DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT

www.gdoe.net
500 Mariner Ave. Barrigada, Guam 96913
Telephone: (671)475-0457 or 300-1547/1536•Fax: (671)472-5001
Email: jonfernandez@gdoe.net

JON J.P. FERNANDEZ
Superintendent of Education

December 14, 2018

Vice Speaker Therese M. Terlaje
34GL-18-2652
DEC 17 2018
Time: 9:59
Received by: Cl Manibusan

Honorable Therese M. Terlaje
Acting Speaker, 34th Guam Legislature
163 Chalan Santo Papa
Hagatna, Guam 96910

Dear Acting Speaker Terlaje:

Håfa Adai! I am submitting the Guam Education Board packet for the Regular Board Meeting scheduled for Wednesday, December 19, 2018, 6 pm, in the Gallery, DOE Bldg. B, Tiyan.

Should you have any questions, please contact me at 300-1627.

Attachment
- GEB Meeting Packet

2652

Public Notices

GUAM EDUCATION BOARD

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

MARK B. MENDIOLA
Chairman

MARIA A. GUTIERREZ
Vice Chairwoman

8th Guam Education Board

REGULAR MONTHLY MEETING

Wednesday, December 19, 2018

6 PM

Gallery, Building B, Tiyan

AGENDA

I. **Meeting Call to Order**

II. **Approval of Minutes**

ACTION 1. Minutes of November 27, 2018 Regular Meeting

III. **Public Participation** (BP 125.6) Time Limit 3 minutes

IV. **Communications**

INFO 1. Correspondence

INFO 2. Superintendent's Report and Communication

V. **Ex-Officio Member Reports**

INFO 1. IBOGS

INFO 2. GFT

INFO 3. Mayor's Council of Guam

VI. **Unfinished Business/ Committee Reports**

1. **Executive Committee**
   a. Board Self-Reflection
2. **Instructional & Academic Support Committee**

ACTION a. Head Start Report

3. **Safe & Healthy Schools Committee**
   a. Interscholastic Sports
   b. Central Middle School
4. **Organizational Efficiency and Development Committee**

INFO a. Ad-Hoc Special Committee – Nepotism (Update)

5. **Fiscal Management**

INFO a. Update on FY19 Budget / FY20 Budget
   i. High Risk Status Update

VII. **New Business**

VIII. **Executive Session**

VOTING MEMBERS: Mark B. Mendiola, Chairman, Maria A. Gutierrez , Vice Chairwoman, Peter Alecxis D. Ada, Lourdes M. Benavente, Robert A. Crisostomo, James C. Lujan, Ronald L. McNinch, PhD, Lourdes B. San Nicolas
EX-OFFICIO MEMBERS: Hacie San Jose (SSHS) - IBOGS Representative, Mark McCarthy (AHES) - GFT Representative, Mayor, Rudy M. Matanane, MCOG Representative
EXECUTIVE SECRETARY: Jon J. P. Fernandez, GDOE Superintendent

The Board of Education reserves the right to go into executive session during any part of the meeting. Based on the Open Govt. Law specific matters can only be discussed. (Personnel Matters, Collective Bargaining Agreement, Contracts, and Litigation).

IX. Adjournment

Airport police chief's retirement uncertain

By Kevin Kerrigan
kevin@postguam.com


Robert Camacho

The recently announced opening for a new airport police chief is in limbo.

Last month, Chief of Airport Police Robert Camacho said he planned to retire effective Dec. 21, after nine years on the job.

The A.B. Won Pat Guam International Airport Authority then posted a job announcement seeking candidates to replace Camacho.

However, airport marketing manager Elfrie Koshiba on Tuesday told The Guam Daily Post that "the airport authority has not officially received Robert Camacho's intent to retire."

'Verbal intention'

She acknowledged that Camacho has verbally expressed an intention to retire, but he has not submitted a formal written statement.

"He still occupies the position of chief of airport police," said Koshiba.

When reached for comment, Camacho said he still hopes to step down on Dec. 21, but a personal situation has come up that may require him to postpone his retirement date.

> "The airport authority has not officially received Robert Camacho's intent to retire."
>
> – *Elfrie Koshiba, marketing manager, A.B. Won Pat Guam International Airport Authority*

Koshiba said the announcement that the police chief's position was open "was made based on Chief Camacho's verbal intention to retire."

Job announcement

The job opening for chief of airport police was first announced on Nov. 26. The application period ended on Monday.

The names of those who applied for the job will "become part of a list of potentially qualified individuals established for the position," said Koshiba.

Three applications were received, but she declined to say who had applied.

