

**Government of Guam
Fiscal Year 2010 Budget
Department / Agency Narrative**

FUNCTION: Investigate complaints and inspect schools to ensure GPSS' compliance with the Fourteen (14) Points of P.L. 28-45.

DEPT. / AGENCY: Office of the Adequate Education Suruhanu [Ombudsman] (OES)

MISSION STATEMENT:

The Office of the Adequate Education Suruhanu (Ombudsman) (OES) serves as a neutral resource in helping to reasonably resolve concerns and/or complaints from residents of Guam by conducting investigations into alleged violations of the Fourteen (14) Points of P.L. 28-45; The Every Child is Entitled to an Adequate Public Education Act (the Act). In addition, the OES leads and facilitates inspections of Guam Public Schools ensuring compliance with the Fourteen (14) Points of the Act. Furthermore, OES also issues reports with information and/or recommendations with the intent that such information will be used as a resource for the Government of Guam to ensure that each public school student is afforded the opportunity to obtain an adequate public education.

GOALS AND OBJECTIVES:

- To serve as a designated neutral resource in resolving complaints from Guam residents.
- To investigate complaints and inspect schools to ensure GPSS' compliance with the Fourteen (14) Points of the Act.
- To communicate to the complainant the conclusion, recommendation, and/or action taken as a result of the investigation.
- To perform school inspections individually and with the assistance of various Government of Guam regulatory agencies to ensure that the public schools are in compliance with the law.
- To provide the Guam Public School System (GPSS) with information and recommendations pertaining to the investigations and/or inspections.
- To increase the effectiveness and efficiency of the operations of GPSS in their efforts to comply with the Fourteen (14) Points and to use government resources effectively and efficiently.
- To maintain a level of leadership, integrity, and competence in any investigation or inspection performed by the OES.

**Decision Package
FY 2010**

Department/Agency: Government of Guam

Division/Section: _____

Program Title: **Adequate Education Suruhanu**

Activity Description:			
Administration and supervision of the Office of the Education Suruhanu in investigating complaints made by residents of Guam and conducting inspections of GPSS schools concerning the Fourteen (14) Points of P.L. 28-45; The Every Child is Entitled to an Adequate Public Education Act.			
Major Objective(s):			
Provide outreach to the residents of Guam, and to further this purposes, have the cooperation of all individuals within the Guam Public School System, and other Government of Guam entities, including but not limited to the Department of Public Health and Social Services, The Guam Fire Department, the Guam Environmental Protection Agency, and the Department of Public Works.			
Receive complaints from Guam residents concerning any of the Fourteen (14) Points of P.L. 28-45.			
Act as a neutral third party when investigating complaints alleging violations of the Fourteen (14) Points of P.L. 28-45.			
Determine the validity of any complaint quickly and professionally.			
Examine and address valid complaints by conducting investigations.			
Provide GPSS with notice of valid complaints.			
Communicate results of investigations to complainant.			
Perform inspections of GPSS schools ensuring compliance with the Fourteen (14) Points of P.L. 28-45.			
Prepare and provide to GPSS school inspection reports detailing the violations and/or discrepancies of the Fourteen (14) Points of P.L.			
Coordinate and conduct inspections of GPSS schools with various Government of Guam Regulatory Agencies to ensure compliance			
Report the office's monthly activities to I Maga'lahaen Guahan, I Liheslaturan Guahan, the Superintendent of Education, and the Guam Education Policy Board.			
Short-term Goals:			
Secure permanent office space			
Create and launch a website			
Secure permanent office staff personnel			
Workload Output			
Workload Indicator:	FY 2008 Level of Accomplishment	FY 2009 Anticipated Level	FY 2010 Projected Level
Provide outreach to the residents of Guam, and to further this purposes, have the cooperation of all individuals within the Guam Public School System, and other Government of Guam entities, including but not limited to the Department of Public Health and Social Services, The Guam Fire Department, the Guam Environmental Protection Agency, and the Department of Public Works.	100%	100%	100%
Receive complaints from residents of Guam concerning any of the Fourteen (14) Points of P.L. 28-45.	100%	100%	100%
Act as a neutral third party when investigating complaints alleging violations of the 14 Points of Public Law 28-45.	100%	100%	100%
Workload Output			
Workload Indicator:	FY 2008 Level of Accomplishment	FY 2009 Anticipated Level	FY 2010 Projected Level
Determine the validity of any complaint quickly and professionally.	100%	100%	100%
Examine and address valid complaints by conducting investigations.	100%	100%	100%
Provide GPSS with notice of valid complaints.	100%	100%	100%
Communicate results of investigations to	100%	100%	100%
Conduct inspections of GPSS schools ensuring	100%	100%	100%
Prepare and provide to GPSS, school inspection	100%	100%	100%
Coordinate and conduct inspections of GPSS schools with the assistance of various Government of Guam Regulatory Agencies to ensure compliance with P.L.	100%	100%	100%
Report the office's monthly activities to I Maga'lahaen Guahan, I Liheslaturan Guahan, the Superintendent of Education, and the Guam Education Policy Board.	100%	100%	100%

