

**18TH CNMI STATE BOARD OF EDUCATION
SPECIAL BOARD MEETING
Friday, December 13, 2024, at 9:00 a.m.
Board of Education Conference Room
Building 1241, Capitol Hill, Saipan
via Zoom (see link below)¹**

Agenda

PRELIMINARY MATTERS

The meeting was called to order at 9:02 a.m.

ROLL CALL

Members Present:

Antonio L. Borja	Daniel O. Quitugua
Gregory P. Borja	Dora B. Miura
Andrew L. Orsini	Ronald E. Snyder
Maisie B. Tenorio	Vinnie Q. Sablan

Eight (8) members were present, and a quorum was established.

PSS/BOE Staff Present:

Lawrence F. Camacho, EdD – Commissioner of Education (COE)
Eric Magofna – Associate Commissioner of Administrative Services (ACAS)
Jacqueline Che – Federal Programs Officer (FPO)
Arlene Lizama – Director of Finance (DOF)
Lucretia Deleon Guerrero – Director, Human Resource Office (HRO)
Lathania Angui – Director, Head Start/Early Head Start Program (HS/EHS)
Donna Flores – Director, Special Education Program (SPED)
Yvonne Pangelinan – Senior Director, Office of Accountability, Research, & Evaluation (ARE)
Brandon Nicholas – Acting Director, Office of Student & Support Services (SSS)
Liela Yumul – Director, Family Engagement and Community Involvement (FECl)
Asapmar Ogumoro – Acting Director, Office of Curriculum & Instruction (OCI)
Kevin DeTorre – Acting Director, Instructional Technology & Distance Education (IT&DE)
Michael Ernest, Esq. – PSS Legal Counsel
Tiberius Mocanu, Esq. – BOE Legal Counsel (Virtual)

¹ Join Zoom Meeting

<https://zoom.us/j/93858846418?pwd=U43esrTRMIZlXKCso4Nxr0pfcE2Tex.1>

Meeting ID: 938 5884 6418

Passcode: 129077

PSS/BOE Staff Present:

Robert L. Coldeen III – Coordinator for School Attendance Review Committee (SARC), BOE
 Jolene Muna – Internal Auditor, BOE
 Elohn Deleon Guerrero – Certification & Licensure Officer (CLO), BOE
 Valerie Malwelbug – Office Manager, BOE
 Delia Maratita – Administrative Officer, BOE
 Jocelyn Saures – Administrative Assistant, BOE
 Mary-Jo Camacho – Administrative Specialist, BOE

Others Present (via Zoom):

Nadia Benjamin Pua	AVERY H. CALVO	Ben Seman
Nick Gross	BOE CLO	M
Nora Fujihira - CNMI SPED	BOE IA	Melanie Ridall
Norita	CNMI PSS	943765
Orsiniromolo	CNMI PSS	AM
Owner	Denicia DLC	Annette Pladavega-Sablan
Parent	E. Arriola	Miss Leora
read.ai meeting notes	FC	Nerine Villagomez
RJ	Guest	Vince Dela Cruz
SSN	Heather Stole	Victorino Borja
Tanya Vila	iphone h. Taylor	Justise Quitugua
Tibi Mocanu	Jarrold Manglona	Joseph Deleon Guerrero
TMO	Joann	Cherlyn Cabrera Osung
USACCADMIN	JROTC	
USER	Kodep Ogumoro-Uludong	
USER	LC	
Victoria	Liz	
WM	Lorraine Catienza	
Angie & Domi	Marvin	
CCJROTC	Michelle	
Ms. Hilda Rios	Nace Soalabai	
Melisha San Nicolas	Ed Mendiola	
Jonathan Aguon	Connita Deleon Guerrero	
Jolene Sablan	Maranda Smith	
Shawn San Nicolas	Preston Basa	
USER	Tony A. Frank	
Alisa Ann Pangelinan	personal phone	
Anna Guerrero	Jane	
ARE OFFICE	Jasylene Parico	

ADOPTION OF AGENDA

Secretary/Treasurer Andrew L. Orsini motioned to amend the agenda to include the BOE Budget as Item 1 under Unfinished Business. Vice-Chairwoman Maisie B. Tenorio seconded the motion. All members voted yes, and the motion carried.