UOG signs $5.4M contract to build School of Engineering



SIGNING: *The contract for the construction of the School of Engineering building was signed with Bascon Corp. on Nov. 29. Standing, from left, are Anita Borja Enriquez, senior vice president of the University of Guam; Shahram Khosrowpanah, dean of the School of Engineering; David Hurchanik, architect with David Hurchanik Architect LLC; Melanie Mendiola, executive director of the UOG Endowment Foundation; and Joseph M. Diego, area director – rural development for the U.S. Department of Agriculture. Seated are Elaine Jones, board member of the UOG Endowment Foundation; Christopher Felix, chairman of the UOG Board of Regents; Thomas Krise, president of UOG; Eduardo Suarez, president of Bascon Corp.; and Wilfred Leon Guerrero, chairman of the UOG Endowment Foundation.*
Photo courtesy of the University of Guam



SCHOOL OF ENGINEERING: *The University of Guam School of Engineering is shown in this rendering as it will appear once construction is completed. The building was designed by David Hurchanik Architect LLC. Bascon Corp. will begin construction on the school in February and is expected to complete work a year later. Image courtesy of the University of Guam*

The University of Guam signed a $5.4 million contract with Bascon Corp. on Nov. 29 to begin construction on the UOG School of Engineering building, the university stated in a release. Construction is set to begin in February 2019 with project completion expected in one year. The building will be located in front of the Agriculture & Life Sciences Building.

"This is momentous – certainly for the University of Guam, but for all of Guam and all of Micronesia," said UOG President Thomas Krise. "Our students will be enabling the development of an area of three million square miles and half a million people. We're so pleased with this partnership of multiple entities."

The School of Engineering building design was completed by David Hurchanik Architect LLC, and construction will be completed by Bascon Corp. The UOG Endowment Foundation and the U.S. Department of Agriculture are providing the loan.

The building will provide dedicated space for three classrooms, three laboratories – one each for hydraulics, soil and structure, and environmental engineering – a computer lab and faculty office space. ***(Daily Post Staff)***

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8th Guam Education Board
REGULAR MONTHLY MEETING
Wednesday, December 19, 2018
6:00 PM
Gallery, Building B., Tiyan

AGENDA

I. Meeting Call to Order
II. Approval of Minutes
III. Public Participation
IV. Communications
V. Ex-Officio Member Reports
VI. Unfinished Business/ Committee Reports
VII. New Business
VIII. Executive Session
IX. Adjournment

Individuals requiring special accommodations or information may contact Christie San Nicolas, Administrative Officer, at 671-300-1627 or by email: csannicolas@gdoe.net. Agenda to be available on GEB website at least 72 hours before the meeting. This advertisement was paid for by GDOE local funds.

Women's Chamber awards $2K scholarships to 2 UOG students



AWARDEES: *From left are Dean Annette Santos of the University of Guam School of Business and Public Administration, UOG Senior Vice President Anita Borja Enriquez, UOG senior Regina Manuntag and UOG senior Krizia Raqueno. On Dec. 6, Manuntag and Raqueno each were awarded a $2,000 scholarship from the Guam Women's Chamber of Commerce. Photo courtesy of the University of Guam*

Doc. No. 34GL-18-2652.

Minutes

GUAM EDUCATION BOARD

500 Mariner Avenue
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VOTING MEMBERS

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Maria A. Gutierrez, Vice Chairwoman
Peter Alecxis D. Ada
Lourdes M. Benavente
Robert A. Crisostomo
James C. Lujan
Ron L. McNinch, PhD
Lourdes B. San Nicolas

EX-OFFICIO MEMBERS

Hacie San Jose (SSHS)
IBOGS Representative

Mark D. McCarthy (AHES)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Jon J.P. Fernandez
GDOE Superintendent

8th GUAM EDUCATION BOARD
REGULAR MEETING
Tuesday, November 27, 2018
6 pm
Gallery, DOE Bldg. B., Tiyan

MINUTES

I. MEETING CALL TO ORDER

Mr. Mark B. Mendiola, Chairman, called the meeting to order at 6:00 p.m.

ROLL CALL OF MEMBERS

Mr. Jon J. P. Fernandez, Superintendent and Executive Secretary, took the roll call. The following members were **present** for the meeting:

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

Non-Voting Members:
San Jose, Hacie – IBOGS Representative*
McCarthy, Mark D. – GFT Representative
Matanane, Rudy M. – Yigo Mayor and MCOG Education Liaison*

Legal Counsel:
Nasis, Jesse

*Arrived after roll call

The Superintendent announced that eight (8) members of the Board were present, constituting a quorum.

Mr. Mendiola noted that the meeting was live streaming via Facebook.

II. APPROVAL OF MINUTES

Ms. San Nicolas motioned, seconded by Dr. McNinch, to approve the October 30, 2018, regular monthly meeting minutes. The Board voted by voice with a vote of 8-0 for the motion, motion passed.

III. PUBLIC PARTICIPATION – None.

Ms. Gutierrez, referring to the Safety portion of the Superintendent's report, informed the Board that two other videos with students fighting have come up and she commented that she hopes that something is being done to address the issues.

