

If you are unable to make it and you wish to participate remotely via the Tandberg Bridge please email Will Backman [wbackman@aos92.org](mailto:wbackman@aos92.org).

# ACTEM BUSINESS MEETING AGENDA (and Minutes)

Monday, September 19, 2016. 9am, Room 103, Cross Building, Augusta

## Call to Order

Introductions

*~20 present*

*Please sign in on the ACTEM*

Acceptance of the Minutes of May 9, 2016

*Motion made & seconded - minutes are posted on the ACTEM homepage- Accepted unanimously*

## Meeting Updates

MEDMS and Long. Data Systems – Charlotte Ellis

### Erate and NetworkMaine – Anne Perloff

#### 1. Last Year - FY2015

- *File any outstanding BEARs to request reimbursement for 2015-2016 products and services*  
*(deadline October 28, 2016)*
  - *Service providers will no longer certify the BEAR. However, you are still subject to reviews such as Payment Quality Assurance (PQA).*
  - *For any BEARs filed after July 1, you must have first filed a Form 498 in EPC to indicate your organization's direct deposit information. USAC will process the form and ask for verification of the banking details. Once your form is processed, USAC will notify you and you can then use the 498 ID on your BEARs. This is a one-time form to be filed unless the banking information changes.*
  - *Applicants may request, and USAC will automatically grant, a one-time 120-day extension of the invoicing deadline which would move that deadline to February 25, 2017. Rules state that (A) you must ask for the extension and (B) you must ask prior to the deadline. If you are getting close to the deadline and do not yet have either a 498 ID or a PIN to certify BEARs with, proactively file a BEAR Invoice Deadline Extension Request.*
  - *Direct deposits are made twice a week, so funds should hit your account within a few days of the BEAR being certified. Depending on the timing of when you filed your BEARs, you may have more than one reimbursement appear in the same*

deposit. A remittance statement showing the breakdown will be emailed to the general financial contact listed on your Form 498 – Date, Service Provider, FRN, BEAR Nickname, BEAR Invoice Number, BEAR line item, Amount Requested, and Amount Approved.

## **2. Current Year - FY2016**

- Not including last week's wave, so far there have been 12 FY2016 funding waves, in which 213 applications filed by Maine entities have been awarded funding commitments totaling in excess of \$1.32 Million.
- If your Form 471 is in a funding wave, EPC will send an email to the main contact listed on the form. I am also emailing everyone in each particular wave.
- Funding Commitment Decision Letters are issued within EPC. No paper FCDL will be mailed. Someone from your organization must log into EPC and generate the FCDL. Any full or partial rights user for your organization can do this.
- If you have received a Funding Commitment Decision Letter:
  - File a Form 486 in EPC to indicate the start of 2016-2017 services  
(*deadline October 29, 2016 if your FCDL is dated July 1 or earlier*)  
(*deadline 120 days after the date of your FCDL if dated after July 1*)
  - If you have not already done so, file a Form 498 to indicate your direct deposit information. You only need to file one Form 498 for the organization. If you filed one to use for FY2015, you can use the same 498 ID for FY2016.
  - After you have an FCDL, have filed the Form 486, and have received your 498ID, you can then file BEARs for reimbursement against bills paid for 2016-2017 products and services  
(*deadline for FY2016 BEARs is October 28, 2017*)
- If you have not received a FCDL, address any PIA questions as they are issued in EPC and wait for a funding decision.

## **3. Next Year - FY2017**

- The FY2017 Eligible Services List has not yet been released.
- However, the FY2016 Form 470 is available in EPC – you cannot file it online at USAC's website as you used to. You must file a Form 470 if you want to receive E-Rate for FY2017 and have an expiring contract or want to request reimbursements for new products or services.
- If your account administrator no longer works for your school district (for example if the superintendent was the AA and as left the district), someone with full rights will need to add a new user and then transfer the AA rights to the new AA.

