



ACTEM BUSINESS MEETING MINUTES

Thursday September 24, 2020 • 9:30 AM - Noon
Room 103 – Cross Office Building, Augusta, ME

NOTE: Meeting will only be available via Zoom during this time of Covid-19

Zoom Meeting Information:

Join Zoom Meeting

<https://us02web.zoom.us/j/89228419202?pwd=YmJNc1RBTKRHU0JlMkExVUdjUXFTZz09>

Meeting ID: 892 2841 9202

Passcode: YEBn2a

Dial by your location

+1 929 436 2866 US (New York)

Meeting ID: 892 2841 9202

Passcode: 402931

- **Call to Order Please sign in at the [ACTEM website](#)**
- **Introductions: Gary Lanoie, Will Backman, Crystal Priest, Jeff Mao, Jeb in Maine (aka John Brandt), Anne Perloff, Dennis Kunces, Jon Graham, Cheryl Oakes, Deb White, Scott Nason, Charles McLaughlin, Michael Arsenault, Andrew Wallace**
- **Meeting called to Order at 9:35am**
- **Approval of [Minutes](#)**
 - **Motion made & seconded to approve the minutes as posted**
 - **Motion passed unanimously**
- **Updates**
 - **Jon Graham: LTT (<https://www.maine.gov/doe/learning/ltt>)**
 - **If you find an effective strategy for managing devices, etc, please let DOE know**
 - **MOOSE 1st quarter lessons are on MDOE website**
 - **2nd quarter planning begins this afternoon**
 - **MLTI2.0 updates**
 - **In the last stages of decision making**
 - **Lots of local control included**
 - **Intention is to get info out before budget season begins**
 - **Computer Science in schools Cohort**
 - **Mandating is not currently at the top of the list**

- Lots of work still being done
- Emma Bank of DOE is spearheading this work
- No Representative at meeting. No one present has any updates Long. Data Systems ([Data & Reporting | Department of Education](#))
- E-Rate Updates ([E-Rate](#))

**September 24, 2020 ACTEM Business Meeting
Anne Perloff**

[E-Rate Updates](#)

1. FY2020 Funding Waves

Most – but not all - funding decision commitment letters for FY2020 have been issued. If you still have an FRN under review, contact your PIA reviewer for a status report. Wave 1 was issued on May 9 and Wave 21 was issued on September 17. To date, about 84% of FRNs filed by Maine applicants have received an FCDL.

2. OnePortal Multifactor Authentication

If you have not set this up multi-factor authentication for OnePortal to access EPC and BEARs, make sure you take care of it soon. You don't want to have to stop and do it when you are up against a program deadline.

3. Upcoming Forms and Deadlines

a. FY2020 Form 486

Every FRN on every Form 471 for which you receive an FCDL must be included on a Form 486 to indicate the start of services. As your various FRNs are likely to appear in different funding waves, you may very well end up with different Form 486 deadlines. Keep track of the deadline for each FRN because if your Form 486 is late, USAC will deduct a portion of your approved funding.

Deadlines:

For those FRNs in the early funding waves dated prior to July 1 (assuming services start on July 1):

October 29, 2020

For those FRNs with an FCDL dated July 1 or later:

120 days after the date of the FCDL or the start of services (whichever is later)

b. FY2019 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.

Normal Deadline: October 28, 2020

Extended Deadline due to COVID-19: February 25, 2021

4. FY2021

a. FY2021 Form 470

The FY2021 Form 470 is available in EPC. You must file a Form 470 if you want to receive E-Rate for FY2021 and have an expiring contract or want to request reimbursements for new products or services. The deadline for this form is to be determined.

USAC has released a Category 2 Budget Tool for FY2021-FY2025:

<https://opendata.usac.org/E-rate/E-rate-C2-Budget-Tool-FY2021-/8z69-hkn7>

The best place to get info about Category 2 Budgets is on my website

(<http://erate.networkmaine.net/>). There is a guide linked from the home page.

b. FY2021 Administrative Window

The Administrative Window will likely run November to January. During this window, you should update your enrollment and NSLP numbers in EPC before profiles are locked down just before the FY2021 Form 471 Filing Window, particularly if you are filing for Category 2. Be aware that there also may be some required updates you will need to make due to the new Category 2 Budget rules. I will let you know if and when I find out more from USAC.

c. FY2021 Form 471 Window

For planning purposes, operate under the assumption that the Form 471 filing window will in January and close in March.

[Networkmaine Updates](#)

1. Pre-Enrollment

Pre-Enrollment will be held October 19 - November 6. Pre-enrollment is only 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.

2. Enrollment

Enrollment was held this summer. Thanks to everyone for getting this done off-schedule. There will not be any enrollment activities in January.

- **Networkmaine Updates:**
 - **No representatives but W. Backman is on advisory**
 - **A lot of behind the scenes work going on to keep internet costs down for schools and to carry debt until issues can be resolved**
- **MEA Testing ([Maine Comprehensive Assessment System \(MECAS\) | Department of Education](#))**
 - **No representative present**
 - **Lots of rumors, no facts, need federal waiver to forgo the requirement**
- **ACHIEVE Award ([ACHIEVE Award](#))**
 - **No report today**
- **Tech Integrator's Group**
 - **Many members are presenting at ACTEM**
 - **Expect to set up regular meetings sometime next month**
 - **<https://sites.google.com/actem.org/techintegratorscoaches/info-for-districts>**
 - **Join Google Group for Calendar Invites**
- **METDA**
 - **No representative available**
- **Reports**
 - **Dennis Kunces: Professional Development Reimbursement**
 - **So far 11 members have applied for the program**
 - **5 are carryovers from last year's ISTE requests that the ACTEM Board agreed to carryover their applications to this school year. If they wish to attend with reimbursement they can do so without a new application. ISTE will be on-line only this year and will be held in early December.**
 - **Funds paid out and encumbered total \$1,925 \$400 paid and \$1,525 encumbered**
 - **1 person reimbursed \$ 400**
 - **3 persons had events canceled, or did not attend or did attend but did not provide any documentation or follow-up.**
 - **5 ISTE carryovers at a maximum of \$195 each which is the maximum on-line attendance rate**

- 2 members to participate in activities later this school year

- **Conferences**
 - **ACTEM 2020 Conference Report**
 - **Overview of Hopin our virtual event platform for ACTEM 2020**
 - <https://youtu.be/EpErMqMyNN4>
 - Conference 2 days after school until 8pm
 - Sessions are 45 minutes
 - 6:30-7:30 Keynotes
 - Alludo Gamifying activities
 - ACTEM Store will be open
 - Go Virtual or Go Home! . . .Wait! We are at home!

 - **Spring Leadership Conference**
 - May 4, 2021
 - Still have in-person reservations
 - We have Hopin for a year so if need be, we can use that

- **Executive Director:**
 - http://www.actem.org/resources/Documents/2020_Sept_ED_Report.pdf
- **President's Report**
- **Bylaws Revision**
 - Present revisions in Sept to be voted on in Dec. 2020
 - [Revised copy of ACTEM Bylaws](#) for review
- **Additional Business**
 - **Round Table Discussions**
 - **General social discussion**
- **Adjourn**
 - **Motion made & seconded to adjourn at 10:49am**
 - **Motion passed**
- **Next Meeting Date:**
 - **December 10, 2020 via Zoom**