

**ORIGINAL**



**BUREAU OF BUDGET & MANAGEMENT RESEARCH**

OFFICE OF THE GOVERNOR  
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LIEUTENANT GOVERNOR

**CERTIFICATION**

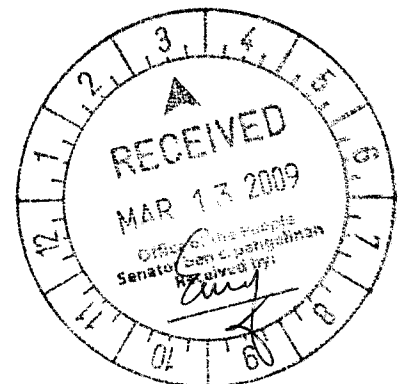
The Bureau of Budget and Management Research (BBMR) hereby certifies and approves the budget request herewith attached for the **GUAM COMMISSION FOR EDUCATOR CERTIFICATION**.

BBMR further attests that all efforts were made in the review process to ensure the accuracy of the calculations and that the results indicated compliance with the budget ceiling established for this government entity from all fund sources.

The justification of this budget request is the responsibility of the government entity listed above and any submission outside of this certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

BERTHA M. DUENAS

Date: MAR 13 2009



**KUMISION SETTEFIKASION PARA I MANMANIDUKA**  
**GUAM COMMISSION FOR EDUCATOR CERTIFICATION**

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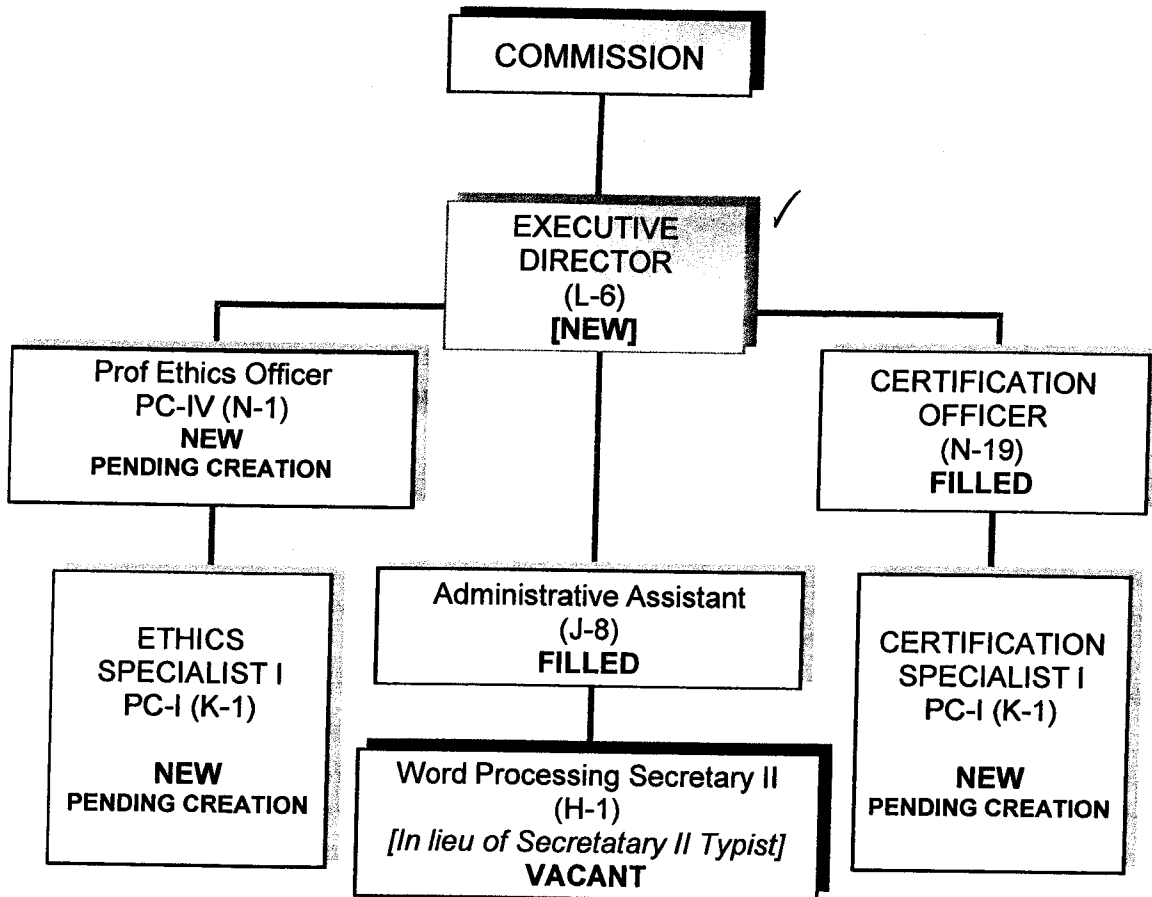
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**FISCAL YEAR**  
  