## **4. Networkmaine Stuff**

- 2016-2017 Networkmaine participation fees are due on September 22. If you have not paid your fees yet, please do so as soon as possible.
- Pre-Enrollment and Enrollment Projected Dates
  - We expect to hold pre-enrollment in late October for those sites that do not report free and reduced lunch numbers to the DOE or otherwise need to complete an Alternative Discount Mechanism Form.
  - We expect to hold enrollment in January.

## **DOE's Learning Through Technology - Mike Muir**

### **MLTI**

*The 2016 Opt In deliveries are nearly complete. The collected devices have been received by the remarketer and the audit process is now underway. Audit results will be sent to schools at the conclusion of the audit process.*

*We have a clear charge from the Governor: Stop focusing so much on devices and make sure that we are impacting student learning. The MLTI team is working hard to redouble efforts and supports for schools to help them be successful with this charge. This includes professional learning opportunities, Apple's new Teacher Leader program (MARTL), and the school visit program.*

*At the same time, we have to work together to reduce breakage rates, take better care of the devices, and keep better track of where each device is.*

*The Fall Regional MLTI Update Meetings will provide more details. The regional meetings begin the week of Sept 26. Meeting registration is here:  
<http://maine.gov/doe/mlti/professional/index.html>*

*The MLTI program is under close review in order to determine both future funding and what the next iteration of MLTI might look like: what grade level should MLTI focus on; should it focus on teacher practice or a specific content area rather than an age-range; what are the possibilities with other types of devices? Results and outcomes from the next several years will guide those decisions.*

### **Free MLTI PD Can Help With Your Other Initiatives**

*Professional development is included as part of MLTI. The PD is flexible and will be shaped to your needs. Don't think of it as PD to help with MLTI. Think of it as PD to help with your ProficiencyBased Diploma work and other initiatives. Contact LTTT to see how we can help you.*

### **iLearnMaine Educator Micro-Credentials**

*Last year, we announced a partnership with ACTEM to create the iLearnMaine Learning Through Technology micro-credentials, a collection within the Digital Promise Educator Micro-credential program. This fall, we are releasing the first set of micro-credentials for the collection. Each is developed by a Maine educator or educational organization, but may be earned by any educator in the country. Look for the announcement this October around the time of the ACTEM Conference.*

### **LTTT has two new Digital Learning Specialists**

*We are excited to have added Amanda Nguyen and Sean Malone to the Learning Through Technology Team. Each is a Maine native, a veteran educator, and a leader in learning technology. As Digital Learning Specialists Amanda and Sean will be involved with designing*

and implementing our programs, with tech support to schools, and with professional development. Contact Amanda at [Amanda.Nguyen@maine.gov](mailto:Amanda.Nguyen@maine.gov) and Sean at [sean.malone@maine.gov](mailto:sean.malone@maine.gov).

### **AP4ALL**

AP4ALL is offering approximately 24 online AP courses to over 400 students across the state. The program is going through review and updating. At the top of our list are improved tools and efficiencies, compliance with student data privacy requirements, and a better AP experience for students. Unfortunately, this work is moving through a transition. We appreciate your patience as we work through the bumps. K-3 Literacy Pilot Look for an announcement about this exciting opportunity.

### **K-3 Literacy Pilot**

Look for an announcement about this exciting opportunity.

### **Big Questions on Teacher Leader Role in this version of MLTI**

Confusion exists at local level for this role. Districts appear to not be using this position as intended. Information was sent directly to principals.



