentation showing completion of all issues.)*

_____ c. The State has not completed all issues identified in the FFY 2016 conditional approval letter. *(Attach documentation showing completion of any issues and a list of items not yet completed.)*

Section II

A. Assurances Related to Policies and Procedures

The State makes the following assurances that it has policies and procedures in place as required by Part B of the Individuals with Disabilities Education Act. (20 U.S.C. 1411-1419; 34 CFR §§300.100-300.174)

Check and enter date(s) as applicable		**Assurances Related to Policies and Procedures**
Yes (Assurance is given.)	**No** (Assurance cannot be given. Provide date on which State will complete changes in order to provide assurance.)	
✓		1. A free appropriate public education is available to all children with disabilities residing in the State between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled, in accordance with 20 U.S.C. 1412(a)(1); 34 CFR §§300.101-300.108.
✓		2. The State has established a goal of providing a full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. (20 U.S.C. 1412(a)(2); 34 CFR §§300.109-300.110)
✓		3. All children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services in accordance with 20 U.S.C. 1412(a)(3); 34 CFR §300.111.
✓		4. An individualized education program, or an individualized family service plan that meets the requirements of section 636(d), is developed, reviewed, and revised for each child with a disability in accordance with 34 CFR §§300.320 through 300.324, except as provided in §§300.300(b)(3) and 300.300(b)(4). (20 U.S.C. 1412(a)(4); 34 CFR §300.112)
✓		5. To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily in accordance with 20 U.S.C. 1412(a)(5)(A)-(B); 34 CFR

Check and enter date(s) as applicable		**Assurances Related to Policies and Procedures**
Yes (Assurance is given.)	**No** (Assurance cannot be given. Provide date on which State will complete changes in order to provide assurance.)	
		§§300.114-300.120.
✓		6. Children with disabilities and their parents are afforded the procedural safeguards required by 34 CFR §§300.500 through 300.536 and in accordance with 20 U.S.C. 1412(a)(6); 34 CFR §300.121.
✓		7. Children with disabilities are evaluated in accordance with 34 CFR §§300.300 through 300.311. (20 U.S.C. 1412(a)(7); 34 CFR §300.122)
✓		8. Agencies in the State comply with 34 CFR §§300.610 through 300.626 (relating to the confidentiality of records and information). (20 U.S.C. 1412(a)(8); 34 CFR §300.123)
✓		9. Children participating in early intervention programs assisted under Part C, and who will participate in preschool programs assisted under this part, experience a smooth and effective transition to those preschool programs in a manner consistent with section 637(a)(9). By the third birthday of such a child, an individualized education program or, if consistent with 34 CFR §300.323(b) and section 636(d), an individualized family service plan, has been developed and is being implemented for the child. The local educational agency will participate in transition planning conferences arranged by the designated lead agency under section 635(a)(10). (20 U.S.C. 1412(a)(9); 34 CFR §300.124)
✓		10. Agencies in the State, and the SEA if applicable, comply with the requirements of 34 CFR §§300.130 through 300.148 (relating to responsibilities for children in private schools), including that to the extent consistent with the number and location of children with disabilities in the State who are enrolled by their parents in private elementary schools and secondary schools in the school district served by a local educational agency, provision is made for the participation of those children in the program assisted or carried out under this part by providing for such children special education and related services in accordance with the requirements found in 34 CFR §§300.130 through 300.148 unless the Secretary has arranged for services to those children under subsection (f) [By pass]. (20 U.S.C. 1412(a)(10); 34 CFR §§300.129-300.148)
✓		11. The State educational agency is responsible for ensuring that the requirements of Part B are met including the requirements of 34 CFR §§300.113, 300.149, 300.150 through 300.153, and 300.175 and 300.176 and that the State monitors and enforces the requirements of Part B in accordance with 34 CFR §§300.600-300.602 and 300.606-

Check and enter date(s) as applicable		**Assurances Related to Policies and Procedures**
Yes (Assurance is given.)	**No** (Assurance cannot be given. Provide date on which State will complete changes in order to provide assurance.)	
		300.608. (20 U.S.C. 1412(a)(11); 34 CFR §300.149)
✓		12. The Chief Executive Officer of a State or designee of the officer shall ensure that an interagency agreement or other mechanism for interagency coordination is in effect between each public agency described in subparagraph (b) of 34 CFR §300.154 and the State educational agency, in order to ensure that all services described in paragraph (b)(1)(i) that are needed to ensure a free appropriate public education are provided, including the provision of such services during the pendency of any dispute under §300.154(a)(3). Such agreement or mechanism shall meet the requirements found in 20 U.S.C. 1412(a)(12)(A)-(C); 34 CFR §300.154.
✓		13. The State educational agency will not make a final determination that a local educational agency is not eligible for assistance under this part without first affording that agency reasonable notice and an opportunity for a hearing. (20 U.S.C. 1412(a)(13); 34 CFR §300.155)
✓		14. The State educational agency has established and maintains qualifications to ensure that personnel necessary to carry out this part are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities as noted in 20 U.S.C. 1412(a)(14)(A)-(E); 34 CFR §300.156.
✓		15. The State has established goals for the performance of children with disabilities in the State that meet the requirements found in 20 U.S.C. 1412(a)(15)(A)-(C); 34 CFR §300.157.
✓		16. All children with disabilities are included in all general State and districtwide assessment programs, including assessments described under section 1111 of the Elementary and Secondary Education Act of 1965, with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs as noted in 20 U.S.C. 1412(a)(16)(A)-(E); 34 CFR §300.160.
✓		17. Funds paid to a State under this part will be expended in accordance with all the provisions of Part B including 20 U.S.C. 1412(a)(17)(A)-(C); 34 CFR §300.162.

Check and enter date(s) as applicable		**Assurances Related to Policies and Procedures**
Yes (Assurance is given.)	**No** (Assurance cannot be given. Provide date on which State will complete changes in order to provide assurance.)	
✓		18. The State will not reduce the amount of State financial support for special education and related services for children with disabilities, or otherwise made available because of the excess costs of educating those children, below the amount of that support for the preceding fiscal year, unless a waiver is granted, in accordance with 20 U.S.C. 1412(a)(18)(A)-(D); 34 CFR §§300.163 through 300.164.
✓		19. Prior to the adoption of any policies and procedures needed to comply with this section (including any amendments to such policies and procedures), the State ensures that there are public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities. (20 U.S.C. 1412(a)(19); 34 CFR §300.165)
✓		20. In complying with 34 CFR §§300.162 and 300.163, a State may not use funds paid to it under this part to satisfy State-law mandated funding obligations to local educational agencies, including funding based on student attendance or enrollment, or inflation. (20 U.S.C. 1412(a)(20); 34 CFR §300.166)
✓		21. The State has established and maintains an advisory panel for the purpose of providing policy guidance with respect to special education and related services for children with disabilities in the State as found in 20 U.S.C. 1412(a)(21)(A)-(D); 34 CFR §§300.167-300.169.
✓		22. The State educational agency examines data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities in accordance with 20 U.S.C. 1412(a)(22)(A)-(B); 34 CFR §300.170.
✓		23a. The State adopts the National Instructional Materials Accessibility Standard for the purposes of providing instructional materials to blind persons or other persons with print disabilities, in a timely manner after the publication of the National Instructional Materials Accessibility Standard in the Federal Register in accordance with 20 U.S.C. 1412(a)(23)(A) and (D); 34 CFR §300.172.
		23b. *(Note: Check either "23b.1" or "23b.2" whichever applies.*
		23b.1 The State educational agency coordinates with the National Instructional

Check and enter date(s) as applicable		**Assurances Related to Policies and Procedures**
Yes (Assurance is given.)	**No** (Assurance cannot be given. Provide date on which State will complete changes in order to provide assurance.)	
✓		Materials Access Center and not later than 12/03/06 the SEA as part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials enters into a written contract with the publisher of the print instructional materials to: • require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Materials Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard; or • purchase instructional materials from the publisher that are produced in, or may be rendered in, specialized formats. (20 U.S.C. 1412(a)(23)(C); 34 CFR §300.172)
		23b.2 The State educational agency has chosen not to coordinate with the National Instructional Materials Access Center but assures that it will provide instructional materials to blind persons or other persons with print disabilities in a timely manner. (20 U.S.C. 1412(a)(23)(B); 34 CFR §300.172)
✓		24. The State has in effect, consistent with the purposes of the IDEA and with section 618(d) of the Act, policies and procedures designed to prevent the inappropriate overidentification or disproportionate representation by race and ethnicity of children as children with disabilities, including children with disabilities with a particular impairment described in 34 CFR §300.8. (20 U.S.C 1412(a)(24); 34 CFR §300.173)
✓		25. The State educational agency shall prohibit State and local educational agency personnel from requiring a child to obtain a prescription for a substance covered by the Controlled Substances Act (21 U.S.C. 812(c)) as a condition of attending school, receiving an evaluation under 34 CFR §§300.300 through 300.311, or receiving services under the IDEA as described in 20 U.S.C. 1412(a)(25)(A)-(B); 34 CFR §300.174.