In regards to custodial services, Ms. Gutierrez asked the Superintendent when negotiations would be done now that the protest has been withdrawn.

Mr. Fernandez responded that we have been following up with the Attorney General's Office because that is where the contract currently is. He stated that we are working with the AG's office to get it expedited but if they need more time to review and approve it, we may have to get an additional emergency contract, which we are trying to avoid. He noted that it is an IFB, which is based on cost.

Mr. Gutierrez asked whether schools are being cleaned by the custodial services provider or the employees of the school.

Mr. Fernandez responded that because of the emergency we were able to get the custodial services at the schools although some schools are tempting to pilot the custodial work. He stated for the most part, we are anticipating that we can move forward once the AG and the Governor signs off.

Mr. Lujan mentioned a concern that was brought up by some teachers at JFK. He noted that he was informed that teachers were told that they had to leave the campus by 3 pm so that the custodial services would be done. Mr. Lujan asked what their presence on campus has to do with the custodians being able to do their work.

Mr. Fernandez responded that we would look into it but also reminded everyone that JFK is handled slightly a bit differently from the other schools. He clarified that JFK's custodial services is handled through their landlord. He commented that he hadn't heard that complaint but noted that he would look into it.

Mr. Lujan then commented on the fighting issue. He stated that there has to be a work session to discuss the policy regarding the fights in schools.

V. EX-OFFICIO MEMBER REPORTS

IBOGS – Hacie San Jose briefly went through the IBOGS report that was provided.

Ms. Gutierrez noted that when she spoke with a Micronesian Resource Center case worker, she shared with him what was happening with the student leaders. She noted that he informed her that they were going to be having a summit in March 2019 to address violence in the schools. She stated that they are going to partner with the IBOGS for the summit but they would also like for the schools to be involved. They would like the counselors to identify the students who may be having problems in school. She stated that the summit will be to help those students who are struggling. She then aked Dr. Sukola to work with the principals to identify the students who are in need of help.

Mr. Lujan moved, seconded by Ms. Benavente, to accept the IBOGS's Report as presented. The Board voted by voice and approved the motion with a vote of 8-0. The motion passed.

Mayor's Council of Guam – No report. Mayor Matanane mentioned that work is beginning on the back gate and is hoping that the gate would be opened for the students attending Upi Elementary School.

Ms. Gutierrez asked the Mayor what the status was regarding the grass cutting at the schools.

GFT – No report. Mr. Mc Carthy stated that the GFT would like to wish everyone Happy Holidays.

VI. UNFINISHED BUSINESS/COMMITTEE REPORTS

Mr. Crisostomo, returning back to the subject of the strategic plan and the evaluation of the board, stated that he thinks that it's important for the Board to stick to the goals that are on the Board. When he first came in, those five goals are what really caught his attention. He stated that if they really want to measure their success he thinks they should go back to those goals and measure the little incremental successes and attribute that to what they've done as a board. He stated that he thinks they've done a great job at maintaining stability with the Superintendent, it is not adversarial to the Superintendent it's, how can we help you as a board to further the success of our students and community. He added that if there is a true evaluation of the Board he thinks stakeholder input should always be garnered at the end of the year or quarterly so that they see where they are at as a board. He stated that you serve at the pleasure of the constituents that voted for you, if they continue to vote you in, you must be doing a great job. If they don't vote you in that's a statement of the things you've done on the board. If they don't have confidence in the board they will vote you out.

Mr. Mendiola commented that there is a lot of discussion surrounding the Board Self-Reflection. He clarified that this is for discussion purposes and apologized that the agenda stated that it was for action purposes. He added that what he would like to do is have the Executive Committee hold a work session to flush it out and they'll see if the Board wants to go in that direction, if they don't that's fine. He stated that he thought it would be a good starting point for them as they transition to a new administration, there might a new direction in terms of how they're looking at education. He stated that they would put it back to the Executive Committee and come up with a recommendation hopefully by the next board meeting.

2) Instructional & Academic Support Committee

a. **Head Start Report** – Ms. Schroeder offered apologies for Ms. Shirley Karrer who was planning to visit with Region 9 in January. She stated that they have canceled their trip temporarily, but may be visiting later in the year.

Head Start Grant – Ms. Schroeder informed that Board of the action that she is requesting. She explained that the Head Start Program is applying for a grant for $210,335, which would add five more classrooms for a whole day. She stated that what she is seeking is approval for the grant. She stated that the content of the grant is making five staff, full time staff and also adding a substitute teacher to help cover the five additional classrooms, plus the other seven. She stated that the start up costs are minimal this time around, it'll only be just under $5,000. She also noted that the money stays with us and adds to the baseline.

Mr. Ada asked Ms. Schroeder whether we are required to match funds.

Ms. Schroeder responded that yes, we have to match 20% and the amount is $50,777. She clarified that based off of their local budget, these funds are primarily from the benefits under the budget.

