

KUMISION SETTEFIKASION PARA I MANMANIDUKA
 GUAM COMMISSION FOR EDUCATOR CERTIFICATION

TREASURER'S REPORT
 Tuesday, January 13, 2015
 (Run Date) 1/7/2015

5100A157600GA001

PL 130-55 GENERAL FUND APPROPRIATION ACCOUNTS (5100A147600GA001) - YEAR-TO-DATE

Budget Category	(a) Total Appropriation	(b) Allotments	(c) Expenditures	(d) Encumberances	(b - c - d) Funds Available	(a - b) Unallotted Balance
111 - Personnel	138,324.00	47,886.00	36,948.56		10,937.44	90,438.00
113 - Benefits	43,295.00	14,208.00	15,935.92		(1,727.92)	29,087.00
114- Health Benefits	-				-	-
220- Travel	8,400.00	7,722.00	6,001.98		1,720.02	678.00
230 - Contractual services	52,460.00	44,591.00	472.97	7,801.12	36,316.91	7,869.00
233 - Building rent	6,000.00	5,100.00	1,500.00	3,500.00	100.00	900.00
240 - Supplies	1,062.00	450.00	218.79		231.21	612.00
250- Equipment	2,500.00					2,500.00
271- Drug Testing Charge:	-	-			-	-
290 - Miscellaneous	1,200.00	700.00			700.00	500.00
363 - Telephone	4,800.00	4,080.00	448.23	448.23	3,183.54	720.00
Total	258,041.00	124,737.00	61,526.45	11,749.35	51,461.20	133,304.00

KUMISION SETTEFIKASION PARA I MANMANIDUKA
GUAM COMMISSION FOR EDUCATOR CERTIFICATION
 Fiscal Year 2015
TREASURER'S REPORT
 Tuesday, January 13, 2015
 (Run Date) 1/7/2015

Budget Category	FEE ACCOUNTS (5100X087600RS501800) - YEAR-TO-DATE				Monthly Collections (110023213)	Collection Periods
	(a)	(b)	(c)	(a - b - c)		
	Allotments	Expenditures	Outstanding	Funds Available		
111 - Personnel	3,196.92			3,196.92	October	- No collection
113 - Benefits	1,006.13			1,006.13	November	- No collection
220 - Travel	8,079.00	2,360.00		5,719.00	December	No collection
230 - Contractual services	3,033.46			3,033.46	January	
233 - Building rent	1,500.00			1,500.00	February	
240 - Supplies	220.56	86.90		133.66	March	
250 - Equipment	-			-	April	
271 - Drug testing	150.00	-		150.00	May	
290 - Miscellaneous	282.18	200.00		82.18	June	
363 - Telephone	1,968.53	89.71		1,878.82	July	
450 - Capital outlay	-			-	August	
800 - Exp Reim		(44,795.13)	-	44,795.13	September	-
Total	19,436.78	1,180.00	-	18,256.78	YTD Total	- (Fiscal Year Collection)

FOOTNOTE:

Carry over projected collected fee funds not loaded as of 12/31/2014 \$ 85,158.32

**BUREAU OF BUDGET AND MANAGEMENT RESEARCH
FY 2016 BUDGET DOCUMENT CHECKLIST**

Department/Agency: Guam Commission for Educator Certification Date Received by BBMR: _____
 Division/Program: GCEC Certification Office Date Reviewed: _____

	Department/Agency		BBMR	
	Yes	No	Yes	No
General				
Is the department/agency request within the Governor's established ceiling?	X			
Is the summary digest consistent with detail pages?	X			
Are the required budget forms attached?				
a. Agency Narrative Form [BBMR AN-N1]	X			
b. Decision Package [BBMR DP-1]	X			
c. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A]	X			
d. FY 2016 (Proposed) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	X			
e. FY 2015 (Current) Agency Staffing Pattern [BBMR SP-1] - All Fund Sources	X			
f. Federal Program Inventory Form [BBMR FP-1]				
g. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]	X			
I. Agency Narrative Form [BBMR AN-N1]				
1. Is the mission statement correct and consistent with the department/agency's enabling act?	X			
2. Are the goals and objectives correct and consistent with the department/agency's mission?	X			
II. Decision Package [BBMR DP-1]				
1. Is activity description correct?	X			
2. Is major objective correct?	X			
3. Are short term goals correct?	X			
4. Is workload output reflected correctly?	X			
III. Program Budget Digest Forms [BBMR BD-1, BBMR TA-1, BBMR 96A]				
A.) BBMR BD-1				
<u>Personnel Services</u>				
1. Are figures reflected consistent with the attached staffing pattern(s)?	X			
2. Are amounts reflected in each column accurate?	X			
3. Are computations correct?	X			
<u>Operations</u>				
1. Are the amounts reflected under columns, "Governor's Request", for each object category consistent with respective schedules (Schedule A - E) as detailed in the budget digest subforms (BBMR TA-1 & BBMR 96A)?	X			
2. Are amounts reflected in each column accurate?	X			
3. Are computations correct?	X			
<u>Utilities</u>				
Are amounts reflected in each column correct?	X			
<u>Capital Outlay</u>				
Are amounts reflected under columns, "Governor's Request", consistent with schedule F as detailed in the budget digest subform, [BBMR 96A)?	X			
<u>Full Time Equivalencies (FTEs)</u>				
Are the number of FTEs for both "Unclassified" and "Classified" accurately reflected under each column?	X			
B.) BBMR TA-1				
1. Is the purpose/justification for travel defined?	X			
2. Is/Are the travel date(s) and number of travelers reflected?	X			
3. Is/Are the position title(s) of the traveler(s) reflected?	X			
4. Are all columns (Air Fare, Per Diem, Registration, and Total Cost) accurate?	X			
C.) BBMR 96A				
1. Are "Items" under schedules B - F listed in detail?	X			
2. Is the "Quantity" under schedules B - F reflected for respective items?	X			
3. Is the "Unit Price" and "Total Price" accurate for each item under schedules B - F?	X			
IV. Agency Staffing Pattern Forms [BBMR SP-1]				
1. Are position titles correct?	X			
2. Are position numbers reflected?	X			
3. Are the salary levels consistent with the Civil Service Commission, Classification and Pay Plan?	X			
4. Are filled positions funded?	X			
5. Are increment amounts reflected (should be no per Public Law)?	X			
6. Are rates reflected under "Benefits" correct?	X			
7. Are computations correct?	X			
V. Federal Program Inventory Form [BBMR FP-1]				
Is the form complete and accurate?	X			
VI. Equipment/Capital Listing & Space Requirement Form [BBMR EL-1]				
1. Is the description of the equipment and/or capital item(s) detail?	X			
2. Is the "quantity" and "percentage of use" reflected?	X			
3. Are space requirements descriptive and total space reflected and accurate?	X			

DEPARTMENT: LEA E. SANTOS,
 Prepared By: Executive Director
12-21-14
 Date
 Approved By: LEA E. SANTOS,
 Executive Director
 (Signature of Dept/Agency Head)
12-21-14
 Date

BBMR ACTION:
 Recommendation
 Approval
 Disapproval

 Analyst

 Date



Lea E. Santos
Executive Director

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

www.gcec.guam.gov
UOG Station-SOE, Mangilao, Guam 96923
Tel: (671) 735-2554 FAX: (671) 735-2569

"Ensures Qualified Educators..."

MEMORANDUM

December 31, 2014

TO: Anthony C. Blaz
Director, BBMR

FROM: Executive Director, GCEC

SUBJECT: FY 2016 BUDGET

Hafa Adai Mr. Blaz,

Pursuant to BBMR Circular No: 15-02, attached is the Guam Commission for Educator's Certification (GCEC) FY 2016 budget.

If you have any questions, you may contact me at 765-2554-7, or email me at lea.santos@gcec.guam.gov.

Si Yu'os Ma'ase

LEA SANTOS

Attachments:

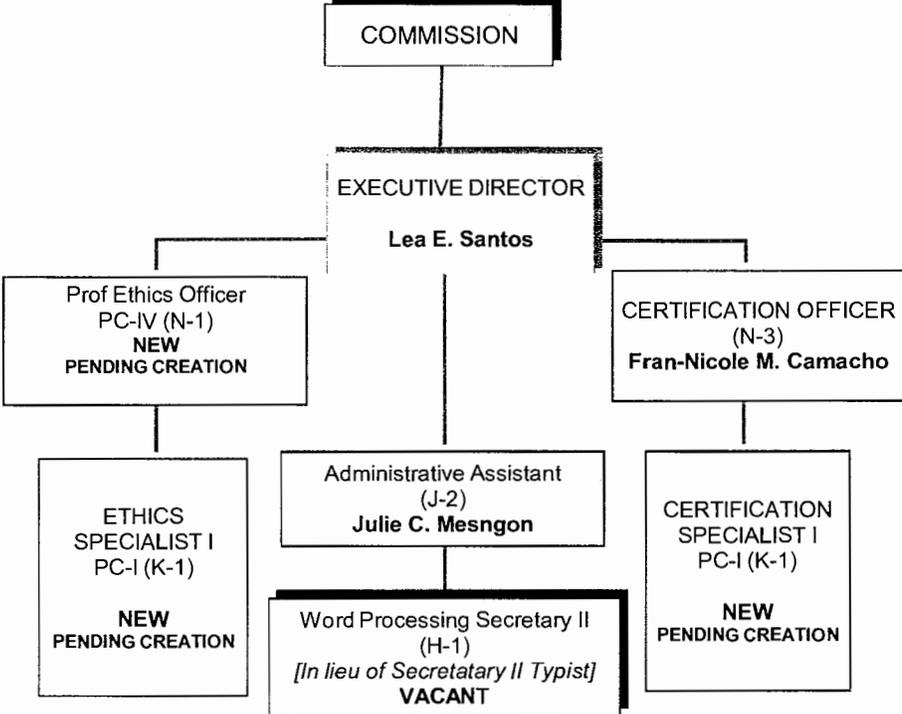
GOVERNMENT OF GUAM
KUMISION SETTEFIKASION PARA I MANMANIDUKA
GUAM COMMISSION FOR EDUCATOR'S CERTIFICATION

FY 2016 PROPOSED BUDGET



Submitted to BBMR on _____ BBMR Circular 15-02

**GUAM COMMISSION FOR EDUCATOR CERTIFICATION
FY 2016
ORGANIZATIONAL CHART**



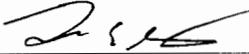
**Government of Guam
Fiscal Year 2016**

Agency Budget Certification

Agency: **Guam Commission for Educator Certification**

Agency Head: **Lea E. Santos, Executive Director**

I certify that the attached budget, submitted herewith, has been reviewed for accuracy and that all requirements by the Bureau of Budget & Management Research (BBMR) have been met. I also acknowledge that this budget document will be returned to this department if any of the BBMR requirements is not met.

Agency Head:  Date: 12-31-14
(Signature)

**Government of Guam
Fiscal Year 2016 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;
2. To provide professional development and evaluation;
3. To improve quality of the Guam educator workforce; and
4. To provide a rigorous system of certification.

Short Term

1. Use technology to support operations and innovations to increase efficiency.
2. Implement technical training for all staff.
3. Develop an operating budget for FY 2017.
4. Provide relevant information to policy makers and stakeholders on issues relating to the Commission's mandates.
5. Purchase and upgrade computer system to improve efficiency.
6. Implement a code of ethics that reflects standards of conduct for holders of Guam Professional Educator Certification.
7. Create and implement rules and regulations to monitor and address code of ethics questions and concerns of educators.
8. Contract for legal services to investigate complaints of official misconduct of educators relative to existing laws and regulations and conduct evidentiary hearings from which decisions relating to the action that will be taken by the commission on the educators' certificates.
9. Conduct training for all educators on the code of ethics.

