

KUMISION SETTEFIKASION PARA I MANMANIDUKA GUAM COMMISSION FOR EDUCATOR CERTIFICATION

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GCEC Regular Meeting
Monday, December 21, 2020
2:00 p.m.
AGENDA

- I Call to Order / Roll call of members
- II Approval of Agenda
- III Approval of Minutes
 - A. November 16, 2020 – Regular Meeting
 - B. December 16, 2020 – Special Meeting
- IV Reports
 - A. Treasurer
 - B. Chairperson
 - C. Executive Director
 - D. Sub-Committees
- V Old Business
 - A. Educator Misconduct
 - B. GCC CTE Degree
 - C. GCEC FY2021 Budget
- VI New Business
 - A. Transfer of Funds
- VII Ex-Officio
- VIII Announcements
- IX Executive Session
- X Adjournment

**GCEC Regular Meeting
Monday, November 16, 2020
2:00 p.m., via ZOOM**

I. CALL TO ORDER / ROLL CALL OF MEMBERS

Chairperson Hendricks called the meeting to order at 2:06 p.m., on Monday, November 16, 2020 via ZOOM.

Present:

Commission Members: Dr. Gayle Hendricks, Dr. Lisa Baza-Cruz, Dr. Michelle Santos, Roberta Abaday, Leana L. Borja, Dr. Lisa Cooper-Nurse, and Domingo Ocampo III

Ex-Officio Member Present: Dr. Alicia Aguon (UOG)

II. APPROVAL OF AGENDA

Chairperson Hendricks requests to add a new item under New Business "GACS Letter"

Motion by R. Abaday to approve changes in agenda, seconded by D. Ocampo. APPROVED.

III. APPROVAL OF MINUTES

L. Borja requested an amendment to include her name in members present. Vice-Chair Baza-Cruz requested to add the word "thanked" on line 29 page 2 on the minutes. Treasurer Santos moved to approve the minutes of November 16th as amended and seconded by R. Abaday. APPROVED.

IV. REPORTS

A. TREASURER'S REPORT

Treasurer Santos has a few outstanding questions with the report run on August 4th. Treasurer Santos has discussed with AA Gwendolyn Manglona to rebuild the report with information on what was actually received against what is reported. Treasurer Santos reiterated that there would need to be a serious conversation with the full commission about the agency's budget. The special appropriation account is fine, but the fees account presents questions about the large expenditure amounts and low balance remaining being reported.

D. Ocampo asked if whether all funds appropriated to GCEC was received. Treasurer Santos answered that all funds were received. D. Ocampo raised a main concern about the budget supporting salaries including the Executive Director

with a similar or decreased appropriation. Treasurer Santos clarified that the FY2021 Approved Budget was raised to \$228K.

A sub-committee is to be established to review and address the concerns raised by Treasurer Santos. Chairperson Hendricks appoints Treasurer Santos to chair the sub-committee and Commissioners D. Ocampo and L. Borja are also appointed to serve.

B. CHAIRPERSON'S REPORT

Chairperson Hendricks has nothing new to report.

C. EXECUTIVE DIRECTOR'S REPORT

ED Quenga will present most of the report under Old Business when the Commission discusses GCEC's FY2021 Budget.

ED Quenga reported the following number of certificates issued between October 26 and November 16: total of seventeen (17) certificates issued. Seven (7) certificated were issued under Executive Order 2020-26. This raises the total number of certifications issued under E.O. 2020-26 to is 93.

D.Ocampo has asked if there have been any issues with scheduling PRAXIS. ED Quenga reported that no particular issues have been raised that GCEC is aware of. Chairperson Hendricks provided insight that in fact exam reports are being reported out regularly and exams are now also being offered for students to be taken at home.

ED Quenga also reported that information for applicants can be found on the main page of the GCEC website. The staff have also opened another line on WhatsApp for persons needing to reach out for their certification concerns.

D. SUBCOMMITTEES

- a. No Report.

V. OLD BUSINESS

A. EDUCATOR MISCONDUCT

- a. No Report

VI. OLD BUSINESS

A. GCEC CTE Degree

Chairperson Hendricks recognizes that a subcommittee should be established to oversee how the CTE degree would articulate into the certifications issued by the Commission. Treasurer Santos agreed and expressed disappointment that their presentation did not fully prepare for the current requirements, example given understanding the types of PRAXIS exam requirement. Chairperson Hendricks appoints R. Abaday to lead the sub-committee with Commissioners Hendricks, Baza-Cruz, Santos, Borja, and Ocampo to serve as members.

Vice-Chair Baza-Cruz requested that ED Quenga obtain a copy of the presentation the Commission received by GCC at its October meeting.

B. GCEC FISCAL YEAR 2021 BUDGET

Chairperson Hendricks recognizes ED Quenga to conduct his presentation. ED Quenga provided an overview of the average revenue the Commission receives in a fiscal year to the Fees account. ED Quenga presented three scenarios, to begin with a no change budget scenario. Under this proposal, the Commission would deplete the balance of the Fees Account by Year 3 if no significant changes are made against the approved operational budget for the Commission.