**2010**  
  
**BUDGET**

**GUAM COMMISSION FOR EDUCATOR CERTIFICATION  
FY 2010  
ORGANIZATIONAL CHART**



Government of Guam  
Fiscal Year 2010 Budget  
Department / Agency Narrative

**FUNCTION:** EDUCATION

**DEPT. / AGENCY:** Guam Commission for Educator Certification

**MISSION STATEMENT:**

The Guam Commission for Educator Certification:

*Ensures educator quality, recognizing that the highest possible standards for all educators are essential to the attainment of high standards for all students on Guam.*

**GOALS AND OBJECTIVES:**

The Guam Commission Educator Certification's purpose and function:

1. to support student achievement and performance; and
2. to provide professional development and evaluation; and
3. to improve quality of the Guam educator workforce; and
4. to provide rigorous system of certification

**Short Term:**

1. Automate basic certification process.
2. Upgrade website to support automation & customer services.
3. Streamline Daily Operations for efficiency.
4. Implement training for all staff (technical & customer oriented).
5. Hire office staff to fully implement objectives of enabling act.
6. Implement Professional Ethics objectives.
7. Revisit fee schedule. (no change since 1988)
8. Develop an operating budget for FY 2011.

**Long Term:**

1. Implement clearly-defined rules governing commission duties and responsibilities.
2. Establish standards for each class of educator requiring Guam professional certification.
3. Develop/revise certification and recertification requirements for all classes of Guam professional educators.
4. Define/revise professional development requirements.
5. Develop and implement a code of ethics that reflects standards of conduct for holders of Guam Professional Educator certification.

**Decision Package  
FY 2010**

Department/Agency: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

Division/Section 7600

Program Title: **Guam Educator Certification Office**

**Activity Description:**

Certification of Educators as set forth under Public Law 29-73 - *Professional Educator Certification*

**Major Objective(s):**

**To provide a system regulating professional certification of educators via an external entity that is separate and apart from the entities that employ such educators.**

1. Implement clearly-defined rules governing commission duties and responsibilities.
2. Establish standards for each class of educator requiring Guam professional certification.
3. Develop/revise certification and recertification requirements for all classes of Guam professional educators.
4. Define/revise professional development requirements.
5. Develop and implement a code of ethics that reflects standards of conduct for holders of Guam Professional Educator certification.
6. Revise current certification fee schedule. (last visited in 1988)

**Short-term Goals:**

1. Automate basic certification process.
2. Upgrade website to support automation & customer services.
3. Streamline Daily Operations for efficiency.
4. Implement training for all staff (technical & customer oriented).
5. Hire office staff to fully implement objectives of enabling act.
6. Implement Professional Ethics objectives.
7. Revisit fee schedule.
8. Develop an operating budget for FY 2011.

**Workload Output**

Workload Indicator:	FY 2008 Level of Accomplishment	FY 2009 Anticipated Level	FY 2010 Projected Level
1. Transfer certification function from GPSS to a separate entity and set up of state level office.	25%	100%	100%
2. Implement clearly defined Mission, Vision, and Goals of the Commission.	N/A	100%	100%
3. Streamline/automate daily operations and the processing of requests for Guam professional certification.	10%	75%	90%
4. Establish/revise standards for each class of educator requiring Guam professional certification.	N/A	80%	95%
5. Establish/revise certification and recertification requirements for all classes of Guam professional educators.	N/A	80%	95%
6. Define/revise professional development requirements.	N/A	80%	95%
7. Develop and implement a code of ethics that reflects standards of conduct for holders of Guam Professional Educator certification.	N/A	60%	100%

Note: Functions broken down into four (4) categories:

- a) Overall function - as per enabling act
- b) Operations - Educator Certification
- c) Operations - Regulation of educator professional conduct
- d) Policy Development