Government of Guam
Fiscal Year 2010
Budget Digest

[BBMR BD-1]

Function:
Department/Agency:
Program:

AS400 Account Code	Appropriation Classification	FY 2008 Expenditures & Encumbrances	FY 2009 Authorized Level	Governor's Request				FY 2010 October 2009-10	FY 2010 November 2009-11	FY 2010 December 2009-12	FY 2010 January 2010-01	FY 2010 February 2010-02	FY 2010 March 2010-03	FY 2010 April 2010-04	FY 2010 May 2010-05	FY 2010 June 2010-06	FY 2010 July 2010-07	FY 2010 August 2010-08	FY 2010 September 2010-09	FY 2010 Total	
				FY 2010 General Fund	FY 2010 Federal Match Fund(s)	FY 2010 Other Fund 1/	FY 2010 Total Req. (C+D+E)														
PERSONNEL SERVICES																					
111	Regular Salaries/Increments	\$33,846	\$80,000	\$125,884	\$0	\$0	\$125,884														
112	Overtime/Special Pay	0	0	0	0	0	0														
113	Benefits	9,232	22,138	45,886	0	0	45,886														
	TOTAL PERSONNEL SERVICES	\$43,078	\$102,138	\$171,770	\$0	\$0	\$171,770														
OPERATIONS																					
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$2,500	\$8,000	\$0	\$0	\$8,000	6,000	182	182	182	182	182	182	182	182	182	182	182	180	8,000
230	CONTRACTUAL SERVICES:	503	46,880	8,900	0	0	8,900	742	742	742	742	742	742	742	742	742	742	742	742	738	8,900
233	OFFICE SPACE RENTAL:	0	0	24,000	0	0	24,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000
240	SUPPLIES & MATERIALS:	3,271	5,400	6,000	0	0	6,000	500	500	500	500	500	500	500	500	500	500	500	500	500	6,000
250	EQUIPMENT:	14,112	6,123	1,300	0	0	1,300	1,300													1,300
270	WORKERS COMPENSATION	0	0	0	0	0	0														0
271	DRUG TESTING	0	0	0	0	0	0														0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0														0
290	MISCELLANEOUS:	0	0	0	0	0	0														0
	TOTAL OPERATIONS	\$17,886	\$60,903	\$48,200	\$0	\$0	\$48,200	\$10,542	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,418	\$48,200
UTILITIES																					
361	Power	\$0	\$0	\$5,000	\$0	\$0	\$5,000	417	417	417	417	417	417	417	417	417	417	417	417	413	\$5,000
362	Water/ Sewer	0	0	1,200	0	0	\$1,200	100	100	100	100	100	100	100	100	100	100	100	100	100	\$1,200
363	Telephone/ Toll	0	0	1,500	0	0	\$1,500	125	125	125	125	125	125	125	125	125	125	125	125	125	\$1,500
	TOTAL UTILITIES	\$0	\$0	\$7,700	\$0	\$0	\$7,700	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$638	\$7,700