D.Ocampo raised a concern that the budget presented suggests that specific categories like the purchase of office chairs would occur annually. ED Quenga responded that it is unlikely that this scenario would occur and shared this presentation was formulated with the assumption that expenditures of the Commission for future fiscal years would be comparable to the amount indicated in the FY21 request. D. Ocampo disagreed. Chairperson Hendricks requested that members hold on to their questions until after ED Quenga concluded his presentation.

ED Quenga continued presenting a budget scenario where spending is capped to the average revenue the Commission receives to its Fees Account. This includes canceling travel to the NASDTEC conference, institute alternatives to the services secured by the website maintenance contractor and the Guam Community College. ED Quenga shared that based on this scenario, the Fees account would slowly depreciate depending on the approved expenditures by the Commission for future fiscal years.

The third scenario presented incorporates potential revenue support should the Commission negotiate for specific cost sharing of various spending categories in an MOA with the Guam Academy Charter Schools Council, who sent a letter to the Commission seeking for administrative support by GCEC.

Finally, ED Quenga presented four recommendations in a Corrective Action Plan. This includes: Secure 3rd Party Audit of the Fees Account, Enforce Deposit Schedule with UOG, Overhaul invoicing System, and Revisit Fees Schedule. ED Quenga concluded his presentation and offered to answer questions from the Commission.

D.Ocampo inquired if there was an SOP on how the Commission would go about revisiting the fees schedule. ED Quenga replied that any change to the Fees would need to follow the Administrative Adjudication Act as the Fees were approved in law and codified in the Guam Administrative Rules. R. Abaday affirmed that this would be a change in the law and not necessarily a process that would be outlined in an SOP and further clarified that there is no SOP for how often the Commission revisits the fee schedule and the operational costs.

Chairperson Hendricks agreed that the fees would be need to addressed by a change in the law, but cautions the Commission that such action could open the Commission to further changes that might water down the autonomy of the Commission.

Treasurer Santos raised that the Fees Account has an equal obligation to the individuals licensed by GCEC in that the revenue can support activities like ethic presenters and the Commission's participation with NASDTEC.

Vice-Chair Baza-Cruz raised a question if whether the Commission would be empowered to add a new administrative fee, and whether Commissioner Abaday had found this allowance within the law. R. Abaday shared that there is an application fee included in the law but that the law does not define the application fee further.

Chairperson Hendricks requested that ED Quenga prepare a study on what the fee schedule is for other entities that charge fees in Guam as well as similar Educator Certification offices in the United States. Further, we will leave the GCEC Budget Discussion on the agenda for further discussion at the Commission's December meeting. D. Ocampo also requested that this study includes reciprocating jurisdictions.

L. Cooper-Nurse provided that like the in the past when the Commission brought Federick Lane, it should be these type of activities that the fees account is used to support. Chairperson Hendricks agreed with this point.

VII. NEW BUSINESS

Chairperson Hendricks expressed her surprise to read the letter provided by the Charter School Council. Chairperson Hendricks expressed her opinion that

for the GCEC to be engaged with any organization that employs teachers would be a conflict of interest or the perception of a conflict of interest.

R. Abaday cited Bill 282-35 states that the Guam Academy Charter Schools Council received an appropriation from the General Fund to provide for their own administrative support. Chairperson Hendricks questioned ED Quenga where this letter came from. ED Quenga shared that it was communicated by GACS Chairperson that they were seeking administrative support and that legal guidance received by GACS informed them that the administrative support request should be posed to GCEC. ED Quenga agreed with the citation referenced by R. Abaday and suggested that since this budget act provision was not codified, it was overlooked by the legal counsel providing the opinion.

D.Ocampo stated he was unfamiliar with who Chairperson Cepeda of GACS Council was and asked if she was new to organization. ED Quenga stated she was not and previously served as a member on the Guam Education Board. D. Ocampo reiterated that there is a conflict of interest where if personnel complaints is raised within GACS it would get ugly to have to respond at the GCEC level.

Vice-Chair Baza-Cruz referenced the letter suggesting the cost sharing of the Executive Director, and that such a suggestion was presumptuous. Vice-Chair Baza-Cruz asked ED Quenga how they could come to the idea of cost sharing the Executive Director salary. ED Quenga responded that this could have been developed as the Executive Director is the only direct hire of the GCEC. R. Abaday raised a large concern about the conflict interest that employed teachers of the Charter Schools are certified with the Commission. The suggestion of shared office space would challenge the integrity of the Commission and expressed that her position is absolutely against such an arrangement between the GCEC and the Charter Schools Council.