Long Term

1. Implement clearly-defined rules governing commission duties and responsibilities.
2. Define / revise professional development requirements.
3. Implement a code of ethics that reflects standards of conduct for holders of Guam Professional Educator Certification.
4. Create and implement rules and regulations to monitor and address code of ethics questions and concerns of educators.
5. Investigate on-line automate certification process.
6. Fully staff office to improve efficiency.
7. Offer staff opportunities for training and growth to maximize professional quality, and job satisfaction.

**Decision Package
FY 2016**

Guam Commission for
 Department/Agency: Educator Certification Division/Section: 7600

Program Title: Educator Certification Office

Activity Description:
 Certification of Educators as set forth under Public Law 31-50 - 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 train and employ such educators. 1. To implement clearly-defined rules governing commission duties and responsibilities. 2. Define/revise professional development requirements. 3. Implement a code of ethics that reflects standards of conduct for holders of Guam Professional Educator Certification. 4. Create & implement rules & regulations to monitor and address codes of ethics questions & concerns of educators. 5. Investigate on-line automate certification process. 6. Fully staff office to improve efficiency. 7. Staff training to improve professionalism and increase job satisfaction.

Short-term Goals:
 1. Use technology to support operations and innovations to increase efficiency. 2. Implement staff technical training. 3. Develop an operating budget for FY 2016. 4. Provide relevant information to policy policy makers and stakeholders on issues relating to the Commission's mandates. 5. Purchase and upgrade computer system to improve efficiency. 6. Implement code or ethicsthat reflects standards of conduct for holders of Guam Professional Educator Certification. 7. Create and implement rules and regulations to monitor and address code of ethics questions and concerns of educators. 8. Contract for legal services to investigate complaints of official misconduct of educators relative to existing laws and regulations and conduct evidentiary hearings from which decisions relating to the actio that will be taken by the commission on the educators' certificates. 9. Conduct training for all educators on the code of ethics.

Workload Output			
Workload Indicator:	FY 2014 Anticipated Level	FY 2015 Projected Level	FY 2016 Projected Level
Certificates Issued	1,050	1,055	1,060
Certificates Denied	25	30	35
Extensions Granted	25	30	35
Extensions Denied	20	25	30
Appeals	15	20	25
Telephone Calls	3,250	3,255	3,260
Walk - Ins	2,700	2,800	2,805
Emails	2,900	2,950	2,955
Workshops	45	50	55

Government of Guam
Fiscal Year 2016
Budget Digest

[BBMR BD-1]

Function: EDUCATION
Dept. Guam Commission for Educator Certification
Program: SUMMARY

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2016 Governor's Request	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2016 Governor's Request	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2016 Governor's Request	FY 2014 Authorized Level	FY 2015 Governor's Request	FY 2016 Governor's Request
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	129,597	138,324	145,841	0	0	0	0	0	0	129,597	138,324	145,841
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	58,766	43,295	61,871	0	0	0	0	0	0	58,766	43,295	61,871
114	Insurance Benefits (Medical / Dental / Life):	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	\$188,364	\$181,619	\$207,712	\$0	\$0	\$0	\$0	\$0	\$0	\$188,364	\$181,619	\$207,712
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	8,400	9,400	0	0	0	0	0	0	0	8,400	9,400
230	CONTRACTUAL SERVICES:	13,386	51,050	50,000	0	0	0	0	0	0	13,386	51,050	50,000
233	OFFICE SPACE RENTAL:	5,000	6,000	6,000	0	0	0	0	0	0	5,000	6,000	6,000
240	SUPPLIES & MATERIALS:	707	1,600	1,500	0	0	0	0	0	0	707	1,600	1,500
250	EQUIPMENT:	0	7,500	4,000	0	0	0	0	0	0	0	7,500	4,000
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	1,200	4,200	1,400	0	0	0	0	0	0	1,200	4,200	1,400
	TOTAL OPERATIONS	\$20,293	\$78,750	\$72,300	\$0	\$0	\$0	\$0	\$0	\$0	\$20,293	\$78,750	\$72,300
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	2,687	4,800	4,800	0	0	0	0	0	0	2,687	4,800	4,800
	TOTAL UTILITIES	\$2,687	\$4,800	\$4,800	\$0	\$0	\$0	\$0	\$0	\$0	\$2,687	\$4,800	\$4,800
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$211,344	\$265,169	\$284,812	\$0	\$0	\$0	\$0	\$0	\$0	\$211,344	\$265,169	\$284,812
	1/ Specify Fund Source												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	1	1	1	0	0	0	0	0	0	1	1	1
	CLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	TOTAL FTEs	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00

Government of Guam
Fiscal Year 2016
Budget Digest

[BBMR BD-1]

Function: EDUCATION
Dept. Guam Commission for Educator Certification
Program: Administration

AS400 Account Code	Appropriation Classification	GENERAL FUND			SPECIAL FUND 1/			FEDERAL MATCH			GRAND TOTAL (ALL FUNDS)		
		FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request	FY 2014 Expenditures & Encumbrances	FY 2015 Authorized Level	FY 2016 Governor's Request
	PERSONNEL SERVICES												
111	Regular Salaries/Increments/Special Pay:	129,597	138,324	145,841	0	0	0	0	0	0	129,597	138,324	145,841
112	Overtime:	0	0	0	0	0	0	0	0	0	0	0	0
113	Benefits:	58,766	43,295	61,871	0	0	0	0	0	0	58,766	43,295	61,871
114	Insurance Benefits (Medical / Dental / Life):	0	0	0	0	0	0	0	0	0	0	0	0
	TOTAL PERSONNEL SERVICES	\$188,364	\$181,619	\$207,712	\$0	\$0	\$0	\$0	\$0	\$0	\$188,364	\$181,619	\$207,712
	OPERATIONS												
220	TRAVEL- Off-Island/Local Mileage Reimburs:	0	8,400	9,400	0	0	0	0	0	0	0	8,400	9,400
230	CONTRACTUAL SERVICES:	13,386	51,050	50,000	0	0	0	0	0	0	13,386	51,050	50,000
233	OFFICE SPACE RENTAL:	5,000	6,000	6,000	0	0	0	0	0	0	5,000	6,000	6,000
240	SUPPLIES & MATERIALS:	707	1,600	1,500	0	0	0	0	0	0	707	1,600	1,500
250	EQUIPMENT:	0	7,500	4,000	0	0	0	0	0	0	0	7,500	4,000
270	WORKERS COMPENSATION:	0	0	0	0	0	0	0	0	0	0	0	0
271	DRUG TESTING:	0	0	0	0	0	0	0	0	0	0	0	0
280	SUB-RECIPIENT/SUBGRANT:	0	0	0	0	0	0	0	0	0	0	0	0
290	MISCELLANEOUS:	1,200	4,200	1,400	0	0	0	0	0	0	1,200	4,200	1,400
	TOTAL OPERATIONS	\$20,293	\$78,750	\$72,300	\$0	\$0	\$0	\$0	\$0	\$0	\$20,293	\$78,750	\$72,300
	UTILITIES												
361	Power:	0	0	0	0	0	0	0	0	0	0	0	0
362	Water/ Sewer:	0	0	0	0	0	0	0	0	0	0	0	0
363	Telephone/ Toll:	2,687	4,800	4,800	0	0	0	0	0	0	2,687	4,800	4,800
	TOTAL UTILITIES	\$2,687	\$4,800	\$4,800	\$0	\$0	\$0	\$0	\$0	\$0	\$2,687	\$4,800	\$4,800
450	CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL APPROPRIATIONS	\$211,344	\$265,169	\$284,812	\$0	\$0	\$0	\$0	\$0	\$0	\$211,344	\$265,169	\$284,812
	1/ Specify Fund Source												
	FULL TIME EQUIVALENCIES (FTEs)												
	UNCLASSIFIED:	1	1	1	0	0	0	0	0	0	1	1	1
	CLASSIFIED:	2	2	2	0	0	0	0	0	0	2	2	2
	TOTAL FTEs	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	3.00

Guam Commission for Educator Certification

Schedule B- Contractual

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
Copier Services - copy/scan/fax/color printer (36 mos lease) Purchased FY15	1	2500	\$ 2,500.00	X	
Copier Services for Daily Operations - copy/scan/fax/color printer (60 mos Lease Expiring on October 2016)	1	4500	\$ 4,500.00	X	
NASDTEC Membership	1	4000	\$ 4,000.00	X	
Media Ads	2	500	\$ 1,000.00	X	
Webmaster	1	3000	\$ 3,000.00	X	
Legal Services	1	35000	\$ 35,000.00	X	
Total Contractual			\$ 50,000.00		

Schedule C - Supplies & Materials

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
Administrative Supplies & Materials	1	1500	\$ 1,500.00	X	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Supplies & Materials			\$ 1,500.00		

Schedule D - Equipment

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
New Desktop Computer for front desk.	1	4000	\$ 4,000.00		X
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Equipment			\$ 4,000.00		

Schedule E - Miscellaneous

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
Commission Members Stipends x 7 members	4	350	\$ 1,400.00	X	
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Miscellaneous			\$ 1,400.00		

Schedule F - Capital Outlay

Item	Quantity	Unit Price	Total Price	Funded in FY 2015?	
				Yes	No
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
Total Capital Outlay			\$ -		

Schedule A - Off-Island Travel

Department/Agency: EDUCATION

Division: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

Program: Administration

Purpose / Justification for Travel				
Attend the Annual National Association of State Directors on Teacher Education and Certification (NASDTEC) Conference, Tentative date and location upon NASDTEC schedule offered.				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
Upon the Commission Appointees	\$ 3,200.00	\$ 1,000.00	\$ 500.00	\$ 4,700.00
Upon the Commission Appointees	\$ 3,200.00	\$ 1,000.00	\$ 500.00	\$ 4,700.00

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

Purpose / Justification for Travel				
Travel Date: _____		No. of Travelers: _____ 1/		
Position Title of Traveler(s)	Air Fare	Per diem 2/	Registration	Total Cost
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -

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

Government of Guam
Fiscal Year 2016
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

SUMMARY

FUNCTIONAL AREA: EDUCATION

DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

PROGRAM: LOCAL

FUND: 100 % LOCAL

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+I)	Benefits								Total Benefits (K thru Q)	(J + R) TOTAL
								Date	Amt.		Retirement (J * 28.31%) 1/	Retire (DDI) (\$19.01*26PP) 2/	Social Security (6.2% * J)	Medicare (1.45% * J)	Life 3/	Medical (Premium)	Dental (Premium)			
1	----	SALARIES/BENEFITS			\$207,712	\$0	\$0	----		\$3,061	\$145,841	\$41,288	\$1,483	\$0	\$1,932	\$534	\$15,603	\$1,032	\$61,871	\$207,712
2	----				\$0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
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
11	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
12	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
13	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
14	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
15	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
16	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
17	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
18	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
19	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
20	----				0	0	0	----		0	0	0	0	0	0	0	0	0	0	0
Grand Total:					\$207,712	\$0	\$0	----		\$3,061	\$145,841	\$41,288	\$1,483	\$0	\$15,603	\$534	\$15,603	\$1,032	\$61,871	\$207,712

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

1/ FY 2016 (Proposed) GovGuam contribution rate of 28.31%% for the Government of Guam Retirement is subject to change.

2/ FY 2016 (Proposed) GovGuam contribution rate of \$19.01 (bi-weekly) for DDI is subject to change.

