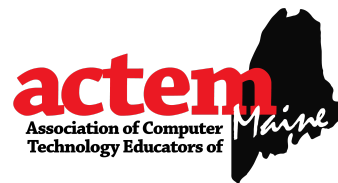


# ACTEM BUSINESS MEETING AGENDA/MINUTES

Monday, March 11, 2019 - 9:30 AM - Noon  
Room 103 - Cross Office Building, Augusta, ME



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## Zoom Video Conferencing Connection

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Maine DOE-1 is inviting you to a scheduled Zoom meeting.

**Topic:** ACTEM Meeting

**Time:** Mar 11, 2019 9:00 AM Eastern Time (US and Canada)

**Join Zoom Meeting:** <https://zoom.us/j/926946308>

**Dial by your location:** +1 646 876 9923 US (New York)

**Meeting ID:** 926 946 308

**Find your local number:** <https://zoom.us/u/auGVqQf3H>

**Join by SIP:** [926946308@zoomcrc.com](mailto:926946308@zoomcrc.com)

**Join by H.323:** 162.255.36.11 (US East)

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## AGENDA

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Call to Order and Introductions

*Called to order at 9:33 am*

Acceptance of the Dec. 10, 2018 Meeting Minutes

*Motion made, seconded & approved unanimously*

### Updates:

Special Guest: Daniel A. Chuhta, Deputy Commissioner, MDOE (*Been on the job 2 wks*)

*Sending greetings from Commissioner who is at Budget presentation with Education Legislative Committee*

*MDOE are considering the multiple topics in MLTI, exploring putting a pause on scheduled changes so thinking about pausing for a year to get everything in order for moving forward*

- *This pause would allow MDOE to get feedback/ideas from schools.*
- *Realize that one-size doesn't fit all but won't have complete individualization*
- *Planning on heading out to the state to meet people where they are to facilitate feedback process*
- *MLTI most likely will continue in some form*

MLTI Buyout: Stephanie Pinkham  
MLTI Project Associate  
Maine Department of Education

<https://www.maine.gov/doe/learning/ltt/MLTI/buyout>

## Timeline

April 15 – Schools true up asset manager for 2015 MLTI devices

May 6 – Confirm intent to buyout (buy some, buy all or buy none)

May 20 – MLTI Buyout agreement with Superintendent signature due back to [Brandi Cota](#)

June 1 – Lottery schools for Buyout Round 2 will be determined (if applicable)

June 15 – Buyout Round 2 lottery preferred selections due to DOE (if applicable)

June 21 – Buyout Round 2 MLTI agreement with Superintendent signature due back to [Brandi Cota](#) (if applicable)

- **LTTT - Digital Learning Specialist - Amanda Nguyen**  
***New website:** please spread the word: The Maine DOE is getting a new website. This means many of the URLs you've bookmarked will change. Keep an eye out for more information on the Maine DOE Newsroom or via Maine DOE social media posts. (see page 7 of the ACTEM Newsletter)*
- **BrightBytes** (see handout): They're coming back to Maine in October.
- **Tech plans:**
  - **2017-2018:** We read the ones that were submitted and if they had all the pieces they needed, you got an email saying "it was received"... unfortunately, the 'feedback in mid-August' that was promised won't be coming due to shifting priorities. Please just keep the original "it was received" email from Amanda for your records.
  - **2018-2019:** Only expectation is that MLTI Cohorts 3 and 4 will complete the BrightBytes. Please do this by November 30<sup>th</sup>. See page 7 and page 8 of ACTEM Newsletter for more information about the changes.
- **Online Learning** (see handout): Great opportunity for everyone from EdTechs through Sup'ts, all grade levels, all roles, all content areas, can participate. Handout has registration information – and this will be posted in the DOE Newsroom soon!
  - MEDMS and Long. Data Systems – Charlotte Ellis
  - E-Rate and NetworkMaine Update - Anne Perloff

## E-Rate Updates

### **1. FY2019 FCC Form 470**

The deadline for filing an FY2019 Form 470 was February 27, 2019.

## **2. FY2019 FCC Form 471**

The FY2019 Form 471 application filing window will close on March 27, 2019 at 11:59 PM EDT.

