

**12<sup>TH</sup> CNMI STATE BOARD OF EDUCATION  
PUBLIC SCHOOL SYSTEM  
Special Board Meeting  
Wednesday, March 16, 2011 at 8:00 a.m.  
BOE Conference Room, 2<sup>nd</sup> Floor,  
NMI Retirement Fund Bldg., Capitol Hill, Saipan**

4/29/11  
[Signature]

**FINAL MINUTES**

**PRELIMINARY MATTERS**

The meeting was called to order at 8:18 a.m.

**ROLL CALL**

**Members present:**

Marylou S. Ada  
Lucia L. Blanco-Maratita  
Herman T. Guerrero  
D. Tanya King  
Joycelynn Y. Atalig

**Members absent:**

Galvin S. Deleon Guerrero – came 9:10 a.m.

**There is a quorum.**

**PSS Staff Present:**

Rita A. Sablan, Ed. D. – Commissioner of Education  
Lynette Villagomez – Acting Associate Commissioner for Curriculum & Instruction  
Tim Thornburgh – Federal Programs Officer  
Melissa DLR. Palacios – Director, Head Start Program  
Charley Kenty – Human Resource Director  
Suzanne Lizama – Coordinator, Special Education Program  
Richard Waldo – Finance Director  
Ed Tenorio – Financial Consultant  
Kelley Butcher, Esq. – Legal Counsel  
Jerry Guerrero – Internal Auditor  
Alaysha Muna – Certification & Licensure Officer  
Valerie K. Malwelbug – BOE Administrative Officer

**General Public:**

Jacinta Q. Kapileo - Retiree  
Moneth Deposa – Saipan Tribune  
Waedynne Maratita – Saipan Tribune  
Ulysses Sabuco - BISON

### **ADOPTION OF AGENDA**

Member Herman T. Guerrero moved to amend the Agenda to include under New Business number 16 Library Month Proclamation and number 17 Green Energy Project (Fund Balance). Member Lucia L. Blanco-Maratita seconded, it was unanimous, motion carried.

### **ADOPTION OF MINUTES**

Member Guerrero moved to adopt the Minutes of the January 4, 2011 Regular Board meeting; Vice Chair D. Tanya King seconded, all four members voted yes, motion carried.

### **PUBLIC COMMENTS**

There were no comments.

### **EXECUTIVE SESSION**

Member Guerrero moved to go into executive session at 8:22 a.m. for purposes of discussing legal updates, personnel and other matters as well as FY2010 Audit and Responses. He also requested that the finance staff, Tim Thornburgh, Richard Waldo, Jerry Guerrero and Charley Kenty, be allowed to join the Executive Session for the purpose of the FY2010 Audit and Responses only. Vice Chair King seconded, motion carried.

The finance staff were dismissed at 9:12 a.m. while the rest stayed back to continue. Member Galvin S. Deleon Guerrero moved to rise out of executive session at 10:44 a.m., Member Guerrero seconded, all in favor, motion carried.

Legal Counsel Kelley M. Butcher reported that the Board was apprised of legal updates in the Kabir case; EEO due process hearing scheduled for March 17-18, 2011; Head Start cases; a Rota case involving an adult getting a minor pregnant; principals accusing staff of stealing and a series of thefts in the central office.

### **REPORTS**

- a. **Chair** – Chair MaryLou S. Ada informed everyone that her weekly reports were sent out; she attended the SEISA Ceremony and the Saipan Southern High School (SSHS) Green Energy Project ground breaking ceremony on Monday, March 14, 2011;
- b. **Board Committees:**
  - i. **CIA** – Committee Chair Blanco-Maratita reported that the committee met on Monday, March 7, 2011 with some items being tabled and items for action are included in today's agenda;
  - ii. **CIP** – Committee Chair Blanco-Maratita reported on the committee meeting of March 7, 2011 regarding CIP updates on various projects and the amendment to the Garapan Elementary School (GES) 5 classroom project;