3/ FY 2016 (Proposed) GovGuam contribution rate of \$178.00 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2016
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

FUNCTIONAL AREA: EDUCATION

DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

PROGRAM: CERTIFICATION

FUND: 100% LOCAL

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		(I) Ami.	(J) Subtotal (E+F+G+I)	(K) Retirement (J * 28.31%) 1/	(L) Retire (DDI) (\$19.01*26PP) 2/	(M) Social Security (6.2% * J)	(N) Benefits			(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date							Medicare (1.45% * J)	Life 3/					
1	3	Executive Director	Lea E. Santos		\$62,037	\$0	\$0			\$0	\$62,037	\$17,563	\$494	\$0	\$900	\$178	\$2,583	\$224	\$21,941	\$83,978	
2	2	Education Certification Officer	Fran-Nicole M. Camacho	N-3	\$48,490	0	0	5/24/2016	1,838	50,328	\$14,248	\$494	0	\$547	178	6,510	404	\$22,381	\$72,709		
3	4	Administrative Assistant	Julie Mesngon	J-2	\$32,253	0	0	1/16/2016	1,223	33,476	\$9,477	\$494	0	\$485	178	6,510	404	\$17,549	\$51,025		
4		Word Processing Secretary	VACANT	II-1	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
5		Certification Specialist	New Position (Pending Creation)	K-1	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
6		PC IV (in lieu of Pro Ethics Off)	New Position (Pending Creation)	N-1	0	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	0	
8					0	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	0	
10					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	
Grand Total:					\$142,780	\$0	\$0			\$3,061	\$145,841	\$41,288	\$1,483	\$0	\$1,932	\$534	\$15,603	\$1,032	\$61,871	\$207,712	

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

1/ FY 2013 (Proposed) GovGuam contribution rate of 31.02% for the Government of Guam Retirement is subject to change.

2/ FY 2013 (Proposed) GovGuam contribution rate of \$19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2013 (Proposed) GovGuam contribution rate of \$153 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2016
Agency Staffing Pattern
(PROPOSED)

[BBMR SP-1]

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	D+E+F+G+H+I+J Subtotal
1	3	Executive Director	Lea E. Santos	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Education Certification Officer	Fran-Nicole M. Camacho	0	0	0	0	0	0	0	0
3	4	Administrative Assistant	Julie Mesugon	0	0	0	0	0	0	0	0
4	0	Word Processing Secretary	VACANT	0	0	0	0	0	0	0	0
5	0	#REF!	#REF!	0	0	0	0	0	0	0	0
6	0	Certification Specialist	New Position(Pending Creation)	0	0	0	0	0	0	0	0
7	0	PC IV (in lieu of Pro Ethics Off)	New Position(Pending Creation)	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 personnel
- 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 2015
 Agency Staffing Pattern
 (CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: EDUCATION

DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

PROGRAM: LOCAL PURSUANT TO PL. 21-105

SUMMARY

FUND: 100% LOCAL - 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+I)	(K) Retirement (J * 31.03%) 1/	(L) Retire (DDI) (\$19.02*26PP) 2/	(M) Social Security (6.2% * J)	(N) Benefits			(O) Life 3/	(P) Medical (Premium)	(Q) Dental (Premium)	(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amt.					Medicare (1.45% * J)	Life						
1	----	SALARIES/BENEFITS			\$139,833	\$0	\$0	----	\$2,947	\$142,780	\$42,620	\$1,484	\$0	\$1,914	\$459	\$15,603	\$1,032	\$63,112	\$205,892		
2	----				\$0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
3	----				\$0	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	0	
5	----				\$0	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	0	
7	----				0	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	0	
9	----				0	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	0	
11	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
12	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
13	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
14	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
15	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
16	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
17	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
18	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
19	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
20	----				0	0	0	----	0	0	0	0	0	0	0	0	0	0	0	0	
			Grand Total:		\$139,833	\$0	\$0	----	\$2,947	\$142,780	\$42,620	\$1,484	\$0	\$15,603	\$459	\$15,603	\$1,032	\$63,112	\$205,892		

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

1/ FY 2015 (Proposed) GovGuam contribution rate of 29.85% for the Government of Guam Retirement is subject to change.

2/ FY 2015 (Proposed) GovGuam contribution rate of \$19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2015 (Proposed) GovGuam contribution rate of \$153 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2015
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

FUNCTIONAL AREA: EDUCATION

DEPARTMENT/AGENCY: GUAM COMMISSION FOR EDUCATOR CERTIFICATION

PROGRAM: P.I. 29-105

FUND: LOCAL

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 * 29.85%) 1/	(L) Retire (DDI) (\$19.02*26PP) 2/	(M) Social Security (6.2% * J)	(N) Medicare (1.45% * J)	(O) Life 3/	Benefits		(R) Total Benefits (K thru Q)	(S) (J + R) TOTAL
								Date	Amnt.							Medical (Premium)	Dental (Premium)		
1	3	Executive Director	Lea E. Santos		\$62,037	\$0	\$0		\$0	\$62,037	\$18,518	\$495	\$0	\$900	\$153	\$2,583	\$224	\$22,872	\$84,909
2	2	Education Certification Officer	Fran-Nicole M. Camacho	N-2	\$46,720	0	0	5/24/2015	1,770	48,490	\$14,474	\$495	0	\$547	153	6,510	404	22,583	71,073
3	4	Administrative Assistant	Julie C. Mesugon	J-1	\$31,076	0	0	1/16/2015	1,177	32,253	\$9,628	\$495	0	\$468	153	6,510	404	17,657	49,910
4		Word Processing Secretary	VACANT	H-1	0	0	0		0	0	0	0	0	0	0	0	0	0	0
5		Certification Specialist	New Position (Pending Creation)	K-1	0	0	0		0	0	0	0	0	0	0	0	0	0	0
6		PC IV (in lieu of Pro Ethics Off)	New Position (Pending Creation)	N-1	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
11					0	0	0		0	0	0	0	0	0	0	0	0	0	0
12					0	0	0		0	0	0	0	0	0	0	0	0	0	0
13					0	0	0		0	0	0	0	0	0	0	0	0	0	0
14					0	0	0		0	0	0	0	0	0	0	0	0	0	0
15					0	0	0		0	0	0	0	0	0	0	0	0	0	0
16					0	0	0		0	0	0	0	0	0	0	0	0	0	0
17					0	0	0		0	0	0	0	0	0	0	0	0	0	0
18					0	0	0		0	0	0	0	0	0	0	0	0	0	0
19					0	0	0		0	0	0	0	0	0	0	0	0	0	0
20					0	0	0		0	0	0	0	0	0	0	0	0	0	0
21					0	0	0		0	0	0	0	0	0	0	0	0	0	0
22					0	0	0		0	0	0	0	0	0	0	0	0	0	0
23					0	0	0		0	0	0	0	0	0	0	0	0	0	0
24					0	0	0		0	0	0	0	0	0	0	0	0	0	0
25					0	0	0		0	0	0	0	0	0	0	0	0	0	0
Grand Total:					\$139,833	\$0	\$0		\$2,947	\$142,780	\$42,620	\$1,484	\$0	\$1,914	\$459	\$15,603	\$1,032	\$63,112	\$205,892

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

1/ FY 2015 (Proposed) GovGuam contribution rate of 29.85% for the Government of Guam Retirement is subject to change.

2/ FY 2015 (Proposed) GovGuam contribution rate of \$19.02 (bi-weekly) for DDI is subject to change.

3/ FY 2015 (Proposed) GovGuam contribution rate of \$153 (per annum) for Life Insurance is subject to change.

Government of Guam
Fiscal Year 2015
Agency Staffing Pattern
(CURRENT)

[BBMR SP-1]

Input by Department											
Special Pay Categories											
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
No.	Position Number	Position Title	Name of Incumbent	Holiday Pay	Night Differential Pay: 10%	Hazard 10%	Hazard 8%	Nurse Sunday Pay 1.5	Nurse Pay 1.5	EMT Pay 15%	(D+E+F+G+H+I+J) Subtotal
1	3	Executive Director	Lea E. Santos	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2	2	Education Certification Officer	Fran-Nicole M. Camacho	0	0	0	0	0	0	0	0
3	4	Administrative Assistant	Julie C. Merigon	0	0	0	0	0	0	0	0
4	0	Word Processing Secretary	VACANT	0	0	0	0	0	0	0	0
5	0	Certification Specialist	New Position (Pending Creation)	0	0	0	0	0	0	0	0
6	0	PC IV (in lieu of Pro Ethics Off)	New Position (Pending Creation)	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 ½ of reg. rate of pay from 12am Friday to 12 midnight Sunday
- 5/ 1 ½ 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

Guam Commission for Educator Certification
Prior Year Obligations for FY 2016

BBMR PYO-1

A	B	C	D	E	F	G
Transaction/ Obligation Date	Transaction Type	Vendor	General Fund (\$)	Special Fund (\$)	Federal Fund (\$)	Reasons for Nonsubmittal or Nonpayment
N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total			\$0.00	\$0.00	\$0.00	

Note:

Column A: Completion date of transaction or event prior to October 1, 2011.

Column B: Transaction Type such as personnel action, contracts, etc.

Column C: Vendor or Party owed

Column D, E, & F: Identify funding source and dollar amount inclusive of associated penalties or fees; if more than one transaction, need to total all transactions.

Column G: Note item of concern.

GUAM COMMISSION FOR EDUCATOR CERTIFICATION

1/7/2015

Cert No.	TYPE	SUBJECT & FIELD	ISSUED	EXP. DATE
7553	Renewal	Basic Educator: Chamorro Language & Culture K-12	1/9/2015	1/8/2017
7557	Initial	Basic Educator: Chamorro Language & Culture K-12	12/30/2014	12/29/2017
7566	Initial	Basic Educator: Chamorro Language & Culture K-12	1/8/2015	1/7/2017
7457	Initial	Basic Educator: Preschool	10/13/2014	10/12/2017
7490	Initial	Basic Educator: Preschool	11/24/2014	11/23/2017
7500	Initial	Basic Educator: Preschool	12/4/2014	12/3/2017
7514	Non-Renewable	Initial Educator: Chamorro Language & Culture K-12	12/16/2014	12/15/2017
7524	Non-Renewable	Initial Educator: Chamorro Language & Culture K-12	12/19/2014	12/18/2017
7588	Non-Renewable	Initial Educator: Chamorro Language & Culture K-12	1/7/2015	1/6/2018
7546	Non-Renewable	Initial Educator: Early Childhood Pre K-2	12/23/2014	12/22/2017
7511	Non-Renewable	Initial Educator: Elementary K-5	12/12/2014	12/11/2017
7513	Replacement	Initial Educator: Elementary K-5	6/10/2013	6/9/2016
7528	Non-Renewable	Initial Educator: Elementary K-5	12/22/2014	12/21/2017
7529	Non-Renewable	Initial Educator: Elementary K-5	12/22/2014	12/21/2017
7536	Non-Renewable	Initial Educator: Elementary K-5	12/23/2014	12/22/2017
7538	Non-Renewable	Initial Educator: Elementary K-5	12/23/2014	12/22/2017
7543	Non-Renewable	Initial Educator: Elementary K-5	12/23/2014	12/22/2017
7545	Non-Renewable	Initial Educator: Elementary K-5	12/23/2014	12/22/2017
7548	Non-Renewable	Initial Educator: Elementary K-5	12/23/2014	12/22/2017
7550	Non-Renewable	Initial Educator: Elementary K-5	12/24/2014	12/23/2017
7551	Non-Renewable	Initial Educator: Elementary K-5	12/29/2014	12/28/2017
7552	Non-Renewable	Initial Educator: Elementary K-5	12/29/2014	12/28/2017
7474	Non-Renewable	Initial Educator: Elementary K-5 and ESL K-12	10/27/2014	10/26/2017
7455	Non-Renewable	Initial Educator: Health & Physical Education 6-12	10/10/2014	10/09/2017
7465	Non-Renewable	Initial Educator: Health & Physical Education 6-12	10/21/2014	10/20/2017
7535	Non-Renewable	Initial Educator: Health & Physical Education 6-12	12/23/2014	12/22/2017
7541	Non-Renewable	Initial Educator: Health & Physical Education 6-12	12/23/2014	12/22/2017
7573	Non-Renewable	Initial Educator: Health & Physical Education 6-12	1/2/2015	1/1/2018
7576	Non-Renewable	Initial Educator: Health & Physical Education 6-12	1/2/2015	1/1/2018
7532	Non-Renewable	Initial Educator: Language Arts 6-12	12/22/2014	12/21/2017
7533	Non-Renewable	Initial Educator: Language Arts 6-12	12/22/2014	12/21/2017
7534	Non-Renewable	Initial Educator: Language Arts 6-12	12/22/2014	12/21/2017
7540	Non-Renewable	Initial Educator: Language Arts 6-12	12/23/2014	12/22/2017
7542	Extension	Initial Educator: Language Arts 6-12	1/5/2015	1/4/2016
7464	Non-Renewable	Initial Educator: Math 6-12	10/21/2014	10/20/2017
7485	Non-Renewable	Initial Educator: Math 6-12	11/18/2014	11/17/2017

