



Shawna Indalecio <johnpaul.indalecio@cnmipss.org>

## Data Governance Work Session Recap

22 messages

Shawna E. Indalecio <johnpaul.indalecio@cnmipss.org>  
To: PSS Data Governance Committee <datagovernance@cnmipss.org>

Tue, Jul 26, 2022 at 1:40 PM

Hafa Adai DGC,

Thank you for another engaging work session today and we hope you left this session reinvigorated for your data conversations ahead and that you take away new skills, sparked ideas, and stronger connections with your committee and colleagues in the DGC.

As a recap, here are the major decisions that were made: Wednesday, July 13, 2022

1. Convene Work Session = **APPROVED**
  - a. Voting (9 yes, 0 no, 3 absent)
2. Merger of CDIs 5 & 6 = **APPROVED**
  - a. Voting (9 yes, 0 no, 3 absent)
3. Merge Similar CDIs 7 & 10 = **DISAPPROVED**
  - a. Voting (8 no, 1 yes, 3 absent)

In addition, here are the recaps for each CDI Work Group

- CDI Work Group #1:

<b>July 13, 2022 CDI Work Group #1 Progress Report to Full DGC</b>	
<b>Summary of Actions Taken so Far</b> to resolve the issue	Review Step 6 of CDI Problem Resolution Process
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	G1 will plan to meet prior to the August DGC meeting to discuss our plan for next steps.  Monitor implementation. Begin Step 7 of CDI Problem Resolution in August with CDI Group 1 and input from DGC and other stakeholders as needed.
<b>Group Leader:</b> Ferdie <b>Note Taker/Recorder:</b> Jolene Present: Celine, Ferdie, Jolene, Probio Absent: Annette	

- CDI Work Group #2:

<b>July 13, 2022 CDI Work Group #2 Progress Report to Full DGC</b>	
<b>Summary of Actions Taken so Far</b> to resolve the issue	<ul style="list-style-type: none"> <li>- met outside of DGC meeting to compare notes and resources (May 13, 2022 - Ruth, Albert, Dencio)</li> </ul>
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	<ul style="list-style-type: none"> <li>- Reviewed different sources of possible solutions.</li> <li>- Group will meet before the August DGC meeting (possibly invite non-DGC members with expertise and DGC advisers)</li> <li>- Will work on a presentation on the proposed solution.</li> <li>- Review &amp; update Monthly Progress Report</li> </ul>
<b>Group Leader:</b> <b>Note Taker/Recorder:</b> Present: Ruth Calvo & Marian Tudela Absent: Albert Camacho & Fasefulu Tigilau	

- CDI Work Group #3:

<b>July 13, 2022 CDI Work Group # 3 Progress Report to Full DGC</b>	
<b>Summary of Actions Taken so Far</b> to resolve the issue	<ul style="list-style-type: none"> <li>• Data breach plan completed, presented and approved by all key stakeholders</li> </ul>
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	<b>Develop Sensitive Data and High Impact Classification Chart.</b>
	<p>Keep the chart generalized. We can get into detail as more specific cases arise.  <i>ie) Number of people affected, sensitivity of information breached, does legal counsel or HRO need to be involved?</i></p> <p>The chart to be separate from the Data Breach Plan.</p> <p>In communication with stakeholders, include items such as "Items affected" and "User's next steps"</p> <p><b>Group 3 to meet before the next DGC. Tentative date, August 3rd, 2pm @ IT office.</b></p> <p><b>Ruth Calvo, to attend.</b></p>
<b>Group Leader:</b> Jesse Tenorio <b>Note Taker/Recorder:</b> Trini, Nora <b>DGC Advisor:</b> Jesse Tenorio Present: Nora, Louie Dean, Trini Absent: Lorraine	

**Next Steps:**

- Please complete the [closing survey](#) for the DGC work session. Your honest feedback and thoughts help us know what's working best, and where we can strengthen programming going forward.
- Recordings and materials from this session and prior ones. [Click Here](#)
- Please email [shawna.indalecio@cnmipss.org](mailto:shawna.indalecio@cnmipss.org) if you are having trouble accessing the files.

Next Work Session: Wednesday, August, 10, at Hyatt Chamolinian Room

As always, thank you for your commitment and contribution to Data Governance.



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**Shawna E. Indalecio** <johnpaul.indalecio@cnmipss.org>  
To: PSS Data Governance Committee <datagovernance@cnmipss.org>

Wed, Aug 10, 2022 at 5:20 PM

Dear DGC,

Thank you for another engaging work session today and we hope you left this session reinvigorated for your data conversations ahead and that you take away new skills, sparked ideas, and stronger connections with your committee and colleagues in the DGC.

