



ACTEM BUSINESS MEETING Minutes

Thursday, May 16, 2024 • 9:30 AM - Noon

NOTE: NOTE: Meeting will be available via Zoom & in-person at the ACTEM Office

Zoom Meeting Information:

Via Web	Via Phone
Join Zoom Meeting https://us02web.zoom.us/j/87412287735?pwd=M2Rucnd0L2VFdm45MUZhZkpwV0QzZz09 Meeting ID: 874 1228 7735 Passcode: nc8ruQ	Dial by your location +1 929 436 2866 US (New York) Meeting ID: 874 1228 7735 Passcode: 454034
Join us in-person at the ACTEM Office ACTEM Office, 230 Main St. Unit #3, Gorham, ME 04038 Lunch is provided at the ACTEM Office	

AGENDA

- Call to Order - Please sign in at the [ACTEM website](#)
- Introductions
- Approval of [Minutes - March 14, 2024 Meeting](#)
 - Moved to accept the minutes by Susie Simmonds, 2nd Marissa Deki
 - Motion passed

UPDATES

- MLTI - LTT DOE Update – LTT Team
 - Allocation/ordering information has been sent out by Emma
 - Many schools are seeing allocation numbers that are off
 - New staff were introduced
 - Allison Braley - Computer Science
 - Sam Jenkiins - Data Specialist
 - CPG grants are wrapping up
 - More grant money from DHS is coming for multi-factor authentication and cybersecurity training
 - Looking at new school construction for security and putting together a team to explore this over the summer
- METDA Update - Andrew Wallace
 - Joined as an affiliate of CoSN
 - Stay tuned for an AI update
- MEA Testing
 - Some issues with the Science test and Mac Dictionary feature



- Directions to address this can be found on:
<https://sites.google.com/spsdme.org/appledevicemeajamfpro/dictionary>. (2 ways to turn off dictionary for Science test)
- E-Rate & Network Updates - Anne Perloff
 - 1. FY2024 Funding Waves
 - The first FY2024 Funding Wave was released on April 27.
 - Three funding waves have been issued so far, which happen to include 59 of the 142 FRNs filed by Maine applicants.
 - Most of those were for Category Two products so I remind you that program rules do permit early installation for
 - Category Two Non-Recurring Services.
 - Installation of Category Two non-recurring services may begin on the April 1 prior to the July 1 start of the
 - funding year. No invoices (FCC Form 472 or FCC Form 474) can be certified prior to July 1 of the funding year.
 - Another funding wave is scheduled for today and waves will continue to be released on a weekly basis. Funding
 - Commitment Decision Letters (FCDLs) will be issued via email with a PDF attachment for each wave and will also be
 - available in your EPC profile. Additionally, after every wave rolls out, I will email a notice and instructions to each
 - applicant in that wave.
 - 2. Upcoming Forms and Deadlines
 - a. FY2024 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 – ie. per the early installation rule I mentioned – I would
 - recommend waiting until services actually start on July 1 to file this form simply because it is easy to screw up
 - the early filing certifications.
 - b. FCC Form 498
 - This only applies to you if this is the first year your school district or independent school filed for E-Rate:
 - You will need to have a Form 498 for the organization on file before you can receive any BEAR reimbursements
 - via direct deposit.
 - In addition to providing banking information on the form, you will also be required to enter your SAM.gov UEI.
 - However at least for the time being, entering your UEI on the 498 only applies to applicants that need to submit
 - a new Form 498 or make other changes to their existing Form 498.
 - 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 at this time. You will continue to use your existing
- 498ID when filing BEARs. At some point later this year, all applicants will need to enter their SAM.gov UEI on the
- Form 498 so it would be beneficial to ensure that you have an active UEI.
- If you are already registered in SAM.gov, you also already have a UEI. To find your UEI, log into SAM.gov and
- select the Entity Management widget in your Workspace or log in and search Entity Information. Ensure that
- your SAM.gov registration is active and the EIN for your UEI, the FCC Registration Number, and the FCC Form
- 498 numbers match. Once you have completed these steps, you can add your UEI to your FCC Form 498 ID.
- Entities' registrations in SAM.gov require annual renewal or the accounts will be deactivated. Make sure that
- your organization annually renews its SAM.gov registration prior to the expiration date listed in your entity's
- record in SAM.gov.
- If you are not registered in SAM.gov, register now to obtain your UEI. You may need to allow up to six weeks for
- the registration to be completed for SAM.gov. Once you register with SAM.gov, you will be automatically
- assigned a UEI and can add your UEI to your FCC Form 498 ID when that becomes a requirement.
- c. BEAR Forms
- 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.
- FY2023 BEARs (July 1, 2023 – June 30, 2024) FY2024 BEARs (July 1, 2024 – June 30, 2025)
- Deadline = October 28, 2024 cannot be filed until after the items mentioned have all been completed
- Deadline = October 28, 2025
- BEAR invoicing is now done within EPC. See me if you need the training guide for the new system.
- Networkmaine Update
 - 1. Zoom Subscriptions
 - If you have not already responded to the email about renewing your Zoom subscriptions, please do so as soon as
 - possible.
 - Or if you don't currently have subscriptions through us but would like to, drop me a note.
 - We anticipate that each one year Zoom subscription for the period July 1, 2024 - June 30, 2025 will cost \$30.
- DOE Data Team Update - Alexandra L. Cookson
- [ACHIEVE Award](#) - Deb White