Cert No.	TYPE	SUBJECT & FIELD	ISSUED	EXP. DATE
7518	Non-Renewable	Initial Educator: Math 6-12	12/18/2014	12/17/2017
7477	Extension	Initial Educator: Science 6-12	1/9/2015	1/8/2016
7526	Non-Renewable	Initial Educator: Science 6-12	12/22/2014	12/21/2017
7527	Non-Renewable	Initial Educator: Science 6-12	12/22/2014	12/21/2017
7461	Non-Renewable	Initial Educator: Social Studies 6-12	10/15/2014	10/14/2017
7525	Non-Renewable	Initial Educator: Social Studies 6-12	12/22/2014	12/21/2017
7575	Non-Renewable	Initial Educator: Social Studies 6-12	1/2/2015	1/1/2018
7463	Non-Renewable	Initial Educator: Special Education Pre K-12	10/21/2014	10/20/2017
7466	Non-Renewable	Initial Educator: Special Education Pre K-12	10/21/2014	10/20/2017
7530	Non-Renewable	Initial Educator: Special Education Pre K-12	12/22/2014	12/21/2017
7537	Non-Renewable	Initial Educator: Special Education Pre K-12	12/23/2014	12/22/2017
7555	Non-Renewable	Initial Educator: Special Education Pre K-12	1/9/2015	1/8/2020
7531	Non-Renewable	Initial Educator: Special Education Pre K-12 and Art 6-12	12/22/2014	12/21/2017
7476	Extension	Initial School Administrator K-12	11/9/2014	11/8/2015
7547	Extension	Initial School Administrator K-12	12/27/2014	12/26/2015
7482	Initial	Master Educator: Arts 6-12 and Special Education Pre K-12	11/14/2014	11/13/2024
7586	Replacement	Master Educator: Chamorro Language & Culture K-12	1/15/2008	1/15/2018
7504	Replacement	Master Educator: Elementary K-5	8/15/2009	8/15/2019
7580	Initial	Master Educator: Elementary K-5	1/15/2015	1/14/2025
7456	Replacement	Master Educator: Home Economics 6-12	8/15/2011	8/14/2021
7479	Endorsement	Master Educator: Language Arts 6-12 w/Temp. Endorsement School Librarian expires: 11/13/2016	1/15/2013	1/14/2023
7470	Replacement	Master Educator: Math, Language Arts, Social Studies 6-12 and Elementary K-5	1/15/2012	1/14/2022
7582	Initial	Master Educator: Social Studies 6-12	1/5/2015	1/4/2025
7564	Replacement	Master Educator: Special Education K-12	1/15/2010	1/15/2020
7459	Initial	Master School Administrator K-12	10/14/2014	10/13/2024
7495	Renewal	Master School Administrator K-12	1/15/2015	1/14/2025
7578	Renewal	Master School Administrator K-12	1/15/2015	1/14/2025
7519	Initial	Professional Educator: Early Childhood Pre K-2 and Elementary K-5	12/21/2014	12/20/2019
7559	Initial	Professional Educator: Business Education 6-12	1/4/2015	1/3/2020
7472	Renewal	Professional Educator: Career and Technical Education	10/22/2014	10/21/2019
7473	Initial	Professional Educator: Career and Technical Education	10/27/2014	10/26/2019
7467	Renewal	Professional Educator: Early Childhood Pre K-2 and Elementary K-5	1/15/2015	1/14/2020
7509	Renewal	Professional Educator: Early Childhood Pre K-2 and Elementary K-5	12/10/2014	12/9/2019
7521	Initial	Professional Educator: Early Childhood Pre K-2 and Elementary K-5	12/19/2014	12/18/2019
7471	Replacement	Professional Educator: Early Childhood Pre K-2, Elementary K-5, and Special Education Pre K-12	1/11/2013	1/10/2018
7462	Renewal	Professional Educator: Elementary K-5	1/15/2015	1/14/2020
7475	Initial	Professional Educator: Elementary K-5	10/31/2014	10/30/2017
7492	Renewal	Professional Educator: Elementary K-5	1/15/2015	1/14/2020
7512	Renewal	Professional Educator: Elementary K-5	12/18/2014	12/17/2019

Cert No.	TYPE	SUBJECT & FIELD	ISSUED	EXP. DATE
7516	Initial	Professional Educator: Elementary K-5	1/5/2015	1/4/2020
7567	Initial	Professional Educator: Elementary K-5	1/8/2015	1/7/2020
7589	Renewal	Professional Educator: Elementary K-5 and Chamorro Language & Culture K-12	1/15/2015	1/14/2020
7591	Renewal	Professional Educator: Elementary K-5 and Chamorro Language & Culture K-12	1/15/2015	1/14/2020
7505	Initial	Professional Educator: Elementary K-6 and Special Education Pre K-12	12/3/2014	12/2/2019
7507	Renewal	Professional Educator: Elementary K-6 w/Prof. Endorsement School Librarian	1/15/2015	1/14/2020
7520	Initial	Professional Educator: Health and Physical Education 6-12	1/11/2015	1/10/2020
7590	Renewal	Professional Educator: Health and Physical Education 6-12	1/15/2015	1/14/2020
7565	Renewal	Professional Educator: Health and Physical Education 6-12	1/15/2015	1/14/2020
7554	Initial	Professional Educator: Language Arts 6-12	1/9/2015	1/8/2020
7494	Initial	Professional Educator: Language Arts 6-12	1/12/2015	1/11/2020
7493	Initial	Professional Educator: Language Arts 6-12	12/20/2014	12/29/2019
7489	Initial	Professional Educator: Language Arts 6-12	1/5/2015	1/4/2020
7484	Initial	Professional Educator: Language Arts 6-12	1/9/2015	1/8/2020
7481	Initial	Professional Educator: Language Arts 6-12	1/5/2015	1/4/2020
7478	Renewal	Professional Educator: Language Arts 6-12	11/12/2014	11/11/2019
7574	Initial	Professional Educator: Language Arts 6-12	1/2/2015	1/1/2020
7579	Initial	Professional Educator: Language Arts 6-12	1/1/2015	5/31/2020
7498	Renewal	Professional Educator: Language Arts 6-12 and Reading K-12	1/15/2015	1/14/2020
7483	Initial	Professional Educator: Language Arts 6-12 and Special Education w/Prof. End. ESL K-12	12/20/2014	12/19/2019
7584	Renewal	Professional Educator: Language Arts, Math, and Science 6-12	1/15/2015	1/14/2020
7469	Renewal	Professional Educator: Math 6-12	10/29/2014	10/28/2019
7501	Initial	Professional Educator: Math 6-12	6/1/2015	5/31/2020
7577	Initial	Professional Educator: Math and Science 6-12	1/5/2015	1/4/2018
7510	Initial	Professional Educator: Math, Health, and Physical Education 6-12	1/9/2015	1/8/2020
7468	Renewal	Professional Educator: Science 6-12	11/20/2014	11/19/2019
7506	Renewal	Professional Educator: Science 6-12	1/15/2015	1/14/2020
7592	Renewal	Professional Educator: Science 6-12	1/15/2015	1/14/2020
7499	Non-Renewable	Professional Educator: Social Studies and Spanish 6-12	12/4/2014	12/3/2017
7491	Initial	Professional Educator: Special Education Pre K-12	4/16/2015	4/15/2020
7458	Initial	Professional School Counselor K-12	10/5/2014	10/4/2019
7503	Replacement	Reading Specialist Pre K-12	8/15/2009	8/15/2015
7454	Initial	Temporary Educator: Chamorro Language & Culture K-12	10/10/2014	10/9/2016
7544	Initial	Temporary Educator: Chamorro Language & Culture K-12	12/23/2014	12/22/2016
7460	Initial	Temporary Educator: K-12	10/14/2014	10/13/2016
7496	Initial	Temporary Educator: K-12	11/25/2014	11/24/2016
7488	Initial	Temporary Educator: K-12	11/20/2014	11/19/2016
7486	Initial	Temporary Educator: K-12	11/19/2014	11/18/2016
7487	Initial	Temporary Educator: K-12	11/19/2014	11/18/2016

Cert.No.	TYPE	SUBJECT & FIELD	ISSUED	EXP. DATE
7480	Renewal	Temporary Educator: K-12	1/25/2015	1/24/2017
7497	Renewal	Temporary Educator: K-12	12/20/2014	12/19/2016
7502	Initial	Temporary Educator: K-12	12/9/2014	12/5/2016
7508	Renewal	Temporary Educator: K-12	12/26/2014	12/25/2016
7515	Initial	Temporary Educator: K-12	12/17/2014	12/16/2016
7517	Renewal	Temporary Educator: K-12	12/17/2014	12/16/2016
7522	Initial	Temporary Educator: K-12	12/19/2014	12/18/2016
7539	Initial	Temporary Educator: K-12	12/23/2014	12/22/2016
7549	Initial	Temporary Educator: K-12	12/24/2014	12/23/2016
7556	Initial	Temporary Educator: K-12	12/30/2014	12/29/2016
7581	Initial	Temporary Educator: K-12	1/5/2015	1/4/2017
7583	Renewal	Temporary Educator: K-12	1/5/2015	1/4/2017
7587	Renewal	Temporary Educator: K-12	1/6/2015	1/5/2017
7593	Initial	Temporary Educator: K-12	1/7/2015	1/6/2017
7523	Non-Renewable	Temporary School Counselor	12/19/2014	12/18/2016

CONFIDENTIAL

To file a Guam educator misconduct complaint, send this completed form, along with any relevant information or documentation to the **GUAM COMMISSION FOR EDUCATOR CERTIFICATION, UOG SCHOOL OF EDUCATION, ROOM 105, MANGILAO, GUAM 96923.**

1. EDUCATOR'S NAME: (First Name, Middle Initial, Last Name)

2. EDUCATOR'S PLACE OF EMPLOYMENT: (e.g., Name of School)

3. EDUCATOR'S JOB TITLE OR POSITION:

4. EDUCATOR'S WORK ADDRESS:

5. EDUCATOR'S WORK TELEPHONE NUMBER:

6. EDUCATOR'S HOME ADDRESS:

7. EDUCATOR'S HOME TELEPHONE & / OR CELL NUMBER:

8. LOCATION WHERE ALLEGED MISCONDUCT OCCURRED:

9. REASON FOR COMPLAINT: (Please check and complete)

Criminal Charge(s): (Please list charge(s)/County/Court/Judge)
Charge(s):

Court:

Judge:

Criminal Conviction(s): (Please list crime(s) Court/Judge)
Conviction(s):

Court:

Judge:

Conduct inappropriate for an Educator (Detailed information to be provided below)

10. DATE OF EDUCATOR'S MISCONDUCT: (Month, Day, Year)

11. DATE YOU LEARNED ABOUT THE CONDUCT: (Month, Day, Year)

12. DETAILED DESCRIPTION OF THE CONDUCT:

Please summarize the educator's conduct, providing specific examples of actions or words (attach additional sheets as necessary). Any supporting documentation should be attached to the complaint. Your description should answer the following questions: What

happened? Who was involved? When and where did the conduct occur? Please also include victim's name, age and brief description, if applicable. Please also provide the names and contact information of any witnesses or other persons having information related to this matter.

