



BUREAU OF BUDGET & MANAGEMENT RESEARCH

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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 the certified submission is neither approved nor sanctioned by the Bureau of Budget and Management Research.

A handwritten signature in black ink, appearing to read "Bertha M. Duenas", enclosed in a simple oval outline.

BERTHA M. DUENAS

Date: **MAR 18 2010**

ORIGINAL

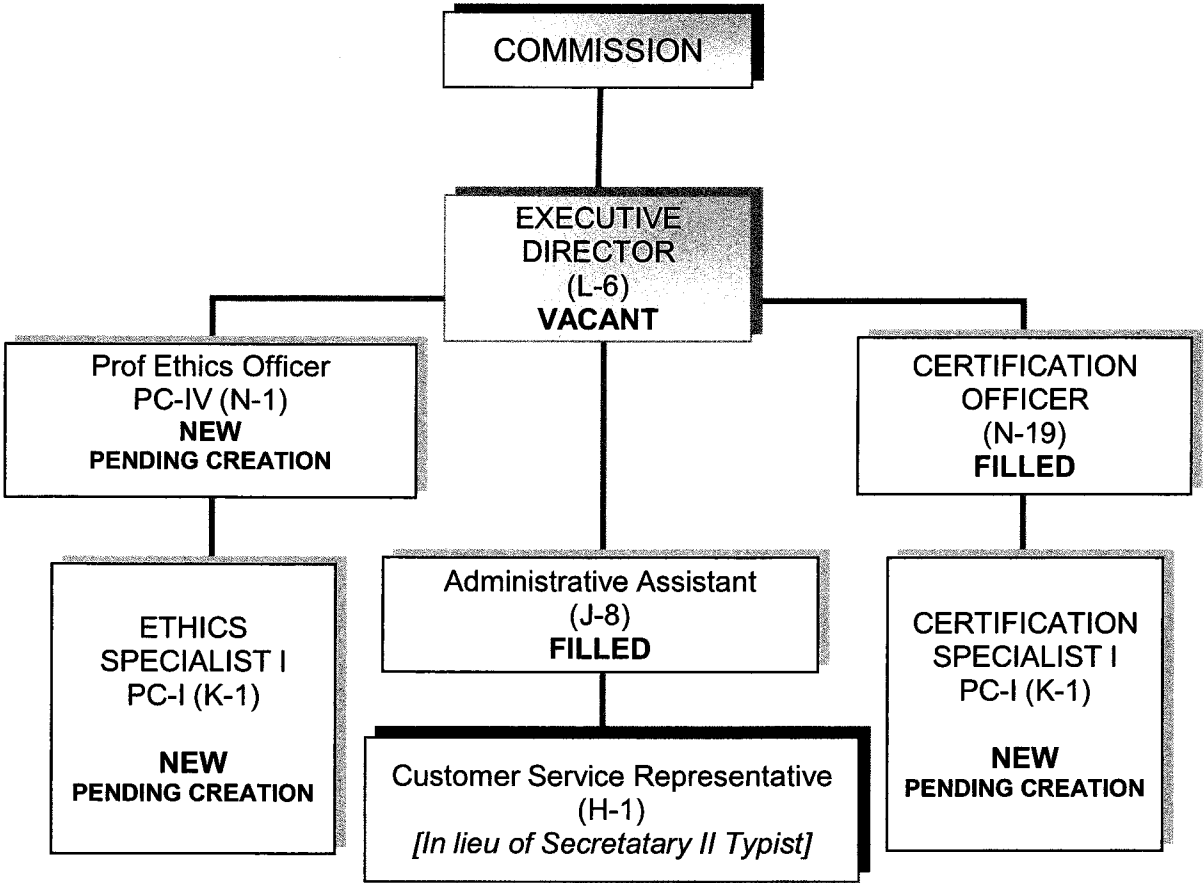
GOVERNMENT OF GUAM
KUMISION SETTEFIKASION PARA I MANMANIDUKA
GUAM COMMISSION FOR EDUCATOR CERTIFICATION

FY 2011 PROPOSED BUDGET

Submitted to BBMR on FEBRUARY 04, 2010 pursuant to
Title 17, Chapter 26, Section 2700 and BBMR Circular 10-02.