As a recap, here are the major decisions that were made: Wednesday, August 10, 2022

1. Convene Work Session:
  - a. Present: 13 = 100%
  - b. Absent: 0
  - c. Vacant: 3
2. No adoption made on this work session

In addition, here are the recaps for each CDI Work Group

- CDI Work Group #1:

**August 10, 2022 CDI Work Group #1 Progress Report to Full DGC**

<p><b>Summary of Actions Taken so Far</b> to resolve the issue</p>	<p>Began Step 7 of CDI Problem Resolution with CDI G3 and input from DGC Advisor Annette Pladevega . We are adopting the same solution for Step 7 from CDI 3. Implementation will take a different approach.</p> <p>G1 drafted a <a href="#">Data Security Drill Proposal</a> for DGC &amp; COE approval.</p> <p>G1 Agreed Step 8 will be monitored in the school year 2022-2023, which includes: Monthly monitoring # of data breaches and informed by SIT director &amp; DGC manager on classifications, as well as meet 3x in the school year for in depth conversations.</p>
<p><b>Next Action Items:</b> What is next to be done, by whom and by which future month</p>	<p>Get comments from DGC via track changes to finalize the draft proposal. Get approval from DGC to vote on proposal in September..</p> <p>Once approved by DGC, give proposal to COE for approval.</p> <p>Implement Drill.</p> <p>Request a new CDI from DGC.</p>
<p><b>Group Leader:</b> Ferdie <b>Note Taker/Recorder:</b> Jeaniffer <b>DGC Advisor:</b> Annette Present: Celine, Ferdie, Jolene, Probio, Jeaniffer Absent: None</p>	

- CDI Work Group #2:

<b>August 10, 2022 CDI Work Group #2 - Monthly Progress Report to Full DGC</b>	
<b>Summary of Actions Taken so Far</b> to resolve the issue	<ul style="list-style-type: none"> <li>- Discussion of the Data Breach Plan that may not necessarily embed ransomware preventative measures of the District.</li> </ul>
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	<ul style="list-style-type: none"> <li>- Assessment of the District's capability to prevent ransomware on individual laptops/desktop or schools' student devices.</li> <li>- Defense-In-depth Solutions - (Ruth can explain)</li> <li>- PSS should be concern about the Continuation of Data Services</li> <li>- PSS should be doubly concern about the Disaster Recovery Plan</li> </ul> <p><b>Full day Meeting: August 23, 2022</b> (all invited - bring lunch)</p> <p><b>For September Meeting:</b></p> <ul style="list-style-type: none"> <li>- present proposed solution for CDI #2</li> <li>- walk-thru of Ransomware Incident Response Plan</li> </ul>
<p><b>Group Leader:</b></p> <p><b>Note Taker/Recorder:</b> Marian &amp; Albert</p> <p>Present: Ruth, Albert, Fasefulu &amp; Marian</p> <p>Absent: None.</p>	
<p><b>CDI # 2</b> We do not have a plan for protecting the continuity of data services (e.g., insurance?) if PSS is affected by ransomware, holding our data hostage (Linked to SLDS DS&amp;P Question # 8.5)</p>	
<p><b>SLDS Data Security &amp; Privacy Question # 8.5</b></p> <p>Have policies and procedures been established to ensure the continuity of data services in an event of a data breach, loss, or other disaster (this includes a disaster recovery plan)? Provide evidence to support your response.</p>	
<p><b>PSS Response</b></p>	

PSS has a Draft Data Breach Plan that contains a systematic process for responding to reported data security Incidents and Breaches <https://tinyurl.com/4m7ze6n8>

The purpose is for PSS to have a robust and systematic process for responding to reported data security Incidents and breaches. This policy is designed to standardize PSS' response to any reported Breach or Incident, and ensure that they are appropriately logged and managed in accordance with best practice guidelines. Standardized processes and procedures help to ensure PSS can act responsibly, respond effectively, and protect its information assets to the extent possible.

PSS needs to submit its Draft Data Breach Plan for review and approval by DG Comm, Legal Counsel, KM, COE and to the Board for review and adoption.

- CDI Work Group #3:

**August 10, 2022 CDI Work Group #3 Progress Report to Full DGC**

<p><b>Summary of Actions Taken so Far</b> to resolve the issue</p>	<ul style="list-style-type: none"> <li>• CDI Group 1 recommends that we keep the two CDIs separate; the communication solution is completed- as evidenced in "Notification and Incident Communications Section" the <a href="#">Data Breach Plan</a>, implementation, and monitoring is different from CDI 1. Communication plan (solution) can be further refined to include sample communications to different stakeholders, modes of communication (website, email).</li> <li>• Measures for Monitoring:             <ul style="list-style-type: none"> <li>◦ Data Breach Report (include communication component)</li> </ul> </li> <li>• Modes of communication: E-Mail, broadcast, website, press release</li> <li>• Communication Tool Kit (Shared drive?, not to host sensitive information):             <ul style="list-style-type: none"> <li>◦ Hosts the templates for different stakeholders: PSS Staff, Families, Community, Vendors</li> <li>◦ Put resources: FERPA training, phishing, etc.</li> </ul> </li> <li>• Recommendation for DGC: To adopt the <b>Notification and Incident Communications</b> protocol approved in the CNMI PSS Data Breach Plan as the solution for CDI #3.</li> </ul>
<p><b>Next Action Items:</b> What is next to be done, by whom and by which future month</p>	<p>-Work group to meet on <b>September 7 @ 2:00pm</b> to further work on Communications Toolkit to include: message templates and additional resources (securing email, responding to phishing).</p>

	<p>Hosts the templates for different stakeholders: PSS Staff-Trini, Families-Lorraine, Community-Nora, Vendors-Louie Dean</p>
<p><b>Group Leader:</b> Nora    <b>Note Taker/Recorder:</b>  Present: Nora, Louie Dean, Trini, Lorraine  Absent:</p>	

**Next Steps:**

- Please complete the [closing survey](#) for the DGC work session. Your honest feedback and thoughts help us know what's working best, and where we can strengthen programming going forward.
- Recordings and materials from [this session are](#) .
- Please email [shawna.indalecio@cnmipss.org](mailto:shawna.indalecio@cnmipss.org) if you are having trouble accessing the files.

