



# ACTEM

## Business Meeting Agenda



**December 14, 2009**

Cross Building ATM Room - Augusta  
Remote Sites and Contacts -  
Region 2 – Houlton – Michael Howard  
UMaine – Orono - Room 11 Shibles– Gail Garthwait  
Madawaska – Vince Vanier

### **Call to Order**

**Meeting called to order by Crystal Priest at 9:00**

### **Introductions**

**Acceptance of the Minutes – Motion by Dennis Crowe second by Alice Barr  
Unanimous approval**

### **Updates**

**DOE/MLTI/MSLN V3** – Jeff Mao: There are still query's from individuals on buying into MLTI so that schools will be part of the three years left of the program. Jeff hopes that by January schools will have the necessary budgeting information for paying for involvement in the program on a three year plan, a two year plan and a one year plan. The devices will be either the current white unibody Macs or an updated revision of the device. For budgeting purposes, if you take  $(\$242 \times 4) / 3$  you should have a reasonable place holder (approximately \$325/device/year).

The buffer pool is a finite resource. It is not an endless pool of devices. Jeff referred everyone to the MLTI policy manual to look at the policy around the buffer pool and buffer pool language. Be sure to manage the use of the buffer pool responsibly. The DOE is still doing site-based visits for site-based professional development. Also, every Thursday there are twice a day webinars available. We should encourage more use of these resources as well as encourage them to use the feedback link. This is the way to receive the contact hours link.

Parent meetings should be conducted if possible. It is important to bring the parents together to discuss why it is important for this program to be in the school. Also, it is important to discuss expectations including the Acceptable Use Policy. There are additional sessions for the Common Sense Media parent piece.

The MLTI project is hoping to have one more call for the image in January to give out what will be on the new image and get the final feedback on the proposed image and software.

Tony Snow has informed Jeff that he believes that all the accounts have been created for the home access via dial up for those schools that applied for accounts. Please ensure that you check your junk mail folders for his replies as many schools have seen his replies caught in those folders.



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NetworkMaine has issued bids and has received bids back for both transport and ISP services. Please ensure that you have all of your schools in your system go to networkmaine.net and fill in all the appropriate forms and submit them to ensure that the purchase can be conducted through the consortium. There are new BENS (entity numbers) for RSUs. Be sure to check them. The new 471 deadline is February 11, 2010 so be sure that you give the appropriate e-rate windows necessary between your 470 submission, your bids and your award of bid.

Maine online learning program. There was a bill passed last year around the Maine online learning program. The law asked the DOE to report back to the legislature and for the DOE to establish criteria for online learning providers. Maineolp.wordpress.com is up for input. The bill is posted. Please read the bill as it gives some minimums of what must already be included in the online learning platform and give recommendations for things above and beyond what is already required. The hope is to have the set of criteria ready to be used by the middle of March so that by April there will be a list of approved providers.

The DOE has asked that if possible and schools can process checks earlier than the listed pay dates for the quarterly payments it would be a benefit to the DOE. This is not a requirement, just a request.

Image Updater 001 is in Studywiz and should be run on all the laptops.

**Title IID** – Bob McIntire: Two RFPs that went out before Thanksgiving. One is for research on open educational resources and the second is for professional development around open educational resources. Question and answer period ends today. Session recordings are available from the Q&A sessions that have been held earlier.

**MEDMS Update-** Bill Hurwitch: Infinite Campus delay in getting the health module into the state edition. It should be in some time in the first quarter. The Maine CDC has asked to add more data collection. Staff and HQT is still in the old system. Looking at different options for staff for next year, but for now looking at keeping the system. Data warehouse bid has been awarded. Pearson has won the bid. Hope to have it in place by June. It was a unanimous decision. Released RFP for education portal. The bids are due on the 29<sup>th</sup> of this month. This will be the central focal point to get to any applications for the department of education. It will be an SSO system to bring you into all DOE data systems. It is hoped to have this in place by the beginning of the next school year. Transfinder pilots are beginning to get started. There was a question regarding centralized registration. The State has seen issues with the lack of centralized registration causing incorrect data being passed to the state affecting EPS monies.