**GUAM COMMISSION FOR EDUCATOR CERTIFICATION
FY 2011
ORGANIZATIONAL CHART**



**Government of Guam
Fiscal Year 2011 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 for 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 a rigorous system of certification

Short Term

1. Automate basic certification processes.
2. Upgrade website to support automation and 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 FY2012.

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 the ethics that reflects standards of conduct for holders of Guam Professional Educator certification.

Decision Package

FY 2011

Department/Agency: Guam Commission for
Educator Certification

Division/Section: 7600

Program Title: Guam 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. To 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 Education Certification. 6. Revise current certification fee schedule. (last visited 1988)

Short-term Goals:

1. Automate basic certification processes. 2. Upgrade website to support automation and 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); and 8. Develop an operating budget for FY2012.

Workload Output

Workload Indicator:	FY 2009 Level of Accomplishment	FY 2010 Anticipated Level	FY 2011 Projected Level
1) Transfer certification function from GPSS(GDOE) to a separate entity and set up of state level office.	100%	100%	100%
2) Implement a clearly defined Mission, Vision, and Goals of the Commission.	100%	100%	100%
3) Streamline/automate daily operations and the processing of requests for Guam Professional Certification.	75%	80%	90%
4) Establish/revise standards for each class of educator requiring Guam professional certification.	80%	90%	95%
5) Establish/revise certification and recertification requirements for all classes of Guam professional certification.	80%	90%	95%
6) Define/revise professional development requirements.	80%	90%	95%
7) Develop and implement a code of ethics that reflects standards of conduct for holders of Guam Professional Certification.	60%	70%	80%

Government of Guam
Fiscal Year 2011
Budget Digest

[BBMR BD-1]

Function: EDUCATION

Department/Agency: Guam Commission for Educator Certification

Program: Guam Certification Office

AS400 Account Code	Appropriation Classification	A	B	Governor's Request			
		FY 2009 Expenditures & Encumbrances	FY 2010 Authorized Level	FY 2011 General Fund	FY 2011 Federal Match Fund(s)	FY 2011 Other Fund 1/	FY 2011 Total Req. (C+D+E)
PERSONNEL SERVICES							
111	Regular Salaries/Increments/Special Pay	\$101,967	\$209,781	\$142,395	\$0	\$0	\$142,395
112	Overtime	0	0	0	0	0	0
113	Benefits	29,792	43,313	54,321	0	0	54,321
114	Insurance Benefits (Medical / Dental / Life)	0	0	0	0	0	0
TOTAL PERSONNEL SERVICES		\$131,759	\$253,094	\$196,716	\$0	\$0	\$196,716
OPERATIONS							
220	TRAVEL- Off-Island/Local Mileage Reimburs.	\$0	\$0	\$0	\$0	\$0	\$0
230	CONTRACTUAL SERVICES:	4,168	9,400	13,816	0	0	13,816
233	OFFICE SPACE RENTAL:	4,000	6,000	7,200	0	0	7,200
240	SUPPLIES & MATERIALS:	455	3,246	1,865	0	0	1,865
250	EQUIPMENT:	4,316	0	0	0	0	0
270	WORKERS COMPENSATION	0	0	0	0	0	0
271	DRUG TESTING	0	80	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0
290	MISCELLANEOUS:	0	6,300	6,300	0	0	6,300
TOTAL OPERATIONS		\$12,939	\$25,026	\$29,181	\$0	\$0	\$29,181
UTILITIES							
361	Power	\$0	\$0	\$0	\$0	\$0	\$0
362	Water/ Sewer	0	0	0	0	0	0
363	Telephone/ Toll	1,090	0	4,800	0	0	4,800
TOTAL UTILITIES		\$1,090	\$0	\$4,800	\$0	\$0	\$4,800
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$145,798	\$278,120	\$228,698	\$0	\$0	\$228,698