Schedule A - Off-Island Travel

Agency: Office of the Adequate Education Suruhanu
 Division:
 Program: Local

Purpose / Justification for Travel				
Attend the US Ombudsman Association Annual Conference				
Travel Date: <u>Sep 28-Oct 2 2009</u>			No. of Travelers: <u>1</u>	
Position Title of Traveler's)	Air Fare	Per diem	Registration	Total Cost
Education Suruhanu				
			Total:	\$ 8,000.00

Purpose / Justification for Travel				
Travel Date: _____			No. of Travelers: _____	
Position Title of Traveler's)	Air Fare	Per diem	Registration	Total Cost
			Total:	\$ -

\$ 8,000.00

Purpose / Justification for Travel				
N/A				
Travel Date: _____			No. of Travelers: _____*	
Position Title of Traveler's)	Air Fare	Per diem	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

* Provide justification for more than one traveler to the same conference / training / workshop / etc.

School/Division: Office of the Adequate Education Suruhanu

Schedule B- Contractual

Item	Quantity	Unit	Total	Funded in FY 2009?	
		Price	Price	Yes	No
Internet Service (per annum) 2 lines	1	\$800.00	\$800.00		X
Copier Service - Xerox w/ special features(per annum)	1	\$500.00	\$500.00	X	
Alarm Monitoring Service	1	\$600.00	\$600.00		X
Support Staff Training	1	\$1,000.00	\$1,000.00	X	
Web-Page Design and Posting	1	\$5,000.00	\$5,000.00	X	
Advertisement	1	\$1,000.00	\$1,000.00	X	
Total Contractual			\$8,900.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit	Total	Funded in FY 2009?	
		Price	Price	Yes	No
Administrative Supplies / Materials	1	\$2,000.00	\$2,000.00	X	
Custodial Supplies / Materials	1	\$500.00	\$500.00	X	
Copier Supplies / Materials	1	\$1,000.00	\$1,000.00	X	
Printer Supplies	1	\$500.00	\$500.00	X	
Fuel	1	\$1,500.00	\$1,500.00	X	
Postage Stamps	1	\$500.00	\$500.00	X	X
Total Supplies & Materials			\$6,000.00		

Schedule D - Equipment

Item	Quantity	Unit	Total	Funded in FY 2009?	
		Price	Price	Yes	No
Alarm System	1	\$500.00	\$500.00		X
Data Storage Devices	2	\$400.00	\$800.00		X
Total Equipment			\$1,300.00		

Schedule E - Miscellaneous

Item	Quantity	Unit	Total	Funded in FY 2009?	
		Price	Price	Yes	No
Total Miscellaneous			\$0.00		

Schedule F - Capital Outlay

Item	Quantity	Unit	Total	Funded in FY 2009?	
		Price	Price	Yes	No
Total Capital Outlay			\$0.00		

FUNCTIONAL AREA:

AGENCY: Government of Guam

PROGRAM: The Office of the Adequate Education Suruhanu

FUND: GENERAL

Ratio:

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)	(T)	
No.	Position Number	Position Title	Name of Incumbent	Grade/ Step	Prg. (%)	Salary	Overtime	Special*	Increment		(F+G+H+J) Subtotal	Benefits					Medical (Premium * E)	Dental (Premium * E)	Total Benefits (L thru R)	(K + S) TOTAL
									Date	(E*Amount)		Retirement (K * 26.33%)	Retire (DDI) (\$15.52*26PP*E)	Social Security (6.2% * K)	Medicare (1.45% * K)	Life 173.94 * E				
1		Education Suruhanu	Dominic S. Terlaje		100%	\$80,000	0	0		\$0	\$80,000	\$21,064		\$0	\$1,160	\$174	\$1,392	\$156	\$23,946	\$103,946
2		Admin. Assistant	*VACANT(New Position)		100%	\$22,942	0	0		\$0	22,942	\$6,041	404	0	\$333	174	3,606	413	10,970	33,912
3		Safety Inspector	*VACANT(New Position)		100%	\$22,942	0	0		\$0	22,942	\$6,041	404	0	\$333	174	3,606	413	10,970	33,912
		Grand Total:				\$125,884	\$0	\$0		\$0	\$125,884	\$33,145	\$808	\$0	\$1,825	\$522	\$8,604	\$982	\$45,886	\$171,770