Mr. Lujan moved, seconded by Ms. San Nicolas, to approve the Head Start Grant as presented. The Board voted by voice and approved the motion with a vote of 8-0. The motion passed.

b. **Business Education & Consumer Family Sciences Program**

Ms. Benavente moved, seconded by Mr. Lujan, to approve and adopt the district's Career and Technical Education's Consumer Family Sciences and Business Education's Standards and Performance Indicators and the recommended deletions, additions, and revisions to the current course codes and titles.

Ms. San Nicolas stated that just as much as the Board is entrusted to approve or take action on these proposals, she thinks it's important that at the end of the implementation of the pilot course, that a report be provided to the Board to see if it impacted budget, personnel and other categories. She added that she would also like to see data, did it improve student achievement, did it improve for example, peer support. She stated that she is in support of the proposal but did it improve the self-

Interscholastic Sports – Mr. Lujan informed that earlier in the month some concerns were brought up regarding the Interscholastic Sports Program. He went into detail about the numerous issues that were brought to his attention like football games being forfeited and the Simon Sanchez High School wrestling team removing themselves from the league. He brought up concerns regarding the IIAAG and how they are handling issues to include issues involving money, as well as their communication with the Department. He clarified that DOE does not want to take over the IIAAG but he does feel that DOE should be able to pull back and improve in our sports to be successful. He mentioned the issues with coaches as well as their training and stipends. He expressed that we should be able to train our coaches.

Mr. Mendiola noted that is on the agenda, the Superintendent is aware and we are working on it to resolve the issues.

The Superintendent stated that our intent is to use the remainder of this calendar year to gather input and be able to report back to the Board some of the input from our public school stakeholders. He stated that he thinks it would be beneficial in January to have a more public opportunity for our stakeholders and for other organizations to have input. He stated that we'll prepare for that if the Board would like to do that in January.

Central Middle School – Mr. Lujan informed that there was a work session with the mayor but they have yet to set a work session for the Board.

4) **Organizational Efficiency and Development Committee**
Ad-Hoc Special Committee Status Report - Nepotism – Mr. Lujan noted that a meeting is scheduled for November 29th.

Mr. Mendiola acknowledged and informed everyone that they are moving forward with the issue.

5) **Fiscal Management**
Update on FY18 /FY19 /FY20 Budget – Mr. Mendiola noted that we are starting the budget cycle for FY20 and stated that they need to approve it by January 30, 2019. He acknowledged that there is a new administration, new legislature that will need to be brought up to speed but they still have to meet the mandate to submit a budget. He stated that for FY18, we have to be honest with everybody, they've been transparent with respect to the budget shortfalls that we've had. We are anticipating a shortfall in cash allotments of 1.5 million, we got a commitment for a 2 million dollar cash infusion at the end of the year to help. He stated that we took the reduction initially for FY18, about 15 million, so we just want to make sure that we close out the calendar year in terms of our cash flow for the Department. He stated that we want to make sure that what was committed has been received. He added that in addition to that, we submitted a supplemental budget but no legislature picked up on the law that we crafted. In that law we asked for an additional 15 million dollars for the safety issues regarding our SROs, our fiscal issues regarding our internal audit office, ensuring that we keep staff and the third issue that we addressed, which were other pending issues with respects to GFT regarding BRIP and reclassification.

He noted that FY19 is going to be very tough for us. The first quarter is the most difficult because that is when tax collection is low and of course with the new administration coming in, they're going to have to look at the finances of the government. During the Calvo-Tenorio administration they committed to a 3.75 release of allotments on a weekly basis and they have been very consistent and we've had good communication with them in regards to cash release. He also noted that we are receiving additional funds from the Department of the Interior in which they received noticed that we would receive 5.7 million for 2019. He added that we are trying to maximize the amount of resources that we get from our federal partners.

Mr. Lujan commented that Mr. Mendiola has been very proactive and aggressive moving the budget from the beginning. He commended the Chairman and the Superintendent for standing up for the Department

CHRISTIE L. SAN NICOLAS
Administrative Officer

MINUTES OF November 27, 2018 REGULAR BOARD MEETING:
( ) Approved as submitted
( ) Approved subject to corrections
( ) Other: _____

_____ _____

MARK B. MENDIOLA
GEB Chairman

JON J. P. FERNANDEZ
Executive Secretary/GDOE Superintendent

Date: _____

Date: _____

Communications

Ex-Officio Member Report

Unfinished Business/Committee Reports

Jon J. P. Fernandez
Superintendent of Education

GUAM HEAD START PROGRAM
DEPARTMENT OF EDUCATION
501 Mariner Avenue;
Barrigada, Guam 96913
Tel: (671) 300-1603/0604
Fax: (671) 477-1535
www.gdoe.net/headstart

Catherine M. Schroeder
Program Director, Head Start

Guam Head Start Program
Program Director's Report
December 2018

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(s): (Attachment A)

As of November 30, 2018 financial statement the program expended and encumbered 34.7% of the current year's budget.