1/ Specify Fund Source

FULL TIME EQUIVALENCIES (FTEs)							
UNCLASSIFIED	0.00	1.00	0.00	0.00	0.00	0.00	0.00
CLASSIFIED	2.00	2.00	4.00	0.00	0.00	0.00	4.00
TOTAL FTEs	2.00	3.00	4.00	0.00	0.00	0.00	4.00

Government of Guam
Fiscal Year 2011
Agency Staffing Pattern
(PROPOSED)

[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										
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Grade/Step	(E) Salary	(F) Overtime	(G) Special*	(H) Increment		(J) Subtotal (E+F+G+H)	(K) Retirement (J * 27.46%)	(L) Retire (DDJ) (\$16.66*26PP)	(M) Social Security (6.2% * J)	(N) Benefits		(O) Life (I)	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amnt.					Medicare (1.45% * J)	Life					
1	1	Executive Director	Vacant	L-6	\$0	\$0	\$0	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Education Certification Officer	John T. Anderson	N-19	63,506	0	\$0	11/13/2010	2,140	65,646	18,026	0	0	952	174	0	1,248	168	20,568	86,214
3	3	Administrative Assistant	Fran-Nicole M. Camacho	J-8	32,119	0	\$0	N/A	0	32,119	8,820	434	0	466	174	0	2,861	386	13,141	45,260
4	4	Customer Service Rep	Vacant	H-1	19,974	0	\$0	N/A	0	19,974	5,485	434	0	290	174	0	2,861	386	9,629	29,603
6	5	Certification Spec I	New Position (Pending Creation)	K-1	24,656	0	\$0	N/A	0	24,656	6,771	434	0	358	174	0	2,861	386	10,983	35,639
5	6	PC IV (in lieu of Pro Ethics Off)	New Position (Pending Creation)	N-1	0	0	\$0	N/A	0	0	0	0	0	0	0	0	0	0	0	0
7																				
8																				
9																				
10																				
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25																				
			Grand Total:		\$140,255	\$0	\$0		\$2,140	\$142,395	\$39,102	\$1,302	\$0	\$2,065	\$696		\$9,831	\$1,326	\$54,321	\$196,716

* Night Differential / Hazardous / Worker's Compensation / etc.
1/ FY 2010 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2011

Government of Guam
 Fiscal Year 2011
 Agency Staffing Pattern
 (PROPOSED)

Input by Department											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) (E+F+G+H+I+J) Subtotal
					(E) Night Differential Pay 10%	(F) Hazard 10%	(G) Hazard 8%	(H) Nurse Sunday Pay 1.5	(I) Nurse Pay 1.5	(J) EMT Pay 15%	
					1/	2/	3/	4/	5/	6/	
1	1	Executive Director	Vacant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Education Certification Officer	John T. Anderson	0	0	0	0	0	0	0	0
3	3	Administrative Assistant	Fran-Nicole M. Camacho	0	0	0	0	0	0	0	0
4	4	Customer Service Rep	Vacant	0	0	0	0	0	0	0	0
5	6	PC IV (in lieu of Pro Ethics Off)	New Position (Pending Creation)	0	0	0	0	0	0	0	0
6	5	Certification Spec I	New Position (Pending Creation)	0	0	0	0	0	0	0	0
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Government of Guam
Fiscal Year 2010
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 * 26.04%)	Retire (DDI) (\$16.66*26PP)	Social Security (6.2% * J)	Benefits		Life (I)	Medical (Premium)	Dental (Premium)	Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Asst.					Medicare (1.45% * J)	Life					
1	1	Executive Director	VACANT	L5-1	\$55,303	\$0	\$0		\$0	\$55,303	\$14,401	\$434	\$0	\$802	\$174		2,861	359	\$19,031	\$74,334
2	2	Certification Officer	Jehn T. Anderson	N-19	63,506	0	\$0		0	63,506	16,537	0	0	921	174		1,248	168	19,048	82,554
3	3	Administrative Assistant	Fran-Nicole M. Camacho	J-7	30,972	0	\$0	12/16/2009	911	31,883	8,302	434	0	462	174		2,861	359	12,593	44,475
4	4	Customer Service Rep	Monica Calvo (Temporary Appt)	H-1	19,974	0	\$0		0	19,974	5,201	434	0	290	0		0	0	5,925	25,899
5																				
6																				
7																				
8																				
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25																				
Grand Total:					\$169,755	\$0	\$0		\$911	\$170,666	\$44,441	\$1,302	\$0	\$2,475	\$522		\$6,970	\$887	\$56,596	\$227,262