13. If you have filed a complaint with any other entity or have filed criminal or civil charges, please identify the entity and attach a copy of the complaint and/or charges.

14. If you have contacted the superintendent, principal, administrator, or other school official about this matter, please list the names of the individual(s) contacted, identify the position held by the individual(s) listed, and attach any documents such as letters or notes documenting your contacts.

15. COMPLAINANT'S CONTACT INFORMATION:
Name and Address:

Email Address:

Daytime Telephone Number:

Home Telephone &/or Cell Number:

Best time to contact you:

16. VERIFICATION:

I verify, subject to the penalties of 9 GCA, Chapter 52, Sections 52.15 and 52.20 that the information above and the facts contained in this complaint and attachments are true and correct to the best of my knowledge.

Complainant's Signature

Date

Printed Name

CONFIDENTIALITY NOTICE

The educator misconduct complaint process is confidential. All information relating to complaints must remain confidential unless or until public discipline is imposed. Thus, the filing of an Educator Misconduct Complaint, GCEC's investigation of a complaint and the disposition of the complaint prior to the imposition of public discipline, as well as any and all information learned as a result GCEC's investigation, is strictly confidential.

I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN
2014 (SECOND) Regular Session

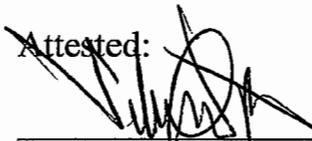
CERTIFICATION OF PASSAGE OF AN ACT TO *I MAGA'LAHEN GUÁHAN*

This is to certify that Substitute Bill No. 420-32 (COR), "AN ACT TO APPROVE THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION (GCEC) RULES AND REGULATIONS GOVERNING THE STANDARDS OF PROFESSIONAL CONDUCT FOR GUAM EDUCATORS; AND TO ADD A NEW § 27008.1 AND A NEW SUBSECTION (i) TO § 27008, ALL OF CHAPTER 27 OF TITLE 17, GUAM CODE ANNOTATED, RELATIVE TO SUBPOENA AND INVESTIGATIVE POWERS OF THE GCEC," was on the 17th day of December, 2014, duly and regularly passed.



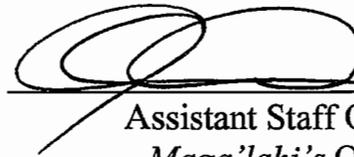
Judith T. Won Pat, Ed.D.
Speaker

Attested:



Tina Rose Muña Barnes
Legislative Secretary

This Act was received by *I Maga'lahaen Guáhan* this 21 day of Dec,
2014, at
6:35 o'clock P.M.



Assistant Staff Officer
Maga'lahaen's Office

APPROVED:

EDWARD J.B. CALVO
I Maga'lahaen Guáhan

Date: JAN 02 2015

Public Law No. 32-236

I MINA'TRENTAI DOS NA LIHESLATURAN GUÁHAN
2014 (SECOND) Regular Session

Bill No. 420-32 (COR)

As substituted by the Committee on Education,
Public Library and Women's Affairs.

Introduced By:

Judith T. Won Pat, Ed.D.

T. C. Ada

V. Anthony Ada

FRANK B. AGUON, JR.

B. J.F. Cruz

Chris M. Dueñas

Michael T. Limtiaco

Brant T. McCreadie

Tommy Morrison

T. R. Muña Barnes

R. J. Respicio

Dennis G. Rodriguez, Jr.

Aline A. Yamashita, Ph.D.

**AN ACT TO APPROVE THE GUAM COMMISSION
FOR EDUCATOR CERTIFICATION (GCEC) RULES
AND REGULATIONS GOVERNING THE STANDARDS
OF PROFESSIONAL CONDUCT FOR GUAM
EDUCATORS; AND TO ADD A NEW § 27008.1 AND A
NEW SUBSECTION (i) TO § 27008, ALL OF CHAPTER
27 OF TITLE 17, GUAM CODE ANNOTATED,
RELATIVE TO SUBPOENA AND INVESTIGATIVE
POWERS OF THE GCEC.**

1 **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2 **Section 1. Approval of Rules and Regulations.** The Guam Commission
3 for Educator Certification Rules and Regulations Governing the Standards of

1 Professional Conduct for Guam Educators, as contained in EXHIBIT 1 and
2 attached here, are hereby approved.

3 **Section 2.** A new § 27008.1 (Subpoena Powers) is hereby *added* to
4 Chapter 27, Division 3 of Title 17, Guam Code Annotated, to read as follows:

5 “§ 27008.1. Subpoena Powers. The Chairperson of the Guam
6 Commission for Educator Certification, upon his/her own initiative, upon the
7 request of any member of the Commission, or upon the request of any party
8 before the Commission, may summon in writing any person before a
9 meeting of the Commission as a witness and in a proper case, to bring with
10 him/her any book, record, or paper which may be deemed material as
11 evidence in the case. The fees for such attendance *shall* be the same as the
12 fees of witnesses before the Superior Court, *except* that if the witness is a
13 government employee no witness fees shall be given. The subpoena *shall*
14 issue in the name of the Guam Commission for Educator Certification, and
15 *shall* be directed to the person and *shall* be served in the same manner as
16 subpoenas to testify before the court. If any person or persons summoned to
17 testify shall refuse or neglect to obey said subpoena, upon petition, the court
18 may compel the attendance of such person or persons before the
19 Commission, or punish said person or persons for contempt in the same
20 manner provided by law for securing the attendance of witnesses and of their
21 punishment for neglect or refusal to attend in the Superior Court.”

22 **Section 3.** A new Subsection (i) (Investigative Powers) is hereby *added* to
23 § 27008 of Chapter 27, Division 3 of Title 17, Guam Code Annotated, to read as
24 follows:

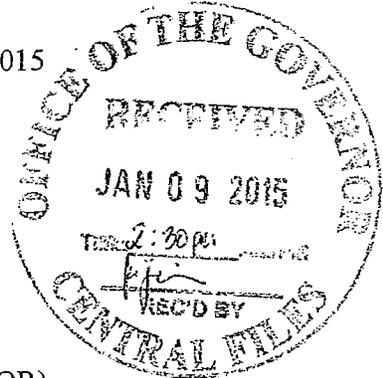
25 “(i) investigate complaints filed with the Commission on educator
26 misconduct.”



I MINA'TRENTAI TRES NA LIHESLATURAN GUÅHAN
THIRTY-THIRD GUAM LEGISLATURE
155 Hesler Place, Hagåtña, Guam 96910

January 9, 2015

The Honorable Edward J.B. Calvo
I Maga'lahaen Guåhan
Ufisinan I Maga'lahi
Hagåtña, Guam 96910



Relative to the Certification of Passage of Substitute Bill No. 420-32 (COR).

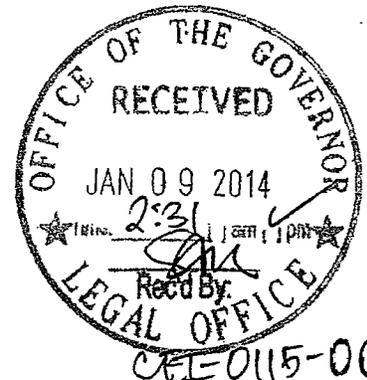
Dear *Maga'lahi* Calvo:

It has just come to my attention that the wrong Exhibit was transmitted to you for **Substitute Bill No. 420-32 (COR)**, "AN ACT TO APPROVE THE GUAM COMMISSION FOR EDUCATOR CERTIFICATION (GCEC) RULES AND REGULATIONS GOVERNING THE STANDARDS OF PROFESSIONAL CONDUCT FOR GUAM EDUCATORS; AND TO *ADD* A NEW § 27008.1 AND A NEW SUBSECTION (i) TO § 27008, ALL OF CHAPTER 27 OF TITLE 17, GUAM CODE ANNOTATED, RELATIVE TO SUBPOENA AND INVESTIGATIVE POWERS OF THE GCEC," which was on the 17th day of December, 2014, duly and regularly passed by *I Mina'Trentai Dos Na Liheslaturan Guåhan*. This error was strictly a reproduction error during transmittal. The correct Exhibit 1 for Bill 420-32 (COR) as certified passed by I Liheslaturan Guåhan is transmitted herewith, notwithstanding adjournment *sine die* of the 32nd Guam Legislature.

Judith T. Won Pat, Ed.D.
Speaker

Attested:

Tina Rose Muña Barnes
LEGISLATIVE SECRETARY



GUAM COMMISSION FOR EDUCATOR CERTIFICATION (GCEC)**RULES GOVERNING THE STANDARDS OF PROFESSIONAL
CONDUCT FOR GUAM EDUCATORS****1.0 Title**

- 1.01 These rules shall be known as the Guam Rules Governing the Standards of Professional Conduct for Guam Educators.

2.0 Purpose

- 2.01 The purpose of the Rules Governing the Standards of Professional Conduct for Guam Educators is to define standards of professional conduct and to outline procedures for investigations and enforcement of the Standards.
- 2.02 The professional, ethical educator contributes to the development and maintenance of a supportive student-centered learning community that values and promotes human dignity, fairness, care, and the greater good and individual rights. These values are the ethical premises for the Standards of professional behavior and ethical decision-making established in this *Standards of Professional Conduct for Guam Educators*. By establishing Standards of ethical conduct, this code promotes the health, safety, and general welfare of students and educators and ensures the citizens of Guam a degree of accountability within the education profession.
- 2.03 All certificated educators are subject to these rules and regulations.

3.0 Definitions

For the purposes of these rules, the following terms mean:

- 3.01 **Child** means a person under the age of 18 years.
- 3.02 **Complaint** may be filed with the Guam Commission For Educator Certification (GCEC) by any interested party within one year from the date of the alleged misconduct. If the alleged misconduct is of a continuing nature then the complaint must be filed within one year from the last date on which the conduct occurred. Complaints involving sexual abuse or exploitation of a child or student may be filed up until three years after the student reaches 18 years of age.

Complaints filed with the Guam Commission For Educator Certification must be in writing with the name, address, a statement of the complaint with the facts supporting the allegation, and must be signed by the complainant (parent, educator, superintendent, principal, interested party) and notarized.

- 3.02.1 **Conviction** includes a plea of guilty or a plea of *nolo contendere* accepted by any Court, or a finding or verdict of guilty, regardless of whether an appeal of the conviction has been sought.
- 3.03 **Discipline** shall mean any of the following:
- 3.03.1 Private reprimand
 - 3.03.2 Public reprimand
 - 3.03.3 Suspension
 - 3.03.4 Revocation
 - 3.03.5 Surrender
 - 3.03.6 Supplemental Sanctions
- 3.04 **Dispositions** are the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility and social justice.
- 3.05 **Educator** is a teacher, administrator or other education personnel who has been issued an Educator Certificate by the Guam Commission For Educator Certification.
- 3.06 **Educator Certificate** refers to the certificate issued by Guam Commission For Educator Certification.
- 3.07 **Eligible Students** are those students 18 years or older who continue to attend school at the high school level.
- 3.08 **Harassment, Intimidation, or Bullying** means any gesture or written, verbal, or physical act that a reasonable person under the circumstances should know will have the effect of harming a pupil or damaging his or her property or placing a pupil in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any pupil or group of pupils in such a way as to disrupt or interfere with the school's educational mission or the education of any pupil. "Harassment, intimidation, or bullying" includes, but is not limited to, such a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a pupil's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, or socioeconomic status, or by any other distinguishing characteristic.
Cyberbullying means the use of any electronic communication device to harass, intimidate or bully as defined in the above Paragraph.
- 3.09 **Immoral** conduct is conduct or behavior which is contrary to commonly accepted moral or ethical standards and endangers the health, welfare, safety or education of any student.