The program is looking into a budget revision based on a projected lapsed funds under personnel. The program budgets medical and dental insurance at the lowest rate for all staff. There are new employees who do not opt for these benefits. This fiscal year the withholding for retirement dropped 1%. The senior full time staff who retired, resigned, or transferred to a new position were replaced with staff at step 1.

The program is looking at some capital improvements the program needs: continuation of replacing playground padding and addressing the floor issue in the Talofofo classroom. In addition the program is exploring the hiring of middle management coordinators.

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) (Attachment B)

Registration: Ongoing.
Enrollment: The program reported full enrollment.
Attendance: The programs average attendance for November was 86.19% which exceeds the required 85%. The year to date was 85.42%.
Disability Enrollment: At this time there are 43 children with disabilities attending class

Meal Report: pending

Doc. No. 34GL-18-2652.

Program Information: (Attachment C)

Training and Technical Assistance:

The first week back to school in January an off island Creative Curriculum trainer on island working with the teaching staff, Head Start Mentor Coaches and management on maximizing the fidelity of our latest edition of the curriculum and coaching teaching staff in this area.

Mr. Brian Te'o (Region IX Program Technical Assistance specialist) is planning to visit early next year. The dates are not confirmed as of this report. He will be following up on program action plans.

Memorandum of Understanding:

UOG College of Natural and Applied Sciences: Expanded Food and Nutrition Education Program (EFNEP), Extension and Outreach. The program has collaborated with these two departments within the College of Natural and Applied Sciences for years. This MOU formalizes the collaboration and provides more opportunities for our children and families to learn more about nutrition, gardening, etc. Both the GEB and the Policy Council support and approval is requested.

Health Services Advisory Council:

The quarterly meeting is December 20 at 9 am. Health related community partners and parents discuss provision of services to our mutual clients in all areas of health on island and strategies to support each other's programs.

Upcoming 5 year grant due April 1:

The program is currently collection community data as required under 45 CFR 1302.11. Stakeholders (governing bodies, staff, management, parents, and community partners) will review and develop program goals and objectives, school readiness goals, and a budget for the next 5 years of the program.

Communications: Office of Head Start: (Attachment D)

ACF-PI-HS-18 -06: FY 2019 Funding Increase: This program information is in regards to a 1.77% COLA increase. The Regional office will provide a funding guidance letter and a due date for the grant application. The program will be looking at data related to increased operating costs as we did in the last COLA grant.

Program Calendar and Announcements: October 1 – November 30

Members of the Guam Education Board and DOE Management Team are welcome to attend all Head Start activities.

Date	Event
December 19	Policy Council Meeting: 6:30 pm Building B
December 20	Head Start Health Services Advisory Council meeting 9 – 11 venue TBA

January 7 -8	Management and Mentor Coach training Creative Curriculum fidelity
January 9-11	Classes closed: Teaching staff training: Creative Curriculum
January 16	Policy Council Meeting: 6:30 pm Building B

Action Request: Approval of the Duration Expansion Grant

Submitted: December 13, 2018

Catherine M Schroeder

Catherine M. Schroeder: Head Start Program Director

for Joseph L. M. Sanchez: Deputy Superintendent of C&II

Dr. Kelly Sukola: Acting Superintendent of Education

FOR 2019 02

ACCOUNTS FOR: 18 FY 2018	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
32010 BASIC GRANT AWARD							
76020 831 215 SALARY FY18 HS BAS	1,593,539	1,593,539.00	609,235.89	187,381.38	.00	984,303.11	38.2%
76021 831 215 SUBS FY18 HS BASIC	7,000	7,000.00	.00	.00	.00	7,000.00	.0%
76022 831 215 PART-TIME FY18HS B	402,506	402,506.00	117,994.16	43,739.35	.00	284,511.84	29.3%
76023 831 215 BENEFITS FY18HS BA	795,764	796,714.00	268,245.40	85,020.69	.00	528,468.60	33.7%
76024 831 215 LOCAL MIL FY18HS B	6,800	6,800.00	881.82	519.93	.00	5,918.18	13.0%
76025 831 215 CONTRACTUAL 18HS B	80,480	82,090.00	21,984.43	9,915.50	8,824.52	51,281.05	37.5%
76026 831 215 SUPPLY FY18 HS BAS	85,000	137,617.00	9,861.30	5,500.40	3,865.83	123,889.87	10.0%
76027 831 215 EQUIPMENT 18HS BAS	10,340	31,995.00	22,250.45	22,250.45	206.99	9,537.56	70.2%
76028 831 215 MISC. FY18 HS BASI	500	500.00	.00	.00	.00	500.00	.0%
TOTAL BASIC GRANT AWARD	2,981,929	3,058,761.00	1,050,453.45	354,327.70	12,897.34	1,995,410.21	34.8%
32030 TRAINING AND TECHNICAL ASSISTANCE							
76030 831 215 TRAVEL FY18 HS T/T	22,000	52,000.00	9,150.21	-262.17	.00	42,849.79	17.6%
76031 831 215 LOCAL MIL FY18 HS	1,600	1,600.00	560.26	308.47	.00	1,039.74	35.0%
76032 831 215 CONTRACTUAL 18 HS	21,000	21,420.00	2,885.00	75.00	12,786.21	5,748.79	73.2%
76033 831 215 SUPPLY FY18 HS T/T	1,394	1,672.00	.00	.00	.00	1,672.00	.0%
TOTAL TRAINING AND TECHNICAL A	45,994	76,692.00	12,595.47	121.30	12,786.21	51,310.32	33.1%
TOTAL FY 2018	3,027,923	3,135,453.00	1,063,048.92	354,449.00	25,683.55	2,046,720.53	34.7%