- Tech Integrator's Group - Susie Simmons
 - Meeting regularly on Tuesdays and Thursdays
 - AI has been a regular topic for the group this year
- Librarian's Group - Marissa Deku
 - MASL is hiring a part-time Executive Director
 - New President - Beth Anderson
 - Offering help session for portfolio review - contact Marissa for support

REPORTS

- PD Funding - Dennis Kunces
 - This school year has had the lowest participation in the reimbursement program since the 1999-2000 school year when the program was just being developed.
 - We have reimbursed \$ 1,029 to 4 members
 - We have encumbered \$1,200 to 3 members
 - Totals are \$2,229 for 7 members participating
 - All are individual activities with the exception of two members planning to attend ISTE
- Fall 2024 Conference Update: - Alice Barr & Amanda Nguyen
 - Theme is "Learning Remix"
 - The committee is going through the session proposals
 - Thursday: Carl Hooker is offering a lunch session to use AI tools to solve current educational challenges
 - Thursday night: Join us for After Hours and Board Game Night
 - Friday: New student session offered in the morning
 - Friday: Scott MacLeod will offer a lunch session
 - Conference registration will open in a couple of weeks
- [Executive Director Report](#) - Gary Lanoie
 - Gary's report
- President's Report
 - [ACTEM Sora Library](#)
 - Spring Leadership Conference
 - Lunch and Learn Sessions
 - Apptegy
 - Sophos
 - IncidentIQ
 - Working on...
 - Aruba
 - JAMF
 - ACTEM Board Retreat July 31-August 1

ADDITIONAL BUSINESS

- Annual vote on membership dues for 2024-25
 - Individual \$20
 - Institutional (District) \$50
 - Small Institutional \$25 (Single school districts)
 - Corporate/Vendors: \$200



- Dues have been at this level since 2012
- Motion by Will Backman to leave membership fees as is.
 - 2nd Susie Simmonds
 - Motion passed

ROUND TABLE:

Discussion on AI implementation in districts. Concerns about issues with age access and compliance with the Student data Privacy Agreement. Concerns with Tech Influence vs impact on curriculum.

ADJOURNMENT:

Motion to adjourn by Susie Simmonds, 2nd by Brian Keene . Motion passed

Proposed 2024-25 Business Meetings

- Sept. 19, 2024
- Dec. 12, 2024
- March 13, 2025
- May 8, 2025

Save The Date:

ACTEM 2024 Fall Conference

Oct. 10-11, 2024 • Augusta Civic Center