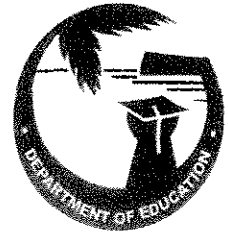




**DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT**



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JON J.P. FERNANDEZ
Superintendent of Education

September 23, 2015

The Honorable Eddie Baza Calvo
Governor of Guam
Ricardo J. Bordallo Governor's Complex
Adelup, Guam 96910

Honorable Judith T. Won Pat, Ed.D.
Speaker
Thirty-third Guam Legislature
Hagåtña, Guam 96932

33-15-0892
Office of the Speaker
Judith T. Won Pat, Ed.D

Date: 09-29-15
Time: 11:51 AM
Received By: [Signature]

2015 SEP 29 PM 4:51

Dear Governor Calvo and Speaker Won Pat:

Håfa Adai! Pursuant to Public Law 31-233, Section 38, *Reporting Requirements for Boards and Commissions*, attached are electronic copies of the Guam Education Board's meeting agenda, approved minutes and other documents as discussed at the August 10, 2015 special meeting. The meeting was held at M.A. Ulloa Elementary School, Library.

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

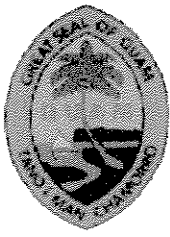
Senseramente,

JON J.P. FERNANDEZ
Superintendent of Education

Attachment
- E-Copies of GEB Meeting Packet

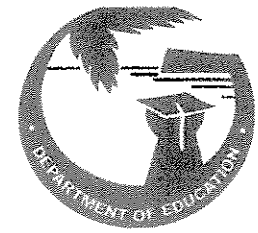
cc: GEB Members
Deputy Supt., FAS
File

0892



GUAM EDUCATION BOARD

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PETER ALEXIS D. ADA
Chairman

LOURDES B. SAN NICOLAS
Vice-Chairperson

SPECIAL MEETING
Monday, August 10, 2015
6 PM

Maria A. Ulloa Elementary School, Library

VOTING MEMBERS

Peter Alexis D. Ada, Chair
Lourdes B. San Nicolas, Vice-Chair
Lourdes M. Benavente
Kenneth P. Chargualaf
Charlene D. Concepcion
Jose Q. Cruz, Ed. D.
Maria A. Gutierrez
Rosie R. Tainatongo
Ryan F. Torres

EX-OFFICIO MEMBERS

(Vacant)
IBOGS Representative

Audrey J. Perez (SSHS)
GFT Representative

Mayor, Rudy M. Matanane
MCOG Representative

EXECUTIVE SECRETARY

Jon J. P. Fernandez
GDOE Superintendent

MINUTES

I. MEETING CALL TO ORDER

Mr. Peter Alexis D. Ada, Chairman, called the meeting to order at 6:00 PM.

II. 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:

Ada, Peter Alexis D. - Chair
San Nicolas, Lourdes B. - Vice Chair (Go to meeting)
Benavente, Lourdes M.
Chargualaf, Kenneth P.
Concepcion, Charlene D.
Cruz, Dr. Jose Q. *
Gutierrez, Maria A.
Tainatongo, Rosie R.
Torres, Ryan F.

Non-Voting Members:

Perez, Audrey (SSHS) - GFT Representative

**Arrived after roll call*

Absent:

Matanane, Rudy M. - Yigo Mayor and MCOG education liaison

The DOE legal counsel, Mr. Jesse N. Nasis, was present for the meeting.

The Superintendent announced that there is a quorum. *(By law, five voting members constitute a quorum. Nine (9) voting members were present for this meeting.)*

III. NEW BUSINESS

- 1) Opening of the Schools

The Superintendent thanked Principal, Mrs. Beverly San Agustin and former Principal, Mr. Patrick Egurbay and the employees of the school for hosting the board meeting and providing a lovely spread during this last week of getting schools ready to open.