Next Work Session: Wednesday, September 07, at Hyatt Chamolinian Room

*Si Yu'us Ma'ase,*

**Shawna Evangelista Indalecio**

*Project Specialist*  
State Longitudinal Data System  
CNMI Public School System  
Tel: 670-256-5310

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**Lorraine Catienza** <lorraine.catienza@cnmipss.org>  
To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>

Thu, Aug 11, 2022 at 8:23 AM

Thank you so much, Shawna! Eval has been completed.

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**Lorraine R. Catienza**  
**Program Manager**  
Office of Instructional Technology & Distance Education  
Office of Student & Support Services  
CNMI Public School System  
PO BOX 501370, Saipan, MP 96950  
Contact Number: 1-670-483-1925

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**Nora Fujihira** <nora.fujihira@cnmipss.org>  
To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>  
Cc: PSS Data Governance Committee <datagovernance@cnmipss.org>

Thu, Aug 11, 2022 at 8:24 AM

Thank you Shawna!

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**Jolene Sablan** <jolene.sablan@cnmipss.org>  
To: Shawna Indalecio <shawna.indalecio@cnmipss.org>

Thu, Aug 11, 2022 at 10:04 AM

Thank you for the recap, Shawna!

*Kind regards,*



**Jolene Sablan** | Family Services Manager  
| CNMI PSS | Head Start/Early Head Start Program  
| **phone:** (670) 664-3761  
| **email:** jolene.sablan@cnmipss.org  
| **website:** www.cnmipss.org



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 Create your own [Signature](#)

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**Shawna E. Indalecio** <johnpaul.indalecio@cnmipss.org>  
To: PSS Data Governance Committee <datagovernance@cnmipss.org>

Wed, Sep 14, 2022 at 2:06 PM

Dear DGC,

Thank you for another engaging work session today and we hope you left this session reinvigorated for your data conversations ahead and that you take away new skills, sparked ideas, and stronger connections with your committee and colleagues in the DGC.

As a recap, here are the major decisions that were made: Wednesday, September 14, 2022

1. Convene Work Session:
  - a. Present: 14 = 88%
  - b. Absent: 2
  - c. Vacant: 1
2. Action Adopted:
  1. CDI#2 Data Breach  
Yes Votes: 14 =88%  
No Votes: 0
  2. CDI#1 Continuity Plan Ransomware  
Yes Votes: 14 =88%  
No Votes: 0
  3. CDI#1 Data Breach Drill  
Yes Votes: 14 =88%  
No Votes: 0
  4. Merged Wording CDI G5 & G6  
Yes Votes: 14 =88%  
No Votes: 0

In addition, here are the recaps for each CDI Work Group

CDI#1



**SEPT 14, 2022 – CDI Work Group #1 Progress Report to Full DGC**

<p><b>Summary of Actions Taken so Far</b> to resolve the issue</p>	<p>G1 Agreed to Implement Drill in collaboration with SIT Director and CISA.</p> <p>Step 8 will be monitored in the school year 2022-2023, which includes: Monthly monitoring # of data breaches and informed by SIT director &amp; DGC manager on classifications, as well as meet 3x in the school year for in depth conversations.</p> <p>Get <a href="#">DGC vote</a> on the <a href="#">Data Breach Drill proposal</a> on September 14, 2022.</p>
<p><b>Next Action Items:</b> What is next to be done, by whom and by which future month</p>	<p>SIT Director and CISA implements Data BreachDrill.</p> <p>Request a new CDI from DGC.</p>
<p><b>Group Leader:</b> Ferdie  <b>Note Taker/Recorder:</b> Jeaniffer  <b>DGC Advisor:</b> Annette, Jesse  Present: Ferdie, Jolene, Probio, Jeaniffer  Absent: None</p>	

**CDI#2 (Please update you Porgress Report)**

**I September 14, 2022 – CDI Work Group #2 Progress Report to Full DGC**

<p><b>Summary of Actions Taken so Far</b> to resolve the issue</p>	
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<p><b>Next Action Items:</b> What is next to be done, by whom and by which future month</p>	
<p><b>Leader:</b>  <b>Recorder:</b>  <b>DGC Advisor:</b>  <b>Present:</b>  <b>Absent:</b></p>	

**CDI#3**

**SEPT 14, 2022 – CDI Work Group #3 Progress Report to Full DGC**

<p><b>Summary of Actions Taken so Far</b> to resolve the issue</p>	<ul style="list-style-type: none"> <li>• Recommendation for DGC: To adopt the <a href="#">Data Breach Communication w/Stakeholders Template</a> <ul style="list-style-type: none"> <li>◦ Sample Data Breach Message: <a href="#">Pearson (Phoenix School District)</a></li> </ul> </li> <li>• The Communications tool kit will be developed and disseminated to responsible PSS staff. <ul style="list-style-type: none"> <li>◦ Proposed to have this toolkit on the PSS website</li> </ul> </li> <li>• Discussion/brainstorming resources for The Communications tool kit: <ul style="list-style-type: none"> <li>• Topics include: Password tips (safely storing passwords, creating strong passwords, password habits), Phishing, Social Media Safety, Data Attacks, Cyber attack, malware attack, etc.</li> <li>• Jesse, IT Director: currently working on cyber hygiene tips. Provide monthly cybersecurity information updates/sharing</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• CDI #1 discussed with our group: the Data Security Drill Proposal. After this drill, CDI #3 and CDI #1 will work collaboratively to review the summary report of the drill. Assess section 7. Implement solution &amp; section 8. Assess Efficacy of Solution and Adjust</li> </ul>
<p><b>Next Action Items:</b> What is next to be done, by whom and by which future month</p>	<p>Work on the following resource:</p> <ul style="list-style-type: none"> <li>• Password tips (safely storing passwords, creating strong passwords, password habits)</li> <li>• Phishing</li> <li>• Template to create infographics on Data Hygiene: <a href="#">Data Hygiene optional template</a></li> </ul> <p>Propose to start a new CDI</p>
<p><b>Leader:</b> Nora  <b>Recorder:</b>  <b>DGC Advisor:</b>  <b>Present:</b> Nora, Lorraine, Joshia, Louie Dean, Trini, Riya  <b>Absent:</b></p>	