ED Quenga suggested that the Commission could draft a response letter detailing the objections from the Commission. R. Abaday suggested that the letter include the exorbitant amount of funds appropriated to the organization to afford their administrative support costs. R. Abaday expressed her frustration that this question on providing administrative support was believed to have been resolved by the Commission some time ago and questioned why it has come up again before the Commission. R. Abaday would like to see that Commission issue its response and to settle this question indefinitely. Chairperson Hendricks agreed with the point.

Chairperson Hendricks pointed to the portion of the letter which offers that the Charter School Council would offer to house the GCEC operation within. She raised that in the past GDOE had provided for a similar offer and that offer was rejected for the perception of a conflict of interest. R. Abaday requested

that ED Quenga present the budget slides again excluding the administrative support to GACS and questioned why that was included in budget presentation given to the Commission. ED Quenga reminded that the direction provided at the previous meeting was to “leave no stone un-turned” and included the scenario for the Commission to receive a complete picture. Treasurer Santos clarified that the statement was made in reference to looking at alternatives to the approved spending in the FY21 budget request in which the Commission could save money. Further, that the Commission which the ED may not have been aware, had a history of discussing and unanimously disapproving of the suggestion that the two organizations collaborate.

R.Abaday moved to prepare a response letter to GACS Council that the Commission does not support and declines the offer. D. Ocampo seconds the motion. Chairperson Hendricks stated that she will prepare the letter and requests that ED Quenga provide the relevant statutes that remove GCEC from providing the administrative support. No objections. APPROVED.

VIII. EX-OFFICIO

UOG: Dr. Alicia Aguon shared that the University will conduct all classes online in the upcoming Spring semester. Dean Aguon also shared that there are potential 30 candidates for degree in Reading, 15 in Master of Art in Counseling, and 1 in Master of Art in Teaching.

IX. ANNOUNCEMENTS

X. EXECUTIVE SESSION

XI. ADJOURNMENT

Meeting adjourned at 3:39 p.m.

Motion by Vice-Chair Baza-Cruz, and seconded by Treasurer Santos. APPROVED.

Next Commission meeting will be on Monday, December 21, 2020 at 2:00PM.

**GCEC Special Meeting
Wednesday, December 16, 2020
3:00 p.m., via ZOOM**

I. CALL TO ORDER / ROLL CALL OF MEMBERS

Chairperson Hendricks called the meeting to order at 3:00 p.m., on Wednesday, December 16, 2020 via ZOOM.

Present:

Commission Members: Dr. Gayle Hendricks, Dr. Lisa Baza-Cruz, Dr. Michelle Santos, Roberta Abaday, Leeana L. Borja, Dr. Lisa Cooper-Nurse, and Domingo Ocampo III

Ex-Officio Member Present: Apolline San Nicolas (GCC)

II. APPROVAL OF AGENDA

Chairperson Hendricks requests to approve the agenda.

Motion by R. Abaday to approve changes in agenda, seconded by D. Ocampo. APPROVED.

III. NEW BUSINESS

A. GCEC Fiscal 2022 Budget Request

Chairperson Hendricks recognized ED Quenga to provide budget presentation. ED Quenga presented the prepared FY2022 Budget request, reviewing the GCEC Master File.

D. Ocampo inquired on the costs indicated for Medical and Dental. ED Quenga stated that the expense is attributed to the employee class and the span of coverage. The new position presents a medical and dental expense that anticipates the greatest burden to the GCEC.

Chairperson Hendricks asked to clarify the amount budgeted for overtime, ED Quenga clarified that the amounts reflect \$0 for overtime.

ED Quenga presented the detailed request for the operational needs of the Agency.

D. Ocampo asked if the office considered purchasing a laptop in lieu of a desktop. Certification Officer F. Camacho shared that this can be reviewed and considered.

R. Abaday inquired if the budget included software purchases. ED Quenga stated that the equipment is procured through OTECH and models are purchased with licenses included.

Chairperson Hendricks inquired what is the difference between what the Commission approved in the agency's 2021 budget request versus what is being presented. ED Quenga provided that significant change is in three categories, recruitment of a new Certification Specialist, the purchase of a new computer, and the AS400 licenses. Chairperson Hendricks inquired what the amount was. ED Quenga stated that he would need to review the Commission files but assumed that the amount was near \$70,000 more.

Treasurer Santos thanked ED Quenga for a thorough presentation and asked if the travel was always funded out of the Fees. Chairperson Hendricks responded that the agency always includes the travel expense in the budget request, but that line item has never been funded. Treasurer Santos concluded with suggesting that the line item for the desktop computer expense be amended to simply state computer.

Chairperson Hendricks inquired if there is a motion to approve.

Motion by Treasurer Santos to approve the GCEC FY2022 Budget Request as presented by ED Quenga, seconded by D. Ocampo. APPROVED.

IV. ADJOURNMENT

Meeting adjourned at 3:28 p.m.

Motion by Vice-Chair Baza-Cruz, and seconded by R. Abaday. APPROVED.

Next Commission meeting will be on Monday, December 21, 2020 at 2:00PM.