B. Other Assurances

The State also makes the following assurances:

Yes	Other Assurances
✓	1. The State shall distribute any funds the State does not reserve under 20 U.S.C. 1411(e) to local educational agencies (including public charter schools that operate as local educational agencies) in the State that have established their eligibility under section 613 for use in accordance with this part as provided for in 20 U.S.C. 1411(f)(1)-(3); 34 CFR §300.705.
✓	2. The State shall provide data to the Secretary on any information that may be required by the Secretary. (20 U.S.C. 1418(a)(3); 34 CFR §§300.640-300.645.)
✓	3. The State, local educational agencies, and educational service agencies shall use fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds. (34 CFR §76.702)
✓	4. As applicable, the assurance in OMB Standard Form 424B (Assurances for Non-Construction Programs), relating to legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all Federal laws, executive orders and regulations.

C. Certifications

The State is providing the following certifications:

Yes	
✓	1. The State certifies that ED Form 80-0013, *Certification Regarding Lobbying*, is on file with the Secretary of Education. With respect to the *Certification Regarding Lobbying,* the State recertifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; that the State shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR Part 82, Appendix B); and that the State Agency shall require the full certification, as set forth in 34 CFR Part 82, Appendix A, in the award documents for all sub awards at all tiers.
✓	2. The State certifies that certification in the Education Department General Administrative Regulations (EDGAR) at 34 CFR §76.104 relating to State eligibility, authority and approval to submit and carry out the provisions of its State application, and consistency of that application with State law are in place within the State.
✓	3. The State certifies that the arrangements to establish responsibility for services pursuant to 20 U.S.C. 1412(a)(12)(A)-(C); 34 CFR §300.154 (or 20 U.S.C. 1412(a)(12)(A); 34 CFR §300.154(a) are current. This certification must be received prior to the expenditure of any funds reserved by the State under 20 U.S.C. 1411(e)(1); 34 CFR §300.171.

D. Statement

I certify that the State of **GUAM** can make the assurances checked as 'yes' in Section II.A and II.B and the certifications required in Section II.C of this application. These provisions meet the requirements of the Part B of the Individuals with Disabilities Education Act as found in PL 108-446. The State will operate its Part B program in accordance with all of the required assurances and certifications.

If any assurances have been checked 'no', I certify that the State will operate throughout the period of this grant award consistent with the requirements of the IDEA as found in PL 108-446 and any applicable regulations, and will make such changes to existing policies and procedures as are necessary to bring those policies and procedures into compliance with the requirements of the IDEA, as amended, as soon as possible, and not later than June 30, 2018. (34 CFR §76.104)

I, the undersigned authorized official of the

GUAM DEPARTMENT OF EDUCATION,

(Name of State and official name of State agency)

am designated by the Governor of this State to submit this application for FFY 2017 funds under Part B of the Individuals with Disabilities Education Act (IDEA).

Printed/Typed Name and Title of Authorized Representative of the State: **JON J.P. FERNANDEZ,** **SUPERINTENDENT OF EDUCATION**	
Signature:	Date:

DRAFT

Section III

Description of Use of Funds Under Part B of the Individuals with Disabilities Education Act - 20 U.S.C. 1411(e)(5); 34 CFR §300.171

States must provide the Description of Use of Funds by completing and submitting the Excel Interactive Spreadsheet with the FFY 2017 Application.

Describe how the amount retained by the State educational agency under 20 U.S.C. 1411(e)(1) will be used to meet the following activities under Part B. (20 U.S.C. 1411(e)(1)-(3), (6) and (7)) The Department annually identifies for States the maximum amounts that a State may retain under Section 1411(e)(1) and (2).[1] The dollar amounts **listed in the Excel Interactive Spreadsheet** by the State for administration and for other State activities should add up to less or equal to the dollar amount provided to the State by the Department for each of these activities.

Enter whole dollar amounts (do not enter cents) in appropriate cells on the State's Excel Interactive Worksheet. The Excel Interactive Spreadsheet must be submitted as part of the State's application.

Describe the process used to get input from LEAs regarding the distribution of amounts among activities described in the Excel Interactive Spreadsheet to meet State priorities. (20 U.S.C. 1411(e)(5)(B); 34 CFR §300.704)

Guam Part B did not submit an Excel Interactive Spreadsheet because the Guam Department of Education is a unitary school system and there is no distribution of amounts among activities from other LEAs.

[1] Each State may reserve for each fiscal year not more than the maximum amount the State was eligible to reserve for State administration under this section for fiscal year 2004 or $800,000 (adjusted in accordance with 20 U.S.C. 1411(e)(1)(B)), whichever is greater; and each outlying area may reserve for each fiscal year not more than 5 percent of the amount the outlying area receives under 20 U.S.C. 1411(b)(1) for the fiscal year or $35,000, whichever is greater.

For each fiscal year beginning with fiscal year 2005, the Secretary shall cumulatively adjust: 1) the maximum amount the State was eligible to reserve for State administration under this part for fiscal year 2004; and 2) $800,000, by the rate of inflation as measured by the percentage increase, if any, from the preceding fiscal year in the Consumer Price Index For All Urban Consumers, published by the Bureau of Labor Statistics of the Department of Labor.

Section IV

State Administration

Section 608(a) of the IDEA requires each State that receives funds under this title to:

(1) ensure that any State rules, regulations, and policies relating to this title conform to the purposes of this title;
(2) identify in writing to local educational agencies located in the State and the Secretary any such rule, regulation, or policy as a State-imposed requirement that is not required by this title and Federal regulations; and
(3) minimize the number of rules, regulations, and policies to which the local educational agencies and schools located in the State are subject under this title.

States must attach to this application a list identifying any rule, regulation, or policy that is State-imposed (not required by IDEA or Federal regulations). If there are no such State-imposed rules, regulations, or policies, please so indicate. In addition, the State is required to inform local education agencies in writing of such State-imposed rules, regulation or policy. (20 U.S.C. 1407(a); 34 CFR §300.199)

Guam does not have any rules, regulations, or policies that are State-imposed (not required by IDEA or Federal regulations).

Section V

Maintenance of State Financial Support

Pursuant to the authority established in IDEA section 618(a)(3), each applicant for funds under section 611 must provide the following State fiscal data with a certification of its accuracy by the State budget office or an authorized representative thereof. Amounts should be shown in whole dollars and are for the State fiscal year.

Total Amount of State Financial Support Made Available for Special Education and Related Services for Children with Disabilities	
SFY 2015	**7,238,432**
SFY 2016	**7,243,310**

Nora I. Sawyer
State Budget Officer or Authorized Representative (Printed Name)

Signature of State Budget Officer or Authorized Representative

Date

DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION

www.gdoe.net
500 Mariner Avenue
Barrigada, Guam 96913
Telephone: (671) 300-1322 or 300-2295
Email: sped@gdoe.net

JON J. P. FERNANDEZ
Superintendent of Education

YOLANDAS. GABRIEL
Assistant Superintendent, SpEd

PUBLIC ANNOUNCEMENT

The Department of Education (DOE), through the Division of Special Education, will be submitting the *Part C Federal Fiscal Year 2017 Grant Application, under Part C of the Individuals with Disabilities Education Act (IDEA)* to the US Department of Education on or before April 21, 2017.*Part C – Special Education Grants for Infants/Toddlers & Families:* ***$1,489,809.***

Pursuant to section 427 of the GEPA and the IDEA Part C Regulations, DOE is publicly disseminating and making available the written policies for at least 60-day period in review. In addition, there will be a 30-day period for public comment as outlined below:

(60) day Public Availability Period: February 07, 2017 – April 07, 2017
(30) day Public Comment Period: March 09, 2017 – April 07, 2017

Beginning February 07, 2017, interested parties may visit Guam Early Intervention System website at www.gdoe.net/geis or www.gdoe.net/special-education -, under grants and reports Guam Department of Education to download the grant application. Hardcopies of the grant application will also be available for pickup on the above date for the duration of the public availability period at the Division of Special Education Office, Chief Brodie Memorial Elementary School, Room #1 or Guam Early Intervention System, Tiyan Building E, E-1, , from 8 a.m. to 5 p.m., Monday thru Friday, except legal holidays . Grant applications may also be requested in alternate formats. Please contact the GEIS Office for these requests at ph.# 300-5776/5816.

Beginning March 09, 2017 persons interested in providing public comment to the grant applications may submit their comments in writing during the (30) day Public Comment Period to the Assistant Superintendent of Special Education utilizing any of the following methods:

- Hand-delivered comments to the Division of Special Education's Administrative office's address:
  Chief Brodie Memorial Elementary School, Tamuning, Guam
  Room #1 **or**
  Guam Early Intervention System, Tiyan, Guam
  E-Building Tiyan, E-1
- Email comments to: geis@gdoe.net or
- Mail comments to: Attn: Assistant Superintendent, Special Education
  Guam Department of Education
  500 Mariner Avenue
  Barrigada, Guam 96913

15OMB NO. 1820-0550
Expires: 9/30/2017

DRAFT AS OF 3.14.17

ANNUAL STATE APPLICATION UNDER PART C OF THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT AS AMENDED IN 2004 FEDERAL FISCAL YEAR (FFY) 2017

CFDA No. 84.181A

ED FORM No. 1 B20--26P

UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION PROGRAMS
Washington, DC 20202-2600

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 10 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits (20 U.S.C. 1433; 20 U.S.C. 1435). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0550. Note: Please do not return the completed Annual State Application form to this address.

GUAM
State

Section I

A. Submission Statements for Part C of IDEA

Select 1 or 2 below. Check 3 if appropriate.