A

09CH9160 - GUAM PUBLIC SCHOOL SYSTEM

End-Of-Month Enrollment - November 2018

Head Start

	Operated this month	Last day of services provided	Reported Enrollment	Funded Enrollment	Grant Status
	Yes	Nov 30, 2018	534	534	Reported
Initially Reported:	On 12/02/2018 by Enrico Pegarido				
Last Updated:	On 12/02/2018 08:20:06 AM, EST by Enrico Pegarido				
Grantee Comments:	Total Enrolled in Class: 530 Total Vacancies Within 30 Days: 4 Total Vacancies Replaced After 30 Days: 0				

Doc. No. 34GL-18-2652.

Memorandum of Understanding

Between

The Guam Head Start Program,
Guam Department of Education

and

The Expanded Food and Nutrition Education Program (EFNEP),
Extension & Outreach,
College of Natural and Applied Sciences.
University of Guam

DRAFT

The **Guam Head Start Program (Head Start)** and the **Guam Expanded Food and Nutrition Education Program (EFNEP)** have entered into this **Memorandum of Understanding (MOU)** in an effort to document and further enhance the collaborative programming efforts that exist and continue to develop for the ultimate purpose of benefiting the food security and nutritional status of families in Guam who are eligible for the two (2) Programs, i.e. **GUAM HEAD START** and **EFNEP**.

I. PURPOSE

The purpose of this collaboration, as expressed in this **MOU**, is to:

a. Increase and enhance referrals between the two (2) Programs thus benefiting low-income, eligible families.

b. Enhance and improve the educational programming provided to participating families by developing and delivering relevant, consistent nutrition education messages and activities that are provided by both Programs.

c. Demonstrate that the **HEAD START Program** is the lead agency in early childhood activities for low-income families with **EFNEP** collaborating to enhance, support, and supplement related activities wherever possible.

d. Reduce Program costs by collaborating on selected educational materials and training/professional development opportunities for staff of both Programs.

Commented [Office1]: EFNEP would like to explore this effort more.

e. Further collaboration and planning between the two (2) Programs such that unintended duplication is avoided, gaps in educational programming are minimized, and needs of Program participants are met effectively and efficiently.

f. Increase and enhance referrals to the other services to which each Program is administratively connected, for the purpose of enhancing the overall health and welfare of low-income families in Guam.

II. BACKGROUND

The **GUAM HEAD START Program**, a Division within the Guam Department of Education (GDOE). GDOE is the grantee of the federally funded program by the US Department of Health and Human Services Administration for Children and Families, Office of Head Start. The mission of HEAD START Program is to promote school readiness of low income children by enhancing their cognitive, social and emotional development in a learning environment that supports children's growth and through the provision of health, educational, nutritional, social and other services based on family needs. The Guam Head Start Program strives to provide comprehensive services for eligible children and families. The more knowledge and understating the families have regarding issues and concerns, the better they can advocate for themselves. An ultimate goal is to **Build a Healthy Foundation for Life**.

The **GUAM HEAD START Program** primarily works with low Income High risk children ages 3 – 5 and their families. The program must collaborate with parents to promote children's health and overall well- being inclusive of nutrition, dental, medical, and mental health by providing health education support services. Under the Performance Standards 45 CFR 1302.44 and 46 the focus is on nutrition both for the child and parent supports and health education. Individualized **GUAM HEAD START** nutrition assessments are the basis for the provision of nutrition counseling and education, and referrals to medical/health, food/nutrition, and social services. The program has a nutritional curriculum promoting healthy nutrition and physical activity.

The **Guam Expanded Food & Nutrition Education Program (EFNEP)**, is a Federal Extension program that operates through the Guam Extension & Outreach (E&O) of the College of Natural and Applied Sciences (CNAS) in the University of Guam (UOG). CNAS-E&O offers educational programs in Guam, extending the knowledge and research of the University to all of the residents of Guam. Therefore, EFNEP has access to evidenced-based information and curricula related to child and family life sciences, economics, and agriculture; and experience with community engagement providing perspective on current community issues and service gaps. **EFNEP** delivers nutrition education to low-income families through a community-based, relationship-driven, hands-on education approach with paraprofessional staff.