## Tech Integrator's group & PD Opportunities – Mike Arsenault

- [ACTEM 2016](#) - October 13-14 - Augusta Civic Center
- [K12 Online Conference](#) - October 17-28
- MassCUE 2016 Annual Technology Conference - Gillette Stadium, Foxborough, MA – Oct. 19th – 20th.
- <http://www.masscue.org/pages/MassCUE>
- [EdCamp Seacoast](#) - Oct. 22nd - Portsmouth Middle School, Portsmouth, NH
- CECA Fall Conference - Mohegan Sun, Uncasville, CT - Oct. 25<sup>th</sup>
- <http://www.ceca-ct.org/ceca/Conference/>
- LL2016 – iPads in the Primary Grades – Auburn, ME, November 9th and 10<sup>th</sup>
- [institute2015.auburnschl.edu](http://institute2015.auburnschl.edu)
- Registration: <http://actem.wildapricot.org/event-2249649>
- Vermont FEST 2016, Making Connections Matter – Nov. 3-4<sup>th</sup> – Killington Grand Resort Hotel
- <http://vita-learn.org/vt-fest/>
- EdCamp Bangor – Nov. 5<sup>th</sup> - Husson University
- <https://sites.google.com/site/edcampbgr/home>
- Global Education Conference - Nov. 13-16th - Week-long online event
- <http://www.globaleducationconference.com/page/2016-conference>
- 2016 Christa McAuliffe Technology Conference, Manchester, NH – Nov. 29-Dec 1st
- <http://nhcmtc.org/cms/>
- 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>
- Tech Sherpas - <http://www.techsherpas.org/>
- Tuesday 3pm
- #EdChatME - <https://twitter.com/hashtag/edchatme>
- Mondays 8:30-9:30pm
- [About Time and Beyond](#)
- First Thursday at 3:30pm

### **EOY/LOY program update – Jaimie Ela & Deb White**

*Mia Morrison from Foxcroft Academy is the 2nd ACHIEVE Award Winner!  
Come to the Award Reception at the ACTEM Conference!*

### **ACTEM Conference update - Crystal Priest**

*Everything is falling into place. Register, invite friends!*

### **Accessibility and School Websites/MaineCite - John Brandt**

*School Websites will need to be accessible under new rules. Policies will need to be established. "Dear Colleague Letters" ('DCL') are often used to inform staff of laws/interpretations of laws.  
Get ahead of the curve to address this issue.*

*Section 508 Refresh talks specifically about technology. It is anticipated that this new law will be available within the next 6 months or so.*

## **Business Items**

## **Reports**

### **Professional Development - Dennis Kunces**

- *2015-16 ended up with 35 members taking advantage of the reimbursement program for \$9,132 the smallest amount since 2005-06.*
- *This ACTEM year 2016-17 we have paid out 6,900 dollars to 23 members 22 of which participated in FOSSED. We have \$600 encumbered for two additional members for a total of \$7,500.*

### **Executive Director's and NEISTE's Reports- Gary Lanoie**

#### **Membership:**

*Institutional Members: 85*

*Individual Members: 206*

*Conference registration includes membership.*

### **ACTEM Membership Year:**

- *ACTEM's membership year runs from July 1st - June 30th annually*
- *All memberships were up for renewal on July 1, 2016*
- *Institutional memberships for districts required to purchase software and hardware at ACTEM special discounted pricing.*
- *Institutional Memberships do not include any individual memberships*
- *Current individual memberships required for PD reimbursement program and discount conference registration.*
- *Membership can be paid by PO, check, credit card and PayPal online.*

### **MemberPlus Upgrade** - ACTEM/Atomic Learning partnership

*This upgrade offered at \$25 will give you an Atomic Learning subscription for the year.*

*You must have a current individual ACTEM membership to add the MemberPlus upgrade*

*Atomic Learning presentation coming later in this meeting*

## **Financials:**

### **Annual Report:**

*FY 2015-16 financials posted online under the meeting reports link on ACTEM website:*

*NOTE: \$300 difference in final posted P&L report & annual report due to unclaimed PD reimbursement*

*Some bullet points on FY 2015-16:*

- *Membership Income - \$18,560*
- *Software Commissions - \$16,030*
- *Gross Sales - \$566,316*
- *PD Reimbursement to Members - \$9,132*
- *Conference Expenses - \$104,272*
- *Total Loss - \$31,819*
- *Maine Community Foundation - Loss impacted by \$2,693 fund balance loss*

### **2016-17 Financials To Date:**

*Financials are also posted online under the meeting reports link on ACTEM website.*

*Some bullet points about financials:*

- *Membership income - \$9,075*
- *Other Income - \$498*
- *Total gross sales of software/hardware to date \$250,442 (44% of FY15-16 gross sales)*
- *PD Reimbursements paid through August is \$6,600*
- *Profit/Loss Report showing a profit of \$46,100 through Aug. 31st*
- *Conference Income \$54,000*
- *Attendee Income - \$5K with many invoices to enter & Early Bird deadline on Friday*

