

GDOE/DPHSS Facilities Pilot School Program  
July 27, 2016

AGENDA

- I. Friendly Reminder of MOU between DPHSS and GDOE...please execute all GDOE responsibilities
  - II. Feedback on use of tools
    - a. Schools could either respond to Claire's email or better...use evaluation form in the workbook
  - III. Communication
    - a. Email Claire Baradi directly at [claire.baradi@dphss.guam.gov](mailto:claire.baradi@dphss.guam.gov) and [dphsspilotprogram@gdoe.net](mailto:dphsspilotprogram@gdoe.net): group email for each school to send its information so it can be uploaded to the FM website
    - b. Facilities and Maintenance is the lead for the Pilot...Inas Tainatongo is the POC.
    - c. All documents will be posted on the FM website:  
<https://sites.google.com/a/gdoe.net/gdoe/gdoe-divisions/facility-and-maintenance>
  - IV. Establishment of School Improvement Teams (SITs)
    - a. At least one meeting per month.
    - b. Use SIT to complete/review required data
    - c. Keep track of all meetings/sign in sheets and submit after each meeting.
    - d. Encourage involvement from all internal stakeholders..School Improvement Team.
  - V. DPHSS Pilot School Reports Update
    - a. Monthly Progress Reports for April and May..pause for summer and then resume in August 2016
    - b. 14 Points (not required): It is highly recommended that this document be reviewed with the School Improvement Team and packaged together with all other supporting documentation and emailed to Claire and group email.
    - c. Program Action Plan: Initial, if not done, was due by May 3, 2016. Each time document is updated, school will resubmit.
    - d. Monitoring List (Excel File):
      - i. Template emailed...required to address inspection report (agreement was to use this template based on GDOE SSL inspections completed in December 2015
      - ii. Separate from the action plan document.
      - iii. This completed document was due June 30, 2016.
    - e. Provide feedback on the training provided by DPHSS using the evaluation form in the workbook
  - VI. School Safety Liaison Inspections
    - a. Annual inspection reset to summer months
    - b. Mid-year follow up inspections in December/January
  - VII. 1<sup>st</sup> Quarter Meeting date: Thursday, October 6, 2016-DSESCL Conference Room
  - VIII. Questions and Answers
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Notes: