

FINAL MINUTES
11TH CNMI STATE BOARD OF EDUCATION
PUBLIC SCHOOL SYSTEM
Special Board of Education-Head Start Policy Council Joint Meeting
Friday, May 1, 2009 8:00 a.m.
Napu Room, Pacific Islands Club
San Antonio, Saipan

PRELIMINARY MATTERS

The meeting was called to order at 8:11 a.m.

ROLL CALL

BOE Members present:

Chairwoman Lucia L. Blanco-Maratita
Vice Chair Herman T. Guerrero
Ms. Tanya King
Ms. MaryLou Ada

Members Absent:

Scott Norman
Galvin S. Deleon Guerrero
Francine R. Babauta

Four Members present, there is a quorum.

HPC Members present:

Chairman Vinnie Sablan - Tanapag Rep.
Vice Chair Gene Weaver – Kagman Rep.
Mr. Ronnie Doca – Chalan Kanoa Rep.
Ms. Viola Deleon Guerrero – Saipan Community Rep.
Mr. Thomas Mendiola – Rota Rep.
Mr. Efrain Atalig – Rota Community Rep.
Ms. Tanya King – HPC BOE Rep.

PSS Staff Present:

Ms. Kathleen Keiko Yamagata – Head Start Director
Mr. Charley Kenty – Human Resource Officer
Ms. Florida Grizzard – Acting Finance Director
Ms. Suzanne Lizama – Acting Special Education Coordinator
Ms. Candace Quitugua – Head Start Administrative Officer
Ms. Valerie K. Malwelbug – BOE Administrative Officer

ADOPTION OF AGENDA – The agenda was adopted.

PUBLIC COMMENTS – There were no comments.

NEW BUSINESS

ACTION: BOE Vice Chair Herman T. Guerrero moved to approve the Head Start FY 2009-2010 Supplemental Grant Application, BOE Member MaryLou Ada seconded, motion carried.

ACTION: BOE Vice Chair Guerrero moved to amend the Classroom Teacher Prep Days to say Administrative/Outreach Days in the Head Start Calendar for SY 2009-2010; BOE Member King seconded; motion carried.

ACTION: HPC Member Efrain Atalig moved to approve the Head Start Calendar for SY 2009-2010 as amended; HPC Chair Vinnie Sablan seconded, motion carried.

ACTION: HPC Member Efrain Atalig moved for the approval of the Expenditure Plan in concept with a report from Head Start Policy Council to the State Board of Education on expenditures; BOE Member Ada seconded; motion carried. The Recommendations to Expend Anticipated Surplus is approved.

The Head Start Policy Council was dismissed after their meeting was adjourned at 9:31 a.m. After a short recess, the Special Board Meeting reconvened at 9:35 a.m.

ACTION: Vice Chair Guerrero moved for the approval of the Special Education 2009 Part B Grant Application; Member Ada seconded, motion carried.

ACTION: Vice Chair Guerrero moved for the approval of the Special Education 2009 Part C Grant Application; Member Ada seconded, motion carried.

ACTION: Vice Chair Guerrero moved to approve the ratification for the comments to HB 16-129; Member Ada seconded, motion carried.

ADJOURNMENT – The meeting was adjourned at 10:23 a.m.¹

CERTIFIED BY:



Marylou S. Ada
BOE Secretary/Treasurer




Date

CONCURRED BY:

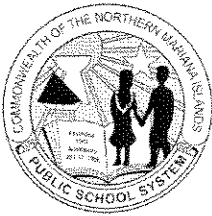


Lucia L. Blanco-Maratita
BOE Chairperson



Date

¹ The CNMI State Board of Education adopted this Minutes on May 14, 2009 Special Board Meeting.



COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

STATE BOARD OF EDUCATION
PUBLIC SCHOOL SYSTEM
PO BOX 501370
SAIPAN, MP 96950



Head Start Policy Council
May 1, 2009
Minutes of Special Joint Meeting with
CNMI State Board of Education

I. Preliminary Matters

1. Call to Order

Ms. Lucy Blanco-Maratita-BOE Chairwoman called meeting to order at 8:11 am.

2. Roll Call

BOE conducted by Ms. Valerie Malwelbug. HPC conducted by Ms. Candace Quitugua.

