

# Communication Log of the School Pilot Program

Date	Activity	Involved Parties									Comment
		DEH	GDOE	CLTES	MULES	AJMS	JRMS	GWHS	SSHS	Other	
8/21/2015	Meeting with DEH to discuss PowerPoint Presentation for School Building Sanitation Program for School Principals.	x									
8/24/2015	Brief meeting with Delia to provide overview of Pilot Program	x									
9/1/2015	Meeting with DEH to discuss PowerPoint Presentation for School Building Sanitation Program for School Principals.	x									
9/1/2015	School Building Sanitation Program PPT presentation (Principals)	x	x	x	x	x	x	x	x	x	Other (Principals for all 41 schools)
9/1/2015	Introductory meeting with Delia Tibbs and CLTES	x		x							
9/3/2015	Introductory meeting with Delia Tibbs and MULES (walkthrough assesment)	x			x						
9/4/2015	Introductory meeting with Delia Tibbs and AJMS	x				x**					Deliverable: Monitoring List Submitted
9/15/2015	School Building Sanitation Program PPT presentation (GDOE and Board of Education)	x	x							x	Other (Board of Education)
9/17/2015	School Building Sanitation Program PPT presentation (GDOE Facilities & Maintenance)	x	x								
9/17/2015	Delia Tibbs last day	x									
10/4/2015	Initial regular inspection of SSHS	x							x		Complaint based
10/5/2015	Initial regular inspection of SSHS (Continuation)	x							x		Complaint based
10/8/2015	Initial regular inspection of SSHS (Continuation)	x							x		Complaint based
10/13/2015	Initial regular inspection of SSHS (Continuation)	x							x		Complaint based
10/13/2015	KUAM email interview regarding SSHS inspection	x								x	Other (Kuam Isa Baza)
10/14/2015	Email to all schools to meet, discuss progress, challenges, or follow-up with last meeting	x	x	x	x	x	x	x	x		
10/15/2015	Meeting to discuss issues with Munis and development of School Safety Liasion teams. GDOE to ascertain baseline and develop target goals for school sanitation improvement efforts.	x	x		x	x	x	x	x	x	Other (GDOE FM)
10/16/2015	Telephone interview with Guam Daily Post regarding SSHS inpsctions	x								x	Other (Guam Daily Post)
10/20/2015	Meeting with CLTES SIT (train team on how to assess/identify possible violations)	x		x							As request of Principal Castro
10/23/2015	Meeting with Governor's Office	x	x							x	Other (Govenor's Office, GDOE, and GDOE FM) Oyaol Ngirairikl (Govenor's Office) Taling Taitano (Deputy Director GDOE) Tom Nadeau Craig Guevara (GDOE FM) etc.
11/16/2015	Memo to GDOE Superintendent regarding Integrated Pest Management	x	x								

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11/25/2015	Email to CLTES outlining meeting and informal list of violation observed during Walkthrough Assessment	x		x							
11/25/2015	Email to all schools to meet, discuss progress, challenges, or follow-up with last meeting	x	x	x	x	x	x	x	x		
12/3/2015	Follow-up Inspection for SSHS	x							x		Follow-up to 10/04/15 Inspection
12/4/2015	Meeting with CLTES SIT and Mock Inspection	x		x**						x	Other (Guam Cleaning Masters, GDOE FM, and Sinajana Mayor's Office) Corina Paulino (Principal) Lourdes Francisco (Administrative Officer) John Guerrero (C. L. Taitano Maintenance) Anna Sablan (Mayor's Office) Rowena Thomas (Owner, Guam Cleaning Masters) Windy Gaoia (Supervisor, Guam Cleaning Masters) John Leon Guererro (GDOE Facilities and Maintenance) Claire Baradi & Jerome Garcia
12/14/2015	School Building Sanitation Program PPT presentation (School Safety Liaison Team) -Session 1	x	x	x	x	x	x	x	x	x	Other (School Safety Liaison members from 41 schools)
12/21/2015	School Building Sanitation Program PPT presentation (School Safety Liaison Team) -Session 1	x	x	x	x	x	x	x	x	x	Other (School Safety Liaison members from 41 schools)
12/23/2016	Meeting with AJMS	x				x					
12/29/2015	Follow-up Inspection for SSHS (Continuation)	x							x		
12/30/2015	Follow-up Inspection for SSHS (Continuation)	x							x		
1/5/2016	Follow-up Inspection for SSHS (Continuation)	x							x		
2/8/2016	DEH Received SSHS Request for Extension	x	x						x		
2/10/2015	Email to JRMS to meet regarding status with School Pilot Program	x					x				
2/12/2016	Follow-up Inspection for SSHS (Non-graded)	x							x		Follow-up to 12/03/15 Inspection
2/29/2016	Email to SSHS Principal regarding inspection debrief and deliverables for pilot program*								x**		Deliverables submitted 03/16-18/2016
3/3/2016	Meeting with GWHS to discuss issues with toilet facilities and implementation of School Pilot Program.	x						x**			Deliverable received (work order and assessment progress documents from AO)
3/16/2016	Received supporting documents of school sanitation progress as requested from SSHS debrief*	x							x**		Deliverable received May 2, 2016
3/22/2016	Meeting with PCLES regarding School Safety Liaison Internal Audit	x								x	Other (Assistant Principal Torregano) - PCLES not a pilot school
4/12/2016	Memo to Superintendent regarding GWHS School Toilet Facilities and use of School Building Sanitation Program	x	x					x			
4/13/2016	Follow-up email to JRMS to meet regarding status with School Pilot Program	x					x				
4/13/2016	Memo to Superintendent regarding SSHS Follow-up Inspections and Request for Extension	x	x					x			
4/14/2016	Follow-up email to sit down to address implementation of School Pilot Program and inquiry on how program is working for them.	x	x	x	x	x	x	x	x		