Member Antonio L. Borja motioned to table Item 7 under New Business, Standard Operating Procedures. Vice-Chairwoman Tenorio seconded the motion. During the discussion, Secretary/Treasurer Orsini asked what the reason was for tabling this item. Member Borja shared that it was tabled at the Standing Committee Meeting on Fiscal, Personnel, and Administration (FPA). Chairman Gregory P. Borja added that it was tabled at the FPA Committee Meeting because there was no discussion or action to move it to the Full Board for consideration. Secretary/Treasurer Orsini expressed that this item should be kept on the agenda so that it can be addressed. Member Borja withdrew his motion.

Member Borja motioned to adopt the agenda as amended. Secretary/Treasurer Orsini seconded the motion. All members voted yes. The motion was carried, and the agenda was adopted as amended.

ADOPTION OF MINUTES

ACTION NO. 001:

Secretary/Treasurer Orsini motioned to adopt the Meeting Minutes of the November 7, 2024, Regular Board Meeting. Member Borja seconded the motion. All members voted yes. The motion carried, and the Minutes of the November 7, 2024, was adopted.

PUBLIC COMMENTS

Chairman Borja shared that there was a public comment sent to some Board Members via email. He stated that it will be emailed out to the Full Board for review.

UNFINISHED BUSINESS

- 1. BOE Budget:** Secretary/Treasurer Orsini reported on the Board of Education (BOE) budget and finances. He shared concerns with the new BOE budget for Fiscal Year (FY) 2025. He would like to include this item on the Agenda at the next Standing Committee meeting on Fiscal, Personnel, and Administration (FPA). All members agreed to defer this item to the next FPA Committee meeting.

At 9:29 a.m., there was a short recess for the performance from the Famagu'on Marianas Cultural Club from Saipan Southern High School. The meeting resumed at 9:46 a.m.

2. **Organizational Chart (Employee duties and responsibilities):** Commissioner of Education (COE) Camacho shared details on the proposed organizational chart. The objectives of this proposal are to address staffing allocations to invest in more opportunities, maximize efficiency, and reallocate resources to priority areas. He shared that they can go into more detail at the next FPA Committee meeting. He also shared that the functional chart with all the duties and responsibilities is listed at the end of the organizational chart.
3. **Certification & Licensure Matters:**
 - a. **Certification Salary Adjustment Freeze** – COE Camacho shared that this item has been discussed at Committee and Regular meetings. He stated that, in light of the fiscal cliff, they discussed whether they should continue or discontinue salary increases. Director of Finance (DOF) Lizama shared financial reports in regards to the Certification Salary Adjustment Freeze.
 - b. **Certification Fees** – Certification and Licensure Officer (CLO) Deleon Guerrero shared that certification fees are at a reasonable annual rate. She shared that the fees were adjusted back in 2019. All members agreed that certification fees will remain as is.
4. **Fiscal Cliff Update** – DOF Director Lizama shared updates on the fiscal cliff report. There is a budget shortfall of \$14.4 million. She shared that they are finding ways to right-size in terms of cost reduction and proactivity across the PSS district.

At 11:29 a.m., a lunch break was called, and the meeting resumed at 12:47 p.m.

NEW BUSINESS

1. Pay Differential

Member Quitugua shared that he is in favor of a pay differential. He advised COE Camacho to look at the pay differential application and grant applications to those who deserve it. He advised COE Camacho to clarify the terms of the pay differential so that employees are in understanding and to avoid misapplication.

2. Moratorium on Travel

Member Quitugua expressed his thoughts and stated that if travel is not necessary, then the BOE Chairperson should not approve the Travel Authorization (TA) form.