BOE Members in attendance:

Chairwoman Lucy Blanco-Maratita
Mr. Herman Guerrero
Ms. Tanya King
Ms. Mary Lou Ada

HPC Members in attendance:

Chairman Vinnie Sablan-Tanapag Rep
Vice Chair Gene Weaver-Kagman Rep
Mr. Ronnie Doca-Chalan Kanoa Rep
Ms. Viola Deleon Guerrero-Saipan Community Rep
Mr. Thomas Mendiola-Rota Rep
Mr. Efrain Atalig-Rota Community Rep
Ms. Tanya King-HPC BOE Rep

Public School System personnel in attendance:

Ms. Kathleen Keiko Yamagata-Head Start Director
Mr. Charley Kenty-Human Resource Officer
Ms. Florida Grizzard-Acting Finance & Budget Officer
Ms. Valerie Malwelbug-BOE Administrative Officer
Ms. Suzanne W. Lizama-Infant & Toddler/ECSPED Coordinator
Ms. Candace Quitugua-Head Start Administrative Officer

3. Quorum

Quorum established for both bodies.

4. Adoption of Agenda

Moved by Ms. Mary Lou Ada, seconded by Mr. Chairman Vinnie Sablan

Votes:

BOE Roll Call:

Ms. Lucy Blanco-Maratita -Yes
Ms. Tanya King-Yes

Mr. Herman Guerrero-Yes
Ms. Mary Lou Ada-Yes

HPC Roll Call:

Chairman Vinnie Sablan-Tanapag Rep-Yes
Vice Chair Gene Weaver-Kagman Rep-Yes
Mr. Thomas Mendiola-Rota Rep-Yes
Mr. Ronnie Doca-Chalan Kanoa Rep-Yes
Viola Deleon Guerrero-Saipan Community Rep-Yes
Mr. Efrain Atalig-Rota Community Rep-Yes

Motion carried.

Agenda adopted.

II. Public Comments

No comments from the Public

III. New Business

a. FY 2009-2010 Supplemental Grant Application

Program Director: \$256,323.00 for permanent COLA, ARRA COLA, and Quality Improvement.

Permanent COLA is to provide increase in pay scale. HRO says this can be implemented as \$51,033.00 will result in an increase in our base funding; this is explained in our narrative.

The ARRA COLA is just a one time funding, it will not increase our base funding level. If there are surplus from both the Permanent and ARRA COLA, it can be used to increase operating costs for repairs and maintenance, fuel, communications, or utilities.

Quality Improvement (QI) to allocate for three items: Two substitute teachers to cover for staff taking college courses; this is to ensure 2 paid staff at all times. Second, to improve fringe benefits. Our basic grant application allotted 36% employer contribution to the retirement fund. This was not the case with staff under the local budget. Therefore to limit liabilities, as what HPC had recommended we try to do, we will use some Quality Improvement funds to ensure 36% employer contribution to the retirement fund for staff under our local budget. This is estimated at \$44,540. Third item is for college courses reimbursement. Procedures will need to be developed.

Indirect cost calculated from ARRA COLA and QI is \$15,006.

We seek a waiver of the non-federal share requirement in the amount of \$51,264 due to our declining economy.

Moved by Mr. Herman Guerrero, seconded by Ms. Viola Guerrero.

Votes:

BOE Roll Call:

Ms. Lucy Blanco-Maratita -Yes

Ms. Tanya King-Yes

Mr. Herman Guerrero-Yes

Ms. Mary Lou Ada-Yes

HPC Roll Call:

Chairman Vinnie Sablan-Tanapag Rep-Yes

Vice Chair Gene Weaver-Kagman Rep-Yes

Mr. Thomas Mendiola-Rota Rep-Yes

Mr. Ronnie Doca-Chalan Kanoa Rep-Yes

Viola Deleon Guerrero-Saipan Community Rep-Yes

Mr. Efrain Atalig-Rota Community Rep-Yes

Motion carried.

FY 2009-2010 Supplemental Grant Application is hereby approved.

b. SY 2009-2010 Head Start Calendar

Program Director: Need to submit dates our program will be available for Federal Triennial Review to DANYA Int'l. Program year will start on Aug. 24, 2009 with PD, followed by two days of classroom prep; and then one day parent Orientation. Students will come in small groups during children's transition days. Our students come in and get acquainted with our teachers; this is the standard practice with Head Start.

Since we operate a double session we are allowed to have a classroom teacher prep days. Because of the double session, their teacher prep days are every Friday. PD are the ones shaded in green.

Ms. King: At the last elementary level PD, Head Start was not included. She would like them to be included.

Program Director: Agrees and will working with elementary to fit it in. She mentioned that their calendar is not finalized yet and will work with them once it is finalized.