1. ___X___ The State's policies, procedures, methods, descriptions, certifications, and assurances meet all application requirements of Part C of the Act as found in the Individuals with Disabilities Education Act (IDEA), codified at 20 U.S.C. 1431 through 1443 and the Part C regulations in 34 CFR Part 303. The State is able to provide and/or meet all policies, procedures, methods, descriptions, and assurances, found in Sections II.A and II.B of this Application.

   By selecting this submission statement the State either has on file with the Secretary or has submitted new or revised State policies, procedures, methods, and descriptions that meet all requirements found in Section II.A.

2. _____ The State cannot provide the policies, procedures, methods, descriptions, and/or assurances for all application requirements of Part C of the Act as found in Part C of the IDEA, 20 U.S.C. 1431 through 1443 and the Part C regulations in 34 CFR Part 303. The State has determined that it is unable to provide the policies, procedures, methods, descriptions, and/or assurances that are checked 'No' in Sections II.A and II.B. However, the State assures that throughout the period of this grant award the State will operate consistent with all requirements of IDEA in 20 U.S.C. 1431 through 1443 and the 2011 Part C regulations in 34 CFR Part 303. The State will develop and/or make such changes to existing policies, procedures, methods, descriptions, and assurances as are necessary to bring the policies, procedures, methods, descriptions, and assurances into compliance with the requirements of the IDEA Part C Act and regulations, as amended, as soon as possible, and not later than June 30, 2018. The State has included the date by which it expects to complete necessary changes associated with policies, procedures, methods, descriptions, and assurances marked 'No'. The items checked 'Yes' in Section II.A are enclosed with this application as revised or new or are identified as "OF" already on file with the Secretary.[1]

Optional:

3. _____ The State is submitting new or modified State policies and procedures previously submitted to the Department and checked in Section II.A, "N", "R" or "OF" cell(s) found in the 'Yes' column. These modifications are a result of: (1) the State revising its applicable State law or regulations; (2) changes required by the Secretary due to new interpretation of the Act or regulations by a Federal court or the State's highest court; and/or (3) because of an official finding of noncompliance with Federal law or regulation.

B. Conditional Approval for Current Grant Year

If the State received conditional approval for the current grant year, check the statement(s) below:

1. Conditional Approval Related to Assurances in Section II.A:

_____ a. Sections II.A and II.B reflect completion of all issues identified in the FFY 2016 conditional approval letter (attach any additional documentation required by the FFY 2016 letter).

_____ b. As noted in Sections II.A and II.B, the State has not completed all issues identified in the FFY 2016 conditional approval letter.

2. Conditional Approval Related to Other Issues:

_____ a. The State previously submitted documentation of completion of all issues identified in the FFY 2016 conditional approval letter.

_____ b. The State is attaching documentation of completion of all issues identified in the FFY 2016 conditional approval letter. *(Attach documentation showing completion of all issues.)*

_____ c. The State has not completed all issues identified in the FFY 2016 conditional approval letter. *(Attach documentation showing completion of any issues and a list of items not yet completed.)*

---

[1] If Option 2 is checked, the State is to provide dates in Sections II.A and II.B as to when the required policies, procedures, methods, descriptions, and assurances will be provided, which date can be no later than June 30, 2018.

Section II

A. State Policies, Procedures, Methods, and Descriptions

As checked below, the State hereby declares that it has or has not filed the following policies, procedures, methods, and descriptions with the U.S. Department of Education, and, as of the date of the signature below, affirms and incorporates by reference those policies, procedures, methods, and descriptions with respect to Part C of the Individuals with Disabilities Education Act (IDEA or Act) in 20 U.S.C. 1431 - 1443 and the Part C regulations in 34 CFR Part 303 (Part C). By submission of this Section II, the State assures that throughout the period of this FFY 2017 grant award, the State will operate consistent with all requirements of Part C of the IDEA in 20 U.S.C. 1431 through 1443 and the Part C regulations in 34 CFR Part 303. The State will develop and/or make such changes to existing policies, procedures, methods, descriptions, and assurances as are necessary to bring the policies, procedures, methods, descriptions, and assurances into compliance with the requirements of the IDEA Part C Act and regulations by the date indicated below and not later than June 30, 2018.

Check and enter date(s) as applicable. Enclose relevant documents.				*N = 'New' Policy and/or Procedure* *R = 'Revised' Policy and/or Procedure* *OF = Policy and/or Procedure is already 'On File' with the USDE*
Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
				Subpart C – State Policies and Procedures
		X		1. Each application must include the name of the State lead agency, as designated under §303.120, that will be responsible for the administration of funds provided under this part. (34 CFR §303.201)
		X		2. Each application must include a description of services to be provided under Part C to infants and toddlers with disabilities and their families through the State's system. (34 CFR §303.203(a))
				3. Each application must include the State's policies and procedures regarding the identification and coordination of all available resources within the State from Federal, State, local, and private sources as required under subpart F of 34 CFR Part 303. *The State must have policies and procedures that meet the requirements listed in 3(a) and the methods identified in 3(b), and must provide responses to those*

Check and enter date(s) as applicable. Enclose relevant documents.				*N = 'New' Policy and/or Procedure* *R = 'Revised' Policy and/or Procedure* *OF = Policy and/or Procedure is already 'On File' with the USDE*
Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
				entries. If the State has not adopted a system of payments, it may respond "NA" to 3(a).
		X		(a) If the State has adopted a system of payments, each application must include any policies or procedures adopted by the State as its system of payments and those policies and procedures must meet the requirements in §§303.510, 303.520 and 303.521 (regarding the use of public insurance or benefits, private insurance, or family costs or fees). (34 CFR §303.203(b)(1)) ***The policies and procedures listed in 3(a) are optional. Enter 'NA' in the cells to the left if the State has elected not to adopt a system of payments (which includes a system to use public insurance or benefits or private insurance or family fees to pay for Part C services); otherwise check the appropriate response under the 'Yes' column and, if checking 'N' or 'R', attach policies and procedures.*** ***The State's response under 3(a) of Section II.A must match the State's response under Section IV.A.***
		X		(b) Each application must include the methods (State law, regulation, signed interagency or intra-agency agreements or other appropriate written method(s) approved by the Secretary) used by the State to implement the payor of last resort and fiscal responsibility requirements in §303.511(b)(2) and (3). (34 CFR §303.203(b)(2)) ***If the State uses signed interagency agreements or "other appropriate written method(s)" to meet***

Doc. No. 34GL-17-0325.

Check and enter date(s) as applicable. Enclose relevant documents.				*N = 'New' Policy and/or Procedure* *R = 'Revised' Policy and/or Procedure* *OF = Policy and/or Procedure is already 'On File' with the USDE*
Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
				the requirements in 3(b), please check 'N' or 'R' and submit with the application. If the State's method is a State statute or regulation, the State does not need to submit that method (the statute or regulation) with its application.
		X		4. Each application must include the State's rigorous definition of developmental delay as required under §§303.10 and 303.111. Each Statewide system must include the State's rigorous definition of developmental delay, consistent with §§303.10 and 303.203(c), that will be used by the State in carrying out programs under Part C of the Act in order to appropriately identify infants and toddlers with disabilities who are in need of services under Part C of the Act. The definition must-- (a) Describe, for each of the areas listed in §303.21(a)(1), the evaluation and assessment procedures, consistent with §303.321, that will be used to measure a child's development; and (b) Specify the level of developmental delay in functioning or other comparable criteria that constitute a developmental delay in one or more of the developmental areas identified in §303.21(a)(1). (34 CFR §§303.203(c) & 303.111)
		X		5. If the State provides services under Part C to at-risk infants and toddlers through the statewide system, the application must include-- (a) The State's definition of at-risk infants and toddlers with disabilities who are eligible in the State for services under Part C (consistent with §§303.5 and 303.21(b)); and (b) A description of the early intervention services

Check and enter date(s) as applicable. Enclose relevant documents.				N = 'New' Policy and/or Procedure R = 'Revised' Policy and/or Procedure OF = Policy and/or Procedure is already 'On File' with the USDE
Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			No (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
				provided under Part C to at-risk infants and toddlers with disabilities who meet the State's definition described in §303.204(a). (34 CFR §303.204). ***The policies and procedures listed in 5 are optional (i.e., they only apply if the State opts to serve at-risk children). Enter 'NA' in the cells to the left if the State has elected not to provide services under Part C to at-risk infants and toddlers; otherwise check the appropriate response under the 'Yes' column and, if checking 'N' or 'R', attach the definition and description.***
X				6. Each State application must include a description of the State's use of funds under Part C for the fiscal year or years covered by the application. The description must be presented separately for the lead agency and the State Interagency Coordinating Council (Council), and include the information required in attached Section III of this application. (34 CFR §303.205)
		X		7. Each application must include the State's policies and procedures that require the referral for early intervention services under Part C of specific children under the age of three, as described in §303.303(b) (which includes children who are the subject of a substantiated case of abuse or neglect, or directly affected by illegal substance abuse or withdrawal symptoms resulting from prenatal drug exposure). (34 CFR §303.206)
		X		8. Each application must include a description of the procedure used by the State to ensure that resources are made available under Part C for all geographic areas within the State. (34 CFR §303.207)

Doc. No. 34GL-17-0325.