**Next Steps:**

- Please complete the [closing survey](#) for the DGC work session. Your honest feedback and thoughts help us know what's working best, and where we can strengthen programming going forward.
- Recordings and materials from [this session are](#) .
- Please email [shawna.indalecio@cnmipss.org](mailto:shawna.indalecio@cnmipss.org) if you are having trouble accessing the files.

As usual, I thank you for your commitment and contribution to the Data Governance.

Shawna

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**Ferdinand Ngirmekur** <ferdinand.ngirmekur@cnmipss.org>  
 To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>  
 Cc: PSS Data Governance Committee <datagovernance@cnmipss.org>

Wed, Sep 14, 2022 at 2:37 PM

thank you

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**Ferdy Ngirmekur**  
 CNMI Public School System- IT  
 P.O. Box 501370  
 Saipan, MP 96950  
 e-mail: [ferdinand.ngirmekur@cnmipss.org](mailto:ferdinand.ngirmekur@cnmipss.org)

**Annette Pladevega** <annette.pladevega@cnmipss.org>  
 To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>  
 Cc: PSS Data Governance Committee <datagovernance@cnmipss.org>

Wed, Sep 14, 2022 at 2:43 PM

Thank you, and don't forget to complete the [closing survey](#)!

**Annette Pladevega Sablan**  
 Project Director  
 State Longitudinal Data System, CNMI Public School System  
[www.cnmipss.org](http://www.cnmipss.org) | Pronouns: she/her/hers

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**Nora Fujihira** <nora.fujihira@cnmipss.org>

Thu, Sep 15, 2022 at 8:33 AM

To: Annette Pladevega <annette.pladevega@cnmipss.org>

Cc: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>, PSS Data Governance Committee <datagovernance@cnmipss.org>

Thank you!

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**Jeaniffer Cubangbang** <jeaniffer.cubangbang@cnmipss.org>

Fri, Sep 16, 2022 at 11:05 AM

To: Annette Pladevega <annette.pladevega@cnmipss.org>, "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>

Cc: PSS Data Governance Committee <datagovernance@cnmipss.org>

I haven't filled out the closing survey for September 14 yet but Google forms says I did. I did so for August. Perhaps settings are toggled on "Limit to 1 response" and needs to be toggled off.

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In partnership with you,

**Jeaniffer H. Cubangbang**

*SLDS Technical Manager*

State Longitudinal Data System, CNMI Public School System

[www.cnmipss.org](http://www.cnmipss.org)

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**Shawna E. Indalecio** <johnpaul.indalecio@cnmipss.org>

Fri, Sep 16, 2022 at 2:13 PM

To: Jeaniffer Cubangbang <jeaniffer.cubangbang@cnmipss.org>

Cc: Annette Pladevega <annette.pladevega@cnmipss.org>, PSS Data Governance Committee <datagovernance@cnmipss.org>

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**Annette Pladevega** <annette.pladevega@cnmipss.org>

Wed, Sep 21, 2022 at 1:21 PM

To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>

Please make sure you reread the email before sending it. This says the work session was "today" but your email was actually sent 2 weeks after the DGC work session.

Thanks.

**Annette Pladevega Sablan**

*Project Director*

State Longitudinal Data System, CNMI Public School System

[www.cnmipss.org](http://www.cnmipss.org) | Pronouns: she/her/hers

On Tue, Jul 26, 2022 at 1:40 PM Shawna E. Indalecio <johnpaul.indalecio@cnmipss.org> wrote:

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**Annette Pladevega** <annette.pladevega@cnmipss.org>

Wed, Sep 21, 2022 at 1:24 PM

To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>

You will need to include more descriptions in the approved actions - I don't know what these mean. Also, I am trying to find the merged wording, but it should be in this recap email. DO you have it on file?

**Annette Pladevega Sablan**

*Project Director*

State Longitudinal Data System, CNMI Public School System

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**Annette Pladevega** <annette.pladevega@cnmipss.org>  
To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>

Wed, Sep 21, 2022 at 1:26 PM

Here it is:

Exposure of PII or Sensitive Data - There are no guidelines to prevent exposure of PII or sensitive data, nor are there employee consequences in the event of a disclosure

**Annette Pladevega Sablan**

*Project Director*

State Longitudinal Data System, CNMI Public School System

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**Shawna E. Indalecio** <johnpaul.indalecio@cnmipss.org>  
To: PSS Data Governance Committee <datagovernance@cnmipss.org>

Wed, Oct 12, 2022 at 2:51 PM

Dear DGC,

Thank you for another engaging work session today. We hope you left this session reinvigorated for your data conversations ahead and that you take away new skills, sparked ideas, and stronger connections with your committee and colleagues in the DGC.