Ms. Lizama: 180 Instructional Days. Describe Teacher prep days in other words. This complicates the reporting requirements of her staff completing the 180 Instructional days.

Name will be changed from Classroom Teacher Prep days to Administrative/Outreach Days.

Moved to amend the Classroom Teacher Prep Days to say Administrative/Outreach Days and approval of the Calendar for SY 09-10 by Mr. Guerrero, seconded by Ms. King.

Votes:

BOE Roll Call:

Ms. Lucy Blanco-Maratita -Yes

Ms. Tanya King-Yes

Mr. Herman Guerrero-Yes

Ms. Mary Lou Ada-Yes

HPC Roll Call:

Chairman Vinnie Sablan-Tanapag Rep-Yes

Vice Chair Gene Weaver-Kagman Rep-Yes

Mr. Thomas Mendiola-Rota Rep-Yes

Mr. Ronnie Doca-Chalan Kanoa Rep-Yes

Viola Deleon Guerrero-Saipan Community Rep-Yes

Mr. Efrain Atalig-Rota Community Rep-Yes

Motion carried.

Head Start 2009-2010 Calendar is hereby approved.

- c. Recommendations to Expend Anticipated Surplus
Report by Ms. Grizzard: pls also see handout.

Personnel: Estimated surplus of \$257,378.00. Recommended to pay unfunded liability; federal is \$151,969.00 this includes interest of \$30,393.00, local is \$48,825.00. Prior approval from Region IX for local unfunded liability is awaiting for approval, according to Head Start Director.

Program Director: Explained Expenditure plans (*see attached*). Asked Mr. Atalig to explain pay differential further.

Mr. Atalig: Due to large amount of lapses every year, HPC intends a one-time payment to our teachers and support staff that is beneficial. This would boost morale to our staff.

Ms. Ada: Maybe it can be changed to incentive instead of pay differential.

Mr. Chairman, HPC: This has been an HPC topic at every meeting. Some of our staff have been there and have improved and with local

staff not having the funds for an increase. We decided to give them some kind of incentive to motivate them for staying with our program and improving themselves. This is a one-time deal that is intended to be a motivational incentive.

Mr. Guerrero: Since Head Start is a part of the PSS family then the Praxis Institute should be afforded to them. Mandate of 2013 of having HQT.

Madam Chair, BOE: Her concern is how you tie the incentive to other things.

Mr. Mendiola: Recommended to pay parents to accept parents at 7am and at 11am so that parents are able to get to work early.

Mr. Guerrero: Does see a problem with this idea.

Mr. Chairman, HPC: We have already discussed this with HPC and we will go back and revisit.

Program Director: Recommended that personnel who are there at 7am that the program pays them starting at 7am.

Ms. Viola Deleon Guerrero: Giving them a requirement on how to spend the money defeats the purpose of the incentive.

Mr. Atalig: We keep talking about the teachers and in our recommendation we included the support staff who are just as important as our teachers. Let's not forget about them.

Ms. King: Is this going to be a catch 22 situation with the stimulus? With the parents being employed would that disqualify the child from being enrolled in Head Start?

Mr. Mendiola: No, it would not disqualify the child. The parent would have to decide between the child and Head Start. Wants to make funds available to compensate staff at 7am.

Head Start Director: We have the income guideline. 10% of our children are high income.

Mr. Atalig: Requests madam chair to approve the incentive and come up with the terminology.

Mr. Kenty: Just so we stay in align with FLSA, our exempt employees are eligible for overtime and our nonexempt are eligible for EDC.

Mr. Atalig: Motion for approval of the expenditure plan in concept with a report from Head Start Policy Council to Board of Education on expenditures.

Seconded by Ms. Marylou Ada and Ms. Viola Guerrero.

Votes:

BOE Roll Call:

Ms. Lucy Blanco-Maratita -Yes

Ms. Tanya King-Yes

Mr. Herman Guerrero-Yes

Ms. Mary Lou Ada-Yes

HPC Roll Call:

Chairman Vinnie Sablan-Tanapag Rep-Yes

Vice Chair Gene Weaver-Kagman Rep-Yes

Mr. Thomas Mendiola-Rota Rep-Yes

Mr. Ronnie Doca-Chalan Kanoa Rep-Yes

Viola Deleon Guerrero-Saipan Community Rep-Yes

Mr. Efrain Atalig-Rota Community Rep-Yes

Motion carried.

Recommendations to Expend Anticipated Surplus is hereby approved.

HPC BOE MEETING IS ADJOURNED AT 9:31AM