Check and enter date(s) as applicable. Enclose relevant documents.				*N = 'New' Policy and/or Procedure* *R = 'Revised' Policy and/or Procedure* *OF = Policy and/or Procedure is already 'On File' with the USDE*
Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
		X		9. Each application must include a description of the policies and procedures used by the State to ensure that, before adopting any new policy or procedure (including any revision to an existing policy or procedure) needed to comply with Part C of the Act and 34 CFR Part 303, the lead agency-- (1) Holds public hearings on the new policy or procedure (including any revision to an existing policy or procedure); (2) Provides notice of the hearings held in accordance with §303.208(b)(1) at least 30 days before the hearings are conducted to enable public participation; and (3) Provides an opportunity for the general public, including individuals with disabilities, parents of infants and toddlers with disabilities, EIS providers, and the members of the Council, to comment for at least 30 days on the new policy or procedure (including any revision to an existing policy or procedure) needed to comply with Part C of the Act and 34 CFR Part 303. (34 CFR §303.208(b))
		X		10. (a) Application Requirements: Each State must include the following in its application: (1) A description of the policies and procedures it will use to ensure a smooth transition for infants and toddlers with disabilities under the age of three and their families from receiving early intervention services under Part C to preschool or other appropriate services (for toddlers with disabilities) or exiting the program for infants and toddlers with disabilities.

Check and enter date(s) as applicable. Enclose relevant documents.				*N = 'New' Policy and/or Procedure* *R = 'Revised' Policy and/or Procedure* *OF = Policy and/or Procedure is already 'On File' with the USDE*
Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
		X		(2) A description of how the State will meet each requirement in §303.209(b) through (f). (3) (i)(A) If the lead agency is not the SEA, an interagency agreement between the lead agency and the SEA; or (B) If the lead agency is the SEA, an intra-agency agreement between the program within that agency that administers Part C of the Act and the program within the agency that administers section 619 of the Act (ii) To ensure a seamless transition between services under Part C and under Part B of the Act, an interagency agreement under paragraph (a)(3)(i)(A) of this section or an intra-agency agreement under paragraph (a)(3)(i)(B) of this section must address how the lead agency and the SEA will meet the requirements of paragraphs (b) through (f) of this section (including any policies adopted by the lead agency under §303.401(d) and (e)), §303.344(h), and 34 CFR 300.101(b), 300.124, 300.321(f) and 300.323(b). (4) Any policy the lead agency has adopted under §303.401(d) and (e). (b) Notification to the SEA and appropriate LEA. The State must ensure that-- (1) Subject to paragraph (b)(4) of this section, not fewer than 90 days before the third birthday of the toddler with a disability if that toddler may be eligible for preschool services under Part B of the Act, the lead agency notifies the SEA and the LEA for the area in which the toddler resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B of the Act, as determined in accordance with State law; or (2) Subject to paragraph (b)(4) of this section, if

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Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
		X		the lead agency determines that the toddler is eligible for early intervention services under Part C of the Act more than 45 but less than 90 days before that toddler's third birthday and if that toddler may be eligible for preschool services under Part B of the Act, the lead agency, as soon as possible after determining the child's eligibility, notifies the SEA and the LEA for the area in which the toddler with a disability resides that the toddler on his or her third birthday will reach the age of eligibility for services under Part B of the Act, as determined in accordance with State law; or (3) Subject to paragraph (b)(4) of this section, if a toddler is referred to the lead agency fewer than 45 days before that toddler's third birthday and that toddler may be eligible for preschool services under Part B of the Act, the lead agency, with parental consent required under §303.414, refers the toddler to the SEA and the LEA for the area in which the toddler resides; but, the lead agency is not required to conduct an evaluation, assessment, or an initial IFSP meeting under these circumstances; (4) The notification required under paragraphs (b)(1), (2), and (3) of this section is consistent with any policy that the State has adopted, under §303.401(e), permitting a parent to object to disclosure of personally identifiable information.
		X		(c) Conference to discuss services. The State must ensure that— (1) If a toddler with a disability may be eligible for preschool services under Part B of the Act, the lead agency, with the approval of

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N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
		X		the family of the toddler, convenes a conference, among the lead agency, the family, and the LEA not fewer than 90 days--and, at the discretion of all of the parties, not more than 9 months--before the toddler's third birthday to discuss any services the toddler may receive under Part B of the Act. (2) If a toddler with a disability is determined to not be potentially eligible for preschool services under Part B of the Act, the lead agency, with the approval of the family of that toddler, makes reasonable efforts to convene a conference among the lead agency, the family, and providers of other appropriate services for the toddler to discuss appropriate services that the toddler may receive. (d) Transition plan. The State must ensure that for all toddlers with disabilities – (1)(i) It reviews the program options for the toddler with a disability for the period from the toddler's third birthday through the remainder of the school year; and (ii) Each family of a toddler with a disability who is served under Part C is included in the development of the transition plan required under this section and §303.344(h); (2) It establishes a transition plan in the IFSP not fewer than 90 days--and, at the discretion of all of the parties, not more than 9 months--before the toddler's third birthday; and (3) The transition plan in the IFSP includes, consistent with §303.344(h), as appropriate— (i) Steps for the toddler with a disability

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N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
		X		and his or her family to exit from the Part C program; and (ii) Any transition services that the IFSP Team identifies as needed by that toddler and his or her family. (e) Transition conference and plan meeting requirements. Any conference conducted under paragraph (c) of this section or meeting to develop the transition plan under paragraph (d) of this section (which conference and meeting may be combined into one meeting) must meet the requirements in §§303.342(d) and (e) and 303.343(a).
		X		(f) Applicability of transition requirements. (1) The transition requirements in paragraphs (b)(1) and (2), (c)(1), and (d) of this section apply to all toddlers with disabilities receiving services under this part before those toddlers turn age three, including any toddler with a disability under the age of three who is served by a State that offers services under §303.211. (2) In a State that offers services under §303.211, for toddlers with disabilities identified in paragraph (b)(1) of this section, the parent must be provided at the transition conference conducted under paragraph (c)(1) of this section: (i) An explanation, consistent with §303.211(b)(1)(ii), of the toddler's options to continue to receive early intervention services under this part or preschool services under section 619 of the Act; (ii) The initial annual notice referenced in §303.211(b)(1). (3) For children with disabilities age three and older who receive services pursuant to §303.211, the State must ensure that it satisfies the separate transition requirements in §303.211(b)(6)(ii). (34 CFR §303.209)

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Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
		X		11. Each application must contain a description of State efforts to promote collaboration among Head Start and Early Head Start programs under the Head Start Act (42 U.S.C. 9801, et seq., as amended), early education and child care programs, and services under Part C. (34 CFR §303.210)
		X		12. Each application must include, as required by Section 427 of the General Education Provisions Act (GEPA), a description of how the State has identified barriers and developed strategies to address the barriers and has provided a description of the steps the State is taking to ensure equitable access to, and participation in, Part C. (34 CFR §303.212(a))
			N/A	13. (a) (1) A State may elect to include in its application for a grant under Part C a State policy, developed and implemented jointly by the lead agency and the SEA, under which a parent of a child with a disability who is eligible for preschool services under section 619 of the Act and who previously received early intervention services under Part C, may choose the continuation of early intervention services under Part C for his or her child after the child turns three until the child enters, or is eligible under State law to enter, kindergarten or elementary school. (2) A State that adopts the policy described in paragraph (a)(1) of this section may determine whether it applies to children with disabilities-- (i) From age three until the beginning of the school year following the child's third birthday; (ii) From age three until the beginning of the school year following the child's fourth birthday; or (iii) From age three until the beginning of the school year following the child's fifth

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Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
			N/A	birthday. (3) However, in no case may a State provide services under this section beyond the age at which the child actually enrolls in, or is eligible under State law to enter, kindergarten or elementary school in the State. (b) Requirements. If a State's application for a grant under Part C includes the State policy described in paragraph (a) of this section, the system must ensure the following: (1) Parents of children with disabilities who are eligible for services under section 619 of the Act and who previously received early intervention services under Part C will be provided annual notice (the initial annual notice must be provided as set forth in §303.209(f)(2)(ii)) that contains-- (i) A description of the rights of the parents to elect to receive services pursuant to §303.211 or under Part B of the Act; and (ii) An explanation of the differences between services provided pursuant to §303.211 and services provided under Part B of the Act, including-- (A) The types of services and the locations at which the services are provided; (B) The procedural safeguards that apply; and (C) Possible costs (including the costs or fees to be charged to families as described in §§303.520 and 303.521), if any, to parents; and (2) Consistent with §303.344(d), services provided pursuant to §303.211 will include an educational component that promotes school readiness and incorporates preliteracy, language, and numeracy skills.