III. MUTUAL GUAM HEAD START and EFNEP RESPONSIBILITIES

a. While it is recognized that **GUAM HEAD START** has the primary responsibility for providing special supplemental nutrition education (i.e., education provided after certification/enrollment) to **GUAM HEAD START** participants, **GUAM HEAD START** and **EFNEP** agencies will collaborate in providing GUAM HEAD START participants secondary education at **GUAM HEAD START** clinic sites as is practical and appropriate for both agencies.

b. While it is recognized that **EFNEP** has program required topics and documents, **GUAM HEAD START** and **EFNEP** agencies will jointly plan and coordinate secondary education topics, scheduling, and documentation, as appropriate.

c. **EFNEP** educational class programming at **GUAM HEAD START** will reinforce **GUAM HEAD START** educational priorities and **GUAM HEAD START** counseling will reinforce nutrition messages delivered through **EFNEP**.

d. **EFNEP** and **GUAM HEAD START** will communicate with each other regarding other potential avenues for collaboration, issues of mutual concern, and evaluation results without violating confidentiality of clients.

e. **EFNEP** and **GUAM HEAD START** will collaborate to develop and share selected educational materials, as needed.

f. **GUAM HEAD START** and **EFNEP** will collaborate to deliver selected training and professional development activities on content areas of mutual interest for staff of both Programs at a time and location that is agreed upon by both Programs.

IV. GUAM HEAD START RESPONSIBILITIES

The **GUAM HEAD START** Program agrees to the following responsibilities under this **MOU:**

a. **GUAM HEAD START** will refer interested **GUAM HEAD START** clients and families to **EFNEP** for secondary education, as appropriate, using the **EFNEP** referral log and/or direct communication (e.g. phone call).

Commented [Office2]: We would like to suggest the creation of a EFNEP and GUAM HEAD START referral log for our respective programs to have clients write their name and content information with a consenting statement at the top that will allow the agency referred to contact that interested client.

b. **GUAM HEAD START** will provide space for **EFNEP** educators to provide secondary nutrition education for the GUAM HEAD START clients participating in the **EFNEP** lessons.

c. As allowed by **GUAM HEAD START** Policy on Confidentiality, **GUAM HEAD START** Program staff may disclose individual client information, such as names, race/ethnicity, and category of **GUAM HEAD START** participants to appropriate **EFNEP** providers for the purpose of documentation for the program; for further services; or for outreach. Client information disclosed will be limited to the purpose of documentation, and research.

d. **GUAM HEAD START** will not, without the informed written consent of the **EFNEP** participant, disclose personally identifiable **EFNEP** participant information to other providers, programs or agencies except to the extent that the additional disclosure is for the purpose of accomplishing the eligibility and outreach services specified in this **MOU** and is otherwise allowed by laws.

e. **GUAM HEAD START** will obtain the informed written consent of the **EFNEP** participant, or the person legally authorized to give consent on behalf of the **EFNEP** participant, before disclosing or releasing any other personally identifiable information about the **EFNEP** participant.

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f. **GUAM HEAD START** will provide a nutritionist and nutrition related materials on basic nutrition education to **EFNEP** staff, as appropriate during the **EFNEP** lessons at **GUAM HEAD START** sites.

V. EFNEP RESPONSIBILITIES

EFNEP agrees to the following responsibilities under this **MOU**:

a. **EFNEP** will refer potentially-eligible families or women to **GUAM HEAD START** and other nutrition programs administered by the **BNS-DPHSS**: The Supplementary Nutrition Assistance Program **(SNAP)** and **GUAM HEAD START** Farmers Market Nutrition Program **(FMNP).**

Commented [Office3]: To my knowledge there is a requirement for GUAM HEAD START hires to complete EFNEP lessons. I believe this should be outlined in this MOU as GUAM HEAD START is dependent on the EFNEP staff and coordinators to train GUAM HEAD START educators

b. **EFNEP** will not, without the informed written consent of the **GUAM HEAD START** participant, disclose personally identifiable **GUAM HEAD START** participant information to other providers, programs or agencies except to the extent that the additional disclosure is for the purpose of accomplishing the eligibility and outreach services specified in this **MOU** and is otherwise allowed by laws.

c. **EFNEP** will obtain the informed written consent of the **GUAM HEAD START** participant, or the person legally authorized to give consent on behalf of the **GUAM HEAD START** participant, before disclosing or releasing any other personally identifiable information about the **GUAM HEAD START** participant.

d. **EFNEP** will provide evidenced-based nutrition-related materials to **GUAM HEAD START** staff and basic nutrition guidance from a Registered Dietitian, upon request or as appropriate to the activities outlined in this **MOU**.