## **Software/Hardware News:**

**REMEMBER:** *Purchasing from ACTEM helps support the mission of the association and support our programs like the PD reimbursement program.*

### **Adobe**

- *New Adobe K-12 Device Site License now available - Building license*
  - *Cost \$24.50 Per License, 100 licenses minimum - \$2,450 per building*
  - *14 Device licenses at regular price about same price*
- *Perpetual licenses are no longer available with the few exceptions of some titles like:*
  - *Acrobat Professional, Lightroom, Photoshop Elements and Premiere Elements*

- *Adobe Creative Cloud Annual subscription licensing with renewal date of August 9 each year*
  - *Named User Licenses - \$252 per year*
  - *Device User Subscription - \$179 per year*
  - *Pro-rated to our August 9th renewal date*

### **Microsoft**

- *Microsoft offering a statewide - Enrollment for Education Solutions (EES) subscription agreement for Maine Schools with aggressive pricing.*
  - *Enrollment by School or District based on FTE Faculty/Staff count*
  - *Option A - Microsoft Office Professional Plus - \$27.25*
  - *Option B - Desktop Products & Cals - \$57.50*
  - *Both options includes Office 365 Pro Plus for faculty, staff and students. This allows for the install of any version of Office (including iPads) on up to 5 devices.*
  - *1,000 FTE level pricing - 1700+ FTE's in current year*
  - *Trying to achieve the 3,000 FTE level to reduce pricing for all*
- *Subscription vs. perpetual licensing*
- *ACTEM can only sell the most recent version of any Microsoft software but licensing allows the installation of previous versions with the purchase of a current license*

### **Rosetta Stone**

*Group purchase licensing available at \$110 per license*

### **Sophos**

- *Endpoint Security Advanced - still popular option for schools*
- *Cloud option now available - more attractive pricing, links to active directory*
- *Sophos also offers Network Security Appliances to replace your Joebox*

### **CDW-G**

- *Members with discounts on many items plus free shipping*
- *Must be an ACTEM institutional member*
- *Purchasing through the CDW-G gives a small % of sales to benefit ACTEM programs*

### **FileMaker**

- *Renewal notices will come through Filemaker but please contact ACTEM for renewal quotes.*
- *ACTEM offers Filemaker at less than the MSRP pricing that Filemaker will quote*

### **Batteries & Power Adapters**

- *New supplier & pricing - Check ACTEM website for details*

### **Memory & SSD Drive Buy - Data Memory Systems**

- Still available through ACTEM -- Call for pricing

### **Max Cases**

- Available through ACTEM - Call for quotes
- Extreme shells for both 11" - @\$24 and 13" @\$28 MacBook Airs
- Several districts purchasing these shells for their MacBook Airs

### **New Vendor Partnerships**

ACTEM looks to partner with vendors that can offer better pricing for Maine Schools and hopefully offer something in the way of funding to help our mission.

### **Other Items:**

### **ACTEM & AmplifiedIT Partner to offer Two GAFE Workshops this Fall**

#### **GAFE Admin Console Technical Retreat**

Nov. 15, 2016 - Augusta Civic Center

Registration Costs: \$225 Members - \$250 Non-members

Do you manage Google Apps for Education (GAFE) for your school?

Have you configured your Google Domain services and settings to EDU Best Practices?

This one day technical retreat will begin by walking through how to migrate to GAFE and ensure you're going down the right road for your school's Google journey.

#### **Google Apps Certified Admin Bootcamp**

Nov. 16, 2016 - Augusta Civic Center

Registration Costs: \$399 Members - \$425 Non-members (Includes \$100 Exam Fee)

The Google Apps Certified Administrator qualification certifies administrators who demonstrate the skill required to manage a Google Apps for Education domain. This unique single day bootcamp approach provides the necessary training, collaboration and support to accelerate certification.