- iii. **FPA** – Committee Chair Guerrero stated that the committee met on January 1, February 22, March 1, March 8, and March 15, 2011. Items requiring board action are from Agenda item nos. 1 – 17.
  - iv. **SEEIP** – There was a meeting scheduled for March 7, 2011 but due to the length of the CIA Committee meeting and with SEEIP agenda items not needing board action, the meeting was cancelled.
  - v. **LIA** – Committee Chair Guerrero stated that the committee met on February 16, 2011 and items requiring board action are from Agenda item nos. 18-20.
  - vi. **School Reform** – Committee Chair Deleon Guerrero stated that the committee met on March 8, 2011 and items for board action are listed from item no. 26-27. The committee reviewed student policies to concur with federal laws; anti-bullying and cyber bullying policies; there was a report on Home study/schooling including a great meeting with Alternative Education.
- c. **Student Representative** – Student Rep Joycelynn Y. Atalig shared participation in the Youth Advisory Panel (YAP) Summit; Ms. Vina Saures spoke about teen pregnancy; Mr. Barry Toves presented on Juvenile Act of 2009; there were presentations on anti-bullying, underage drinking; She shared that she does the Student Reports to the Parent Teacher Student Association (PTSA); she wants to do a website or blog; Chair Ada suggested she plans a YAP Summit for the islands of Saipan and Tinian as well.
- d. **Commissioner of Education** – Commissioner shared the outstanding award, the ESGR, given to PSS; She reported on competitions the students participated in such as the Mock Trial, We, the People, Eat Right with Colors with Rota sweeping the Recipe contest; the Manta Ray Band and Umang Glee Club participating in the Music Festival; Two (2) schools being visited by the WASC team, Gregorio T. Camacho (GTC) Elementary School and San Vicente Elementary School; She reported on a couple of meetings with Finance and Budget and letter to Acting Governor Inos to support PSS in lieu of financial aspects; she received an invitation to CCSSO to serve under Pacific Advisory Board under McREL; she accepted the invitation and appointed Jackie Quitugua to serve as she steps down;

Tim Thornburgh reported on the federal financial status in which a copy was sent to all via email; he mentioned they did a lot of draw downs with the SFSF fully expended by September; distributed all remaining laptops for sixth and seventh graders and now concentrating on next year's; on last Friday's Tsunami Warning, three buses were assigned; team will be working with EMO to do Tsunami Drill;

Richard Waldo and Edward Tenorio reported on the local funds.

Lunch break taken at 11:52 a.m. and will resume back at 1:00 p.m.

The meeting resumed at 12:59 p.m. starting with Recognition of Service for Jacinta Q. Kapileo. Legal Counsel Kelley Butcher presented a Plaque to Ms. Kapileo for her years of service to the Public School System.

### **NEW BUSINESS**

1. ***ACTION:*** Member Guerrero moved to adopt Policy §60-20-720 Accounting and Reporting; Travel Outside the CNMI as Final with a reminder that it is 15 working days and not calendar days; Member Deleon Guerrero seconded; all four members voted yes, motion carried.
2. ***ACTION:*** Member Guerrero moved to adopt the Policy §60-20-721 Accounting and Reporting; Travel within the CNMI as Final; Member Deleon Guerrero seconded; all four members voted yes, motion carried.
3. ***ACTION:*** Member Guerrero moved to approve the Proposed Interim Assignment only for one year term, beyond it, it comes back to the board; Member Blanco-Maratita seconded; all four members voted yes, motion carried.
4. ***ACTION:*** Member Guerrero moved to approve the Amendment to Consolidated Grant; it was initially approved money for IT updates at \$500 but because of the need of Garapan Elementary School (GES) \$200,000 from GO Bond and Consolidated Grant to include for the IT and Summer Institute; Vice Chair King seconded; all four members voted yes, motion carried.
5. ***ACTION:*** Member Guerrero moved to approve the Amendment for GES 5 classroom building with the same discussions as above; Vice Chair King seconded; all four members voted yes, motion carried.
6. ***ACTION:*** Member Guerrero moved to approve the Proposed FY2012 Budget; Member Blanco-Maratita seconded; all four members voted yes, motion carried.
7. ***ACTION:*** Member Guerrero moved to approve the Instructor Proposed Policy to Align with Title I; Member Blanco-Maratita seconded; all four members voted yes, motion carried.
8. ***ACTION:*** Member Guerrero moved to approve the Proposed Policy on Instructor Classification based on National Certification or Occupation License; Vice Chair King seconded; all four members voted yes, motion carried.

