ACTEM BUSINESS MEETING MINUTES

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

Join Zoom Meeting ID: 598 724 385
https://zoom.us/j/598724385
Dial by your location +1 646 876 9923 US (New York)
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- **Call to Order Please sign in at the ACTEM website**
- **Introductions:**
  - **26 physically present; 3 remote present**
- **Approval of Minutes**
  - **Motion made & seconded to accept the minutes**
  - **Accepted unanimously**
- **Updates**
  - **LTT (https://www.maine.gov/doe/learning/ltt).**
    - **Student Conference Thursday before Memorial Day**
    - **Call for Proposals is out - consider submitting a proposal**
    - **In hiring mode - hope to have 2 new hires by next meeting: Project Manager & Secondary Digital Specialist/Computer Science Specialist. Also looking to fill Office Specialist.**
  - **MEDMS and Long. Data Systems (https://www.maine.gov/doe/data-reporting)**
    - **No one present to speak to this**
  - **E-Rate Updates (http://erate.networkmaine.net/)**
    - **Anne Perloff's Report**
  - **Networkmaine Updates**
    - **Enrollment will be held in January. All new and continuing members of Networkmaine must complete enrollment. For most members, it will consist solely of a brief online survey and a Form 479 to certify CIPA compliance.**
    - **Dennis Crowe joining the Council**
    - **Trying for no membership fees for next year**

- ○ **MEA Testing (https://www.maine.gov/doe/Testing_Accountability/MECAS)**
    - ■ **Jan 3, 2020 deadline for Alt Assessment individuals flagged**
    - ■ **Andrew Wallace joins remotely & reminds min. requirements & supported devices are not necessarily the same- any questions, ask Andy**
    - ■ **Thursday Feb 12 - Training - held in Portland & Orono only**
    - ■ **NO ESSAY this year**
    - ■ **Keep records up to date!**
  - ○ **ACHIEVE Award (http://www.actem.org/AchieveAward)**
    - ■ **NOMINATE!**
  - ○ **Tech Integrator's Group**
    - ■ [Susie Simmon's Report](#) (Meeting notes from our gatherings)
    - ■ [Visit the Maine TIC website here and fill out the directory form and join the Google Group](#)
    - ■ Managed through a google group, so please join!
    - ■ Use your 2020 Monies - or lose them.
  - ○ **METDA**
    - ■ **Reserved the day before ACTEM event**
    - ■ **Theme: Physical Security**
    - ■ **Stay Tuned for Details**
    - ■ **Will be determining MLTI committee reps**
    - ■ **Tech Directors encouraged to participate (Meeting right after this one)**
- ● **Reports**
  - ○ **Dennis Kunces: Professional Development Reimbursement**
    - ■ **For this school year we have the following:**
    - ■ **10 Applied**
    - ■ **6 reimbursed for $2,056.40**
    - ■ **2 never completed**
    - ■ **2 encumbered yet to complete $484**
    - ■ **Total Paid and encumbered $2,540.40**
    - ■ **No one has applied for ISTE yet which is in Anaheim and the Board is allowing up to $550 in reimbursement**
    - ■ **Concern raised about lack of participation**
    - ■ **Countered with lack of subs, secondary issues funding & wearing too many hats, and topics of PD not appearing to resonate with folks**
    - ■ **Ideas discussed to increase PD - what offerings? which organizations sponsor? What is most effective format? (Micro-lessons remotely accessed, EdCamps, WonderWorkshopFormat, EVENTness, How-to's, Philosophy)**
    - ■ **Ways to alleviate professional overload? How can we provide time for prep for action?**

- - - **Offer a checkbox to other PD providers to submit the reimbursement for ACTEM members**

Conferences
- **According to our bylaws:**
  - **ii. Names of those interested in the position of Conference Coordinator will be submitted to the ACTEM Recording Secretary by Dec. 1.-**
  - **Recommended that Stephanie Cheney and Cheryl Oakes be submitted for Co-Conference Chairs for the 2020 ACTEM Conference.**
    - **Executive Board members need to cast their votes via email to Recording Secretary Deb White (flickatomte@gmail.com or dwhite@rsu26.org)**

December 2019 Conference Committee Report to the
ACTEM Board and Members

In reviewing the comments from the 2018 ACTEM Conference, the 2019 Conference committee worked to improve the following areas: *Improve the depth of information in the Attendify App, Offered a video on how to use the Attendify App on Twitter, offered Apples as a healthy snack, increased the attendance at the ACTEM Awards prior to the Vendor sponsored event on Thursday, offered Strands of sessions including, Google, Special Education, Early Childhood, Elementary focus, Middle/High School focus, Math focus, ELA focus.* The committee will continue to offer improvements based on the responses to the 2019 survey.