Bureau of Budget and Management Research
Performance Based Budgeting

**STRATEGIC PLAN
PLANNING PERIOD - FY 2009-2018**

Department: Office of the Adequate Education Suruhanu [Ombudsman] (OES)

1. **Dept. / Agency Mission (as mandated by public law or Governor's Executive Orders):**
 - The Office of the Adequate Education Suruhanu (OES) began servicing the public on May 9, 2008. The OES is mandated to investigate any complaints of a person, perform inspections of Guam Public Schools, and issue reports pursuant to P.L. 28-45; The Every Child is Entitled to an Adequate Public Education Act (the Act).

2. **Dept. / Agency core values (Over-arching goals):**
 - To serve as a designated neutral resource in resolving complaints from Guam residents.
 - To independently and impartially review and investigate complaints made by the residents of Guam pursuant to Public Law 28-45.
 - To perform inspections of the public schools to ensure compliance with the law.
 - To report findings of the investigation to the complainant including the conclusion, recommendation, and/or any action taken to resolve the problem.
 - To report findings of the school inspection to GPSS.
 - To report monthly on the activities of the office to the *I Maga'lahaen Guåhan, I Liheslaturan Guåhan*, the Guam Public School System (GPSS) and the Guam Education Policy Board (Board).
 - To maintain confidentiality of all matters including the identities of students, the complainant, and individuals from whom information is acquired.
 - To increase the effectiveness and efficiency of the operations of GPSS in their efforts to comply with the Fourteen (14) Points of P.L. 28-45 and to use government resources effectively and efficiently.
 - To maintain a level of leadership, integrity, and competence in any investigation or inspection of the OES.

3. **Dept. / Agency's Vision (10-Year vision): (Determine a realistic, credible, and an idealized view of where or what the organization would like to be in the future):**
 - An Ombudsman's office that impartially and informally resolves complaints that pertain to the 14 Points.
 - To continue to investigate complaints pertaining to the 14 Points with the purpose of improving accountability and to facilitate systemic improvements in GPSS.
 - To continue to inspect public schools and/or Charter schools to ensure compliance with the 14 Points.
 - To continue to provide information on issues related to the 14 Points with the intent that such information will be used as a resource to assist the Government of Guam in their delivery of an adequate public education to Guam's public school students.

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4. Legislative mandates (Missions defined by public laws):

- See P.L. 28-45; The Every Child is Entitled to an Adequate Public Education.
- See 17 G.C.A. Chapter 11.

5. Recommended legislative initiatives (Revisions to existing mandates):

- Revise 28-45 § 4 (12) (a) through (e) and (k) relative to certification. These sections of the law require that the respective positions be held and/or operated by individuals who are properly certified. Reasonable exceptions to these provisions may be necessary on the basis such individual[s] may not always be able to report for work and an acceptable qualified replacement may not be readily available to cover the position, which may result in GPSS having to use a non-certified individual to cover such position until the certified individual returns. As such, the absence of a particular certified individual, even perhaps for just one day, would cause a violation of the law and could potentially cause GPSS to be in violation of the law on a daily basis.
- Revise P.L. 28-45 § 4 (12) (f). This section of the law requires the sensible air temperature of a classroom to be no greater than 78° F. I recommend that a range from 78 ° F to 84 ° F for classroom temperature be implemented instead of a set temperature. Many if not all of the temperatures of the classrooms measured registered above 78 ° F. Generally, where the air conditioning unit is working properly, the room temperature of the classroom registers anywhere from 80° F to 84° F. Anything above 84 ° F is quite uncomfortable especially with a room full of students on a hot sunny day. In addition, the Department of Public Health and Social Services, Division of Environmental Health generally requires classroom temperature not to exceed 84° F.
- Revise 17 G.C.A. § 11112. This section of the law requires GPSS to provide the Education Suruhanu with the resources needed, including, clerical services and office space. This requirement presents a conflict on the basis that the OES is responsible for performing investigations and/or inspections on issues directly related to GPSS. In addition, the OES has no control or authority over the GPSS personnel who may assist the OES in obtaining the resources needed. As such, GPSS should be replaced as the agency responsible for providing the above-described resources. However, in the event an alternative government of Guam agency (i.e., DOA, the Guam Legislature, the Governor's Office) is selected to replace GPSS, the Education Suruhanu must still be afforded the ability to act as an independent entity in performing its functions and duties as mandated by law.
- Provide enforcement authority to provide the Education Suruhanu with integrity when clear violations of P.L. 28-45 are discovered. However, some exceptions may be required for GPSS' non-compliance when it comes to violations of § 4 (12) (a) – (e) and/or (k).
- Include a provision in 17 G.C.A. § Chapter 11 requiring GPSS to come into compliance with reported violations of the 14 Points within a specific time frame and present consequences for GPSS' failure to comply within the specified time frame.

