

2009 Guam Public System Biannual Comprehensive Corrective Action Plan

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- I. The CCAP: Five (5) Components:
 - GPSS Fiscal Oversight CCAP
 - GPSS Management Oversight CCAP
 - Consolidated Grant Program CCAP
 - Special Education CCAP
 - Discretionary Grants CCAP

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- II. Supporting Documents for the CCAP
 - **Exhibit A**
 - I. Financial Affairs:
 - Letter dated May 23, 2009 from the Deputy Superintendent Finance and Administrative Services
 - Letter dated May 18, 2009 from the Deputy Superintendent Finance and Administrative Services
 - Status report from the Comptroller (Frances Danieli)
 - 1) MGA Consulting Services Status Update
 - a. Letter dated May 22, 2009
 - b. Invoice from MGA of services provided

- 2) Re-alignment of the Financial Affairs Division:
 - a. Functional Chart
 - b. Training Certificates for the Accountants on Procurement Policies & Procedures
 - c. Standard Operating Procedures # 200-008: Records Room, approved April 10, 2009
 - d. May 22, 2009 E-mail communication between Business Office and National Business Center (NBC) Indirect Cost Services submission of indirect cost
 - e. Budget Analyst Recruitment Action and Personnel Action; Budget Analyst on board as of March 2, 2009

II. Payroll Office:

- 1) Compliance with Attachment B, section 8(h), OMB Circular A-87. Time Distribution Report (TDR)
 - a. Letter from the Acting Chief Payroll Officer dated May 22, 2009
 - b. Standard Operating Procedure # 900-009 Time Distribution Report (TDR) and procedures
 - c. Blank TDR form
 - d. Copies of completed TDRs

III. Procurement Training Status

- 1) May 2009 Training Schedule
- 2) Calendar: Training scheduled for Wednesday's throughout the month of May 2009
- 3) Copies of the sign-in sheets from the training days
- 4) Copy of the section of the handout manual on "Procurement Policies and Procedures"

IV. Fixed Asset Status Update

- 1) FSAIS response on Fixed Asset Computer Support
- 2) Email communications with Financial Affairs Accountant Ric Ang on Fixed Asset for Depreciation
- 3) Training sign-in sheets
 - a. Fixed Asset Inventory
 - b. Description codes and update the FAS Database
 - c. Fixed Asset Module on the AS400
 - d. Scanning and bar coding
 - e. Data entry reconciliation of property inventory
- 4) Letter from Inventory Management Officer (IMO) dated May 22, 2009 on Property Management System
- 5) Letter from the Interim Superintendent of Finance and Administrative Services dated October 13, 2008
- 6) Revised SOP#900-010 dated May 19, 2008
- 7) Sign-in sheets of trainings conducted by Property Office on Fixed Asset SOP and required forms

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• **Exhibit B**

Management

- 1) Evergreen Solutions Audit Recommendations; letter dated May 21, 2009 from the Deputy Superintendent of Educational Support and Community Learning and the Acting Deputy Superintendent of Curriculum and Instruction Improvement
 - a. Sign-in sheets of the Strategic Planning Workshop held on May 1st and 2nd, 2009
 - b. Recommendation listing from Evergreen Solutions Audit titled 'Attachment B'
 - c. Handout from two (2) day workshop
 - d. Consolidated Grant Executive Overview pages 15-17

- e. GPSS proposed organizational chart
- f. Copy of purchase order 200900848 for GPSS Strategic Planning Workshop
- g. Letter from Chief Auditor dated May 21, 2009, input for CCAP
 - Manager's Internal Control (MIC) Program power-point handout
 - Standard Operating Procedures # 1600-002 – The GPSS Manager's Internal Control (MIC) Program

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- **Exhibit C**

- Programs

- 1) Letter dated May 23, 2009 from the Acting Deputy Superintendent of Curriculum and Instructional Improvement in response to the information request to Sierra Final Report
 - 2) Letter dated May 21, 2009 from the Deputy Superintendent of Curriculum and Instructional Improvement on the CCAP – Elementary School Reform Program
 - 3) Letter dated May 22, 2009 from the Deputy Superintendent of Educational Support and Community Learning on DEED Program CCAP Progress Update
 - a. Standard Operating Procedure #900-019 Program Income for Federal Grants
 - b. Standard Operating Procedure #200-005 Receiving and Recording of DEED Payments
 - c. E-mail communication former Deputy of Finance and Administrative Services to the Comptroller (Frances Danieli) – DEED training on Cash collection
 - d. DEED Guidelines and Procedures SY 08-09

- e. Financial Summary Report and DEED income entry by Financial Affairs Accountant into the FMS into the salary fund account of the DEED Program to off-set expenditures.

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- **Exhibit D**

- Federal Programs

1. Grant chart of Responsibilities
2. Program Monitoring & Review
 - a. Parent-Family- Community Outreach (PFCO)
 - b. Teacher Retention Program
 - c. Private Non-Profit (PNP)
 - d. Career Technical Education (CTE)
 - e. Department of Education Extended Day (DEED)
 - f. English as a Second Language
 - g. Direct Instruction
 - h. Eskuelan Puengi Program
 - i. Alternative School Program
 - j. Teacher Recruitment Program
 - k. Project Na'la'la' I Lenguåhen Chamoru (Let the Chamoru Language Live)
3. Routing Forms
 - a. Form P
 - b. Form R
 - c. Form T
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 - a. Trainings and Sign-In Sheets
 - b. Meetings
 - c. Technical Assistance/Consultations/Teleconferences

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- **Exhibit E**

- Special Education

- 1. Part B Annual Performance Report
 - 2. Part C Annual Performance Report
 - 3. Financial Statement IDEA Part B
 - 4. Financial Statement IDEA Part C