3. Plans on U.S. Department of Education Abolishment

Member Quitugua expressed that he is not optimistic about the future of the United States Department of Education (USDOE). He is not sure how the incoming U.S. President is going to handle his campaign pledge to abolish the USDOE. He suggests that the COE keep this issue in mind so that there are alternatives made and planned in advance. He stated that PSS should prepare for the potential impact of the political decision.

4. Comprehensive Technology Use Regulation and Policy

State Infrastructure and Technology (SIT) Director Tenorio shared details about this item. He stated that it has been brought to the FPA Committee, the COE, and PSS KM for review. SIT Director Tenorio stated that, should the regulation be approved, it will go to the COE for further review, approval, and implementation.

5. Early Head Start – Change in scope application

Head Start Program (HSP) Director Angui shared that the Program is requesting to submit a change in scope application to convert the eight (8) *enrollment* slots to *expansion* slots. She reported that many Head Start/Early Head Start Centers struggle to meet the compliance and administrative requirements.

ACTION NO. 002:

Member Borja motioned to approve the HSP's request to submit a change in scope application. Secretary/Treasurer Orsini seconded the motion. All members voted yes, and the motion carried.

6. Winter Break

Secretary/Treasurer Orsini shared that he met with the Northern Marianas College (NMC) President, Galvin Deleon Guerrero, regarding NMC's winter break for all employees. According to his discussion with Dr. Deleon Guerrero, he said that one of the main benefits of a winter break is the promotion of mental wellness for all while also building morale and stability. He also shared that PSS could cut utility costs if winter break for all employees were to be approved. The Board Members went into further discussion. COE Camacho shared that he will further discuss this item with PSS KM.

7. Standard Operating Procedures – Offices of Finance, Procurement & Supply, Federal Programs, and Human Resources

COE Camacho shared that the Internal Auditor, Jolene Muna, and the four (4) respective offices have been working together to adjust the Standard Operating Procedures (SOPs). Chairman Borja stated that there does not need to be any action for the SOPs. He shared that the Internal Auditor will be working closely with PSS to ensure compliance. He then thanked Internal Auditor Muna for all the hard work that she has put into producing the SOPs and for the work she is going to continue doing.

EXECUTIVE SESSION

Member Borja motioned to descend into Executive Session. Secretary/Treasurer Orsini seconded the motion. The meeting descended into Executive Session at 3:12 p.m. Member Borja moved to rise out of Executive Session at 4:55 p.m. Secretary/Treasurer Orsini seconded. All voted in favor.

Legal Counsel Ernest shared that the only matter discussed during the Executive Session was an employee personnel matter.

MISCELLANEOUS

Vice-Chairwoman Tenorio expressed her gratitude to Chairman Borja for four (4) years of exemplary service on the Board of Education.

Member Borja expressed his gratitude to Member Quitugua, who stepped up as the Rota representative on the Board of Education.

Secretary/Treasurer Orsini congratulated Dr. Dora B. Miura on her appointment as the Teacher Representative for the Board of Education for another term.

Chairman Borja congratulated Vinnie Juan Q. Sablan on his appointment as the Student Representative for the Board of Education.

Secretary/Treasurer Orsini shared that the Board has agreed to renew COE Camacho's contract for another year.

ADJOURNMENT

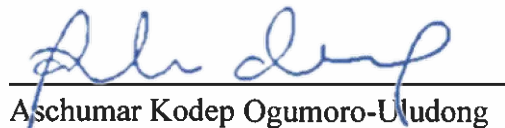
Secretary/Treasurer Orsini motioned to adjourn the meeting. Vice-Chairwoman Tenorio seconded the motion. All members voted in favor. The motion carried, and the meeting was adjourned at 4:58 p.m.²

CERTIFIED BY:



Antonio L. Borja
BOE Secretary/Treasurer

CONCURRED BY:



Aschumar Kodep Ogumoro-Uludong
BOE Chairperson

² These Minutes were adopted at the March 31, 2025 Regular Board Meeting.