**Erate** – Sylvia Norton: No report.



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**MICDL** – Bette Manchester: In the collaborative efforts with Google and ACTEM most of the sessions were filled. The superintendent's have requested a workshop with Google themselves. On the 14<sup>th</sup> of January the Google people have been asked to come and do workshops in the afternoon. The plan is to have a follow up day long workshop with superintendents, tech integrators and tech directors. Currently Google is being rolled out quickly at the University level pushing for its use at the High School level. There are three projects being worked on in the game area. One is the immunattack. MICDL is looking for Macs with Bootcamp running well or PCs with high end video cards to deploy this. Two other areas are being explored. Bette is looking for science teachers in schools that would be interested. Surging Science and Surge are two games that are being used. Under the professional development superintendents list there is all the information that Bette has passed on to the Superintendents on the MICDL page. There are hopes to use international benchmarks and utilize an online reporting mechanism with an assessment that will compare our schools with other schools throughout the world.

**EOY/LOY** – Alice Barr and Cheryl Oakes: Educator of the year applications will go out over April break with a September deadline again. We will be sending our nominations into ISTE in March.

**Presentation** – 10:30 USDA- RUS - Virginia Manuel, State Director of USDA Rural Development, Emily Cannon & Gary Vanidestine, USDA Rural Development, Bangor Office. Crystal Priest accepted a framed certificate in recognition of ACTEM's receipt of two 2009 Distance Learning and Telemedicine Grants totaling \$996,716.

### Reports

**The Marvel Challenge** – Alice Barr and Andy Wallace: The reason that we have people register is to be able to maintain data to provide to the state when they are looking at funding educational programs. More details are forthcoming. The project is not a huge time commitment but is meant to increase exposure to the MARVEL database.

**NEISTE Report** – Dennis Crowe – see report online and report in newsletter. NEISTE got their first check by CDI of over \$6,000. The NEISTE meeting discussed a list serve and a NEISTE newsletter. NEISTE will be looking for a sponsor for the reception in Denver. The next meeting will be in Massachusetts in March '10.

**RUS Grant & Live-C User Group** – Mike Richards and Jeff Mann: Working with schools to get paperwork in order and matching invoices to get the next wave of RUS grants distributed. The hope is that the equipment will be ordered by January. If we place orders in January hopefully 2-6 weeks later things rolled out. Let Jeff Mann know if you have any questions. Also, if you have any immediate needs contact Jeff to discuss some options around possibly purchasing equipment with local funds and then getting



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reimbursement. Scott Despres will be having a tech forum online once a week to discuss endpoint configuration as well as scheduling. The Live-C website will be updated with new sections added for out of state users. If you have content and things you would like to share, please let Jeff know. The monthly trainings are going well. There are \$100 stipends available for teachers who would like to lead one of the one-hour sessions. Talk to Lance Ford or Jeff Mann about this. Training for the first wave of grants is being scheduled for the end of January. Right now we have approximately 200 endpoints and there are approximately 165 new sites that will receive new equipment and be coming online probably in the spring time. If there is content that you know is being recorded, you will need to contact the UNET helpdesk to retrieve it.

**Training Outline:** On new grants there is a train the trainer training that is customized per site and is referred to as T4 training. With a few exceptions, every school in this grant should be receiving the T4 training. Second, there is ACTEM training which should complement the training. There are weekly tech forums that are free of charge and there are Live-C trainings that are free of charge.

Dr. Lance Ford is working with UMF to provide a 4 credit course for distance education. One of the hopes is that if you are involved in some of the T4 or ACTEM training that you will be able to count that towards those course hours.

**MAINED Conference Wrap up and iPod Touch drawing-** Gary Lanoie: –see report online. Drawing winner: Crystal Morris from Lewiston Regional Tech. Center.

**Professional Development-** Dennis Kunces: Last year we had 95 people apply. We paid out reimbursement to 70 people. We had 10 people never submit paperwork. We had 5 people reimbursed by their own district and we had 10 people we forward funded. We had a budget of \$20,000 and it was increased to \$25,000 to make up for busing. We spent approximately \$23,000. For this school year we have paid out 13 reimbursements. 10 were forward funded so we have only paid out 3 with another 5 in the works. We have approximately \$6,500 encumbered at the moment for a total. This summer we decided to determine at this meeting what we would budget for professional development. Professional Development is made up of two pieces, ACTEM provided PD and reimbursed PD.