As a recap, here are the major decisions that were made: Wednesday, October 12, 2022

1. Convene Work Session:
  - a. Present: 15 = 94%
  - b. Absent: 1
  - c. Vacant: 0
2. No adoption was made on this day.
  - Next Steps:
    - Please complete the [closing survey](#) for the DGC work session. Your honest feedback and thoughts help us know what's working best, and where we can strengthen programming going forward.
    - Recordings and materials from [this session are](#) .
    - Please email [shawna.indalecio@cnmipss.org](mailto:shawna.indalecio@cnmipss.org) if you are having trouble accessing the files.

In addition, here are the recaps for each CDI Work Group

CDI#1 need to update

<b>OCT 12, 2022 – CDI Work Group #1 Progress Report to Full DGC</b>	
<b>Summary of Actions Taken so Far</b> to resolve the issue	
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	
<b>Group 1 Leader:</b> <b>Note Taker/Recorder:</b> <b>DGC Advisor:</b> <b>Present:</b> <b>Absent:</b> None	

CD#2

<b>October 12, 2022 – CDI Work Group #2 Progress Report to Full DGC</b>	
<b>Summary of Actions Taken so Far</b> to resolve the issue	<ul style="list-style-type: none"> <li>- refined flowchart</li> <li>- planned next steps (see below)</li> </ul>
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	<p>10/12 - CDI group 2 will meet before next DGC meeting to draft rollout plan - include: meeting with stewards, put together resource folder with locked shared documents, print out approved posters (need budget),</p> <p>10/12 By Oct 20, a Simulated Ransomware Attack to a Laptop will be completed by Al Camacho for demonstration at the next DGC on Nov 9 and afterwards to KM and COE.</p> <p>10/12 By Oct 20, a Digital Poster will be completed by Ruth Calvo showing the Ransomware Flowchart and presented at the next DGC on Nov 9 and afterwards to KM and COE.</p> <p>10/12 - Presentation will be at 10:30 am November 9, 2022</p> <p>10/12 - Next meeting October 20, 2022 (Thursday)</p>
<b>Leader:</b> Ruth Calvo <b>Recorder:</b> <b>DGC Advisor:</b> George Palican <b>Present:</b> Albert Camacho , Fasefulu Tigilau, Ruth Calvo, Michael Babauta, Amy Blanco, Marian Tudela <b>Absent:</b> None	

CDI#3 - Need to update

<b>OCT 12, 2022 – CDI Work Group #3 Progress Report to Full DGC</b>	
<b>Summary of Actions Taken so Far</b> to resolve the issue	
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	
<b>Leader:</b> <b>Recorder:</b> <b>DGC Advisor:</b> <b>Present:</b> <b>Absent:</b>	

As usual, I thank you for your commitment and contribution to Data Governance.

Si Yu'us Ma'ase,

**Shawna Evangelista Indalecio**  
*Project Specialist*  
**State Longitudinal Data System, CNMI Public School System**

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Nora Fujihira <nora.fujihira@cnmipss.org>  
To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>

Thu, Oct 13, 2022 at 8:16 AM

Thanks Shawna! Have a great day

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Shawna E. Indalecio <johnpaul.indalecio@cnmipss.org>  
To: PSS Data Governance Committee <datagovernance@cnmipss.org>

Thu, Oct 13, 2022 at 8:34 AM

Hello DGC,

I wanted to make a correction on the CDIs worked on yesterday's work session.

Group 1 worked on CDI#4

CDI # 4 Critical Data Issues Guiding Questions and Notes Template

Description of Critical Data Issue:	CDI #4: We do not have a process for securing physical data files in the case of a disaster - like a typhoon. (Linked to SLDS Data Security & Privacy Question # 8.5)
CDI Work Group Members	1/25/22 Annette and <a href="#">George Palican</a> 10/12/22 DGC Group consists of Ferdire, Probio, Jeaniffer, Jolene
CDI Work Group Meeting Dates	Test Simulation done on 1/25/22 On 10/12/22 Group 1 took CDI #4

**Monthly Progress Report:**

	Summary of Actions Taken so Far to resolve the issue	Next Action Items: What is next to be done, by whom and by which future month
Date: 10/12/2022 Group Leader: Probio Recorder: Jeaniffer Other Members Present: Annette (DGC Adviser) Probio, Jeaniffer, Ferdie, Jolene Members Absent: Celine (approved leave)	Our group would like to communicate with schools and programs on our solution/process: <ul style="list-style-type: none"> <li>• Make digital copies of your documents through scanning, and store these files on an external solution such as a hard drive, flash drive, NAS/Synology or cloud storage file.</li> <li>• Store digital copies or NAS of your documents offsite in case of physical damage to your office/school..</li> <li>• Invest in weather and fire resistant cabinets for on-site documents.</li> <li>• Ensure that your most valuable files are stored in multiple secure locations, and backed up regularly (recommend quarterly).</li> </ul>	Schools and programs: <ul style="list-style-type: none"> <li>• Find weather proof storage and location</li> <li>• Use synology which has already been installed by SIT.</li> </ul>

Group 3 worked on CDI#12

**CDI Work Group #12 – Monthly Progress Report to Resolve CDI #12**

<p><b>CDI #12</b> Description of Critical Data Issue</p>	<p><b>Student Record Retention</b> The CNMI PSS Policy Rules and Regulations does not specify how long student records should be retained.</p> <ol style="list-style-type: none"> <li>1. How long do we retain electronic student records?</li> <li>2. Will the record retention plan depend on the type of education record? For example, online course progression, final grades, disciplinary records, health records, etc.</li> </ol>
<p>Link to SLDS Data Security &amp; Privacy Questions (if applicable)</p>	