- 3.10 **Incompetency** is a documented pattern of inadequate performance of duties or the lack of ability, legal qualifications or fitness to discharge required duties, and which endangers the health, welfare, safety or education of any student.
- 3.11 **Intemperance** is a documented loss of self-control or self-restraint, which may result from excessive conduct.
- 3.12 **Mandatory revocations** include the following:
- 3.12.1 Criminal Homicide (As defined in Title 9 Guam Code Annotated)
 - 3.12.2 Criminal Sexual Conduct (As defined in Title 9 Guam Code Annotated)
 - 3.12.3 Aggravated assault (As defined in Title 9 Guam Code Annotated)
 - 3.12.4 Kidnapping (As defined in Title 9 Guam Code Annotated)
 - 3.12.5 Solicitation of Children and Child Pornography (As defined in Title 9 Guam Code Annotated)
 - 3.12.6 Incest (As defined in Title 9 Guam Code Annotated)
 - 3.12.7 Indecent Exposure (As defined in Title 9 Guam Code Annotated)
 - 3.12.8 Stalking (As defined in Title 9 Guam Code Annotated)
 - 3.12.9 Child Abuse (Felony) (As defined in Title 9 Guam Code Annotated)
 - 3.12.10 Robbery (As defined in Title 9 Guam Code Annotated)
 - 3.12.11 Burglary (As defined in Title 9 Guam Code Annotated)
 - 3.12.12 Falsifying Official Records
 - 3.12.13 Forgery (As defined in Title 9 Guam Code Annotated)
 - 3.12.14 Theft (Felony) (As defined in Title 9 Guam Code Annotated)
 - 3.12.15 Fraud (As defined in Title 9 Guam Code Annotated)
 - 3.12.16 A Finding of INSANITY by any Federal or any Local Court
- 3.13 **Moral turpitude** includes the following:
- 3.13.1 That element of personal misconduct in the private and social duties which a person owes to his / her fellow human beings or to society in general, which characterizes the act done as an act of baseness, vileness or depravity, and contrary to accepted and customary rule of right and duty between two human beings and endangers the health, welfare, safety or education of any student.
 - 3.13.2 Conduct done knowingly contrary to justice, honesty or good morals and endangers the health, welfare, safety or education of any student.
 - 3.13.3 Intentional, knowing or reckless conduct causing bodily injury to another or intentional, knowing or reckless conduct which, by physical menace, puts another in fear of imminent serious bodily injury.
- 3.14 **Negligence** is continuing or persistent action or omission in violation of a duty that is documented.

- 3.14.1 Duty may be established by law, by promulgated school rules, policies or procedures, by express direction from superiors or by duties of professional responsibility.
- 3.15 **Reinstatement** is restoring the rights, privileges and authority previously suspended or revoked.
- 3.16 **Reprimand** is a written admonishment from the Guam Commission For Educator Certification to the certificate holder for his or her conduct. A private reprimand or a public reprimand does not invalidate an educator's certification but may be used against an educator in a subsequent proceeding should future conduct warrant additional discipline. The written reprimand cautions that further unethical conduct will lead to a more severe action and shall become a permanent entry in the licensure file of the educator. Notice of a private reprimand shall not be communicated or released to the public. The Commission must expunge all records of an educator pertaining to a private reprimand after two (2) years, as long the offense do not reoccur. Notice of a public reprimand shall be posted on the GCEC website. In addition, the public reprimand is reported to other state jurisdictions through the NASDTEC national clearinghouse.
- 3.17 **Revocation** is the permanent invalidation of any educator certification held by the educator. Notice of a revocation shall be posted on the GCEC website. In addition, the revocation is reported to other state jurisdictions through the NASDTEC national clearinghouse
- 3.18 **Sexual abuse or exploitation** shall mean the employment, use, persuasion, inducement, enticement or coercion of a child or student to engage in or assist any other person to engage in any sexually explicit conduct or a simulation of any sexually explicit conduct for the purpose of producing a visual depiction, including photographing, videotaping, computer depicting or filming, of any sexually explicit conduct or other forms of sexual exploitation of children or students.
- 3.19 **Sexual misconduct** shall mean any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or a student regardless of the age of the child or student that is designed to establish a romantic or sexual relationship with a child or student. Such prohibited acts include, ~~but are not limited to,~~ the following:
- 3.19.1 Sexual or romantic invitations;
 - 3.19.2 Dating or soliciting dates;
 - 3.19.3 Engaging in sexualized or romantic dialogue (verbally, emails, or texting);
 - 3.19.4 Making sexually suggestive comments;

- 3.19.5 Self-disclosure or physical exposure of a sexual, romantic or erotic nature;
or
3.19.6 Any sexual, indecent, romantic or erotic contact with the child or student.

- 3.20 **School-sponsored activity** is any event or activity sponsored by the school or school system which includes but is not limited to athletic events, booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum, whether on school-campus or not or on off-island trips.
- 3.21 **Student** is any individual enrolled in a Guam school from pre-kindergarten through grade 12.
- 3.22 **Supplemental sanctions** shall mean private or public sanctions that focus on remediation or restitution, including, but not limited to, fees, prescribed coursework, evaluations, treatment plans, impaired educator programs or other corrective action plans.
- 3.23 **Surrender** shall mean the voluntary termination of a certificate whenever the surrender occurs at any time after the issuance of the certificate. Notice of a surrender shall be posted on the GCEC website. In addition, the surrender is reported to other state jurisdictions through the NASDTEC national clearinghouse
- 3.24 **Suspension** is the temporary invalidation of any educator certificate for a period of time specified by the Guam Commission For Educator Certification. The term of the certificate will remain the same. Notice of a suspension shall be posted on the GCEC website. In addition, the suspension is reported to other state jurisdictions through the NASDTEC national clearinghouse.
- 3.25 **Warning** is a written communication from the Guam Commission For Educator Certification to the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action and shall become a permanent entry in the certification file of the educator. The Commission must expunge all records of an educator pertaining to a warning after one (1) year, as long the offense does not occur. Notice of a warning shall not be communicated or released to the public.

4.0 Standards of Professional Conduct

The Standards of Professional Conduct are set forth as follows:

- 4.01 **Standard 1: Legal Compliance** - An educator shall abide by all federal and Guam laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking,

sale, or possession of a controlled substance, illegal or unauthorized drugs, or any other laws applicable to the profession.

- 4.02 **Standard 2: Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes ~~but is not limited to~~:
- 4.02.1 Committing any act of child abuse;
 - 4.02.2 Committing any act of child endangerment;
 - 4.02.3 Committing any sexual act with a student or soliciting such from a student;
 - 4.02.4 Engaging in or permitting harassment of or misconduct toward a student that would violate a federal or Guam law;
 - 4.02.5 Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
 - 4.02.6 Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student;
or
 - 4.02.7 Failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision, including ~~but not limited to~~ school grounds, school functions ~~to~~ and the educator's residence ~~or any other setting~~.
- 4.03 **Standard 3: Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes ~~but is not limited to~~:
- 4.03.1 Being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
 - 4.03.2 Being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum, off-island trips).
- 4.04 **Standard 4: Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes ~~but is not limited to~~, falsifying, misrepresenting or intentionally omitting:

- 4.04.1 Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
 - 4.04.2 Information submitted to federal, the Guam Department of Education, DODEA (U.S. Department of Defense Education Activity), other governmental agencies and Guam private and charter schools;
 - 4.04.3 Information regarding the evaluation of students and/or personnel;
 - 4.04.4 Reasons for absences or leaves;
 - 4.04.5 Information submitted in the course of an official inquiry/investigation; and,
 - 4.04.6 Information submitted in the course of professional practice.
- 4.05 **Standard 5: Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes ~~but is not limited to~~ knowingly and intentionally:
- 4.05.1 Misusing public or school-related funds;
 - 4.05.2 Failing to account for funds collected from students or parents;
 - 4.05.3 Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
 - 4.05.4 Co-mingling public or school-related funds with personal funds or checking accounts; and
 - 4.05.5 Using school property without the approval of school authorities or authorized designee.
- 4.06 **Standard 6: Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes ~~but is not limited to~~:
- 4.06.1 Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by school authorities or authorized designee;
 - 4.06.2 Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
 - 4.06.3 Tutoring students assigned to the educator for remuneration unless approved by the school authority or authorized designee; and
 - 4.06.4 Coaching, instructing, promoting athletic camps, summer leagues, that involve students in an educator's school system and from whom the

educator receives remuneration unless approved by school authorities or authorized designee.

4.06.5 Conduct prohibited by Title 4 G.C.A. §15201, §15203, §15204, §15205, §15206.

4.07 **Standard 7: Confidential Information** - An educator shall comply with Guam and federal laws and school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes ~~but is not limited to:~~

4.07.1 Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;

4.07.2 Sharing of confidential information restricted by Guam or federal law;

4.07.3 Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or directions for the use of tests or test items; and

4.07.4 Violation of other confidentiality agreements required by Guam.

4.08 **Standard 8: Required Reports** - An educator shall file reports of a breach of one or more of the Standards of Professional Conduct for Educators, child abuse or any other required report. Unethical conduct includes ~~but is not limited to:~~

4.08.1 Failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;

4.08.2 Failure to make a required report of a violation of one or more Standards of Professional Conduct for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and

4.08.3 Failure to make a required report of any violation of Guam or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder; voluntary manslaughter; aggravated assault; aggravated battery; kidnapping; any sexual offense; any sexual exploitation of a minor; any offense involving a controlled substance,

illegal, or unauthorized drugs; and any abuse of a student if an educator has reasonable cause to believe that a student has been abused.

- 4.09 **Standard 9: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes ~~but is not limited to~~ to

- 4.09.1 Any behavior or conduct detrimental to the health, welfare, discipline, or morals of students;
- 4.09.2 Any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position;
- 4.09.3 Knowingly and intentionally denying or impeding a colleague in the exercise or enjoyment of a professional right or privilege in being an educator;
- 4.09.4 Knowingly and intentionally distorting evaluations of colleagues;
- 4.09.5 Harassing, sexually harassing, intimidating, bullying and cyber-bullying a fellow employee;
- 4.09.6 Using coercive means or promising special treatment to influence professional decisions of colleagues; or
- 4.09.7 Threatening, coercing, or discriminating against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, regulations or standards.

- 4.10 **Standard 10: Testing** - An educator shall administer Guam mandated assessments fairly and ethically. Unethical conduct includes ~~but is not limited to~~:

- 4.10.1 Committing any act that breaches Test Security; and
- 4.10.2. Compromising the integrity of the assessment.

5.0 Reporting

- 5.01 Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Guam Commission For Educator Certification must be in writing with the name, address, a statement of the complaint with the facts supporting the allegation, and must be signed by the complainant (parent, educator, superintendent, principal, interested party) and notarized.
- 5.02 The Commission notifies school and appropriate Guam officials of all disciplinary actions.
- 5.03 The Commission will make all decisions of final disciplinary actions imposing discipline, other than a private reprimand, available to the public on-line through

the GCEC website. Suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

- 5.04 Reports will be accepted when this rules and regulations are enacted into law. Reports for prior incidences will not be addressed.

6.0 Disciplinary Action

The Guam Commission For Educator Certification; authority to discipline:

- 6.01 The Guam Commission For Educator Commission may suspend the educator certificate of any person for up to 5 years, after which time the certificate may be reinstated; may revoke the educator certificate of any person for up to 10 years, after which time the certificate holder must reapply for certification; may revoke permanently the educator certificate; or may impose any other penalty provided by law, if the person:
- 6.01.1 Obtained or attempted to obtain an educator certificate by fraudulent means.
 - 6.01.2 Knowingly failed to report actual or suspected child abuse or report alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student.
 - 6.01.3 Has proved to be incompetent to teach or to perform duties as an employee of the school or to teach in or to operate a private school.
 - 6.01.4 Has been guilty of gross immorality or an act involving moral turpitude.
 - 6.01.5 Has had an educator certificate sanctioned by revocation, suspension, or surrender in another state/jurisdiction.
 - 6.01.6 Has been convicted of a Misdemeanor or more serious crime.
 - 6.01.7 Upon investigation, has been found guilty of personal conduct that seriously reduces that person's effectiveness as an employee of the school.
 - 6.01.8 Has violated the Standards of Professional Conduct for the Education Profession prescribed by GCEC's Code of Ethics.
 - 6.01.9 Has otherwise violated the provisions of law, the penalty for which is the revocation of the educator certificate.
 - 6.01.10 Has violated any GCEC order.

