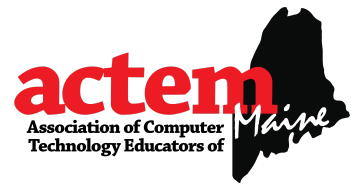


ACTEM BUSINESS MEETING MINUTES

May 13, 2019 • 9:30 AM - Noon
Room 103 - Cross Office Building, Augusta, ME



Remote Connection:

Join Zoom Meeting: <https://zoom.us/j/971607960>
Phone: 646-876-9923 -- Meeting ID: 971 607 960
Join by SIP: 971607960@zoomcrc.com
Join by H.323: 162.255.36.11

Call to Order and Introductions

Acceptance of the [March 11, 2019, Meeting Minutes](#)

Motion made by Sean, seconded by John, voted affirmatively & unanimously

Updates:

- LTTT -Digital Learning Specialist - Amanda Nguyen
 - MLTI conference update

Student Conference Facts

Attendees from 49 districts and 64 schools – check out the map on our website:

<https://www.maine.gov/doe/learning/ltt/conference/attending>

Students	820
Teachers	183
Adult Presenters	31
Student Presenters	94
Staff/Volunteers	84
Special Guests	9
Total	1221

Focus on student leadership – student keynote will be about “kids teaching kids” and many of the sessions are led by students (see website to watch videos and read descriptions

<https://www.maine.gov/doe/learning/ltt/conference>)

Top secret – but thank you for helping with the UBER session this year!

- MEDMS and Long. Data Systems – Charlotte Ellis
 - No info
- E-Rate and NetworkMaine Update - Anne Perloff

E-Rate Updates

1. FY2019 Funding Waves

The first FY2019 Funding Wave was released on April 27. Funding Commitment Decision Letters (FCDLs) will be issued via email as a well-formatted PDF attachment and will also be available in your EPC profile. Additionally, after every wave rolls out, I will continue to email a notice and instructions to each applicant in that wave.

2. Upcoming Forms and Deadlines

a. FY2019 Form 486

After you go through PIA review and receive a Funding Commitment Decision Letter, you will need to file a Form 486 to indicate the start of services and certify CIPA compliance. The Form 486 must be certified no later than 120 days after the service start date or 120 days after the date of the FCDL, whichever is later. Each funded FRN must be included on a Form 486 in order to receive E-Rate monies for it. Unless you want to do early installation for a project, I would recommend waiting until services actually start on July 1 to file this form.

b. FCC Form 498

If you have not filed a Form 498 for your organization, you will need to do so before you can receive any BEAR reimbursements via direct deposit.

If you have an approved 498ID that was sent to you after you both filed a Form 498 and the form was approved by USAC, you do not need to complete another Form 498. You will continue to use your existing 498ID when filing BEARs.

c. BEAR Forms

BEARs will continue to be filed in the existing BEAR applicant login area (not in EPC). Once you have received an FCDL, have filed a Form 486, and have paid the bill(s) associated with the BEAR request for reimbursement, you may file your BEARs as often as you desire (monthly, quarterly, once a year) up to your funding commitment dollar amount.

The deadline for FY2018 BEARs (July 1, 2018 – June 30, 2019) is October 28, 2019 unless you request a one-time extension.

The deadline for FY2019 BEARs (July 1, 2019 – June 30, 2020) is October 28, 2020 ---- but again these cannot be filed until after the items mentioned have all been completed.

3. Category 2 in FY2020 and Beyond

I do not have much else to report on Category 2 than I did at the last ACTEM meeting.

The following is still pertinent:

PLANNING FOR FY2020

What we can project:

- that some form of a termed (5 year?) category two budget will continue
- that the total budget for that term will likely remain the same (annually adjusted for inflation)
- that the budget floor *might* be raised

Project your C2 budget using the FY2019 floor and per student budget:

- School Budget = up to \$159.66 pre-discount per student over 5 years
- Funding Floor = \$9,793.04 pre-discount per school

There have been some verbal assurances by the FCC although not of course in writing.

PLANNING FOR FY2020

Based on verbal (but not written) guidance from the FCC, your five year budget term will adjust according to the first year in which there was an initial commitment of C2 funds

Five Year Category 2 Budget Span

Funding Year of First Commitment	FY2015	FY2016	FY2017	FY2018	FY2019
Final Year of Five Year Budget	FY2019	FY2020	FY2021	FY2022	FY2023

The budget amount for each of the above five year terms will remain calculated at the \$150 per student rate adjusted for inflation