**Monthly Progress Report:**

	<p><b>Summary of Actions Taken so Far</b> to resolve the issue</p>	<p><b>Next Action Items:</b> What is next to be done, by whom and by which future month</p>
<p><b>Date:</b> October 12, 2022</p> <p><b>Group Leader:</b> Nora Fujihira</p> <p><b>Recorder:</b></p> <p><b>Other Members Present:</b> Riya Nathrani Louie Dean Bautista Josiah Kyonka Trini Macduff Jesse Tenorio</p> <p><b>Members Absent:</b></p>	<ul style="list-style-type: none"> <li>• Completed the “identifying Critical Data Issues” document</li> <li>• Review current PSS Policy Rules and Regulations to determine what policy is in place</li> <li>• Research and gather resources on Student Record Retention (FERPA, PSS programs, etc)</li> <li>• Email sent to Dept/Programs leads on existing policies and/or SOPs on record retention (response by Oct. 21)</li> </ul>	<ul style="list-style-type: none"> <li>• In November’s DGC Meeting: Organize SOPs/policies provided by department</li> </ul>
<p>Date:</p> <p>Group Leader:</p> <p>Recorder:</p> <p>Other Members Present:</p> <p>Members Absent:</p>		

Have a great day.

Si Yu'us Ma'ase,

**Shawna Evangelista Indalecio**  
*Project Specialist*  
**State Longitudinal Data System, CNMI Public School System**  
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**Amy Blanco** <amy.blanco@cnmipss.org>  
 To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>

Thu, Oct 13, 2022 at 8:35 AM

Thanks.

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**Amy Bohman Blanco**  
 EL/ELL Program Manager  
 Office of Curriculum and Instruction  
 CNMI Public School System  
 Office no.670-322-3506

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**Shawna E. Indalecio** <johnpaul.indalecio@cnmipss.org>  
To: PSS Data Governance Committee <datagovernance@cnmipss.org>

Thu, Dec 15, 2022 at 9:22 AM

Dear DGC,

Thank you for another engaging work session yesterday. We hope you left the session reinvigorated for your data conversations and that you took away new skills, sparked ideas, and strengthened connections with your committee and colleagues in the DGC.

As a recap, here are the major decisions that were made: Wednesday, December 14, 2022

1. Convene Work Session:

- a. Present: 10 = 63%
- b. Absent: 6
- c. Vacant: 0

2. No adoption was made on this day.

• Next Steps:

- Please complete the [closing survey](#) for the DGC work session. Your honest feedback and thoughts help us know what's working best, and where we can strengthen programming going forward.
- Recordings and materials from past and present sessions [Click here](#).
- Please email [shawna.indalecio@cnmipss.org](mailto:shawna.indalecio@cnmipss.org) if you are having trouble accessing the files.

In addition, here are the recaps for each CDI Work Group

Work Group #1

Date: December 14, 2022

Group Leader: Probio

Recorder: Jeaniffer

Other Members Present: Probio, Celine, Jeaniffer, Ferdy

Members Absent: Jolene

- PSS Legal Counsel were reached out to by Probio. As per Part 900 - Other Requirements and § 60-20-905 Retention of Records/Audit, physical or electronic files to be retained for 5 years minimum.
- Data gathering: school keep their cumulative files but no set storage
- Agreed files should be stored by the classification as created in the [Data Breach Plan](#)

- [Securing Physical Data Acti...](#) proposal/executive summary was created to eventually share with DGC and legal counsel. In the process of completing then work with Group 3.

Work Group #2



## December 14, 2022 – CDI Work Group #2 Progress Report to Full DGC

<b>Summary of Actions Taken so Far</b> to resolve the issue	<ul style="list-style-type: none"><li>- discussed how to go about creating the resource for identified groups (young students, parents, non-technical persons)</li><li>- discussed plan for rollout (send out link to USDOE by email; website - broadcast - when posters get rolled out)</li><li>- discussed plan for controlled simulation/walkthrough</li><li>- discussed moving on to new CDI in January</li></ul>
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	<ul style="list-style-type: none"><li>- New resource for identified groups will be created and shared to group before January DGC meeting</li><li>- Once approved, will be presented to KM</li><li>- Once approved, all posters will be rolled out with communications regarding video</li><li>- Testing phase will be rolled out</li><li>- Success rate will be reported to DGC</li></ul>
<b>Leader:</b> Ruth Calvo <b>Recorder:</b> <b>DGC Advisor:</b> George Palican <b>Present:</b> Ruth Calvo, Albert Camacho, Michael Jason A. Babauta <b>Absent:</b> Fasefulu Tigilau (Official TA), Amy Blanco, Marian Tudela (Official TA)	

### Work Group #3

Date: December 14	<ul style="list-style-type: none"><li>• Members present researched and gathered information on the different records that PSS collects and retains; identify retention periods as required, and cite any and all federal and local laws, policies, and regulations for specific records to complete the “Retention Schedule for Records of Public School Districts” document</li><li>• <a href="#">CNMI PSS Data Current Data Retent...</a></li><li>• <a href="#">SPED Destruction of information.docx (DESTRUCTION OF INFORMATION 34 CFR §300.624)</a></li></ul>	<ul style="list-style-type: none"><li>• Continue review of “Retention Schedule for Records of Public School Districts” for Texas to determine retention period based on federal/local laws and other regulations. Determine destruction period for physical vs. electronic records.</li><li>• Based on the CNMI PSS’s registration process (and other processes), determine which files/docs are to be classified as permanent files and the retention period for the remaining requirements.</li></ul>
Group Leader: Nora Fujihira Recorder:		
Other Members Present: Trini Macduff Louie Dean Bautista		
Members Absent: Riya Nathrani Josiah Kyonka		

Once again, thank you for your commitment and contribution to the Data Governance.