ORIGINAL

Government of Guam  
Fiscal Year 2010  
Budget Digest

[BBMR BD-1]

Function: EDUCATION  
Department/Agency: Guam Commission for Educator Certification  
Program: Guam Educator Certification Office

AS400 Account Code	Appropriation Classification	FY 2008 Expenditures & Encumbrances	FY 2009 Authorized Level	FY 2010			
				General Fund	Federal Match Fund(s)	Other Fund 1/	Total Req. (C+D+E)
111	Regular Salaries/Increments	\$14,160	\$95,625	\$171,319	\$0	\$0	\$171,319
112	Overtime/Special Pay	0	0	0	\$0	\$0	\$0
113	Benefits	4,671	30,703	\$66,207	\$0	\$0	\$66,207
<b>TOTAL PERSONNEL SERVICES</b>		<b>\$18,831</b>	<b>\$126,328</b>	<b>\$237,526</b>	<b>\$0</b>	<b>\$0</b>	<b>\$237,526</b>

220	TRAVEL- Off-Island/Local/Mileage Reimburse.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	0	13,000	10,400	0	0	10,400
233	OFFICE SPACE RENTAL:	0	11,020	\$6,000	0	0	\$6,000
240	SUPPLIES & MATERIALS:	0	500	3,246	0	0	3,246
250	EQUIPMENT:	0	7,200	5,000	0	0	5,000
270	WORKERS COMPENSATION	0	0	0	0	0	0
271	DRUG TESTING	0	0	\$80	0	0	80
280	SUB-RECIPIENT/SUB GRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	5,814	6,300	0	0	6,300
<b>TOTAL OPERATIONS</b>		<b>\$0</b>	<b>\$37,534</b>	<b>\$31,026</b>	<b>\$0</b>	<b>\$0</b>	<b>\$31,026</b>

361	Power	\$0	\$0	0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	0	0	1,200	0	0	1,200
<b>TOTAL UTILITIES</b>		<b>\$0</b>	<b>\$1,200</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,200</b>

450		\$0	\$0	\$0	\$0	\$0	\$0
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<b>TOTAL APPROPRIATIONS</b>	<b>\$18,831</b>	<b>\$165,062</b>	<b>\$269,752</b>	<b>\$0</b>	<b>\$0</b>	<b>\$269,752</b>
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1/ Specify Fund Source

UNCLASSIFIED	0	0	0	0	0	0
CLASSIFIED	0	2	5	0	0	5
<b>TOTAL FTEs</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>5</b>

145,062  
9,800  
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154,262  
9,800 - (21)

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[BBMR TA-1]

Schedule A - Off-Island Travel

Agency: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

Division:

Program: Educator Certification Office

Purpose / Justification for Travel				
Not Applicable				
Travel Date:		No. of Travelers:		
Position Title of Travelers)	Air Fare	Per diem	Registration	Total Cost
			Total:	\$ -

Purpose / Justification for Travel				
Not Applicable				
Travel Date:		No. of Travelers:		
Position Title of Traveler's)	Air Fare	Per diem	Registration	Total Cost
			Total:	\$ -

\$ -

1/Provide justification for multiple travelers attending the same conference / training / etc.

2/ Rates must be consistent with Title 5 GCA, Div.2, Ch.23, §23104 and federal Joint Travel Regulations

More than one traveler is requested for the following reasons:

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Copier Service – copy/scan/fax	12	\$700.00	\$8,400.00	X	
Training (4 staff @ 2 ea)	8	\$250.00	\$2,000.00		
			\$0.00	X	
<b>Total Contractual</b>			<b>\$10,400.00</b>		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Administrative Supplies / Materials	12	\$270.50	\$3,246.00	X	
			\$0.00	X	
<b>Total Supplies &amp; Materials</b>			<b>\$3,246.00</b>		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Laptops (2 new specialists)	2	\$1,500.00	\$3,000.00	X	
Desk & Chair (2 new specialists)	2	\$1,000.00	\$2,000.00		
			\$0.00	X	
<b>Total Equipment</b>			<b>\$5,000.00</b>		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Commission Members mtg stipend (7 members-15 mtgs)	18	\$350.00	\$6,300.00	X	
			\$0.00	X	
			\$0.00	X	
<b>Total Miscellaneous</b>			<b>\$6,300.00</b>		