- 6.01.11 Has been the subject of a court order or plea agreement in any jurisdiction which requires the certificate holder to surrender or otherwise relinquish his or her educator's certificate. A surrender or relinquishment shall be for permanent revocation of the certificate.
- 6.02. The plea of guilty or *nolo contendere* in any court, the decision of guilty by any court, the forfeiture by the teaching educator certificate holder of a bond in any court of law, or the written acknowledgment, duly witnessed-of offenses listed below to the school superintendent or a private school principal shall be prima facie proof of grounds for revocation of the certificate as listed below in the absence of proof by the certificate holder that the plea of guilty, forfeiture of bond, or admission of guilt was caused by threats, coercion, or fraudulent means.
- 6.02.1. Obtained or attempted to obtain an educator certificate by fraudulent means.
- 6.02.2 Knowingly failed to report actual or suspected child abuse or report alleged misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student.
- 6.02.3 Has proved to be incompetent to teach or to perform duties as an employee of the school or to teach in or to operate a private school.
- 6.02.4 Has been guilty of gross immorality or an act involving moral turpitude.
- 6.02.5 Has had an educator certificate sanctioned by revocation, suspension, or surrender in another state/jurisdiction.
- 6.02.6 Has been convicted of a Misdemeanor or more serious crime.
- 6.02.7 Upon investigation, has been found guilty of personal conduct that seriously reduces that person's effectiveness as an employee of the school.
- 6.02.8 Has violated the Standards of Professional Conduct for the Education Profession prescribed by GCEC's Code of Ethics.
- 6.02.9 Has otherwise violated the provisions of law, the penalty for which is the revocation of the educator certificate.
- 6.02.10 Has violated any GCEC order.
- 6.02.11 Has been the subject of a court order or plea agreement in any jurisdiction which requires the certificate holder to surrender or otherwise relinquish his or her educator's certificate. A surrender or relinquishment shall be for permanent revocation of the certificate.

- 6.03 The revocation by the Guam Commission For Educator Certification of an educator certificate of any person automatically revokes any and all Guam educator certificates held by that person.
- 6.03.1 An educator certificate that has been suspended under this section is not automatically reinstated at the end of the suspension period. If the certificate expired during the period of suspension, the holder of the former certificate may secure a new certificate by making application and by meeting the certification requirements of GCEC at the time of the application for the new certificate.
- 6.03.2 A person whose educator certificate has been revoked under this section may apply for a new certificate at the expiration of that period of ineligibility fixed by GCEC by meeting the current certification requirements at the time of the application for the new certificate.
- 6.04 An individual whose license has been revoked or suspended shall not serve as a volunteer, a coach, or be employed as an educator, paraprofessional, aide, substitute teacher, or in any other position directly related to student supervision, during the period of his or her revocation or suspension.
- 6.05 The reinstatement of an educator certificate shall comply with Appendix B.
- 6.06 ~~The GDOE, Catholic School, and DODEA superintendents, or any Guam school principal~~ All Guam school superintendents, administrators and principals are encouraged to report to GCEC the name of any certified educator:
- 6.06.1 Who has been convicted of, or who has pled *nolo contendere* to, a misdemeanor, felony, or any other criminal charge, other than a minor traffic infraction;
- 6.06.2 Who that official has reason to believe has committed or is found to have committed any act which would be a ground for revocation as delineated in 3.12 or suspension;
- 6.06.3 Who has been dismissed or severed from employment because of conduct involving any immoral, unnatural, or lascivious act.
- 6.07 Any certified administrator / principal who knowingly fails to report to GCEC a teacher, paraprofessional, or other educator who has been accused of misconduct for unethical behavior will forfeit his / her administration certification from GCEC for a period to time determined by the Commission based on the severity of the unethical behavior.

7.0 Procedures for the Investigative Process and Final Determination of Alleged Ethics Violations and Appeals

7.01 In considering and investigating complaints brought before it, GCEC shall follow the procedures set forth in *Appendix A* to these rules, which are hereby fully incorporated into these rules as if fully set forth herein.

7.02 In the case of an appeal, GCEC shall follow the procedures set forth in 5 GCA Ch. 9 Article 2 related to hearings.

8.0 Power of Subpoena

8.01 In all investigations and disciplinary proceedings, the Commission is authorized to issue subpoenas as provided for by law to compel the attendance and testimony of witnesses and the production of books, records, documents and other evidentiary material. Petitions for the issuance of subpoenas shall be filed with the hearing officer, if one has been appointed.

9.0 Severability Clause

9.01 If any provision of this rules and regulations or the application of any provision to any person or circumstance, is held invalid or determined to be contrary to federal or other laws governing the certification educators, the remainder of the rules and regulations shall be given effect without the invalid provision or application.

**Procedures for the Investigative Process and
Final Determination of Alleged Ethics Violations**

1. Complaint Received by GCEC:

- a. A notarized written *complaint* will be deemed a request to investigate, when filed with the Secretary of the Commission (Executive Director). All complaints made shall include the following: the name and address of the complainant and the accused, and a statement of the complaint with facts supporting the allegation.
- b. The Ethics Review Sub-Committee (hereinafter referred to as the “Sub-Committee”), composed of voting members of the Commission as identified by the Chairperson, determines whether to investigate, within five (5) working days upon receipt of complaint by the Executive Director.
- c. When appropriate, GCEC will provide a copy of the complaint to the school administrator where the educator is employed.
- d. A letter to complainant about disposition of complaint may be sent via (1) certified mail, return receipt requested, (2) E-Mail (PDF of written letter) from the Executive Director or his/her designee with a return e-mail acknowledging receipt, (3) personal delivery by the Executive Director or his/her designee or (4) personal delivery by a licensed process server.
- e. A letter may be sent to appropriate school administrator (at the discretion of the Executive Director), if necessary, about disposition of complaint via (1) certified mail, return receipt requested, (2) E-Mail (PDF of written letter) from the Executive Director or his/her designee with a return e-mail acknowledging receipt, (3) personal delivery by the Executive Director or his/her designee or (4) personal delivery by a licensed process server.
- f. The following will automatically go to the Ethics Review Sub-committee to open an investigation:
 - i. An affirmative answer concerning criminal or ethical violations on an application.
 - ii. Confirmation from the Guam Police Department or the FBI, regarding criminal convictions.

2. Investigation Initiated by GCEC

- a. If the Ethics Review Subcommittee determines that an investigation is warranted, a letter will be sent to the educator requesting additional information/statement. This letter will be sent via (1) certified mail, return receipt requested, (2) E-Mail (PDF of written letter) from the Executive Director or his/her designee with a return e-mail acknowledging receipt, (3) personal delivery by the Executive Director or his/her designee or (4) personal delivery by a licensed process server. This letter will notify the educator of the hearing date which will be at least sixty (60) calendar days from the date of receipt.
- b. An investigation will be conducted by the Ethics Officer of the Ethics Review Subcommittee's determination to proceed.
- c. An investigative summary will be sent to the Ethics Review Sub-Committee within seven (7) calendars of completion of investigation.

3. Proposed Action or Hearing

- a. "Notice of Proposed Action Letter" notifying the educator of the proposed GCEC action and the reason for the proposed action (which will be based on the investigation) will be sent within twenty-one (21) calendar days of hearing date.
- b. The educator may consent to the proposed action or may avail themselves of the scheduled hearing before the Ethics Review Sub-Committee of GCEC.
- c. If an educator consents to the proposed action, they must do so in writing, transmitted to the GCEC (as indicated in the "Notice of Proposed Action Letter"), within ten (10) calendar days of receipt of the "Notice of Proposed Action Letter."
- d. If an educator does not attend the scheduled hearing, the subcommittee will continue the process and the proposed action becomes a final decision confirmed by GCEC.

4. Evidentiary Hearing Procedures of the GCEC Ethics Review Sub-Committee

- a. The educator shall be notified in writing of the deadline by which the educator must submit items to the Ethics Review Sub-committee for consideration. The educator shall be notified via (1) certified mail, return receipt requested, (2) E-Mail (PDF of written letter) from the Executive Director or his/her designee with a return e-mail acknowledging receipt, (3) personal delivery by the Executive Director or his/her designee or (4) personal delivery by a licensed process server.
- b. The GCEC Ethics Officer and the educator (or his/her attorney) shall present their cases to the Ethics Review Sub-committee.
- c. Each party will have the opportunity, should it so choose, to make an opening statement. The statement shall be no longer than fifteen (15) minutes in length. The

chairperson of the Ethics Review Sub-committee may grant additional time to either or both parties, if necessary.

- d. Any written documents, photographs or any other items of evidence may be presented to the Ethics Review Sub-committee with the permission of the Chairperson. The items of evidence shall be marked as either "GCEC Exhibit Number 1(et seq.)" or "Educator's Exhibit Number 1 (et seq.)" After an item of evidence has been allowed to be presented to the hearing Ethics Review Sub-committee by the Chairperson, the introducing party shall give copies to all Ethics Review Sub-committee members and one (1) copy for GCEC's records.
- e. After one party has questioned a witness, the other party shall have the same opportunity. All witnesses shall testify under oath.
- f. Members of the Ethics Review Sub-Committee shall also have the opportunity to ask questions of any witness or any party.
- g. While the scope of each party's presentation ultimately lies within the chairperson's discretion, case presentation should be arranged in such a way as to avoid redundant testimony.
- h. After the educator has made a closing statement, which shall be no longer than fifteen (15) minutes, or waived the opportunity for the same, the GCEC Ethics Officer shall have up to fifteen (15) minutes to make his/her closing statement, if desired. The chairperson of the Ethics Review Sub-committee may grant additional time to either or both parties, if necessary.
- i. The entire Evidentiary Hearing shall not exceed eight (8) hours. The chairperson of the Ethics Review Sub-committee may grant additional time, if necessary.
- j. After closing statements have been made, or the opportunity to make them has been waived, the Ethics Review Sub-Committee may orally announce its decision. Alternatively, the Ethics Review Sub-Committee may take the case under advisement and render a written decision at a later time.
- k. A written decision reflecting the hearing Ethics Review Sub-committee's final decision and recommendation shall be promptly prepared for the signature of the Ethics Review Sub-committee chair. A copy of the decision and recommendation shall be timely transmitted to the educator through a certified letter, and the GCEC chairperson.
- l. The educator shall have fifteen (15) calendar days from the receipt of the decision and recommendation to appeal the Ethics Review Sub-committee's decision to the GCEC chair. Should the educator not file an appeal within the previously-referenced time period, the decision of the Ethics Review Sub-committee shall become non-appealable.

Procedures for the Reinstatement of Educator Certificates**1. Guidelines for Consideration of Certification Restoration Applications**

Before an application is considered, the applicant must prove that the cause no longer exists. Restoration of a suspended or revoked certificate is considered on a case by case basis. The burden of proof rests with the applicant. To show that the "cause no longer exists," an applicant must show why certification should be restored despite the misconduct that resulted in the disciplinary action. An applicant must provide evidence of rehabilitation and fitness to perform the duties authorized by the certificate sought.