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- Include a provision in 17 G.C.A. Chapter 11 requiring GPSS to provide a status report to the OES on GPSS efforts to come into compliance on reported violations of the 14 Points. The provision should also require GPSS to submit such status report to the OES within a specific time frame after the OES notifies GPSS of any such violation[s].
- Include a provision in 17 G.C.A. Chapter 11 which states that the engagement of the OES services is an administrative remedy and that the Education Suruhanu has no real power to bring legal actions for violations of the 14 Points. (See 19 G.C.A. § 1116 and 7 G.C.A § 12108.1.)
- Include a provision in the 17 G.C.A. Chapter 11 identifying the particular individual[s] who may have standing to bring an action in court for alleged violations of P.L. 28-45. Many times individuals file complaints with the office who may not have standing to sue for alleged violations of the 14 Points, (persons other than a parent of a public school student or the public school student). However, the OES is still required to respond to the complaints filed by such person[s]. Such language would make it clear that the OES has no real power to being actions in court for violations of the 14 Points of P.L. 28-45. The only real power the Education Suruhanu has is to bring an action in court to enforce the powers related to the functions of investigation, reporting, and recommending.
Note: See Attorney General of Guam v. 16th Guam Legislature, et. al, Sup. Ct. Civ. No. 593-81 (1982) for the proposition that the Suruhanu¹ has no substantive powers. In addition, many of the provisions contained in 17 G.C.A. Chapter 11 are modeled after the provisions contained in 2 G.C.A. Chapter 5, The Office of the Suruhanu (Ombudsman).
- Recommend that the Education Suruhanu not specify the date in which the complaint will be investigated but rather, specify that the investigation will be completed within 30 days of receipt of a valid complaint. (See 17 G.C.A. Chapter 11, § 11106).

6. Challenges faced (Major issues that face your departments within the 10-Year Period):

- Determining whether or not GPSS is in compliance with the 14 Points on a daily basis.
- Requiring GPSS to remedy the noted violations in order to come into compliance with 14 Points and to do so within a reasonable time frame.
- Employing and/or retaining staff in order to assist the OES in fulfilling the function and duties of the office.
- Finding permanent, safe, secure, and adequate office space that is visible and easily accessible to the residents of Guam.
- Enforcing violations of the 14 points. (Currently, the Education Suruhanu makes recommendations to GPSS on taking corrective measures on noted violations of the 14 Points but the Education Suruhanu has no real power to enforce any such violations. In other words, there are no consequences for GPSS' failure or inability

¹ This is the Suruhanu from 2 G.C.A. Chapter 5, Office of the Suruhanu (Ombudsman).

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to comply with the recommendations of the OES based on violations of the 14 Points.

- Performing the duties and functions of the office with an expected increase in the number of public schools and with the anticipated establishment of charter schools.
- Continued support and cooperation from the government of Guam regulatory agencies and other agencies when conducting investigations and/or performing school inspections.
- The potential conflict of interest if GPSS continues to be the agency required to provide the OES the needed resources.
- Directing and/or managing GPSS employees on issues pertaining to procurement matters, payroll issues, business office matters, personnel matters if such relationship continues (resources needed).