Schedule F - Office Space Rental

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Office Space Rental (Monthly @ UOG)	12	\$500.0	\$6,000.00	X	
<b>Total Office Space Rental</b>			<b>\$6,000.00</b>		

Schedule G - Utilities

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Telephone	12	\$100.0	\$1,200.00	X	
Power		\$0.0	\$0.00	X	
<b>Total Utilities</b>			<b>\$1,200.00</b>		

Schedule H - Drug Testing

Item	Quantity	Unit Price	Total Price	Funded in FY 2009?	
				Yes	No
Drug Testing	2	\$40.0	\$80.00	X	
<b>Total Drug Testing</b>			<b>\$80.00</b>		

Government of Guam  
 Fiscal Year 2009  
 Agency Staffing Pattern  
 (CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: EDUCATION

DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

PROGRAM: LOCAL

FUND: 100% (GENERAL FUND)

Input by Department										Input by Department											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)		(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special	Increment		Subtotal	Retirement (J * 25.20%)	Retire (DDI) (\$15.52*26PP)	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL	
								Date	Amt.					Medicare (1.45% * J)	Life						
1	1	John T. Anderson	Education Certification Officer	N-18	\$61,358	\$0	\$0	11/19/2008	\$2,148	\$63,506	\$16,004	\$0	\$0	\$921	\$174	\$1,381	\$180	\$18,659	\$82,165		
2	2	Fran-Nicole M. Camacho	Administrative Assistant	J-7	30,972	0	0	6/16/2009	1,147	32,119	8,094	0	0	466	174	2,976	334	12,044	44,163		
3					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
4					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
5					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
6					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
7					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
8					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
9					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0		
			Grand Total:		\$92,330	\$0	\$0		\$3,295	\$95,625	\$24,098	\$0	\$0	\$1,387	\$348	\$4,357	\$514	\$30,703	\$126,328		

\* Night Differential / Hazardous / Worker's Compensation / etc.

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FUNCTIONAL AREA: EDUCATION

DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

PROGRAM: LOCAL

FUND: 100% GENERAL FUND

Government of Guam  
Fiscal Year 2010 Budget  
Agency Staffing Pattern  
PROPOSED

[BBMR SP-1]

17214  
9097  
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26913

Input by Department										Input by Department										
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)		(I)	(J)	(K)	(L)	(M)	(N)	(O)	(P)		(Q)	(R)	(S)
No.	Position Number	Position Title	Name of Incumbent	Grade/Step	Salary	Overtime	Special*	Increment		Subtotal (E+F+G+H)	Retirement (J * 26.33%)	Retire (DDI) (\$15.52 * 26PP)	Social Security (6.2% * J)	Benefits			Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Ann.					Life (L)	Medicare (1.45% * J)	Life (L)				
1	1	Executive Director	New Position	L6(13)	\$0	\$0	\$0	N/A	\$0	0	\$0	\$0	0	0	\$0	\$0	\$0	\$0	0	0
2	2	Certification Officer	John T. Anderson	N-19	63,506	0	0	N/A	0	63,506	\$16,721	\$0	0	921	\$174	\$3,164	\$385	21,365	84,871	
3	3	Administrative Assistant	Fran-Nicole M. Camacho	J-8	32,119	0	0	N/A	0	32,119	\$8,457	\$0	0	466	\$174	\$3,164	\$385	12,646	44,765	
4	4	Word Processing Secretary II	Vacant	H-1	19,974	0	0	N/A	0	19,974	\$5,259	0	0	290	\$174	\$3,164	\$385	9,272	29,246	
5	5	PC IV (in lieu of Pro Ethics Off)	New Position (Pending Creation)	N-1	31,064	0	0	N/A	0	31,064	\$8,179	0	0	450	\$174	\$3,164	\$385	12,353	43,417	
6	6	PCI (in lieu of Cert Spec I)	New Position (Pending Creation)	K-1	24,656	0	0		0	24,656	\$6,492	0	0	358	\$174	\$3,164	\$385	10,572	35,228	
<b>Grand Total:</b>					\$171,319	\$0	\$0		\$0	\$171,319	\$45,108	\$0	\$0	\$2,484	\$870	\$15,820	\$1,925	\$66,207	\$237,526	

\* Night Differential / Hazardous / Worker's Compensation / etc.  
1/ FY 2009 (current) Gov/Guam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2009

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26913  
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64625.31  
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68184.31  
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129653  
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97891

193084  
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69381