### **Register for both days and save \$50!**

GAFE Admin Console Technical Training & Google Apps Certified Admin Bootcamp - Two-Day Package -- Nov. 15-16, 2016 - Augusta Civic Center

Registration Costs: \$574 Members - \$625 Non-members

-----

These ACTEM sponsored workshops are not eligible for ACTEM's PD reimbursement program.

**For Members Only:** The ACTEM Board has voted to assist members with the cost of the Google Apps Certified Admin Bootcamp workshop by providing a \$100 PD Grant to assist with the cost of the Google Apps Certified Administrator Exam. This is a benefit for current ACTEM

*members only.*

### **Newsletter**

- *September 2016 newsletter out in US Mail & online. Copy deadline May 16th*
- *Next issue December 2016 - Copy deadline - mid November*
- *Please send articles, photos, school happenings, PD opportunities to include in next issue*
- *\$20 membership gets you 4 issues - Consider membership for your administrators*
- *Take some newsletter copies for faculty rooms back in your districts*

### **Bring Your Administrator Certificates**

- *One per district attending meeting*
- *One-day pay for an administrator from your district (Supt., Asst. Supt., Curriculum Coordinator, SPED Director, Principal & Asst. Principal)*
- *Technology Coordinator/Directors not included*
- *See me for your certificate*

### **Attendance sign-up at [www.actem.org](http://www.actem.org)**

*First item listed under Links (left side) of home web page*

*One of the individual member benefits is a lunch ticket at these business meetings*

**Lunch tickets** available for members

### **NEISTE (New England ISTE)**

- *Meets 2x a year to support regional events*
- *Hosts Reception at ISTE*
- *Extends our networks of people resources*
- *Webinars - listing on ACTEM.org*
- *CoSn has developed a CTO certification for educators for \$1500*
- *Gary is the current Treasurer. ACTEM is the office of record. (We get rent.)*

## **President's Report**

- *Dennis is absent. Will Backman is reporting in his stead.*
- *Will is spearheading the local/regional support meetings. Limited funds available.*
- *Look for Application for Sponsorship on the website*
- *Dennis's vision is to make sure we are reaching out to ALL members.*
- *Looking at potential partnership with CoSn/ACTEM with a focus on techies/tech directors*

## Round Table Discussion

### Presentation by Atomic Learning - Kim Fusco

*Membership Upgrade for \$25*

- *Developed PD based on input from teachers/districts*
- *Wide Variety of Content/Courses*
- *Online Learning Framework*
  - *LearnIt -Learn from Best Practices*
  - *Dolt -Apply your Learning*
  - *ShareIt -Connect and Get Feedback*
  - *Provelt -Document your learning*
- *Also available for school or district purchase*
  - *The \$25 Membership upgrade is for individual use for PD*
  - *PD for the district is a different contract - Enterprise version - through ACTEM - Department level, school level, district level*

## Adjourn

*Meeting Adjourned at 11:12 am*

Next Meeting ACTEM Business Meeting: December 12, 2016

## Afternoon Meetings:

Noon - 2:30pm - #ACTEM16 conference committee meeting

*Vendors - 40 so far, 1 Learning Booth available, 2 Super Booths, still plenty of space - it would be great if we could get 6-10 more vendors. Gary will shootout a pdf to us of the list of vendors so we can talk to anyone who might want to be a vendor.*

*Rachel's deadlines for programs is NOW. Going to the printers on Friday.*

*Gary will shootout a pdf to us of the list of vendors so we can talk to anyone who might want to be a vendor.*

12 Projector's from Ruth's (ACTEM got them for \$10 a piece) + 8 from ProAV - so we should be all set for projectors.

We do need portable speakers - bring if you have them.

Registration: Jaime and Ann:  
Will get devices for process  
Printers will be available  
No tickets so everything should be streamlined . . .

Craig coming on Friday!

Vince should have app ready by end of the month

Publicity, Marketing, and all that stuff - -blast it out!!!

Conference photos: John Brandt, Jason - and anyone else

Program being proofed as we speak

SWAG - USB multi chargers for masses - presenters - beach towels

ACTEM store - Julie & Rachel

Travel bag, selfie stick, tshirts, Google Cardboard, ISTE books,