The Superintendent started off the report by thanking everyone who helped all summer to prepare schools for the upcoming school year 2015-2016, including administrators, school employees, facilities and maintenance, the deputies, property management staff, operators of our leased schools (GEFF, CAPFA, and CoreTech), custodial vendors (Guam Cleaning Masters, MTO, JJ Global, Lucky), and other vendors (Sodexo/GFS, JRN, J & B Modern Tech, JMI).

Fernandez thanked Governor Calvo and the executive agencies who have participated in the "Adopt-A-School" project to support GDOE's efforts. Fernandez mentioned the role of the Department of Public Works, including Mr. Frank Taitano, Superintendent of Bus Operations. He also thanked the mayors, who continue to ensure that grass cutting is done, as well as volunteers, including military partners, parents, teachers, and community helpers for their participation.

The Superintendent reported that he was confident that schools will be ready to start the school year successfully on August 14, 2015, when teachers return, and on August 17, 2015, when students start.

He mentioned that, when board members review the report, they will see that not everything is fully complete but, over the next few days, outstanding items should be addressed. In addition, an updated report on teacher vacancies was handed out to board members for their review

- **Personnel vacancies** – There are a total 14 teacher vacancies in the elementary level with 4 referrals in progress. In the secondary level, there are 27 vacancies with 6 referrals in progress. After the referrals are taken into account, there are 31 vacancies that remain. The 31 vacancies reflect both classroom and non-classroom positions. There are 11 classroom vacancies in elementary and 14 classroom vacancies in secondary, for a total of 25 classroom vacancies. There remains a pool of 26 applicants to be placed to address these outstanding vacancies.
- **Substitute** - there are 117 substitute local positions filled, an additional 25 vacancies, and 25 referrals in progress.
- **Master and Student schedules**- The schedules will be available no later than the 14th of August and some of the other schools will be available before that.
- **Deep Cleaning** – Contractors have made tremendous progress. As of today, George Washington HS is at 90%, Upi ES is at 90%, and with D.L. Perez ES we have to go take a close look on any remaining issues.
- **Student Handbooks** – All are complete. The student handbooks will include all the relevant information needed by parents and students and the information will also be included in the student planners.
- **Faculty Handbooks** – All schools are near completion.

- **Student Orientation Schedules.** Schedules were published over the weekend, and many are on the school websites and those orientations are taking place this week.
- **Teacher Work-Day Agenda** – All schools have turned in agendas to Deputy Superintendent Erika Cruz for approval for their August 14 teacher work-day.
- **Maintenance** – The main focus for school opening is air conditioners in classrooms and elevator repairs. The vendors have been out to the schools to address problems with ACs. There's a schedule out for the elevator repair vendor to go to seven (7) schools to repair and address the elevator repairs, including Tamuning ES elevator work (complete on August 6 & 8); Southern HS- August 11th & 14th; H.S. Truman ES- August 11th & 12th; Jose Rios MS (Gym) - August 11th & 12th; Finegayan ES- August 19th; Simon Sanchez HS August 20th; Inarajan MS- August 21, 2015.
- **Trainings-** Leadership Academy was held for administrators, AP and Pre AP training was provided for teachers and counselors, and clerks were at Okkodo HS getting updated on child nutrition program. Also, PBIS staff worked with the DPW bus drivers to get them ready for the new school year to make sure we are aligned with behavioral expectations from the bus stop all the way to the school and back. This coming week, there are trainings for teachers in "Classroom Instruction That Works", "Common Formative Assessments" and technology training. The Chamorro teacher academy takes place Thursday, August 13, 2015, and our Teachers assistants (TA) will be also going through training.
- **First day of school-** The Superintendent mentioned that he's currently getting volunteers from our central offices to be present at our schools to help meet and greet parents and students to show support. The deputies and he will be out at the schools to make sure all goes well on the 1st day throughout the 1st week. Fernandez also invited others to join as our other elected officials from the Congresswoman to the Governor, Lt. Governor, Senators, and Mayors.

The Superintendent mentioned that he's fairly confident that all major issues are addressed. This week, administrators will be completing their assurances that there aren't any remaining school readiness issues that need to be addressed. The goal and effort is to open all schools on time.