7. Dept. / Agency stakeholders: Those who are affected by or who are likely to be interested in the organization's strategic plan and planning process):

- | | |
|---------------|---------------------|
| • Legislature | • Governor's Office |
| • AG's Office | • GPSS |
| • DPHSS | • DPW |
| • GFD | • Parents |
| • GEPA | • Students |

8. Dept. / Agency future environment:

- By 2018 we expect that the investigations, inspections, and reporting of violations will enable GPSS and the Government of Guam to ensure that Guam public schools are in compliance with the 14 Points so that each public school student will be afforded the opportunity to receive an adequate public education at little to no cost to the students or parents who choose to engage the services of the OES.
- To maintain adequate and necessary resources, support, staff, in order to effectively address complaints, perform inspections, and generate reports.
- To operate as a true independent and neutral Ombudsman responding to complaints and inspecting schools and working with all parties involved to resolve the matter as quickly and effectively as possible without first resorting to legal action.
- To operate from a permanent, adequate, safe, and secure office space that is visible and easily accessible to the residents of Guam.
- Continued commitment and support from necessary Government of Guam regulatory agencies in responding to investigations as necessary, and when performing school inspections.
- To be able to adequately and effectively address the expected increase in Guam public schools and any expected Charter Schools.

9. Major new initiatives (Major changes we must make):

- Amendments to the maximum temperature presently required under the law. (See paragraph 5 above.)

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Performance Based Budgeting

- Replacing GPSS as the entity responsible for providing the resources needed to the OES. (See paragraph 5 above.)
- Requiring an alternative government of Guam agency (i.e., DOA, Governor's office, or Guam Legislature), to provide the resources needed to the OES. (See paragraph 5 above.)
- Provide enforcement authority for the OES and to include consequences for GPSS' failure to act on the OES recommendations for taking corrective measures on noted violations of the 14 Points.

10. Outcomes (Planned accomplishments):

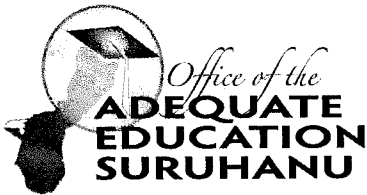
- To initiate investigations into valid complaints within 30 days from the receipt of the complaint.
- To inform the complainant in writing, of the conclusion or recommendation and if appropriate, any action taken or to be taken by the agency involved within five days after completing an investigation.
- To conduct inspections of all Guam public schools to ensure compliance within the given school year.
- Inspect schools on a daily basis to ensure compliance.
- Issue reports to GPSS detailing the violations discovered for each particular school.

11. Each outcome must be determined based on the following: by when, how much and who is responsible for each outcome. This must be followed-up by the task that we must do after each outcome.

- A. The outputs produced, by when, how much, who is responsible?
1. The Education Suruhanu or authorized representative will inform the complainant that the complaint will be investigated within 30 days after receipt of the complaint.
 2. The Education Suruhanu or authorized representative will provide in writing within five days after the investigation is completed, to the complainant, the conclusion or recommendation, and where appropriate, the action taken or to be taken to resolve the matter.
 3. The Education Suruhanu or authorized representative will conduct four school inspections per month per school year.
 4. The Education Suruhanu or authorized representative will generate and issue reports concerning violations discovered through an investigation and/or through school inspections within five days after such investigation and/or inspection.
- B. The inputs requested (Must match to outputs):
1. Adequate staffing; adequate, safe, and secure office space; office equipment and supplies; reliable technological services; necessary electronic equipment to document findings; reliable transportation including fuel and vehicle maintenance; the necessary utilities; and any other resources that may be required.

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2. Adequate staffing; adequate, safe, and secure office space; office equipment and supplies; reliable technological services; necessary electronic equipment required to document findings; the necessary utilities; and any other resources that may be required.
 3. Adequate staffing; necessary electronic equipment to document findings; reliable transportation including fuel and vehicle maintenance; cooperation and participation from the Government of Guam regulatory agencies; and any other resources that may be required.
 4. Adequate staffing; office equipment and supplies; reliable technological services; office space; necessary utilities; and any other resources that may be required.
- C. How will success be measured?
1. The number of investigations conducted in response to the number of complaints filed.
 2. Number of the valid complaints investigated within 30 days.
 3. Number of schools inspected within one month.
 4. The number of reports issued based on the number of investigations and/or inspections performed in one month and the date in which such report was issued.
- D. Identify each performance measures for each output and outcome:
1. Monthly reporting of the number of valid complaints received.
 2. Monthly reporting of the number of valid complaints investigated.
 3. Monthly reporting of the number of schools inspected.
 4. Reports indicating that findings were communicated to the necessary parties within five days after the investigation or school inspection is completed.