The recommended budget for this years professional development is \$16,000 for reimbursement and \$16,000 for the ACTEM provided PD. That is approximately 25 additional slots for professional development reimbursement. A motion was made and seconded to proceed with \$16,000.00/\$16,000.00 for profession development this year from ACTEM. This was unanimously approved.

**Business Manager's Report-** Craig Dickinson:

- Through the first 5 months of the current fiscal year the ACTEM is showing a profit of \$52,000 compared to \$40,000 profit a year ago. Increased conference profits the difference. Software sales flat.



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- Balance Sheet shows the new Maine Community Foundation Fund balance of \$90,500 as of Sept. 30. At the Sept. 14 meeting membership voted to move \$90,000 from Assn CDs to establish “The ACTEM Fund” with a long term (5 year) perspective for perpetuation of the organization.

### *MEMBERSHIP*

- 128 Institutional Members (reduced due to redistricting) and 895 Individual Members

### *MICROSOFT*

- Purchase orders are still submitted to ACTEM for Microsoft licenses and optional media.
- Districts complete two forms posted under RECENT NEWS and fax to Craig at 641-2556 or email.
- Once the enrollment number is granted, the contact must register to have administrative access to the site by responding to a Microsoft email or an invitation from Craig.
- Access to Install keys, download, license Procedures for dealing with MICROSOFT changed October 1, 2009.
- History under this enrollment.
- The preferred Large Account reseller for ACTEM is CDW and not Dell. Continue to send P.O.s directly to ACTEM for Microsoft processing.

### *OTHER SOFTWARE*

- Adobe CS5 likely April release. UPGRADE plan still available through January. University closed until Jan. 15 so some titles ordered now will be delayed until early February.
- Sophos will offer additional time for customers renewing early. Promotion ending late March in the works.
- All FileMaker license include one year maintenance and special pricing of \$119 for FileMaker 10 continues.
- ACTEM stocks MacSpeech Dictate for \$139.
- Parallels 5 is available and is sold with required maintenance. ACTEM sells maintenance renewals.
- FirstClass special pricing on new licenses will again be available in the spring
- QuickBooks Pro 2010 Windows Educational 10, 25, 50 packs available in January.

### *CDI*

- Under the NEISTE agreement Maine schools qualify for 10% discount on CDI reconditioned computers. See [www.cdicomputers.com/NEISTE.aspx](http://www.cdicomputers.com/NEISTE.aspx)

### *POLYCOM GRANT WRITING*



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- Information on Polycom's grant-writing program offer is posted at ACTEM Recent News. Polycom is also offering Maine schools discounts, training, content access

### *ISTE (NECC) 2010 Denver Housing*

- Unique ACTEM URL available with link posted under Recent News  
Changes and cancellation without penalty through April 16 for Denver Garden Hilton room block.

**Discussion/Nominations/Vote:** Michael Richards nominated Gary Lanoie as the 2010 MainEducation Conference chair. Seconded by Diana Sommers. Unanimously approved.

Discussion of possible new position - 2010 MainEducation Conference Co-Chair as a contracted stipended position.

**Professional Development Days:** The professional development report is available online. The survey began in June. It recently closed with 97 people taking the survey. Tech Integrators and District Technology Coordinators made up most of the survey respondents.

**Professional Development Budget:** As discussed above under the professional development report

Professional Development Reimbursement Program - Recommend \$16,000  
Professional Development Days – Recommend \$16,000

### **President's Report – Crystal Priest**

Tech Integrator's Session – Laura Geer from Freeport held the first session. At this meeting, the ISTE Webinar subscription was offered to the Tech Integrators as a resource. It is proposed that ACTEM purchases a subscription for the state at \$800.

RUS Grant Trainers/assistant – Looking for someone in the state to work as a contracted service provider to assist in training as Lance is very stretched.

STEM Initiative - \$500 sponsorship for STEM Summit. January 29<sup>th</sup> is the summit date. It is free and held at the Civic Center in Augusta.

New ACTEM Website – live.actem.us is the website address. Looking for new eyes to go over the site and give input.

MLTI Student Conference – May 27<sup>th</sup> in Orono. You must bring kids. If you would like to present, contact Jim Moulton.



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### Round Table Discussion

**Adjourn: 12:13 p.m.**