Happy Holidays,

**Shawna Evangelista Indalecio**  
*Project Specialist*  
**State Longitudinal Data System, CNMI Public School System**  
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**Shawna E. Indalecio** <johnpaul.indalecio@cnmipss.org>  
To: PSS Data Governance Committee <datagovernance@cnmipss.org>

Thu, Jan 12, 2023 at 4:09 PM

Dear DGC,

Thank you for another engaging work session yesterday. We hope you left the session reinvigorated for your data conversations and that you took away new skills, sparked ideas, and strengthened connections with your committee and colleagues in the DGC.

As a recap, here are the major decisions that were made: Wednesday, January 11, 2023

1. Convene Work Session:

- a. Present: 10 = 63%
- b. Absent: 6
- c. Vacant: 0

2. No adoption was made on this day.

• Next Steps:

- Please complete the [closing survey](#) for the DGC work session. Your honest feedback and thoughts help us know what's working best, and where we can strengthen programming going forward.
- Recordings and materials from past and present sessions [Click here](#).
- Please email [shawna.indalecio@cnmipss.org](mailto:shawna.indalecio@cnmipss.org) if you are having trouble accessing the files.

In addition, here are the recaps for each CDI Work Group

CDI#2

January 11, 2023 – CDI Work Group #2 Progress Report to Full DGC	
<b>Summary of Actions Taken so Far</b> to resolve the issue	<input type="checkbox"/> CDI #2 - Roll Out is still pending - Discussed options for testing <input type="checkbox"/> Started discussion on adopting new CDI <input type="checkbox"/> Group 2 will adopt CDI #8
<b>Next Action Items:</b> What is next to be done, by whom and by which future month	<input type="checkbox"/> Review the new CDI <input type="checkbox"/> Determine what are the steps needed to take to resolve the CDI <input type="checkbox"/> Next meeting: February 2, 2023 <input type="checkbox"/> A task has been assigned to complete for the this meeting
<b>Leader:</b> Ruth Calvo <b>Recorder:</b> <b>DGC Advisor:</b> George Palican <b>Present:</b> Ruth Calvo, Albert Camacho, Michael Jason A. Babauta <b>Absent:</b> Fasefulu Tigilau (Sick Leave), Amy Blanco, Marian Tudela (ARPA Meeting)	

CDI# 12

<p>Date: January 11</p> <p>Group Leader: Nora Fujihira Recorder:</p> <p>Other Members Present: Louie Dean Bautista Josiah Kyonka</p> <p>Members Absent: Trini Mcduff (ex: attending another PSS meeting) Riya Nathrani</p>	<ul style="list-style-type: none"> <li>Members present reviewed, discussed and updated the “State Retention Schedule for Records of Public School Districts” Texas sample template for the CNMI PSS to adopt</li> <li><a href="#">CNMI PSS Data Current Data Retent...</a></li> <li><a href="#">CDI 12 Texas Example</a></li> <li>Added some notes on the guiding questions in section 3 and 4 of the CDI Resolution document.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to update the “Retention Schedule for Records of Public School Districts” worksheet.</li> <li>Reach out and gather more information from the vari c</li> <li><a href="#">CNMI PSS Data Current Data Rete...</a>ous offices to determine if they have any specific retention policy for their office.</li> </ul>
<p>Date:</p> <p>Group Leader: Recorder:</p> <p>Other Members Present:</p> <p>Members Absent:</p>		
<p>Date:</p> <p>Group Leader: Recorder:</p> <p>Other Members Present:</p> <p>Members Absent:</p>		

**CDI#4**

	<b>Summary of Actions Taken so Far</b> to resolve the issue	<b>Next Action Items:</b> What is next to be done, by whom and by which future month
<p>Date: January 11, 2023</p> <p>Group Leader: Probio</p> <p>Recorder: Celine</p> <p>Other Members Present: Probio, Celine, Jeaniffer, Ferdy</p> <p>Members Absent: Jolene</p>	<ul style="list-style-type: none"> <li>Took into considerations comments made by the full DGC on 12/14/22 on <a href="#">Securing Physical Data Actions S...</a></li> <li>Met with group 3 regarding their retention and proposed policies.</li> <li>Draft was edited and will <a href="#">share</a> with the full DGC, then KM, then BOE.</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Securing Physical Data Acti...</a> proposal/executive summary was edited. In the process of completing then work with Group 3 when they reach Step #6 of their CDI.</li> <li>Create a survey for programs/schools regarding their current storage situation (Reference: Survey DOC)</li> </ul>

As usual, I thank you for your commitment and contribution to Data Governance.

