

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

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**EX-OFFICIO MEMBERS**

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GCEC Regular Meeting  
Monday, January 25, 2021  
4:00 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
  - C. December 21, 2020 – Regular 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. SOP 2021-01: Procedures for Payments for Certificates
- 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 16<sup>th</sup> 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 4<sup>th</sup>. 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. Commissioners agreed. 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 for the Commission's consideration.

ED Quenga presented four recommendations in a Corrective Action Plan. This includes: Secure 3<sup>rd</sup> 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.

Chairperson Hendricks agreed that the fees would need to be 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.

Commissioners continued their discussion about the current fee schedule and recommendations on how best to proceed. 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, the GCEC Budget Discussion will remain 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 Frederick Lane, it should be these types of activities that the fees account is used to support. Chairperson Hendricks agreed with this point.

#### VII. NEW BUSINESS

Chairperson Hendricks presented for discussion a letter from the Guam Academy Charter Schools Council to consider extending support to the Council. The Commissioners engaged in further discussion about the history of the Charter School's request and that the Commission currently does not have the capacity to afford any assistance to the Council.

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.

**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. 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.

Commissioners asked various questions regarding the ED Quenga's presentation.

Chairperson Hendricks inquired if there is a motion to approve.

**Motion by Treasurer Santos to approve the GCEC FY2022 Budget Request in the amount of \$357,257 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, seconded by R. Abaday. APPROVED.**

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

**GCEC Regular Meeting  
Monday, December 21, 2020  
2:00 p.m., via ZOOM**

**I. CALL TO ORDER / ROLL CALL OF MEMBERS**

Chairperson Hendricks called the meeting to order at 2:00 p.m., on Monday, December 21, 2020 via ZOOM.

Present:

Commission Members: Dr. Gayle Hendricks, Dr. Lisa Baza-Cruz, Dr. Michelle Santos, Roberta Abaday, Leana L. Borja,

Ex-Officio Member Present: Dr. Alicia Aguon (UOG), Apolline San Nicolas (GCC)

**Motion by R. Abaday to excuse Commissioner Domingo Ocampo's absence at the November 16, 2020 meeting, seconded by L. Borja. APPROVED**

**Motion by R. Abaday to excuse Commissioner's and Dr. Lisa Cooper-Nurse and Domingo Ocampo III from today's meeting. Seconded by L. Borja. APPROVED**

**II. APPROVAL OF AGENDA**

ED Quenga advised that the December 16<sup>th</sup> Special Meeting Minutes were available if the Commission wished to review and approve.

Treasurer Santos also requested to include Transfer of Funds item under New Business.

**Motion by Treasurer Santos to approve changes in agenda, seconded by Vice Chair Baza-Cruz. APPROVED.**

**III. APPROVAL OF MINUTES**

Treasurer Santos reminded that Commission had agreed that official minutes would reflect business items and actions of the Commission. Chairperson Hendricks requested that ED Quenga review and provide amended minutes for review at the next Commission meeting.

**Motion by R. Abaday to table the approval of minutes for the November 16<sup>th</sup>, seconded by L. Borja. APPROVED.**

**Motion by Treasurer Santos to table the approval of minutes for the December 16<sup>th</sup>, seconded by L. Borja. APPROVED.**

**Commissioner Ocampo was recognized as present after joining the meeting.**

**IV. REPORTS**

**A. TREASURER'S REPORT**

Treasurer Santos reported that \$21,000 available in the Special Account and \$16,677 available in the Fees Account. It has been revealed that DOA does not close records but Gwen from the GCEC office is working at reconciling the amounts recorded against the office records. We recently received a deposit in the amount of \$20,985 which covers February to September 2020. The balance available in the General Ledger is \$124,000.

**B. CHAIRPERSON'S REPORT**

Chairperson Hendricks has nothing new to report.

**C. EXECUTIVE DIRECTOR'S REPORT**

ED Quenga reported that since the last Regular meeting, a total of 54 certifications have been issued. Eight (8) have been issued under E.O. 2020-26 bringing the total to over 100 Temporary Teacher certifications issued under the Executive Order.

Further, the office was also presented with a plaque to GCEC in recognition of achieving the "Accountability and Transparency Award" from the AGA Guam Chapter. ED Quenga will provide additional reports under Old Business.

**D. SUBCOMMITTEES**

- a. SOP Subcommittee Chairperson R. Abaday advised that the subcommittee will meet before the end of the year. A tentative meeting is scheduled for December 30<sup>th</sup>, additional information will be provided to Commissioners for their participation.
- b. No other reports.

**V. OLD BUSINESS**

**A. EDUCATOR MISCONDUCT**

- a. No Report

**B. GCC CTE Degree**

ED Quenga advised that the Commission received copies of the presentation from GCC. ED Quenga will obtain on behalf of R. Abaday, clarification on



what programs of study are included in the degree program and the PRAXIS requirement need to be clarified.

#### C. GCEC FISCAL YEAR 2021 BUDGET

Chairperson Hendricks recognizes ED Quenga to conduct his presentation. ED Quenga provided an overview of the recap of the average revenue the Commission receives in a fiscal year to the Fees account. ED Quenga further presented the findings of a fees schedule study when comparing GCEC rates to similar education certification offices in other states and other similar licensing entities in Guam.

ED Quenga responded to various questions posed by the Commission following the presentation.

#### VI. NEW BUSINESS

##### A. Transfer of Funds

Treasurer Santos presented a case that the Commission would need to transfer funds from the General Ledger Account to the Fees Account so that the funds can be made available to support operational costs. Though the specific line items can be discussed for approval at the next Commission meeting, the total amount should be discussed and approved as the Commission's request to load into the Fees Account.

It was clarified that history has suggested that BBMR would load an amount lower than what was requested and should be considered when the Commission approves an amount to transfer.

**Commissioner Cooper-Nurse was recognized as present after joining the meeting.**

**Treasurer Santos moved to transfer \$40,000 from the General Ledger Account to the Fees Account, D. Ocampo seconds the motion. No objections. APPROVED.**

#### VII. EX-OFFICIO

UOG: Dr. Alicia Aguon shared that the University will conduct all classes online in the upcoming Spring semester.

GCC: Campus is considering to open face-to-face learning but it will be dependent on the Public Health guidelines.

VIII. ANNOUNCEMENTS

IX. EXECUTIVE SESSION

X. ADJOURNMENT

Meeting adjourned at 3:20 p.m.

**Motion by R. Abaday, and seconded by Treasurer Santos. APPROVED.**

Next Commission meeting will be on Monday, January 25, 2021 at 4:00PM.