[Networkmaine Update](#) -- No updates at this time

- MEA Testing - Andy Wallace
 - Asking for Feedback on MEA Testing
 - Email Andy directly with any comments/questions/thoughts
- ACHIEVE Award - Deb White
 - [NOMINATE!!!](#) - Before June 30 please.
- Tech Integrator's Group - Mike Arsenault
 - [Dynamic Landscapes 2019](#) - Champlain College, Burlington, VT May 20-21
 - [MLTI Student Conference](#) - Orono, ME May 23
 - [LearnFestATX](#) - Austin, TX June 11-13
 - [ISTE 2019 Conference](#) - Philadelphia, PA June 23-26
 - [FlipTech New England](#) - Waltham, MA June 28-29
 - [Building Learning Communities](#) - Boston, MA July 14-19
 - [Biddeford Google Summit](#) - Biddeford August 6-8
 - [EdTech207: Summer Technology Institute](#) - Portland August 6-8
 - [ACTEM 2019](#) - October 10-11 Augusta
 - [Leveraging Learning](#) - November 7-8 Auburn
 - Become an Apple Teacher [NEW] - <http://www.apple.com/education/teachers/>
 - Google Teacher Certifications - <https://edutrainingcenter.withgoogle.com/certification>
 - MLTI Professional Development (Apple Solutions):
 - <http://maine.gov/mlti/events/apple.shtml>
 - MLTI Professional Development (HP Solution):
 - <http://maine.gov/mlti/events/hp.shtml>
- METDA - Technology Director's Group - Andy Wallace
 - Had event after ACTEM Spring Conference on copiers
 - Successful
 - Combining METDA meetings back to back with ACTEM
 - 50% alignment for next year
 - Some concerns about potential legislation re: student privacy

Reports:

- [Meeting Report for May 13, 2019](#)
- #ACTEM19 Conference - Cheryl Oakes
 - Stephanie Cheney has agreed to be Co-chair
 - Current Committee has agreed to continue to serve
 - Keynote will not be first thing in the am
 - [Thomas Murray - Thursday](#)
 - [The Tech Rabbi - Friday \(co-sponsored with Apple\)](#)

- School District #93 attending as a group
- [Alludo - Gamifying the conference experience](#)
 - Plan is to utilize this with the ACTEM conference to create buzz, connect people to the conference.
- Inviting graduate students to do some “poster sessions”.
- Cards being developed to handout to vendors for both conferences
- AWARDS being given BEFORE the reception -with a possible drink ticket?
- Professional Development - Dennis Kunces
 - 2018-19 46 members
 - Total Paid and encumbered \$20,578.38
 - Paid out (6 members) 953.00
 - ISTE \$19,250
 - 3 dropped or missed the 60 day deadline since the last report
 - 2019-20 (\$ 400 Maximum)
 - \$ 1,591 for 4 members
 - PD Budget Update
 - Set PD Amount for 2019-20
- [Executive Director Report - Gary Lanoie](#)
 - Membership - reminder of the fixed membership year (starts July 1).
 - Financials - Met our goal for sales - made money on both conferences
 - Software Update - Check with Gary before you make a software purchase to get the best price!
 - Spring Leadership Conference Report
- NEISTE Report - Gary Lanoie
 - Last meeting March 22/23 in Springfield, MA
 - Varied Discussion on the organization
- President's Report - Dennis Crowe
 - Spring Leadership Conference - Wednesday, April 24
 - A record number of attendees
 - Very well received - Keynote posted on the ACTEM Website
 - Eric Butash & Michael Klein
 - Profit of ≈\$12,000
 - Wednesday, May 6
 - ACTEM-ISTE 2019 Bus to Philadelphia - FULL
 - Leaving Scarborough @ 8:00 AM on Saturday, June 22
 - Return late Wednesday, June 26
 - If you are going to ISTE but are NOT on the bus, please let Gary know.
 - Member benefit - OverDrive PD Library
 - Since we launched: 44 unique users: 80 checkouts
 - Since January
 - 18 unique users
 - 25 checkouts

Most popular titles:

- Hacking Leadership
 - What School Could Be: Insights and Inspiration from Teachers across America
 - No Fear Coding: Computational Thinking Across the Curriculum
 - Social LEADia: Moving Students from Digital Citizenship to Digital Leadership
 - Ditch That Textbook: Free Your Teaching and Revolutionize Your Classroom
 - Learning First, Technology Second: The Educator's Guide to Designing Authentic Lessons
- ISTE 2019 - Philadelphia, PA
 - Change in meeting day for 2019-20
 - **Thursdays** for the 2019-2020 School Year
 - Sept. 19, 2019
 - Dec. 12, 2019
 - March 12, 2020
 - May 21, 2020

Business:

- Membership Dues for 2019-20
 - Moved & seconded to keep fee structure the same
 - Accepted unanimously
- Report of the nominating committee for the election of Officers
 - President: Will Backman
 - Vice President: Mike Arsenault
 - Secretary: Deb White
 - Treasurer: Scott Nason
 - Motion made & seconded
 - Unanimous vote in the affirmative
- Call for other nominations
 - No nominations from the floor
- Election for Officers: President, Vice-President, Treasurer & Secretary

Newly elected President takes over the meeting

- Recognition of outgoing Officers
 - President - Dennis Crowe
 - Treasurer - Andy Wallace
 - Fond Farewells for jobs well done!

Round Table Discussions:

None requested

Adjourn

Motion made (by Dennis Crowe) & seconded to adjourn

Unanimous vote at 11:09pm

Lunch tickets available for ACTEM members

Meeting Dates for 2019-20

9:30 AM to Noon - Cross Office Building, Augusta, ME

NOTE Change to THURSDAYS

Sept. 19, 2019

Dec. 12, 2019

March 12, 2020

May 21, 2020

2019-20 Conference Dates

Oct. 10-11, 2019 - Augusta Civic Center, Augusta, ME

May 6, 2020 - ACTEM Spring Leadership Conference, Holiday Inn by the Bay, Portland, ME