Mr. Frank Taitano, Superintendent of Bus Operations, came to the front to report that he expected 47 more buses on line during the coming year. Also, the bus schedules are about done and will be sent to Pacific Daily News (PDN). DPW will open the school year with the same amount of buses that DPW closed with last year. He mentioned that, since January 2015, he lost 7 to 10 employees due to them retiring. The Chairman asked if there's an alternative plan to replace those employees. Mr. Taitano responded that when he signs the CG1 as their leaving, it follows with recruitment CG1.

Mr. Torres asked if there is a shortfall of buses. Mr. Taitano responded that he needs 189 buses and 189 drivers; that way, no one will complain that there's no bus running. Mr. Torres asked how many buses today are operable. Mr. Taitano responded that between 110 to 112 buses running. He reported that he's short of 77 buses.

Mr. Chargualaf asked if we are going to anticipate this year any double runs and triple runs. Mr. Taitano responded that you will anticipate double and triple runs until they give him the 189 buses and drivers needed.

Mr. Chargualaf asked how many buses are about to breakdown. Mr. Taitano responded that they have a 1990 bus that is still running on the road. The mechanics at DPW are doing everything they can to keep it running.

Dr. Cruz responded that his concern is when doing double and triple run who is responsible for the students. Mr. Taitano responded it's not only GDOE but it's also Public Works because we are only one Government. He mentioned that he's work with school officials and, in the past, they found a way to have someone there to monitor the students at the stop until the students were picked up. We are cutting the time shorter this year because of the schedule changes so we are working to make it happen.

Dr. Cruz commented that his concern is that the schedule is not out. Once the students reach the school grounds, they are our responsibility. The Superintendent responded that the relationship we have with the Department of Public Works has been very strong. Ms. Erika Cruz and Mr. Robert Malay have always worked with Mr. Taitano to make sure that any issues are communicated at the highest level. All of our administrators understand their responsibilities to ensure that our kids are safe from the time they enter campus to the time they leave campus.

Mr. Taitano reported that all the buses that will be running on the road have GPS system. He will know the location of every bus.

Dr. Cruz asked what the school level plan is. Where is the SOP? Who is responsible for what happens at the bus stop because even at the bus stop they're still our responsibility until they get home. He asked if there is legal counsel position that can guide our principals. The Superintendent responded that there was a request made during our board work session for legal counsel in regard to jurisdiction of the Department outside of the school campuses so that is a pending request that requires a response, it's not yet completed and when it is we will share it with the board.

Ms. San Nicolas responded to concerns expressed by Dr. Cruz. Parents need to know what are these schools affected with the second and third runs. Parents are expecting their kids to be home at a certain time and their not home because they don't know the information. The Principals are going to be faced with these challenges, some of their vacancies have not been filled and so they're going to have to manage the schedule of their personnel to make sure that the students that are waiting for the second or third run are properly supervised. As Dr. Cruz has articulated, we cannot leave those kids unsupervised.

Mrs. Tainatongo commented that you have 110 buses, what if some of your busses break down, what's going to happen? Mr. Taitano responded that buses will have to return pick students up.

Mrs. Tainatongo asked if there were any buses that are being repaired.

Mr. Taitano responded that there are, but DPW is awaiting parts because the parts that are needed are not readily available on island.

Mrs. Gutierrez reported that in past at Jose Rios Middle School, the Principal or Assistant Principal and staff would stay there for the second and third run. She mentioned that she knows there's a lot of Principals and Assistant Principals that won't leave their kids unsupervised.

Mrs. Concepcion asked if they identified a preliminary list of schools that maybe affected and is there a contingency plan in place to address the double and triple run to cover all the students.

Mr. Taitano responded that majority of the double runs will be for the elementary schools. He explained that, even if he was to put a contingency plan together, there's nothing he could do because he needs the buses.

Ms. Benavente commented that sometimes the double runs are because the capacity of the buses. Some are 60 and some 84. There are times when the bus drivers have to do a double run to pick up 2 students.