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Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
			N/A	(3) The State policy ensures that any child served pursuant to this section has the right, at any time, to receive FAPE (as that term is defined at §303.15) under Part B of the Act instead of early intervention services under Part C of the Act under §303.211. (4) The lead agency must continue to provide all early intervention services identified in the toddler with a disability's IFSP under §303.344 (and consented to by the parent under §303.342(e)) beyond age three until that toddler's initial eligibility determination under Part B of the Act is made under 34 CFR §300.306. This provision does not apply if the LEA has requested parental consent for the initial evaluation under §300.300(a) and the parent has not provided that consent. (5) The lead agency must obtain informed consent from the parent of any child with a disability for the continuation of early intervention services pursuant to this section for that child. Consent must be obtained before the child reaches three years of age, where practicable. (6)(i) For toddlers with disabilities under the age of three in a State that offers services under this section, the lead agency ensures that the transition requirements in §303.209(b)(1) and (2), (c)(1) and (d) are met. (ii) For toddlers with disabilities age three and older in a State that offers services under this section, the lead agency ensures a smooth transition from services under this section to preschool, kindergarten or elementary school by: (A) Providing the SEA and LEA where the child resides, consistent with any State policy adopted

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Yes (If New or Revised is checked, the State is submitting policies, procedures, methods, and descriptions with this application. If already 'On File with OSEP', check OF.)			**No** (Policies, procedures, methods, and descriptions have not been provided. Provide date by which State will submit to OSEP required documentation, which date shall be no later than June 30, 2018.)	
N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
			N/A	under §303.401(e), the information listed in §303.401(d)(1) not fewer than 90 days before the child will no longer be eligible under subsection (a)(2) of this section to receive early intervention services under this section; (B) With the approval of the parents of the child, convening a transition conference, among the lead agency, the parents, and the LEA, not fewer than 90 days--and, at the discretion of all parties, not more than 9 months--before the child will no longer be eligible under subsection (a)(2) of this section to receive, or will no longer receive, early intervention services under this section, to discuss any services that the child may receive under Part B of the Act; and (C) Establishing a transition plan in the IFSP not fewer than 90 days--and, at the discretion of all parties, not more than 9 months--before the child will no longer be eligible under subsection (a)(2) of this section to receive, or no longer receives, early intervention services under this section. (7) In States that adopt the option to make services under Part C available to children ages three and older pursuant to §303.211, there will be a referral to the Part C system, dependent upon parental consent, of a child under the age of three who directly experiences a substantiated case of trauma due to exposure to family violence, as defined in section 320 of the Family Violence Prevention and Services Act, 42 U.S.C. 10401, et seq.
			N/A	(c) Reporting requirement. If a State includes in its application a State policy described in §303.211(a), the State must submit to the Secretary, in the State's report under §303.124, the number and percentage of children with disabilities who are eligible for services under

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N	**R**	**OF**		**State Policies, Procedures, Methods, and Descriptions**
			N/A	section 619 of the Act but whose parents choose for their children to continue to receive early intervention services under §303.211. (d) Available funds. The State policy described in §303.211(a) must describe the funds--including an identification as Federal, State, or local funds--that will be used to ensure that the option described in §303.211(a) is available to eligible children and families who provide the consent described in §303.211(b)(5), including fees, if any, to be charged to families as described in §§303.520 and 303.521.
			N/A	(e) Rules of construction. (1) If a statewide system includes a State policy described in §303.211(a), a State that provides services in accordance with this section to a child with a disability who is eligible for services under section 619 of the Act will not be required to provide the child FAPE under Part B of the Act for the period of time in which the child is receiving services under §303.211. (2) Nothing in this section may be construed to require a provider of services under Part C to provide a child served under Part C with FAPE. (34 CFR §303.211) ***The policies and procedures listed in 13 are optional. Enter 'NA' in the cells to the left if the State has elected not to develop and implement a policy under 34 CFR §303.211 to make Part C services to children beyond age three; otherwise check the appropriate response under the 'Yes' column and, if checking 'N' or 'R', attach policies and procedures.***

B. Assurances and Optional Assurance

The State makes the following assurances and provisions as required by Part C of the Individuals with Disabilities Education Act. (20 U.S.C. 1431 et. seq.; 34 CFR §§303.101-126; 303.220; 303.227)

Check and enter date(s) as applicable		**Subpart B – Assurances** (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
X		1. The State has adopted a policy that appropriate early intervention services, as defined in 34 CFR §303.13, are available to all infants and toddlers with disabilities in the State and their families, including-- (a) Indian infants and toddlers with disabilities and their families residing on a reservation geographically located in the State; (b) Infants and toddlers with disabilities who are homeless children and their families; and (c) Infants and toddlers with disabilities who are wards of the State. (34 CFR §303.101(a))
X		2. The State has in effect a statewide system of early intervention services that meets the requirements of section 635 of the Act, including policies and procedures that address, at a minimum, the components required in 34 CFR §§303.111 through 303.126. (34 CFR §303.101(a))
X		3. The State ensures that any State rules, regulations, policies and procedures relating to 34 CFR Part 303 conform to the purposes and requirements of 34 CFR Part 303. (34 CFR §303.102)
X		4. Each statewide system (system) must include, at a minimum, the components described in §§303.111 through 303.126. (34 CFR §303.110)
X		5. The State has a policy in effect that ensures that appropriate early intervention services are based on scientifically based research, to the extent practicable, and are available to all infants and toddlers with disabilities and their families, including— (a) Indian infants and toddlers with disabilities and their families residing on a reservation geographically located in the State; and (b) Infants and toddlers with disabilities who are homeless children and their families. (34 CFR §303.112)

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Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
X		6. (a) The Statewide system ensures the performance of-- (1) A timely, comprehensive, multidisciplinary evaluation of the functioning of each infant or toddler with a disability in the State; and (2) A family-directed identification of the needs of the family of the infant or toddler to assist appropriately in the development of the infant or toddler. (b) The evaluation and family-directed identification required in paragraph (a) of this section must meet the requirements of 34 CFR §303.321. (34 CFR §303.113)
X		7. The Statewide system ensures that, for each infant or toddler with a disability and his or her family in the State, an IFSP, as defined in 34 CFR §303.20, is developed and implemented that meets the requirements of 34 CFR §§303.340 through 303.345 and that includes service coordination services, as defined in 34 CFR §303.34. (34 CFR §303.114)
X		8. The Statewide system includes a comprehensive child find system that meets the requirements in 34 CFR §§303.302 and 303.303. (34 CFR §303.115)
X		9. The Statewide system includes a public awareness program that-- (a) Focuses on the early identification of infants and toddlers with disabilities; and (b) Provides information to parents of infants and toddlers through primary referral sources in accordance with 34 CFR §303.301. (34 CFR §303.116)
X		10. The Statewide system includes a central directory that is accessible to the general public (i.e., through the lead agency's Web site and other appropriate means) and includes accurate, up-to-date information about: (a) Public and private early intervention services, resources, and experts available in the State; (b) Professional and other groups (including parent support and training and information centers, such as those funded under the Act) that provide assistance to infants and toddlers with disabilities

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Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
		eligible under Part C of the Act and their families; and (c) Research and demonstration projects being conducted in the State relating to infants and toddlers with disabilities. (34 CFR §303.117)
X		11. The Statewide system includes a comprehensive system of personnel development, including the training of paraprofessionals and the training of primary referral sources with respect to the basic components of early intervention services available in the State. The State's comprehensive system of personnel development-- (a) Includes-- (1) Training personnel to implement innovative strategies and activities for the recruitment and retention of EIS providers; (2) Promoting the preparation of EIS providers who are fully and appropriately qualified to provide early intervention services under Part C; and (3) Training personnel to coordinate transition services for infants and toddlers with disabilities who are transitioning from an early intervention services program under Part C of the Act to a preschool program under section 619 of the Act, Head Start, Early Head Start, an elementary school program under Part B of the Act, or another appropriate program. (b) May include-- (1) Training personnel to work in rural and inner-city areas; (2) Training personnel in the emotional and social development of young children; (3) Training personnel to support families in participating fully in the development and implementation of the child's IFSP; and (4) Training personnel who provide services under this part using standards that are consistent with early learning personnel development standards funded under the State Advisory Council on Early Childhood Education and Care established under the Head Start Act, if applicable. (34 CFR §303.118)
X		12. The Statewide system includes policies and procedures relating to the establishment and maintenance of qualification standards to ensure that personnel necessary to carry out the purposes of Part C are appropriately and adequately prepared and trained. These policies and procedures provide for the establishment and maintenance of

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Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
		qualification standards that are consistent with any State-approved or State-recognized certification, licensing, registration, or other comparable requirements that apply to the profession, discipline, or area in which personnel are providing early intervention services. Nothing in Part C of the Act may be construed to prohibit the use of paraprofessionals and assistants who are appropriately trained and supervised in accordance with State law, regulation, or written policy, to assist in the provision of early intervention services under Part C of the Act to infants and toddlers with disabilities. (34 CFR §303.119(a) – (c))
X		13. The Statewide system includes a single line of responsibility in a lead agency designated or established by the Governor that is responsible for the following-- (a)(1) The general administration and supervision of programs and activities administered by agencies, institutions, organizations, and EIS providers receiving assistance under Part C of the Act; and (2) The monitoring of programs and activities used by the State to carry out Part C of the Act (whether or not the programs or activities are administered by agencies, institutions, organizations, and EIS providers that are receiving assistance under Part C of the Act), to ensure that the State complies with Part C of the Act, including-- (i) Monitoring agencies, institutions, organizations, and EIS providers used by the State to carry out Part C of the Act; (ii) Enforcing any obligations imposed on those agencies, institutions, organizations, and EIS providers under Part C of the Act and 34 CFR Part 303; (iii) Providing technical assistance, if necessary, to those agencies, institutions, organizations and EIS providers; (iv) Correcting any noncompliance identified through monitoring as soon as possible and in no case later than one year after the lead agency's identification of the noncompliance; and (v) Conducting the activities in paragraphs (a)(2)(i) through (a)(2)(iv) of this section, consistent with 34 CFR §§303.700 through 303.707, and any other activities required by the State under those sections. (b) The identification and coordination of all available resources for early intervention services within the State, including those from Federal, State, local, and private sources, consistent with subpart F