VI. DURATION OF THIS MEMORANDUM OF UNDERSTANDING

This **MOU** may be terminated at any time. Either party may terminate this memorandum by providing written notice to the other party. The memorandum may be amended in writing at any time by mutual agreement of the parties. This memorandum remains in effect until terminated or amended in accordance with this provision.

VII. SIGNATURES

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_____ _____

TANISHA AFLAGUE, PhD, RDN, LD DATE
Guam EFNEP Coordinator, CNAS, UOG

_____ _____

JAMES HOLLYER, DATE
Associate Director, CNAS, UOG

STEPHEN WEISS, MS, RD, CLC
Guam GUAM HEAD START, DPHSS

DATE

JAMES W. GILLAN
Director, DPHSS

DATE

Catherine M. Schroeder

DATE

Head Start Program Director

Jon J. P. Fernandez

Date

Superintendent of Education

Joseph Aquino: Policy Council Chairman

DATE

Mark Mendiola: Guam Education Board Chairman

Date

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*rc2_26_15:3_5_*

http://www.uwex.edu/ces/wnep/files/wnepGuam Head Start.pdf

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Catherine M. Schroeder <cmschroeder@gdoe.net>

ACF-PI-HS-18-06 FY 2019 Head Start Funding Increase

1 message

Office of Head Start <no-reply@hsicc.org> Sat, Dec 1, 2018 at 4:05 AM
Reply-To: no-reply@hsicc.org
To: "cmschroeder@gdoe.net" <cmschroeder@gdoe.net>

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U.S. Department of Health & Human Services | Administration for Children & Families

OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-HS-18-06	2. Issuance Date: 11/30/2018
	3. Originating Office: Office of Head Start	
	4. Key Words: Cost of Living Adjustment (COLA); Fiscal Year (FY) 2019; Funding Increase; Appropriations; Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019; Continuing Appropriations Act, 2019	

PROGRAM INSTRUCTION

TO: Head Start and Early Head Start Grantees and Delegate Agencies

SUBJECT: FY 2019 Head Start Funding Increase

INSTRUCTION:

President Trump signed Public Law 115-245, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, and Continuing Appropriations Act, 2019, on September 28, 2018. Included is $10,063,095,000 for programs under the Head Start Act, an increase of $200 million over the fiscal year (FY) 2018 funding level.

This increase provides a 1.77 percent cost of living adjustment (COLA) for existing grantees. It also offers an increase to the total amount available for the Early Head Start-Child Care (EHS-CC) Partnership and Early Head Start Expansion grants scheduled to be awarded in March 2019.

This Program Instruction (PI) provides information about the COLA funds available to grantees in FY 2019 and describes the requirements for applying for these funds. All Head Start and Early Head Start grantees, EHS-CC Partnership and Early Head Start Expansion grantees, and grantees subject to competition for continued funding through the Designation Renewal System are eligible to receive the COLA.

State Collaboration grants are not eligible for the COLA due to the statutory cap on their funding in the Head Start Act.

FY 2019 COLA

Doc. No. 34GL-18-2652.

Eligible grantees may apply for a COLA increase of 1.77 percent of their FY 2018 base funding level. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2018. COLA funds are to be used to increase staff salaries and fringe benefits, and to pay for higher operating costs.

Programs that use COLA funds to increase staff salaries must increase the hourly rate of pay and permanently increase the Head Start pay scale rather than only increase the salaries of current employees.

Sections **653** and **640(j)** of the Head Start Act provide further guidance on the uses and limitations of the COLA funds. Section 653 of the Act restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. Section 653 also prohibits any Head Start employee from being compensated at a rate higher than that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that the compensation of Head Start employees must be improved regardless of whether the agency has the ability to improve the compensation of staff employed by the agency that do not provide Head Start services.

Any grantee proposing differential COLA increases to staff, delegates, or partners must justify its rationale in its budget narrative.

As specified in **Personnel Policies, 45 CFR § 1302.90**, each grantee is required to establish written personnel policies and procedures that are approved by the governing body and Policy Council or policy committee and that are available to all staff. Review your personnel policies and procedures since they may contain information relevant to this COLA.

Funds may also be used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, supplies, and equipment.

Application Requirements

Grantees are required to request COLA funds through a grant application. Your Regional Office will provide a Funding Guidance Letter specifying the amount of funds available to your agency. Grantees whose annual applications have been submitted may request their applications be returned to add the COLA.

Grantees must submit their application in the Head Start Enterprise System (HSES).

Grantees encountering program improvement needs related to health and safety should contact their Regional Office and submit supplemental applications throughout the year as needs emerge. Requests are addressed by priority and subject to availability of funds.

Please direct any questions regarding this PI to your Regional Office. Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start

Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
https://eclkc.ohs.acf.hhs.gov | 1-866-763-6481 | Contact Us

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Doc. No. 34GL-18-2652.

New Business

Executive Session

Doc. No. 34GL-18-2652.