Mr. Taitano wanted to add regard to the new GPS system. He explained that they'll working with the GDOE staff on getting an identification card so that when a child enters the bus they would swipe that card and that card would show on the computer what time the child was dropped off.

The Chairman mentioned that the Superintendent made his report on the readiness of the schools.

Mr. Torres is concerned on D. L. Perez Elementary School's target date which was today. Was there any work completed today on that school? Ms. Julie Mendiola, Principal at D .L. Perez Elementary School responded that the work was not completed that day. The AC maintenance personnel came by, but she didn't know what was completed because they left when she came into check. There are many classrooms needing parts in terms of the ACs. She mentioned that, with the deep cleaning, she has 3 classrooms that are on hold due to the tiles popping up. She inputted her request to maintenance to have the tiles replaced.

Mr. Billy Cruz, Manager of Facilities and Maintenance responded that, after reading the DL Perez readiness report. He mentioned that he has not received an email about the urgency of her request during the past two weeks.

The Superintendent responded that the purpose of the school readiness report is to narrow down to the final schools that need extra attention. D. L. Perez Elementary School is the only school that seems to have an outstanding issue. He mentioned that he'll be working with Mr. Billy Cruz to address the cleaners and the ACs.

Mr. Chargualaf explained the areas that he's concerned, including schools that have mold and mildew, termite and rodent infestation, exposure of electrical wires, water

logged classrooms, temporary classrooms at L.P. Untalan Middle School, the guard rails at George Washington High School and other items. Mr. Chargualaf also mentioned other maintenance needs at various schools, using information from a previous report.

The Superintendent responded that the report Mr. Chargualaf was using was the prior week's report. He asked administrators to raise their hands if they had any pending issues that would prevent them from opening their schools on time and to provide a healthy and safe environment for students. The Superintendent indicated he was aware of the deferred maintenance issues that continue to require resources in order to address.

Ms. Agnes Guerrero, Principal, Carbullido Elementary School, explained that there was a classroom that has shown recurring mold. The Superintendent did come by the school and did a walk through, but, at that time, Ms. Guerrero indicated that they hadn't had concerns for around a year. She continued on to explain that the building was built in 1965, and the teacher is assigned to that classroom is asthmatic. She advised the teacher not to work in that classroom.

The Superintendent responded that the board does not see this issue on the report, because this is a recent issue. The Superintendent promised to address the issue. In the interim, the principal should look for ways to accommodate the teacher and students or look at the number of out-of-district students in order to determine whether there are ways to ensure adequate space for in-district students.

Mrs. Gutierrez responded that this report is misleading and she confused because it says on the school report, none, meaning there's no problems and the report is as of August 6, 2015.

The Superintendent explained that the intent of the report is to provide an update on school readiness.

Ms. Agnes Camacho responded that the issue will be inputted on the next report.

Dr. Cruz asked if the commode was changed in the kindergarten classroom. He mentioned that he spoke to Mr. Billy Cruz about changing it out because it's not suitable for the age of the children.

Mr. Robert Martinez, Principal at F.B. Leon Guerrero Middle School made a statement that Maintenance has done a wonderful job and he appreciates their work. The only thing that he foresees an issue is the debris that we have at the school. He explained that over the summer the tiles were change and he wants to make sure that the debris is picked before school opens.

The Superintendent explained that there's an on-going operation that's under way and is going to go through into the weekend. Basically, it's addressing long standing issues at the schools with regard to equipment that's been stored. The issue with textbook and surveyed equipment that's been on campus and unable to be removed for one reason or the other over the years. He apprised the board of our effort to finally address this to free up classrooms, free up space for offices for additional

storage. He commended Acting Deputy Superintendent Chris Anderson, Billy Cruz and his team, including some of the staff that have helped with this operation to go to the schools to finally remove the debris and equipment from the campus. He reported that they've been working with the Ayuda Foundation on the textbooks to help us with our storage.

Mrs. Tainatongo mentioned that we have 2 vacant positions in kindergarten and no vacant positions under Pre-K. Pre-K doesn't start on the 17th of August. Is there a possibility that we can take some of those teachers and put them in the Kindergarten classrooms?

