



ACTEM

Executive Board Meeting Agenda



December 14, 2009
Cross Building ATM Room - Augusta

Crystal Priest called meeting to order at 12:50 p.m. In the ATM room.

Jeff Mann will be joining us to discuss training for RUS Grants

Vote to accept the new RUS grants

VOTE TO BE ADOPTED

Voted: That under and pursuant to the provisions of the Maine Revised Statutes Annotated, the Association of Computer Technology Educators of Maine (the "ACTEM"), be and hereby is authorized to accept the federal Distance Learning and Telemedicine grants in the amounts of Four Hundred Ninety Eight Thousand Two Hundred Twenty Two Dollars (\$498,222) administered by the U.S. Department of Agriculture ("Department") or its affiliates to implement distance learning programs and the Treasurer is hereby further authorized to execute and deliver in the name and on behalf of the ACTEM all necessary documentation and certificates required by the Department or its affiliates to fund said grants, including Distance Learning and Telemedicine Grant Agreements ("Agreements"), provided such documentation is in such form as the Treasurer may approve; and that the ACTEM is hereby authorized to accept such grant monies; and that the Treasurer be and hereby is authorized to covenant on behalf of the ACTEM and to take all other lawful actions necessary to insure that all grant monies are awarded to the ACTEM and properly administered in accordance with the Agreement.

VOTE TO BE ADOPTED

Voted: That under and pursuant to the provisions of the Maine Revised Statutes Annotated, the Association of Computer Technology Educators of Maine (the "ACTEM"), be and hereby is authorized to accept the federal Distance Learning and Telemedicine grants in the amounts of Four Hundred Ninety Eight Thousand Four Hundred Ninety Four Dollars (\$498,494) administered by the U.S. Department of Agriculture ("Department") or its affiliates to implement distance learning programs and the Treasurer is hereby further authorized to execute and deliver in the name and on behalf of the ACTEM all necessary documentation and certificates required by the Department or its affiliates to fund said grants, including Distance Learning and Telemedicine Grant Agreements ("Agreements"), provided such documentation is in such form as the Treasurer may approve; and that the ACTEM is hereby authorized to accept such grant monies; and that the Treasurer be and hereby is authorized to covenant on behalf of the ACTEM and to take all other lawful actions necessary to insure that all grant monies are awarded to the ACTEM and properly administered in accordance with the Agreement.

Mike Richards made the motion to accept both RUS Grants and Dennis Crowe seconded. The motion was passed unanimously.



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Audit - \$15,000 – Board approval requested to contract with McDonald Page & CO LLC for our RUS Grant Audits. Crystal Priest made a motion to accept the McDonald Page proposal. Tyler Dunphy seconded. Motion approved unanimously.

General RUS grant discussion and possible coordinator position – Training will be broken up into the regions. We will need a school in each region to be willing to host the training. The site will need to have an open room with Tandberg equipment and a limit of 25-30 people. ACTEM will develop a job description for a coordinator and will determine a fee to charge end points as to what that fee will provide for services.

Business Manager Contract – A motion was made to accept the business contract as proposed by Rachel Guthrie, seconded by Michael Richards. The motion passed unanimously.

Conference wrap up discussion Conference Chair and co-chair contracts – Looked at the job description of the Assistant Conference Chair. Looked at adjusting the Conference Chair Stipend at \$7,500 with a Assistant Conference Chair stipend at \$2,500. A motion by Rachel Guthrie and a second by Alice Barr. Motion approved unanimously.

EOY/LOY awards program and ISTE Making it Happen Award – Much like our John Lunt award. Table for the summer.

Microsoft Purchasing changes – There is a big push to regionalize the Microsoft deal. Microsoft is our number one revenue generator and has been for a number of years. We want to keep that with ACTEM as long as possible.

N-Computing – Recommendation to move forward in selling through ACTEM.

Allen Curtis – Erate consulting discount for ACTEM members: We will move forward with partnerships with Allen.

Title IID grant proposal/request/partnership – A request to participate with the Title IID grant proposal. A consensus was reached to continue to move forward with this proposal.

PD Days – Google Teacher Academy? Looking to build on current Google Teacher Academy and take that to the next level in the state. Looking at breaking out the Google training for the Technology Directors/Coordinators and for the Teachers. Crystal and Michael will begin to schedule the top 10 list of the PD offerings.

Tech Integrator's group – Tyler will send Crystal the Sebago Alliance Tech Integrators information to use to help other regional groups organize.



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Bus trip for NECC 2011 – We will proceed forward with organizing a bus trip to NECC 2011. Discussion around supporting a “bus mom” for the trip to take load off of Craig.

STEM Conference – sponsorship approval: \$500 support approved by group.

Student iTeam – sponsorship approval: \$1,000 support approved by group.

Board Nominations – May slate of officers will need to be passed on in the May meeting. If anyone is considering leaving the board then please let Crystal know.

Summer board meeting – We will have a summer board meeting again this year and will pass dates around via e-mail.

Discussion

Adjourn – Adjourn at 3:22 p.m.