As of December 1, 2019, 370 people submitted a survey about the conference and subsequently received their certificate of attendance. 44% of attendees attended the conference on Friday and 43 % attended both Thursday and Friday. 88% of attendees found the sessions they attended to be relevant and 86% felt that what they learned was relevant to their work environment. This past conference we implemented Learning the Maine Way to gamify the conference. Over 75% of attendees enjoyed playing the game. The committee felt this would be a way to actively get first-time conference-goers to engage in the activities of the day. Clearly, this was a success!

Over 71% of attendees used the Attendify app to navigate the two conference days. One comment suggested that the maps and information in the Civic Center were well placed that they didn't have to rely on the Attendify app. 96% of attendees were positive about the Civic Center and 86% of attendees were positive about the food and beverages at the conference. The quality of our presenters and their presentations was appreciated by the surveyed attendees.

Some of the quotes from attendees follow:

"I really liked having the Keynote right before lunch. I was more awake and able to soak in the message and the day seemed to go faster."

"I love this conference! My favorite of the year!"

ACTEM had some of the best, most well rounded, session options I've ever seen. Everyone I went in to was extremely useful and the presenters were indeed experts in that craft. I wish every conference had the options and presenter depth of experience that ACTEM had. Thank you for a great two days."

"A few comments about the Wifi-Wifi was hit or miss at times." The ACC reported that there is an upgrade for next year.

"Some of the spaces seemed to not fit the size of attendance. One workshop space was far too small for the attendance (Girls Who Code) and others were much larger than necessary. I am sure it is hard to gauge attendance, however. I would love to see more workshops about getting more girls involved in STEM."

"More poster sessions all day long."

Suggested topics from attendees were gathered and posted online for all to see once we open up the call for proposals. Potential presenters should view this online collection as they prepare their proposals. (https://conference.actem.org/suggested-sessions)

As part of the survey, we asked for any interest in *helping with the conference and had 20 people respond. As of this week, those indicating interest have been contacted with some options of subcommittee work to be done presented to them for their choice.*

Stephanie Cheney and Cheryl Oakes, co-conference chairs, would like to express thanks to the ACTEM Board for their support, Apple Computers for supporting the Keynote The Tech Rabbi, the many presenters who volunteer their time and the many attendees who support the conference. It would not be possible without the many Conference Committee members who have been involved for many years. See you next October 21st and 22nd of 2020, our conference theme is 20/20 Vision!

- ~~Professional Development~~
- **Executive Director**
  - [Gary Lanoie's Report](#)
- **President's Report**
  - **Executive Director Contract Renewal**
    - **WooHoo! Successful retention of Gary Lanoie**
  - **Bylaws**
    - **Setting up working group to review & make suggestions**

- **Additional Business**

- - - ○ **ACTEM Representatives to the MLTI Advisory Board**
    - ■ **Susie Simmons & Mike Arsenault have agreed to be ACTEM's official nomination to be recommended to the MLTI Advisory Board**
    - ■ **Discussion of being aware of repping ACTEM diversity**
    - ■ **Motion made (Dennis Crowe) & seconded (Dennis Kunces) to nominate Susie Simmons & Mike Arsenault to MLTI Advisory Board. Motion carried unanimously**
  - ○ **Wyebot presentation**
    - ■ **https://wyebot.com/about/**
- ● **Round Table Discussions**
  - ○ **MLTI Bridge Year - district plans and pain points**
    - ■ **Big Topic**
    - ■ **Bubble years for enrollment issues**
    - ■ **Only option appears to be used devices**
    - ■ **Buying from State requires a 6 month delay**
      - ● **Can we ask State to allow folks to purchase now so we can get the 6 month time delay to coincide with summer**
  - ○ **MineCraft for Education -**
    - ■ **Attempting to set up server**
    - ■ **Anyone having issues?**
  - ○ **Do folks have Disaster Recovery Plans? Can we share them for mutual benefit? Looking for a template? Try PagerDuty for a template: https://response.pagerduty.com/**
    - ■ **We need to shift thinking from IF to WHEN**
    - ■ **Maine Law factors in too: https://www.maine.gov/ag/consumer/identity_theft/index.shtml**

- ● **Adjourn**
  - ○ **Motion made & seconded & passed unanimously**
  - ○
- ● **Lunch Tickets (thank you Wyebot)**
- ● **Next Meeting Date - March 12th 2020**