The Superintendent responded that he'll look at that as a solution if we're unable to fill those positions.

Mrs. Tainatongo asked if it's the responsibility of the Department to fix the chiller in the cafeteria.

Mr. Billy Cruz responded that with the new contract it's the responsibility of the vendor.

Mrs. Gutierrez asked about the teacher vacancies at GWHS. Are you going to be able to fill those 7 positions?

The Superintendent responded that our priority will be to fill the classroom positions first. He mentioned again that there are 25 classroom positions between elementary and secondary and pull of 26 applicants.

Mrs. Gutierrez asked that the principals inform the parents of the critical maintenance issues that are being address at this time. She mentioned that there's a problem at Wettengel Elementary School with regard to the pigeons.

Ms. San Nicolas asked how the overtime budget relates to the on-going of maintenance issues.

The Superintendent responded that the overtime being used over the summer is to address those issues we need done by the time we hit the start of the school year. Anything that could be done at the course of the year, we would like to address at the regular working hours unless it's something that requires that it be done when no one is on campus.

Ms. San Nicolas asked about the 2 vacancies for the curriculum coordinator positions.

The Superintendent responded that those curriculum coordinator positions reflect one recent resignation. Our effort right now is to fill the classroom positions first and any outstanding curriculum coordinator positions we would take 2nd priority but we're working with the principals to make sure that we can do both by providing a curriculum coordinator and making sure our classrooms are covered by a teacher and not a substitute.

Ms. Benavente asked if curriculum coordinator can cover a class.

The Superintendent responded that we discussed all the possibilities of whether a curriculum coordinator can start to cover classes. Our first effort is to see if we can fill all the position and if not we will look at other options.

Mr. Chargualaf commented that the items that were discussed are public policies and are of public matter and not only that it's part of the 14 points its part of the board mandates. Are we comfortable knowing that these schools clearly articulated some of their challenges and he mentioned that the Superintendent is correct that these issues did not occur just this year or past years but previous years. He asked if we are going to subject our students to these conditions.

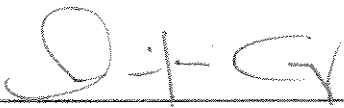
The Chairman mentioned that last year there was a downpour and a staff at F.B. Leon Guerrero Middle School did not open the gate so the students can come in and they were soaking wet. He asked that its work out within the school level.

Mr. Robert Martinez, Principal, F.B. Leon Guerrero Middle School responded that the community knows that the gate opens at 7:30 am. He mentioned that the students are being dropped before 7 am. His staff comes in by 7:30 am so it's not the schools fault and he feels for those kids that are getting wet but it's the parent's responsibility because they're dropping them earlier than expected. He sent out notices to mayor's office and the community but also explained that it is the responsibility for the parents to drop the students accordingly.

Mr. Billy Cruz commented that he's done this job for over 20 years as a facility manager and he's seen Superintendents come and go and never a one time that a school did not open. His priority always was to make sure that the schools can open. He explained more about his role in ensuring that the request that is made from the schools and division is addressed accordingly.

Mrs. Gutierrez moved, seconded by Mrs. Tainatongo to adjourn the meeting at 7:28 pm.

MINUTES SUBMITTED BY:

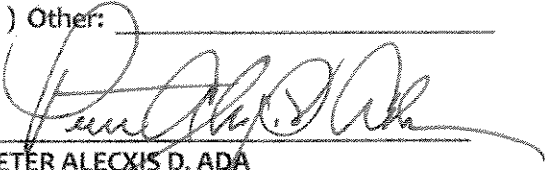


LEILANI M. B. CRUZ
Administrative Officer

Date: 9/1/15

MINUTES OF August 10, 2015 Special Meeting

- Approved as submitted
- Approved subject to corrections (Ref: GEB mtg., August 25, 2015 @ AsTumbo Elementary School, Cafeteria)
- Other: _____



PETER ALEXIS D. ADA
GEB Chairman

Date: 9/2/15



JON J. P. FERNANDEZ
Executive Secretary/GDOE Superintendent

Date: 9/15/15