If you filed a new Form 470 this year:

- You cannot file the Form 471 before the 28-day waiting period is completed
- The Contract Award Date that you report must be on or after the Allowable Contract Date but before the date you certify the Form 471

Before you get into the form itself, you will need to complete the Contracts Module within your EPC profile:

- If you are signing a new contract for FY2019: You must add a record for it in the Contracts Module before you can reference the contract ID in your form (it is easier if you do this before beginning your form)
- If you have an existing multi-year contract in place for which you created a contract record in EPC and the contract extends through FY2019: You do not need to add another record. Simply refer to the same contract ID in your FY2019 form.
- If you have an existing multi-year contract in place for which you created a contract record in EPC and the contract extends through FY2019 and it was amended (for example if you exercised a voluntary extension): The same guidance applies. Simply refer to the same contract ID in your FY2019 form. Be prepared to provide the amendment to your PIA reviewer.

Connectivity Questions no longer need to be answered.

Guides for Form 471 activities are available at the Maine E-Rate Resources website (note the new URL):

<http://erate.networkmaine.net/EPC/EPC.htm>

or

go to [erate.networkmaine.net](http://erate.networkmaine.net) and click on the link for EPC Training Guides

## **3. FCC 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. Letters will be sent within EPC.

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.

## **4. Category 2 in FY2020 and Beyond**

The FCC Wireline Competition Bureau has released a budget report on Category 2 that gives us some possible insight into what C2 may look like in Funding Year 2020 and beyond.

*This report contains recommendations that must be officially adopted by the FCC Commission in order to be implemented. The Commission may choose to adopt the report, but make changes.*

*It is anticipated that the FCC will release a Notice of Proposed Rule Making in order to collect stakeholder feedback on the specific changes they will be recommending.*

**The Report's Conclusions:**

- *"that the category two budget approach is a clear improvement over the two-in-five rules approach"*
- *"that the category two budget approach appears to be sufficient for most schools and libraries"*
- *"that category two budget approach may not be sufficient, however, for schools and libraries at the funding floor, as well as libraries outside of highly-concentrated urban areas"*

**Recommendations in the Report:**

- *"We recommend that the Commission retain the category two budget approach. Given the improvements that the category two budget approach has shown over the two-in-five rules, the Bureau does not recommend a return to the two-in-five rules approach."*
- *"Further, we recommend that the Commission consider some targeted changes to the budgets moving forward such as an increase in the funding floor, to the extent that it finds that insufficient funding is deterring entities at the funding floor and rural libraries from participating."*

**Projections:**

*Although nothing in government can ever be certain, I believe that it may be safe at this point to proceed for planning purposes as if Category 2 in its current state - some form of a 5-year budget - will continue in FY2020. I do not believe that the Commission will choose to allow Category 2 to revert to the 2 in 5 rule given the contents of this report as well as feedback they have already received and will receive from E-Rate stakeholders.*

*It seems possible given the report's recommendations that the budget floor may be raised. However, since this is yet to be decided, for planning purposes for FY2020 I would use the current floor and per student / per square foot budget for projecting your budgets.*

*There are still many questions about Category 2 budgets that remain to be answered or even speculated about. Stay tuned for further developments.*

***The best recommendation is still to utilize any remaining C2 budget funds you have in FY2019.***

**[Networkmaine Update](#)**

*No updates at this time*

- MEA Testing - Andy Wallace
  - Absent/Tardy
  - Little to no glitches being reported so far. Keep in contact with the Help Desk
- ACHIEVE Award - Deb White
  - Nominate! Form is on the ACTEM website: <http://www.actem.org/AchieveAward>
- Tech Integrator's Group - Mike Arsenault

[Central Maine Educators Regional Conference](#) - SeDoMoCha Schools, Dexter March 15

[MassCUE Spring Conference](#) - College of the Holy Cross March 15

[EdCamp207](#) - Readfield, ME March 23

[Whalley Computer Associates: 8 City Tour](#) - Portland March 27

[CoSN 2019 Annual Conference](#) - Portland, OR April 1-4

[Blended and Personalized Learning Conference](#) - Providence, RI April 4-6

[ACTEM Spring Leadership Conference](#) - Holiday Inn by the Bay, Portland April 24

[METDA Photocopier/Printer Shootout](#) - Holiday Inn by the Bay, Portland April 25

[New Hampshire CTO Clinic](#) - Meredith, NH May 2

[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
  - Absent- Andy/Tardy
  - Bob Hickey - Meeting after ACTEM Conference
  - Positive meeting with new MDOE Commissioner about moving forward
    - Equity/Access/PD
    - Wireless K12 (focus on 7-8 doesn't make sense)
    - Participation in MLTI development/planning/execution going forward

## Reports:

- #ACTEM19 Conference - Cheryl Oakes
  - Conference Committee Report March 2019**
  - Submitted by Cheryl Oakes**