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Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
		of 34 CFR Part 303. (c) The assignment of financial responsibility in accordance with subpart F of 34 CFR Part 303. (d) The development of procedures in accordance with subpart F of 34 CFR Part 303 to ensure that early intervention services are provided to infants and toddlers with disabilities and their families under Part C of the Act in a timely manner, pending the resolution of any disputes among public agencies or EIS providers. (e) The resolution of intra- and interagency disputes in accordance with subpart F of 34 CFR Part 303. (f) The entry into formal interagency agreements or other written methods of establishing financial responsibility, consistent with 34 CFR §303.511, that define the financial responsibility of each agency for paying for early intervention services (consistent with State law) and procedures for resolving disputes and that include all additional components necessary to ensure meaningful cooperation and coordination as set forth in subpart F of 34 CFR Part 303. (34 CFR §303.120)
X		14. The Statewide system includes a policy pertaining to the contracting or making of other arrangements with public or private individuals or agency service providers to provide early intervention services in the State, consistent with the provisions of Part C of the Act and 34 CFR Part 303, including the contents of the application, and the conditions of the contract or other arrangements. The policy -- (a) Includes a requirement that all early intervention services must meet State standards and be consistent with the provisions of Part C; and (b) Is consistent with the Education Department General Administrative Regulations in 34 CFR Part 80. (34 CFR §303.121)
X		15. The Statewide system includes procedures for securing the timely reimbursement of funds used under Part C of the Act, in accordance with subpart F of 34 CFR Part 303. (34 CFR §303.122)
X		16. The Statewide system includes procedural safeguards that meet the requirements of subpart E of 34 CFR Part 303. (34 CFR §303.123)

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Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
X		17. The Statewide system includes a system for compiling and reporting timely and accurate data that meets the requirements of 34 CFR §§303.700 through 303.702 and 303.720 through 303.724 and the following requirements. The data system includes a description of the process that the State uses, or will use, to compile data on infants or toddlers with disabilities receiving early intervention services under Part C, including a description of the State's sampling methods, if sampling is used, for reporting the data required by the Secretary under sections 616 and 618 of the IDEA and 34 CFR §§303.700 through 303.707 and 303.720 through 303.724. (34 CFR §303.124)
X		18. The Statewide system includes a State Interagency Coordinating Council (Council) that meets the requirements of subpart G of 34 CFR Part 303. (34 CFR §303.125)
X		19. The Statewide system includes policies and procedures to ensure, consistent with 34 CFR §§303.13(a)(8) (early intervention services), 303.26 (natural environments), and 303.344(d)(1)(ii) (content of an IFSP), that early intervention services for infants and toddlers with disabilities are provided-- (a) To the maximum extent appropriate, in natural environments; and (b) In settings other than the natural environment that are most appropriate, as determined by the parent and the IFSP Team, only when early intervention services cannot be achieved satisfactorily in a natural environment. (34 CFR §303.126)
X		20. The Statewide system ensures that Federal funds made available to the State under section 643 of the Act will be expended in accordance with the provisions of 34 CFR Part 303, including §§303.500 and 303.501. (34 CFR §303.221)
X		21. The Statewide system will comply with the requirements in §§303.510 and 303.511 in subpart F of this part. (34 CFR §303.222)
X		22. The Statewide system ensures that-- (a) The control of funds provided under 34 CFR Part 303, and title to property acquired with those funds, will be in a public agency for the

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Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
		uses and purposes provided in 34 CFR Part 303; and (b) A public agency will administer the funds and property. (34 CFR §303.223)
X		23. The Statewide system ensures that it will-- (a) Make reports in the form and containing the information that the Secretary may require; and (b) Keep records and afford access to those records as the Secretary may find necessary to ensure compliance with the requirements of 34 CFR Part 303, the correctness and verification of reports, and the proper disbursement of funds provided under 34 CFR Part 303. (34 CFR §303.224)
X		24. The Statewide system ensures that – (a) Federal funds made available under section 643 of the Act to the State – (1) Will not be commingled with State funds; and (2) Will be used so as to supplement the level of State and local funds expended for infants and toddlers with disabilities and their families and in no case to supplant those State and local funds. (b) To meet the requirement in paragraph (a) of this section, the total amount of State and local funds budgeted for expenditures in the current fiscal year for early intervention services for children eligible under this part and their families must be at least equal to the total amount of State and local funds actually expended for early intervention services for these children and their families in the most recent preceding fiscal year for which the information is available. Allowance may be made for— (1) A decrease in the number of infants and toddlers who are eligible to receive early intervention services under this part; and (2) Unusually large amounts of funds expended for such long-term purposes as the acquisition of equipment and the construction of facilities. (c) Requirement regarding indirect costs. (1) Except as provided in paragraph (c)(2) of this section, a lead agency under this part may not charge indirect costs to its Part C grant. (2) If approved by the lead agency's cognizant Federal agency or by the Secretary, the lead agency must charge indirect costs through either-- (i) A restricted indirect cost rate that meets the requirements in 34 CFR 76.560 through 76.569; or

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Check and enter date(s) as applicable		Subpart B – Assurances (20 U.S.C. 1434; 1435; and 1437(b); 34 CFR §§303.101-126; 303.220; 303.227)
Yes *(Assurance is hereby provided.)*	**No** *(Assurance cannot be ensured. Provide date on which State will complete changes in order to provide assurance.)*	
		(ii) A cost allocation plan that meets the non-supplanting requirements in paragraph (b) of this section and 34 CFR Part 76 of EDGAR. (3) In charging indirect costs under paragraph (c)(2)(i) and (c)(2)(ii) of this section, the lead agency may not charge rent, occupancy, or space maintenance costs directly to the Part C grant, unless those costs are specifically approved in advance by the Secretary. (34 CFR §303.225)
X		25. The Statewide system ensures that fiscal control and fund accounting procedures will be adopted as necessary to ensure proper disbursement of, and accounting for, Federal funds paid under 34 CFR Part 303. (34 CFR §303.226)
X		26. The State ensures that policies and practices have been adopted to ensure that-- (a) Traditionally underserved groups, including minority, low-income, homeless, and rural families and children with disabilities who are wards of the State, are meaningfully involved in the planning and implementation of all the requirements of Part C; and (b) These families have access to culturally competent services within their local geographical areas. (34 CFR §303.227)
		Assurance Regarding Optional Policy
X		*Enter 'NA' in the cell to the left if this assurance is not applicable to your State.* 27. A State may adopt and has adopted a policy that includes making ongoing good-faith efforts to recruit and hire appropriately and adequately trained personnel to provide early intervention services to infants and toddlers with disabilities, including, in a geographic area of the State where there is a shortage of such personnel, the most qualified individuals available who are making satisfactory progress toward completing applicable course work necessary to meet the standards described in paragraphs (a) and (b) of this section. (34 CFR §303.119(d))

C. Certifications

The State Lead Agency is providing the following certifications:

Yes	
X	1. The State certifies that ED Form 80-0013, *Certification Regarding Lobbying*, is on file with the Secretary of Education. With respect to the *Certification Regarding Lobbying* the State recertifies that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making or renewal of Federal grants under this program; that the State shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," when required (34 CFR Part 82, Appendix B); and that the State Agency shall require the full certification, as set forth in 34 CFR Part 82, Appendix A, in the award documents for all sub awards at all tiers.
X	2. The State certifies that it has met the certifications in the Education Department General Administrative Regulations (EDGAR) at 34 CFR §80.11 relating to State eligibility, authority and approval to submit and carry out the provisions of its State application, and consistency of that application with State law are in place within the State.
X	3. The State certifies that the arrangements to establish financial responsibility for the provision of Part C services among appropriate public agencies under §303.511 and the lead agency's contracts with EIS providers regarding financial responsibility for the provision of Part C services meet the requirements in §§303.500 through 303.521 and are current as of the date of submission of the certification. (34 CFR §303.202)

D. Statement

I certify that the State of GUAM has provided the policies, procedures, methods, descriptions, and assurances checked as 'yes' in Sections II.A and II.B and the certifications required in Section II.C of this application. These provisions meet the requirements of Part C of the Individuals with Disabilities Education Act as found in 20 U.S.C. 1431-1443 (as amended) and the 2011 regulations in 34 CFR Part 303 (as amended). The State will operate its IDEA Part C program in accordance with all of the required policies, procedures, methods, descriptions, assurances and certifications.

If any policies, procedures, methods, descriptions, and assurances have been checked 'no', I certify that the State will operate throughout the period of this grant award consistent with the requirements of the IDEA as found in 20 U.S.C. 1431-1443 (as amended) and the 2011 regulations in 34 CFR Part 303 (as amended), and will make such changes to existing policies and procedures as are necessary to bring those policies and procedures into compliance with the requirements of the IDEA, as amended, as soon as possible, and not later than June 30, 2018. (34 CFR §76.104)

I, the undersigned authorized official of the

GUAM DEPARTMENT OF EDUCATION,

(Name of State and official name of State lead agency)

am designated under Part C by the Governor of this State to submit this application for FFY 2017 funds under Part C of the Individuals with Disabilities Education Act (IDEA).