- 9. ACTION:** Member Guerrero moved to approve the Proposed Amendment to PSS Organizational Chart (Fiscal & Budget Office and others); the amendment is to take out the Comptroller, add Certification & Licensure Office, PIO taken from Board to COE; Member Blanco-Maratita seconded; all four members voted yes, motion carried.
- 10. ACTION:** Member Guerrero moved to approve the Proposed PSS Functional Chart; Vice Chair King seconded; all four members voted yes, motion carried.
- 11. ACTION:** Vice Chair King moved to approve the Ratification of Letter to Lt. Governor on “no delay on payroll” – PSS FY2011 Financial Contingency Plan; Member Deleon Guerrero seconded; all four members voted yes, motion carried.
- 12. ACTION:** Vice Chair King moved to approve the Ratification of PSS and BOE commitment letter to the proposed Koblerville Jr. High School and expenditure and contractual authority – letter to U.S. Congressional Delegate Kilili; Member Guerrero seconded; all four members voted yes, motion carried.
- 13. ACTION:** Vice Chair King moved to approve the Annual Report 2010; Member Guerrero seconded; all four members voted yes, motion carried.
- 14. ACTION:** Member Guerrero moved to approve the FY2010 Draft Audit and Responses; reminded everyone and for the record that it is still in draft form thus, it is not for public review; Member Deleon Guerrero seconded; all four members voted yes, motion carried.
- 15. ACTION:** Member Guerrero moved to approve the PSS Library Month Proclamation (April); Vice Chair King seconded; all four members voted yes, motion carried.
- 16. ACTION:** Vice Chair King moved to approve the Green Energy Project (Fund Balance); Tim Thornburgh interrupts saying he was just informed that the fund balance was just reprogrammed and is no longer available; Member Guerrero thinks the board should still move for action; Member Guerrero seconded; all four members voted yes, motion carried.
- 17. ACTION:** Member Blanco-Maratita moved to approve the Ratification of PSS-BOE Comment to HB No. 17-59, HD1, SD2; To amend 3 CMC Title 3, Division 1, Chapter 3 §1312, “Postsecondary Education Act of 1984.”; Member Guerrero seconded; all four members voted yes, motion carried.
- 18. ACTION:** Member Guerrero moved to approve the Ratification of PSS-BOE Comment to SLI No. 17-03 “To propose a constitutional amendment to explicitly state that qualified retirees may be reemployed...” Member Deleon Guerrero seconded; all four members voted yes, motion carried.

**19. ACTION:** Member Guerrero moved to approve the Ratification of PSS-BOE Comment to HB No. 17-43, "To establish a CNMI Office of Transit Authority within the Office of the Governor; Member Blanco-Maratita seconded; all four members voted yes, motion carried.

**20. ACTION:** Vice Chair King moved to approve the Proposed Procedure on Test Security; Member Deleon Guerrero seconded; all four members voted yes, motion carried.

**21. ACTION:** Member Deleon Guerrero moved to approve the CCLHS Credit in Junior High School; Member Guerrero seconded; all four members voted yes, motion carried.

The Proposed Amendment to Policy §60-20-434(b) Graduation Requirements for High School Level was referred back to the CIA Committee for further review and discussion.

**22. ACTION:** Member Deleon Guerrero moved to approve the Common Core Standards for English Language Arts and Math; Vice Chair King seconded; all four members voted yes, motion carried.

The Propose Policy on Dual Enrollment and Dual Enrollment Guidelines was referred back to the CIA Committee for further review and discussion.

**23. ACTION:** Member Deleon Guerrero moved to approve the Career and Technical Education (CTE) 5 year strategic Plan 2010-2015; Vice Chair King seconded; all four members voted yes, motion carried.

**24. ACTION:** Vice Chair King moved to approve the Peer Review; Member Blanco-Maratita seconded; all four members voted yes, motion carried.

**25. ACTION:** Member Deleon Guerrero moved to approve the Proposed Revision and Amendments to Policy §60-20-910 Mandatory Reporting of Child Abuse & Neglect; Just getting PSS in line with the Juvenile Act of 2004, #4 In-House Liaison which raises the standard of care; Vice Chair King seconded; all four members voted yes, motion carried.

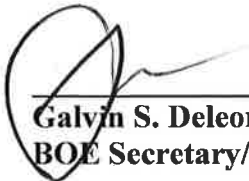
**26. ACTION:** Vice Chair King moved to approve the Proposed Head Lice Policy and Regulation for K through 12; Member Deleon Guerrero seconded; all four members voted yes, motion carried.

**MISCELLANEOUS MATTERS**

Member Guerrero referred the NMI History Book Proposal back to the FPA Committee for further discussion.

**ADJOURNMENT** – The meeting was adjourned at 2:58 p.m.<sup>1</sup>

**CERTIFIED BY:**

  
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**Galvin S. Deleon Guerrero**  
**BOE Secretary/Treasurer**

4/27/11  
**Date**

**CONCURRED BY:**

  
\_\_\_\_\_  
**MaryLou S. Ada**  
**BOE Chairperson**

April 27, 2011  
**Date**

<sup>1</sup> This Minutes was adopted during the April 27, 2011 Special Board Meeting.