Dominic Terlaje
Education Suruhanu

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June 11, 2009

MEMORANDUM

TO: Honorable Senator, vicente (ben) c. pangelinan
FROM: Education Suruhanu
SUBJECT: Revised FY 2010 Decision Package and Budget Digest

Dear Senator Pangelinan:

Attached to this memorandum are revised copies of the FY2010 Decision Package and the Budget Digest. I recently discovered that some information was cut off from the original versions due to an error in the formatting of the spreadsheet. In addition, I have emailed copies of the revised documents to your office and to the other Senators.

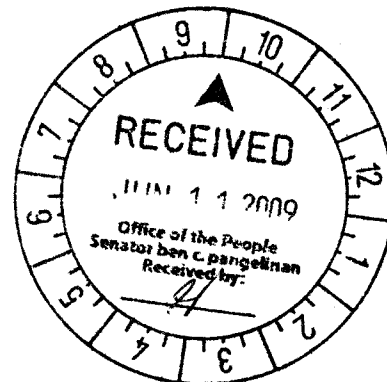
I apologize for any inconvenience and for any delay. If you have any questions, please do not hesitate to contact my office.

Respectfully Yours,


Dominic S. Terlaje

Cc: Honorable Senators, 30th Guam Legislature

Attachments:
(1) Revised FY 2010 Decision Package
(2) Revised FY 2010 Budget Digest



**Decision Package
FY 2010**

Department/Agency: Government of Guam

Division/Section: _____

Program Title: Adequate Education Suruhanu**Activity Description:**

Administration and supervision of the Office of the Education Suruhanu in investigating complaints made by residents of Guam and conducting inspections of GPSS schools concerning the Fourteen (14) Points of P.L. 28-45; The Every Child is Entitled to an Adequate Public Education Act.

Major Objective(s):

Provide outreach to the residents of Guam, and to further this purposes, have the cooperation of all individuals within the Guam Public School System, and other Government of Guam entities, including but not limited to the Department of Public Health and Social Services, The Guam Fire Department, the Guam Environmental Protection Agency, and the Department of Public Works.

Receive complaints from Guam residents concerning any of the Fourteen (14) Points of P.L. 28-45.

Act as a neutral third party when investigating complaints alleging violations of the Fourteen (14) Points of P.L. 28-45.

Determine the validity of any complaint quickly and professionally.

Examine and address valid complaints by conducting investigations.

Provide GPSS with notice of valid complaints.

Communicate results of investigations to complainant.

Perform inspections of GPSS schools ensuring compliance with the Fourteen (14) Points of P.L. 28-45.

Prepare and provide to GPSS school inspection reports detailing the violations and/or discrepancies of the Fourteen (14) Points of P.L. 28-45.

Coordinate and conduct inspections of GPSS schools with various Government of Guam Regulatory Agencies to ensure compliance with the health, safety, and sanitary provisions of the Fourteen (14) Points of P.L. 28-45.

Report the office's monthly activities to I Maga'lahaen Guahan, I Liheslaturan Guahan, the Superintendent of Education, and the Guam Education Policy Board.

Short-term Goals:

Secure permanent office space

Create and launch a website

Secure permanent office staff personnel

Workload Output

Workload Indicator:	FY 2008 Level of Accomplishment	FY 2009 Anticipated Level	FY 2010 Anticipated Level
Provide outreach to the residents of Guam, and to further this purposes, have the cooperation of all individuals within the Guam Public School System, and other Government of Guam entities, including but not limited to the Department of Public Health and Social Services, The Guam Fire Department, the Guam Environmental Protection Agency, and the Department of Public Works.	100%	100%	100%
Receive complaints from residents of Guam concerning any of the Fourteen (14) Points of P.L. 28-45.	100%	100%	100%
Act as a neutral third party when investigating complaints alleging violations of the Fourteen (14) Points of Public Law 28-45.	100%	100%	100%
Determine the validity of any complaint quickly and professionally.	100%	100%	100%
Examine and address valid complaints by conducting investigations.	100%	100%	100%
Provide GPSS with notice of valid complaints.	100%	100%	100%
Communicate results of investigations to complainant.	100%	100%	100%
Conduct inspections of GPSS schools ensuring compliance with the Fourteen (14) Points of P.L. 28-45.	100%	100%	100%
Prepare and provide to GPSS, school inspection reports detailing the violations and/or discrepancies of the Fourteen (14) Points of P.L. 28-45.	100%	100%	100%
Coordinate and conduct inspections of GPSS schools with the assistance of various Government of Guam Regulatory Agencies to ensure compliance with the health, safety, and sanitary provisions of the Fourteen (14) Points of P.L. 28-45.	100%	100%	100%
Report the office's monthly activities to I Maga'lahaen Guahan, I Liheslaturan Guahan, the Superintendent of Education, and the Guam Education Policy Board.	100%	100%	100%

Function:
Department/Agency: Office of the Education Suruhannu
Program:

AS400 Account Code	Appropriation Classification	Governor's Request						FY 2010 Monthly												FY 2010 Total			
		FY 2008 Expenditures & Encumbrances	FY 2009 Authorized Level	FY 2010 General Fund	FY 2010 Federal Match Fund(s)	FY 2010 Other Fund 1/	FY 2010 Total Req. (C+D+E)	October 2009-10	November 2009-11	December 2009-12	January 2010-01	February 2010-02	March 2010-03	April 2010-04	May 2010-05	June 2010-06	July 2010-07	August 2010-08	September 2010-09				
111	Regular Salaries/Increments	\$33,846	\$80,000	\$125,884	\$0	\$0	\$125,884																
112	Overtime/Special Pay	0	0	0	0	0	0																
113	Benefits	9,232	22,138	45,886	0	0	45,886																
	TOTAL PERSONNEL SERVICES	\$43,078	\$102,138	\$171,770	\$0	\$0	\$171,770																
220	TRAVEL- Off-Island/Local Mileage Reimburse.	\$0	\$2,500	\$8,000	\$0	\$0	\$8,000	6,000	182	182	182	182	182	182	182	182	182	182	182	182	180	\$8,000	
230	CONTRACTUAL SERVICES:	503	46,880	8,900	0	0	8,900	742	742	742	742	742	742	742	742	742	742	742	742	742	742	\$8,900	
233	OFFICE SPACE RENTAL:	0	0	24,000	0	0	24,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	\$24,000	
240	SUPPLIES & MATERIALS:	3,271	5,400	6,000	0	0	6,000	500	500	500	500	500	500	500	500	500	500	500	500	500	500	\$6,000	
250	EQUIPMENT:	14,112	6,123	1,300	0	0	1,300	1,300														\$1,300	
270	WORKERS COMPENSATION	0	0	0	0	0	0															0	
271	DRUG TESTING	0	0	0	0	0	0															0	
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0															0	
290	MISCELLANEOUS:	0	0	0	0	0	0															0	
	TOTAL OPERATIONS	\$17,886	\$60,903	\$48,200	\$0	\$0	\$48,200	\$10,542	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,424	\$3,422	\$48,200	
361	Power	\$0	\$0	\$5,000	\$0	\$0	\$5,000	417	417	417	417	417	417	417	417	417	417	417	417	417	\$5,000		
362	Water/ Sewer	0	0	1,200	0	0	\$1,200	100	100	100	100	100	100	100	100	100	100	100	100	100	\$1,200		
363	Telephone/ Toll	0	0	1,500	0	0	\$1,500	125	125	125	125	125	125	125	125	125	125	125	125	125	\$1,500		
	TOTAL UTILITIES	\$0	\$0	\$7,700	\$0	\$0	\$7,700	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$642	\$7,700		
450		\$14,593	\$0	\$0	\$0	\$0	\$0														\$0		

1/ Specify Fund Source

UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00	2.00
CLASSIFIED	1.00	1.00	1.00	0.00	0.00	1.00