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4/14/2016	Survey email to pilot schools*	x					x				Pilot School Deliverable (sent to JRMS)
4/20/2016	Survey email to pilot schools*	x	x	x**	x**	x	x	x	x**		Pilot School Deliverable (sent to rest of pilot schools)
4/20/2016	Email sent requesting for SIT Roster, Monthly Reports, Monitoring schedules, Worksheets, etc.*	x	x	x**	x**	x	x**	x	x**		Pilot School Deliverable
4/21/2016	Meeting with GDOE Student Support Services Administrator C. Anderson and DEH	x	x						x		
4/27/2016	Meeting w/GDOE and PS to review MOA and set way forward.	x	x	x	x	x	x	x	x		Reviewed DOA's & SPP school's responsibilities. Will utilize Self Audit Inspections performed by the Safety Liaison Teams as new inspection data sans the 2014 assessment performed by D. Tibbs Each SPPS will provide new Action Plan, Monitoring Lists, Monthly Progress Reports, SIT Roster, and minutes Rosanna Rabago Claire Baradi Chris Andersen John Castro Natasha Jo Dela Cruz James Petite Ed Lamb Bobbie Crisostomo Melvin Finona
4/27/2016	Pilot Program Reset	x	x	x	x	x	x	x	x		
4/29/2016	Form-fillable School Building Sanitation Implementation Workbook generated and submitted to Pilot Schools by DEH	x**									
4/29/2016	April Monthly Report Due*			x	x**	x**	x**	x**	x**		Pilot School Deliverable AJMS was having difficulty using form fillable template and provided different data. Forwarded another template for Mr. Petite to utilize on 05/20/16.
5/3/2016	School Improvement Team Roster Submittal*			x**	x**	x	x**	x	x**		Pilot School Deliverable
5/3/2016	Action Plan Due*			x**	x**	x**	x**	x**	x**		Pilot School Deliverable
5/12/2016	Telephone interview with Guam PDN	x								x	Other (Haidee Eugenio from Guam PDN)
5/13/2016	Guam PDN article posted regarding SSHS inspection report	x								x	Other (Haidee Eugenio from Guam PDN)
5/3/2016	Email from Chris Anderson delineating new instructions and way forward		x								
5/21/2016	Follow-up Inspection for SSHS (Non-graded)	x							x		Follow-up to 02/12/16 Inspection
5/31/2016	May Monthly Report Due*			x	x**	x	x**	x**	x**		Pilot School Deliverable
6/3/2016	Follow-up Inspection for SSHS (Non-graded)	x							x		Follow-up to 05/21/16 Inspection
6/23/2016	Progress Report to GDOE requesting assistance in obtaining outstanding documents from the six pilot school as agreed upon in 05/06/16 email from Chris Anderson	x	x	x	x	x	x	x	x		

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6/30/2016	Updated Monitoring List Due*			x**	x**	x	x	x**	x		Pilot School Deliverable Will continue this Deliverable in August 2016 (when classes resume)
7/11/2016	Refresher training for School Safety Liaison Team -Session 1 (VBMS)	x	x	x	x	x	x	x	x		
7/12/2016	Quarterly Meeting between DEH, GDOE, FM POC, & PS	x	x	x	x	x	x	x	x		1pm-Bldg A Conference Room DEH Requested to reschedule 06/23/16. Rescheduled from 07/6/16 to 07/12/16
7/13/2016	Refresher training for School Safety Liaison Team -Session 2 (at SHS)	x	x	x	x	x	x	x	x		
7/29/2016	Follow-up Inspection for SSHS (Non-graded)	x							x		Follow-up to 06/03/16 Inspection
8/9/2016	Received request for Follow-up inspection extension from SSHS										
8/11/2016	Follow-up Inspection for SSHS (Non-graded)	x							x		Follow-up to 07/29/16 Inspection
8/30/2016	August Monthly Report Due*			x**	x**	x**	x**	x**	x		
9/30/2016	September Monthly Report Due*			x**	x**	x**	x**	x**	x**		
9/13/2016	Follow-up Inspection for SSHS (Non-graded)	x							x		Follow-up to 08/11/16 Inspection
10/13/2016	Follow-up Inspection for SSHS (Non-graded)	x							x		Follow-up to 09/13/16 Inspection

Legend
Not Applicable
"x" Present at Meeting/Email Recipient
*Submission of deliverable required
**Deliverable received