Printed/Typed Name and Title of Authorized Representative of the State: **JON J.P. FERNANDEZ. SUPERINTENDENT OF EDUCATION**	
Signature:	Date:

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Section III

A. Description of Use of Part C Funds for the Lead Agency

(Completion of this Section, III.A is optional for SEAs.)

When completing this section include:

- Totals for the number of lead agency administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds;
- A general description of the duties which the positions entail; and
- A subtotal of the amount.

Identify any administrative positions for which less than 100% of the time is spent on Part C and, for each such position, indicate the percentage of time spent on Part C and the total amount of salary and fringe benefits included in the Part C application budget.

Positions Funded	Number of Positions	% of Time Spent on Part C	Salaries & Fringe Benefits	Description of Duties
100% funded with Part C Funds	1	100%	58,885	**Administrative Officer** Supports 100% of the Part C day to day operations to include but not limited to the following: • Budget formulation and administration • Human Resources Management (Personnel Action Request) • Inventory management, procurement policy • administration • Comprehensive records management of Guam • Early Intervention System
	1	100%	56,959	**Secretary** Provide 100% clerical support to the Part C Administrative Office operation. Duties in Part C include but not limited to the following: • Clerical activities, • Coordinating functions, • Typing of reports, correspondence, • Maintains office files, • Inventory control, procurement, and purchasing requisition orders
	1	100%	47,441	**Data Control Clerk II** Provide 100% clerical and data support to the Part C Administrative Office operation. Duties in Part C include but not limited to the following: • Input and maintain all data in the GEIS data • System • Verify data contained in source documents and computer printouts for consistency, validity, accuracy and completeness.

	1	100%	84,654	• Prepare 618 data reports, data for Part C APR • and monthly reports for Program Coordinator • Prepare monthly reports for lead agency's compliance office on status of all IFSPs to monitor the reporting of accurate and timely data. **Program Coordinator IV** • The Program Coordinator shall assist in the development and implementation of daily functions of program. The primary duties relate to but not limited to: • Assist in the development and implementation of policies and procedures • The writing and submission of required reports as requested relating to the daily operations of the program • Assist in facilitation in compiling of program improvement plans • Assist in coordination of training priorities for staff development activities • Assist in the planning, implementation and program evaluation for early intervention services • Assist in monitoring and coordinating curriculum activities for program. • Assist in the overall supervision of GEIS staff • Performs related duties assigned by the Assistant Superintendent of Special Education.
100% funded with Part B Funds	1	50% of time spent on Part C		**School Program Consultant** The Program Administrator shall oversee overall supervision, planning, implementation and program evaluation for early intervention services. The primary duties relate to but not limited to: • Liaison and Quality Assurance functions for the State Wide System • Development and Implementation of Policies and Procedures • Liaison for Guam Early Intervention System and • U.S Department of Education, Office Of Special Education Program • Guam Interagency Coordinating Council

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				• Local Legislation relevant to best practices in early intervention • Inter and Intra agency representatives • The writing and submission of required federal and State reports as requested relating to Part C program • Facilitation in compiling of program improvement plans • Development of program budget needs • Development of training priorities for staff development activities • Overall supervision of program staff: • Other related duties assigned by the Assistant Superintendent of Special Education.
Subtotal of amount under A:			**247,939**	

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Section III (Continued)

B. Maintenance and Implementation Activities for the Lead Agency

When completing this section include:

- A description of the nature and scope of each major activity to be carried out under Part C in maintaining and implementing the statewide system of early intervention services. Activities could include enhancing the Comprehensive System of Personnel Development, implementing child find strategies, or ensuring a timely, comprehensive, multidisciplinary evaluation for each child;
- The approximate amount of funds to be spent for each activity; and
- A subtotal of the amount.

(Add columns and rows as needed.)

Major Activity	Part C Funds to be Spent	Description of Activities
CSPD Activities	35,000	Training activities to include the following: • On and / or off-island training for early interventionist on promising practices and research based practices in the field early care and education (or childhood) field. • Training for physicians and childcare providers. • On-going training for early interventionist
Administrative Supportive and Facility Maintenance	22,673	Cost for training administrative personnel development. To maintain, repair, or purchase equipment, such as, computers, scanners, printers, or other supplies and equipment needed for administrative office. To attend Part C Annual Conferences and Events.
Public Awareness & Child Find Activities	8,000	For public awareness/child find materials, advertisements, and media airtime. To support child find activities in the community
Multidisciplinary Evaluation	3,000	Evaluation services such as, but not limited to audiology, vision, speech and language, physical therapy, occupational therapy, mental health services, and physician consultant/evaluation.
Data Support	4,000	Supplies and equipment necessary to support evaluation services.
Subtotal of amount under B:	**72,673**	

Section III (Continued)

C. Description of Use of Part C Funds for the Interagency Coordinating Council (ICC)[2]

- When completing this section include: Totals for the number of ICC administrative positions, salaries and fringe benefits funded either 100 percent and/or less than 100 percent with Part C funds;
- A general description of the duties which the positions entail; and
- A subtotal of the amount.

Identify any administrative positions for which less than 100% of the time is spent on Part C and, for each such position, indicate the percentage of time spent on Part C and the total amount of salary and fringe benefits included in the Part C application budget.

Positions Funded	Number of Positions	% of Time Spent on Part C	Amount of Salaries & Fringe Benefits	Description of Duties
100% funded with Part C Funds	1	N/A	N/A	
< 100% funded with Part C Funds	0	N/A	N/A	
Subtotal of amount under C:			N/A	

[2] Federal Part C funds used to support the SICC must meet the requirements of 34 CFR §303.603.

Section III (Continued)

D. Maintenance and Implementation Activities for the Interagency Coordinating Council (ICC)

When completing this section include:

- A description of the nature and scope of each major activity to be carried out under Part C in maintaining and implementing the statewide system of early intervention services. Activities could include coordinating child find identification efforts, ensuring the timely provision and payment of early intervention services to eligible children and their families, advising on early childhood transition, support for the ICC (travel), or other implementation and development activities of the SICC;
- The approximate amount of funds to be spent for each activity; and
- A subtotal of the amount.

(Add columns and rows as needed.)

Major Activity	Part C Funds to be Spent	Description of Activities
Off island travel to attend conferences and meetings	15,000	To support off-island travel for the ICC Chair and/or members to attend the National Early Childhood Conference and the OSEP Leadership Conference in Washington D.C., as well as other ICC prioritized conferences and meetings.
ICC Meeting Cost	6,000	To provide logistical support, training, supplies, resources materials, special accommodations, parental support and room rental if needed for minimum of four ICC meetings.
****OTHER ICC ACTIVITIES TO BE DETERMINED BY MEMBERS****	6,000	To support ICC goals and objectives of the ICC, activities will be determined at the next ICC meeting.
Subtotal of amount under D:	**27,000**	

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Section III (Continued)

E. Direct Services (Funded by Part C Federal Dollars)

- When completing this section include a description of any direct early intervention service that the State lead agency expects to provide to eligible children and their families with funds under Part C, and the approximate amount for each direct service (States must disaggregate by service the approximate amount of funds expected to be expended for each direct service).

Description of Each Direct Early Intervention Service	Approximate Amount of Part C Funds to be Spent on Each Direct Service
Nursing Services a. The assessment of health status for the purpose of providing nursing care, including the identification of patterns of human response to actual or potential health problems; b. Provision of nursing care to prevent health problems, restore or improve functioning, and promote optimal health and development; and Administration of medications, treatments, and regimens prescribed by a licensed physician.	**66,714**
Service Coordination Services a) Assisting parents of infants and toddlers with disabilities in obtaining access to needed EI services and other services identified in the IFSP; b) Coordinating the provision of EI services and other services; c) Coordinating evaluations and assessments; d) Facilitating and participating in the development, review, and evaluation of IFSP's e) Conducting referral and other activities to assist families in identifying available EIS providers; f) Coordinating, facilitating, and monitoring the delivery of services required under Part C of IDEA to ensure that the services are provided in a timely manner; g) Conducting follow-up activities to determine that appropriate Part C services are being provided; h) Informing families of their rights and procedural safeguards; i) Coordinating the funding sources for services required under this part; and j) Facilitating the development of a transition plan to preschool, school, or, if appropriate, to other services.	**329,519**