* Night Differential / Hazardous / Worker's Compensation / etc.
1/: FY 2010 (current) GovGuam contribution for Life Insurance is \$174 per annum; Subject to change in FY 2011

Government of Guam
Fiscal Year 2010
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

Input by Department											
No.	(A) Position Number	(B) Position Title	(C) Name of Incumbent	(D) Holiday Pay	Special Pay Categories						(K) (E+F+G+H+I+J) Subtotal
					(E) 1/ Night Differential Pay 10%	(F) 2/ Hazard 10%	(G) 3/ Hazard 8%	(H) 4/ Nurse Sunday Pay 1.5	(I) 5/ Nurse Pay 1.5	(J) 6/ EMT Pay 15%	
1	1	Executive Director	VACANT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Certification Officer	John T. Anderson	0	0	0	0	0	0	0	0
3	3	Administrative Assistant	Fran-Nicole M. Camacho	0	0	0	0	0	0	0	0
4	4	Customer Service Rep	Monica Calvo (Temporary Appt)	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0
21	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0
Grand Total:				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

- 1/ 10% of reg. rate, applicable from 6pm- 6am, employee must work 4 hours consecutive after 6pm for entitlement of the pay
- 2/ Applies to law enforcement personnels
- 3/ Applies to solid waste employees
- 4/ 1 1/2 of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 1/2 of reg. rate of pay on daily work exceeding 8 hours
- 6/ Applicable only to GFD ambulatory service personnel. 15% of reg. rate of pay

Schedule A - Off-Island Travel

Department/Agency: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

Division: Guam Certification Office

Program: _____

Purpose / Justification for Travel				
Attend the 82nd Annual <i>NATIONAL ASSOCIATION OF STATE DIRECTORS OF TEACHER EDUCATION & CERTIFICATION</i> (NASDTEC) CONFERENCE. The Commission is a member of NASDTEC (pursuant to PL 29-73) and will benefit from the information and training provided.				
Travel Date: June 13 - 16, 2010			No. of Travelers: 2 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Executive Director	\$ -	\$ -	\$ -	\$ -
Certification Officer	\$ -	\$ -	\$ -	\$ -
Commission Designee(s)	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Attend the PRAXIS Client Conference in Princeton, New Jersey. Guam utilizes the PRAXIS test for initial certification and will benefit from the information and training provided.				
Travel Date: April 27 - 30, 2010			No. of Travelers: 2 1/	
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Executive Director	\$ -	\$ -	\$ -	\$ -
Certification Officer	\$ -	\$ -	\$ -	\$ -

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:

A) Establishment of the GUAM COMMISSION FOR EDUCATOR CERTIFICATION in relation to national best practices and standards.

B) Allow key management to acquire knowledge and skills necessary to carry out the goals/objectives of the GCEC.

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Copier Service - copy/scan/fax	12	600	\$ 7,200.00	X	
NASDTEC Membership	1	4000	\$ 4,000.00		X
Staff Training (4x 2 per/yr @\$200 ea.)	5	200	\$ 1,000.00	X	
Commission Members Training(@\$150)	5	150	\$ 750.00		X
Media Ads (\$288.75 per/mo)	3	288.75	\$ 866.25		X
Total Contractual			\$ 13,816.25		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Administrative Supplies & Materials	1	1525	\$ 1,525.00	X	
Postage (\$25 per/mo)	1	340	\$ 340.00		X
			\$ -		
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 1,865.00		

108.9285714

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
N/A			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ -		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Commission Members stipend (7 members-18 mtgs)	18	350	\$ 6,300.00	X	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ 6,300.00		

Schedule F - Office Space Rental

Item	Quantity	Unit Price	Total Price	Funded in FY 2010?	
				Yes	No
Office Space Rental (UOG w/IT support)	12	600	\$ 7,200.00		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Capital Outlay			\$ 7,200.00		