Si Yu'us Ma'ase,

**Shawna Evangelista Indalecio**  
*Project Specialist*  
**State Longitudinal Data System, CNMI Public School System**  
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**Nora Fujihira** <nora.fujihira@cnmipss.org>  
To: "Shawna E. Indalecio" <johnpaul.indalecio@cnmipss.org>  
Cc: PSS Data Governance Committee <datagovernance@cnmipss.org>

Thu, Jan 12, 2023 at 4:18 PM

Thanks Shawna!  
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**Shawna E. Indalecio** <johnpaul.indalecio@cnmipss.org>  
To: Nora Fujihira <nora.fujihira@cnmipss.org>  
Cc: PSS Data Governance Committee <datagovernance@cnmipss.org>

Wed, Mar 8, 2023 at 8:57 PM

Dear DGC,

Thank you for another engaging work session today. We hope you left the session reinvigorated for your data conversations and that you took away new skills, sparked ideas, and strengthened connections with your committee and colleagues in the DGC.

As a recap, here are the major decisions that were made: Wednesday, March 08, 2023

1. Convene Work Session:

- a. Present: 10 = 71%
- b. Absent: 4
- c. Vacant: 2: Removal of Marian Tudela and Amy Blanco

- 2. 9 present voting members voted to adopt 3 New CDIs: CDI 13 - Records & Data Destruction, CDI 14 - Data Request & CDI 15 - FERPA Compliance and Consequences.
- 3. 9 present voting members voted to adopt the removal of CDI 7 - SPED Data is inconsistent.
- 4. 9 present voting members voted to adopt the removal of CDI 9 - Data Entry for SOPs for Teachers.
- 5. 9 present voting members voted to adopt the removal of CDI 10 - ELL Data is inconsistent.
- 6. 9 present voting members voted to adopt the removal of CDI 11 - FERPA Statement in Job Vacancies
- 7. Next Steps:

- Please complete the [closing survey](#) for the DGC work session. Your honest feedback and thoughts help us know what's working best, and where we can strengthen programming going forward.
- Recordings and materials from past and present sessions [Click here](#).
- Please email [shawna.indalecio@cnmipss.org](mailto:shawna.indalecio@cnmipss.org) if you are having trouble accessing the files.

In addition, here are the recaps for each CDI Work Group

CDI 1

	Summary of Actions Taken so Far to resolve the issue	Next Action Items: What is next to be done, by whom and by which future month
Date: March 8, 2023 Group Leader: Probio Recorder: Jeaniffer Other Members Present: Probio, Jeaniffer, Jolene Members Absent: Celine, Ferdy	<ul style="list-style-type: none"><li>• Surveyed and reviewed the School Physical Data Storage situation. 12 of 20 Schools submitted the survey. <a href="#">School_PhysicalDataFileSurvey.d...</a></li><li>• Completed our solution to <a href="#">Securing Physical Data Solution</a></li></ul>	<ul style="list-style-type: none"><li>• Refer out to DGC that destruction of files should be another CDI</li><li>• District or Schools Look into <a href="#">National Student Clearinghouse</a> for their transcripts/diplomas</li></ul>

CDI 2

**March 8, 2023 – CDI Work Group #2 Progress Report to Full DGC**

CDI #2: We do not have a plan for protecting continuity of data services if PSS is affected by ransomware, holding our data hostage (Linked to DS&P # 8.5)

CDI #8: “We have not documented the user access levels for each data system in PSS. (Linked to DS&P Question # 7.2)”

**Summary of Actions Taken so Far** to resolve the issue

- Present at the meeting: Ruth, Micheal, and George**
- AGENDA** for FEBRUARY 16
  - CDI 8 - Determine which department will handle the user access level document regarding programs.
  - CDI 2 Test Planning still on going.
  - CDI 2 Kid-Friendly Poster is still a work in progress.

**Next Action Items:** What is next to be done, by whom and by which future month

- Review the new CDI 8
- Determine what are the steps needed to take to resolve the CDI
- Mr. T provided a sample Renaissance user access level form which will help with providing what information is needed from each of the programs.
- Next meeting : March 16, 2023 same location @2:30pm
  - A task has been assigned to complete for this meeting - Please create a draft table of a program/system that you manage that uses User Access Levels. Include roles and Permissions. **CDI 8 TASK**
- Review CDI 2 Kids Friendly poster - Team will decide if the poster should be for middle school and High School.
- Review CDI 2 Kids Friendly poster - For K-5 will have to determine if a poster or a youtube video clip that students can watch before they use the school devices. Below are some samples of kids friendly posters and videos we found during our research.

**Leader:** Ruth Calvo  
**Recorder:**  
**DGC Advisor:** Dr. Annette Pladevega-Sablan  
**Present:** Albert Camacho, Michael Jason A. Babauta, Fasefulu Tigilau  
**Absent:** Ruth Calvo  
**No Longer a member:** Marian Tudela

**CDI 3**

<p>Date: March 8, 2023</p> <p>Group Leader: Dr Pladevega Recorder:</p> <p>Other Members Present: Josiah Kyonka, Riya Nathrani, Louie Dean Bautista, Trini Macduff</p> <p>Members Absent: Nora Fujihira</p>	<ul style="list-style-type: none"> <li>• Members present reviewed, discussed and updated the <a href="#">Guidelines on Retention of Records.d...</a> with the intention of sharing this document with Key Management to gather critical stakeholder feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with CDI Group #4 on March 22, 2023 to collaborate and discuss overlapping topics between our CDIs</li> <li>• Prepare to present the “Guidelines on Retention Records” document to Key Management to gain critical feedback – not to present a proposed final product.</li> </ul>
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As usual, I thank you for your commitment and contribution to Data Governance.

Si Yu'us Ma'ase,

**Shawna Evangelista Indalecio**  
*Project Specialist*  
**State Longitudinal Data System, CNMI Public School System**  
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