GCEC may consider the following in reviewing restoration applications

- a. Likelihood of present harm or potential for continuing harm to students, parents of students or school personnel
- b. Details of the offense(s) which led to the disciplinary action:
 - i. The relationship between the offense and the duties and responsibilities of the education profession.
 - ii. Likelihood of recurrence as shown, for example, by lack of remorse or lack of rehabilitative motivation or potential.
- c. Attempted concealment of misconduct
- d. Prior misconduct of a similar or related nature
- e. Evidence of rehabilitation relevant to the conduct that resulted in disciplinary action, such as:
 - i. Participation in counseling, self-help support groups, community service
 - ii. Gainful employment outside of the education field subsequent to the conduct; and
 - iii. Family and community support as shown, for example, through affidavits or letters of character from leaders of organizations, including religious groups.
- f. Fitness for practice as an educator:
 - i. Continuing education since the discipline was imposed;
 - ii. Opportunities of employment for educational positions.
- g. Any other relevant factors.

2. Reinstatement of Suspended Certificates

- a. Six (6) weeks prior to the expiration of the suspension, the educator may apply to have a suspended educator certificate reinstated. However, no reinstatement will be effective until expiration of the suspension period.
- b. An application for reinstatement of a suspended educator certificate must include:
 - i. An application form for reinstatement
 - ii. A notarized affidavit from the applicant, together with requisite and additional documentation sufficient to establish convincingly that all terms and conditions of the suspension have been met satisfactorily and fulfilled.
- c. The Ethics Officer shall review the application and evidence and then make a recommendation to the Executive Director.
- d. If the Executive Director is satisfied that the terms and conditions have been met successfully, the Executive Director will recommend reinstatement of the suspended certificate to the Commission, which will make a decision at the next meeting.
- e. If the Executive Director is not satisfied the terms and conditions have been met, the Director will make a recommendation to the Commission in executive session to deny reinstatement of the license.
- f. Before taking action on the Executive Director's recommendation, the Commission may schedule a meeting between the educator and the Commission.
- g. If the Commission denies the reinstatement, the Executive Director will provide a copy of the denial to the educator and notice of right to a hearing.
- h. If a suspension of a certificate occurs, the reinstatement must be considered under the current educator requirements.

3. Reinstatement of Revoked Certificate

- a. Any revocation for conviction for crimes listed in 3.12 is permanent and the educator certificate is not eligible for reinstatement.
- b. Application for reinstatement of an educator certificate revoked for any reason other than those cited in 3.12 may be submitted at any time after the period of revocation has expired.
- c. The burden will be on the educator to establish fitness for reinstatement.
- d. The application for reinstatement must include:
 - i. An application form for reinstatement

- ii. A personal notarized affidavit attesting that:
 - 1. All the conditions of the order for revocation have been met
 - 2. That the educator has not violated any laws on Guam, including ethical violations related to certification
- iii. A police clearance and court clearance.
- e. Any additional documentation, sufficient to establish convincingly that the educator possesses all of the qualifications required for reinstatement of certification. Letters of recommendations from educator colleagues are insufficient alone to establish fitness for reinstatement of certification following a revocation. The educator must provide evidence regarding what proactive steps have been taken to ensure to the Commission that the conduct that resulted in the revocation is highly unlikely to occur again.
- f. Following review of the application for reinstatement pursuant to this section, the Ethics Officer will make a recommendation to the Executive Director.
- g. The Executive Director will make a recommendation to the Commission regarding whether to approve or deny the application.
- h. All decisions to reinstate a revoked certificate will be made by the Commission.
- i. It is entirely at the Commission's discretion whether an educator may meet with the Commission under these circumstances.
- j. This subsection does not grant a right to any applicant to appear before the Commission prior to the Commission's consideration of the application for reinstatement following a revocation.
- k. If the Commission denies the application for reinstatement, the Executive Director will provide a copy of the recommendation of denial to the educator and a notice of right to a hearing.

4. Surrender of Educator Certification

- a. An educator may voluntarily surrender a Guam Educator Certificate prior to its expiration date if the Commission finds that such action is in the best interest of the public.
- b. The surrender of a certificate will not stay an investigation or possible future commission action against the educator.

- c. Where the Commission has grounds for disciplinary action against an educator and the educator offers to surrender the teaching certificate, the Executive Director shall require the educator to stipulate to pertinent facts and to the revocation or suspension of the certificate as a condition of the Commission's acceptance of the surrender of the certificate. All stipulated settlement agreements are subject to the Commission's approval.
- d. If the Commission and the educator cannot agree on a stipulation, the Commission will proceed with disciplinary proceedings.



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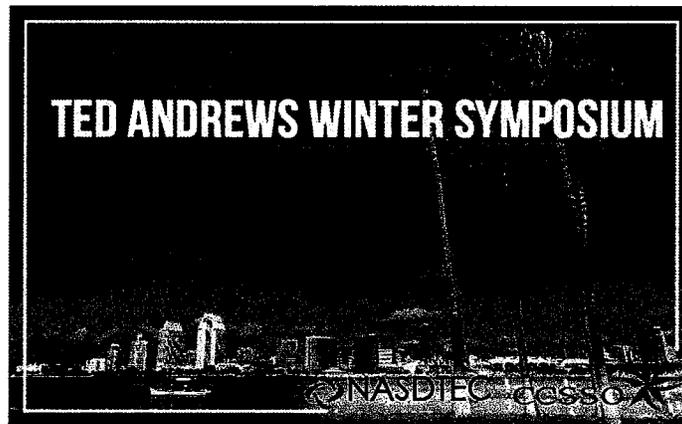
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Please review refund policy

**The registration fee includes breakfast and lunch Thursday, and breakfast on Friday.*Information for Sponsors and Exhibitors

Founding Sponsors of 2015 Winter Symposium:



PEARSON

Refund Policy

*Refund of registration fee, less \$75 processing and handling fee, if the written request is received no later than January 5, 2015

*No refund if written cancellation is received after January 5, 2015 or for no-shows.



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NASDTEC Winter Symposium

Welcome to the NASDTEC Winter Symposium reservation site!

A block of rooms have been reserved for February 3, 2015 - February 8, 2015. The special room rate will be available until January 10th or until the group block is sold-out, whichever comes first.

PARKING IS REDUCED TO \$15.00 DOLLARS.

Booking a reservation from our site is simple. To begin the process, click on "Book a Room" below to receive your group's preferred rate.

See you at the Hilton San Diego Airport/Harbor Island in February! We hope you enjoy your stay and your group's event!

Quick and Easy Reservations for Attendees

Attending an event at our hotel? Special room rates have been arranged for this event. Click on the room type below to view room details.

Check-in Date:

03 February 2015 - 08 February 2015

Book **by January 10th** to reserve your room!

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Special Room Rates:

[2 DOUBLE BEDS](#)

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Sharing the Leadership for Improved Student Learning

Ted Andrews Winter Symposium
San Diego, CA Airport/Harbor Island Hilton Hotel
February 4-6, 2015

February 4	WEDNESDAY
8:00 – 5:00 <i>Port Room</i>	Registration Desk OPEN <i>(Conference office in Starboard Room)</i>
9:00 – 11:30 <i>Skyline/Lindbergh Rooms</i>	OPEN DISCUSSION ON HOT TOPICS SUGGESTED BY ATTENDEES – Open to All
11:30 – 12:45 <i>Sierra Pacific Restaurant</i>	NASDTEC STATE DIRECTORS LUNCHEON <i>ALL state office directors attending the conference are asked to meet in the Sierra Pacific Restaurant for an informal discussion of state issues.</i>
1:00 – 1:30 <i>Marina Ballroom</i>	Opening Remarks and Welcome Duane (D.T.) Magee (IA), President Janice Poda, CCSSO Strategic Initiative Director TBD, TAWS Planning Committee Representative
1:30 – 2:30 <i>Marina Ballroom</i>	General Session #1 <i>A Framework for Developing Leadership in Today's Schools</i> Raymond Pecheone, Executive Director of the Stanford Center for Assessment, Learning, and Equity (SCALE) Sponsored by Evaluation Systems of Pearson Education
2:30 – 3:30 <i>Marina Ballroom</i>	General Session #2 <i>Distributive Leadership, the Revised ISSLC Standards & How They Affect Pre-Service & Licensure</i> Terry Janicki and Tim Dove, CCSSO
3:30 – 3:45	Refreshment Break Sponsored by Educational Testing Service
3:45 – 4:45 <i>Marina Ballroom</i>	General Session #3 <i>Setting the Stage with Teacher Leaders, School Leadership and SEAs Working Together: Making the Connections with Group Interaction</i> Terry Janicki and Tim Dove, CCSSO
4:45 – 5:15 <i>Marina Ballroom</i>	Small Group Work and Reporting—Facilitated by CCSSO and NASDTEC State Directors
5:30 – 7:00 <i>Skyline/Lindbergh Rooms</i>	Reception Sponsored by Evaluation Systems of Pearson Education

February 6	FRIDAY
7:30 – 8:30 <i>Skyline/Lindbergh Rooms</i>	<i>Breakfast Buffet--Networking</i>
8:45 – 9:45 <i>Marina Ballroom</i>	<i>General Session # 9</i> <i>Shared Responsibilities: Creating Partnerships for Producing Effective Educators</i> Kim Walters-Parker, Director of Educator Preparation Kentucky Education Professional Standards Board Penney McRoy, Assistant Division Director, Educator Preparation, Georgia Professional Standards Commission Angie Gant, Director of Program Approval Georgia Professional Standards Commission
9:45 – 10:00	<i>Networking—Break</i>
10:00 – 11:15 <i>Marina Ballroom</i>	<i>General Session #10</i> <i>The Final Product—A Plan for All Participants</i> (After Stage Setting by Conference Leaders, then Small Group Work for Product)
11:15 – 12:00 <i>Marina Ballroom</i>	<i>General Session # 11</i> <i>Product Sharing & Publishing by All Groups</i> <i>Conference Wrap Up & Next Steps</i>



Fran-Nicole M Camacho <francamacho@gcec.guam.gov>

Save the Date for the 2015 Praxis Client Conference

1 message

The Praxis Program at Educational Testing Service

<praxiscommunications@praxis.ets.org>

Reply-To: praxiscommunications@praxis.ets.org

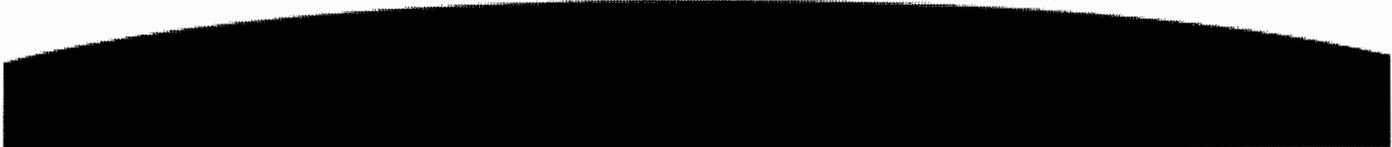
To: francamacho@gcec.guam.gov

Wed, Jan 7, 2015 at 1:00

AM



Listening. Learning. Leading.®

**Save the Date for the 2015 Praxis® Client Conference**

Dear Client:

It's not too early to save the date for the 2015 *Praxis*® Client Conference, which will be held **April 30–May 1** on the ETS campus in Princeton, N.J.

This two-day conference will provide you with:

- In-depth information on test changes and new projects
- Opportunities to receive and provide feedback on state licensing issues
- A chance to network with colleagues from other states

We value your participation and encourage you to attend the conference in person. Hence, every effort has been made to minimize the cost of attending. On-site costs should be approximately **\$350** for the two-day event, including lodging and meals. To accommodate those who are unable to attend the conference in person, arrangements have been made for virtual attendance via the use of WebEx® technology.

In March, you will receive a formal invitation via email, which will include registration information and a tentative agenda. If you have any questions regarding the conference or if you require additional information to gain approval from your DOE/DPI or agency to travel, please contact your Client Relations Director.

We look forward to hosting you in Princeton or online, **April 30–May 1**.

The Praxis Series® Team
Rosedale Road
Princeton, NJ 08541

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