Social Work Services a. Making home visits to evaluate a child's living conditions and patterns of parent-child interaction; b. Preparing a social or emotional developmental assessment of the child within the family context; c. Providing individual and family-group counseling with parents and other family members, and appropriate social skill-building activities with the child and parents; d. Working with those problems in a child's and family's living situation (home, community, and any center where early intervention services are provided) that affect the child's maximum utilization of early intervention services; and e. Identifying, mobilizing, and coordinating community resources and services to enable the child and family to receive maximum benefit from early intervention services. f. Assist the family of an infant or toddler with a disability in understanding the special needs of the child and enhancing the child's development.	**315,683**
Specialized Instruction Services a. The design of learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas, including cognitive processes and social interaction; in natural settings including home, neighborhood and community settings; b. Curriculum planning, including the planned interaction of personnel, materials, time and space, that leads to achieving the outcomes in the child's individualized family service plan, and ability to function in their natural environments; c. Providing families with information, skills, and support related to enhancing the skill development of the child; and in natural environments; d. Working with the child to enhance the child's development and ability to function in settings the family has identified as natural or normal including the home, neighborhood, and community settings in which children without disabilities participate. e. Assist the family of an infant or toddler with a disability in understanding the special needs of the child and enhancing the child's development.	**321,744**
Speech and Language: Speech and Language services may be provided through full or part-time employment or through contracting public or private organizations. a. Identification of children with communication or language disorders and delays in development of communication skills, including the diagnosis and appraisal of specific disorders and delays in those skills; b. Referral for medical or other professional services necessary for the habilitation or rehabilitation of children with communication or language disorders and delays in development of communication skills; and	**71,537**

c. Provision of services for the habilitation, rehabilitation, or prevention of communication or language disorders and delays in development of communication skills.	
Occupational Therapy Services: Occupation Therapy services may be provided through full or part-time employment or through contracting public or private organizations. Services include: services to address the functional needs of a child related to adaptive development, adaptive behavior, and play, and sensory, motor, and postural development. These services are designed to improve the child's functional ability to perform tasks in home, school, and community settings, and include- a. Identification, assessment, and intervention; b. Adaptation of the environment, and selection, design and fabrication of assistive and orthotic devices to facilitate development and promote the acquisition of functional skills; and c. Prevention or minimization of the impact of initial or future impairment, delay in development, or loss of functional ability	0
Physical Therapy Services: Physical Therapy services may be provided through full or part-time employment or through contracting public or private organizations. Services to address the promotion of sensorimotor function through enhancement of musculoskeletal status, neurobehavioral organization, perceptual and motor development, cardiopulmonary status, and effective environmental adaptation. These services include-- a. Screening, evaluation, and assessment of infants and toddlers to identify movement dysfunction; b. Obtaining, interpreting, and integrating information appropriate to program planning, to prevent or alleviate, or compensate for movement dysfunction and related functional problems; and c. Providing individual and group services or treatment to prevent, alleviate, or compensate for movement dysfunction and related functional problems	**15,000**
Assistive technology Services a. The evaluation of the needs of a child with a disability, including a functional evaluation of the child in the child's customary environment; b. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices by children with disabilities; c. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices; d. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those	**2,000**

associated with existing education and rehabilitation plans and programs; e. training or technical assistance for a child with a disability or, if appropriate, that child's family; and f. training or technical assistance for professionals (including individuals providing early intervention services), or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of individuals with disabilities.	
Family Support Services Services provided, as appropriate, by social workers, psychologists, and other qualified personnel to assist the family of a child eligible under this Part in understanding the special needs of the child and enhancing the child's development.	**3,000**
Transportation Support Services Services and Related Costs include: the cost of travel (e.g., mileage, or travel by taxi, common carrier, or other means) and related costs (e.g., tolls and parking expenses) that are necessary to enable a child eligible under this part and the child's family to receive early intervention services.	**2,000**
Vision Services a. Evaluation and assessment of visual functioning, including the diagnosis and appraisal of specific visual disorders, delays, and abilities b. Referral for medical or other professional services necessary for the habilitation or rehabilitation of visual functioning disorders, or both; and c. Communication skills training, orientation and mobility training for all environments, visual training, independent living skills training, and additional training necessary to activate visual motor abilities	**0**
Audiology Services: Audiology services may be provided through contracting public or private organizations. a) identification of children with auditory impairment, using at risk criteria and appropriate audiologic screening techniques; b) determination of the range, nature, and degree of hearing loss and communication functions, by use of audiological evaluation procedures; c) referral for medical and other services necessary for the habilitation or rehabilitation of children with auditory impairment; d) provision of auditory training, aural rehabilitation, speech reading and listening device orientation and training, and other services; e) provision of services for prevention of hearing loss; and f) determination of the child's need for individual amplification, including selecting, fitting, and dispensing appropriate listening and vibrotactile devices, and evaluating the effectiveness of those devices	**15,000**
Subtotal of amount under E:	**1,142,197**

Section III (Continued)

F. Description of Optional Use of Part C Funds

If the State uses Part C funds for initiating, expanding, or improving collaborative efforts related to at-risk infants and toddlers, the application must include:

- The name of the major activity ;
- The approximate amount of funds to be spent; and
- A description of the activities.

Provide subtotal of amount. *(Add columns and rows as needed.)*

Major Activity	Part C Funds to be Spent	Description of Activities
N/A	N/A	
Subtotal of amount under F:	N/A	

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Section III (Continued)

G. Activities by Other Agencies

If other State or local public agencies are to receive a portion of the Federal funds under Part C, the Application must include:

- The name of each public agency expected to receive funds;
- The approximate amount of funds each public agency will receive; and
- A summary of the purposes for which the funds will be used.

Provide subtotal of amount. *(Add columns and rows as needed.)*

Agency Receiving Funds	Amount of Funds	Purpose
N/A	N/A	
Subtotal of amount under G:	N/A	

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Section III (Continued)

H. Totals

Enter the subtotal amounts for Sub Sections A-G found in Section III and any indirect costs charged as specified in Section IV.B. The sub total amounts (Rows 1-8) should total the estimated grant application amount. (A State may apply for less than the full estimated allotted amount.)

Enter the subtotal amounts for Sub Sections A-G found in Section III of this application.		
Row No.	**Section**	**Amount**
1.	III.A.	**$247,939**
2.	III.B.	**$72,673**
3.	III.C.	**$0**
4.	III.D.	**$27,000**
5.	III.E.	**$1,142,197**
6.	III.F.	**$0**
7.	III G.	**$0**
Enter any Indirect Costs Charged (See Section IV.B of this application.)		
8.	IV.B	**$0**
Total (Rows 1-8)		**$ 1,489,809**

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State

Section IV

A. System of Payments / Use of Insurance / Program Income

The State

__X___ does (check as applicable)

_____ does not (check as applicable)

have a system of payments for Part C services under 34 CFR §§303.203(b)(1), 303.500(b), 303.520, and 303.521 which may include use of public benefits or insurance, private insurance or family fees, such as a sliding scale. Any family fees are treated as "program income" for purposes of 2 CFR §200.307(e) and 34 CFR §303.520(e) and are not included in the State's determination of State and local expenditures for purposes of 20 U.S.C. 1437(b)(5)(B) and 34 CFR §303.225(a) and (b). *Note: If the State has adopted new or has revised its existing policies and procedures regarding its system of payments, it must submit these new and/or revised policies and procedures under Item 3.a in Section II.A above.*

B. Restricted Indirect Cost Rate/Cost Allocation Plan Information

(*Note: To be completed if Lead Agency is not a State Educational Agency)*

Under 34 CFR §303.225(c), a lead agency may not charge indirect costs to its Part C grant unless the lead agency charges indirect costs through either-- (i) A restricted indirect cost rate that meets the requirements in 34 CFR §§76.560 through 76.569; or (ii) A cost allocation plan that meets the non-supplanting requirements in paragraph (b) of this section and 34 CFR part 76 of EDGAR.

1. If the lead agency is not a State educational agency (as well as any outlying areas that have the Department of Interior as its cognizant Federal agency, even if an SEA) check the applicable status below (more than one check mark may be necessary) and enclose appropriate documentation for this Federal Fiscal Year.

_____ The lead agency has a final restricted indirect cost rate or cost allocation plan that has been approved by the State lead agency's cognizant Federal agency and is in effect for this Federal fiscal year (FFY) (ending on June 30, 2018). (Attach a copy of the approved restricted indirect cost rate agreement or cost allocation plan.)

_____ The lead agency has either a provisional or final restricted indirect cost rate or cost allocation plan that expires or expired on _____ and the State is in the process of negotiating a new restricted indirect cost rate agreement or cost allocation plan that will be in effect for the period _____.[3] The State lead agency will continue to charge or bill the Part C grant using the provisional or previously approved final restricted indirect cost rate or cost allocation plan until a new rate or plan is negotiated and approved by the State's cognizant Federal agency, at which point the State lead agency must make appropriate adjustments for applicable FFYs. The State acknowledges that a final restricted indirect cost rate may result in an adjustment of the final audited expenditures allowable to be charged to the Part C grant and the Department's approval of this FFY Part C application with an expired or provisional restricted indirect cost rate does not constitute approval of that rate as the final rate for the lead agency for this FFY. When a final restricted indirect cost rate is approved, the lead agency must submit to OSEP: (1) a copy of the "final" restricted indirect cost rate agreement; and (2) details of adjustments made to past GAPS draw downs in light of the "final" rate. (Attach a copy of the previously approved restricted indirect cost rate agreement or cost allocation plan.)

_____ No indirect costs are charged to the Part C grant. The total amount of the Federal Part C grant is used for allowable direct costs.

[3] A "provisional" indirect cost rate is a temporary rate established for a future prospective period of time to permit budgeting, obligations, and payment of funds by awarding agencies until such time as the actual indirect costs can be determined and a final rate is established for the applicable period; provisional rates are subject to adjustment by issuance of a "final" rate based on actual indirect costs incurred for the period (usually the organization's fiscal year).

_____ Other, explanation attached.

2. Check if applicable.

_____ Under 34 CFR §303.225(c)(3), the lead agency may not charge rent, occupancy, or space maintenance costs directly to the Part C grant, unless those costs are specifically approved in advance by the Secretary. The lead agency is requesting the Secretary's approval to charge rent, occupancy or space maintenance costs either directly or indirectly to Part C FFY 2017 funds. If checked, the lead agency must attach to this Application a description of the amount to be charged, all uses of the space, and the proposed method of charging.

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