*The Conference Committee members have all returned (YIPPEE) to plan and carry out the 32nd ACTEM Conference Oct. 10 and 11, of 2019. Without the commitment of all the members of this committee, the conference could not be a success. If you know of anyone who is interested in joining the conference committee please have them reach out to us. This volunteer service is a great way to give back to the ACTEM organization.*

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*Keynote Speakers:*

## ACTEM 2019 Keynotes



*Left: Thursday  
October 10th  
Keynote Speaker,  
Thomas C. Murray,  
Director of  
Innovation for Future  
Ready Schools*

*Right: Friday,  
October 11th,  
Keynote Speaker,  
Michael Cohen,  
The Tech Rabbi*

**Michael Cohen- The Tech Rabbi on Friday, October 11th**  
**Thomas C. Murray, Director of Innovation for Future-Ready Schools-on**  
**Thursday, October 10**

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*The online proposals opened on March 1 and will continue until April 30, 2019 at [actem.org](http://actem.org). Messages will be sent out on Twitter encouraging people to submit proposals for the October 10th and 11th conference.*

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*After reading over 400 Conference surveys the committee is emphasizing the following possible presentations:*

*An Early Childhood strand to include Pre-K to grade 2, podcasting, green screen, GOOGLE everything, more in-depth presentations, maker space, special ed tools of technology to support challenged learners, bring back Geek of the Week, digital library information, coding and robotics, and CHROME. The committee will read all proposals, then select proposals based on the interest of the conference participants and finally let presenters know if their proposals are accepted by June 2019.*

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### **ACTEM 2019 Conference**

*Oct. 10-11, 2019 • Augusta Civic Center*

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**Workshop Proposals Now Open**

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*Submit your proposal between  
March 1st – April 30<sup>th</sup> at the following link*

**[bit.ly/ACTEM19WP](http://bit.ly/ACTEM19WP)**

- Professional Development - Dennis Kunces

*This fiscal year:*

*We have the problem Dennis hoped we could have.using all our budget.*

*39 participants*



*6 paid out 953 for completed courses*

*36 encumbered for \$ 18,981*

*33 of 36 are for ISTE*

*Total encumbered and expended \$19,935*

*Budget is about \$20,000*

*For Fiscal year 20 \$400 encumbered*

*Discussion on the problem of amount budgeted for PD. Pros & Cons were stated specifically; can ACTEM afford it? Timing is also an issue. If we add money, it doesn't mean it will necessarily be spent.*

*Motion made by Sean Malone & seconded by Cheryl Oakes to add \$5000 to support PD reimbursement.*

*Discussion about Ex Board commitment to support ISTE & other PD for all our members. Consensus is that PD is one of our primary mission.*

*Motion passed unanimously.*

- Executive Director Report - Gary Lanoie
  - *Individual Reports available here: <http://www.actem.org/page-1752477>*
  - Membership
  - Financials
  - Software Update
- NEISTE Report - Gary Lanoie
- President's Report - Dennis Crowe
  - SEED 2.0
    - Seed History from Cheryl Oakes - getting devices into teacher's hands*
    - MDOE & ACTEM are applying for a federal grant for SEED 2.0 for PD*
  - Member benefit - OverDrive PD Library
  - ISTE 2019 - Philadelphia, PA
  - ACTEM-ISTE 2019 Bus to Philadelphia - FULL
  - Spring Leadership Conference - April 24, 2019, in Portland, ME



**New Business:**

Appointment of the nominating committee for May election of Officers

*Michael Richards is Chair of the Nominating Committee*

*Voting will take place at the May meeting.*

**Round Table Discussions:**

Newsela - Stephanie Canter & Christian Hartjes



- *Official pronunciation News-ella however users were using news ELA so now both are used*
- *Wants feedback/ideas on how Newsela can best meet district needs for literacy*
- *Would Maine be interested in a training to develop Newsela Certified Educators?*
- *Can access & analyze current ACTEM members use of Newsela- Do we want to target those folks for PD?*
- *Please contact her at: [stephanie.canter@newsela.com](mailto:stephanie.canter@newsela.com)*

**Adjourn**

Adjourn at: 11:51

**Lunch - Compliments of Newsela** (Lunch tickets provided for Cross Café)

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**Important Upcoming Dates:**

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March 1 - April 3, 2019 - ACTEM 2019 Call for Proposals Open - [bit.ly/ACTEM19WP](https://bit.ly/ACTEM19WP)

April 24, 2019 - ACTEM Spring Leadership Conference, Holiday Inn by the Bay, Portland, ME

May 13, 2019 - Final ACTEM Business Meeting for 2018-19, Cross Office Building, Augusta, ME