

ACTEM Meeting Sept 14, 2009 Cross Bldg
Meeting Called to order by President Crystal Priest at 9:00 a.m.

Updates:

DOE/MLTI/MSLN V3 – Steven Garton was introduced as filling Jeff Mao's old position. His title is Coordinator of Educational Technology. MSLN will become Network Maine, a business entity of UMO. This will be made public soon. Network Maine will be working to put together a proposal for connectivity for those schools and libraries that are currently supported under MSLN. This will include transport and ISP services. New online resources were introduced to include www.learncentral.org and <http://maine121.org>. Through Learncentral.org professional development resources will be leveraged in a social media environment. Due to the continuing budget constraints, MLTI will continue to look for more cost effective ways to provide professional development. The official blog for the MLTI professional development community is <http://maine121.org>. Beginning in October, there will be professional development opportunities in the form of webinars. There will be two time slots for these webinars, 3:15 and 7:15 to provide opportunities for more teachers to take advantage of the professional development. Maine121.org will be linked off the MLTI.org web page. There was discussion around the stipend for MLTI lead teachers. There will continue to be a stipend for those positions for this year though it will be greatly reduced. It is important for schools considering to keep these positions to understand that there is a diminishing supply of funds for this stipend and they may wish to consider budgeting for local funds to support that role in schools into the future.

MEDMS Update – Schools interested in migrating to IC in an upcoming wave should contact Bill Hurwich and let him know. The state is continuing to work with IC to ensure that staff data will be able to be migrated correctly for those schools with the district edition into the state edition and uploaded into MEDMS. High Qualified Teacher information will not be entered through District Edition this year.

Erate – Schools need to ensure that they have a plan in place covering next FY for the Form 470 that will go out this fall.

MICDL – Bette Manchester informed the group that John Newlin would be working with the Center. Has worked with the Great Maine Schools Project. MICDL will post research projects and initiatives. Many of these will be focused on professional development and taking professional development to the next level, identifying what works and what does not work. Bette would like to identify those people in the schools who are labeled “tech integrators.” She would like the needs name and contact for integrators throughout the state. Crystal Priest will be posting a Google form to collect this information. Other resources on the former Mainearns.org website will include videos for high school teachers and administrators who have never worked in a 1-1 environment. These videos include Angus King, Alice Barr and Lisa Hogan among others. These videos attempted to gather the most critical information that administrators and staff new to 1-1 would need to know.

EOY/LOY – Alice Barr and Cheryl Oakes will be screening after the meeting. Those who have offered to assist please remain following the business meeting to receive the necessary information.

RUS UPDATE – The status of bridge access from Orono via Tandberg was updated. The current content server is functional but not ready for full utilization. The content server will allow for courses, sessions and other video calls to be recorded and archived. A URL will be able to be distributed for viewing the material. A SIP based client, MOVI was discussed. It is released through Tanberg. It is only available in a Windows version at this point but there is a Mac client that is being worked on. There are 200 endpoints functional at this point. There could be an additional 100 endpoints added if the other grants that have been submitted are awarded to ACTEM. Information regarding the use of the equipment can be obtained via the LiveC website at www.livec.org. Tech questions can directed to Scott Despres at 450-9933 or sdespres@cbetech.com or to the U Maine Help desk. There are currently other grants in the pipeline. If all indications are correct, there is a good possibility that ACTEM will be awarded more and we need to be aware of the costs associated with the grants to include audits from the federal government and additional paperwork necessary to ensure that everything is in place for those audits.

MARVEL CHALLENGE – ACTEM will be working to promote the use of MARVEL in schools. Andy Wallace presented and discussed the opportunities to work through a competition to encourage teachers to utilize MARVEL in the classroom. Suggestions were made including having special judges pick winners. There is a large number of teachers that are not aware of MARVEL or that it is available for all students and is on the dock of the MLTI laptops. The goal of the competition is to provide a lesson plan prize, like the SEED model. Student involved also. Marvel T-shirt. The group agreed unanimously to support the project with a total funds not to exceed \$5000.

LIVE-C/Distance Learning Support – The bottleneck for deployment of any grants is the match invoice collection. ACTEM still has professional development time allocated with Kent Brooks. We need to provide direction on what type of training that will be and how it will be conducted. The coordination of the use of the distance learning equipment will potentially become a concern. As the use of the system increases and with the possible increase in endpoints coming in the near future, connection priorities may need to be established. The equipment is technically ACTEM's and as an organization, we will need to become more involved. One consideration is to ensure that sites who were part of the grant have a higher priority than those not in the grant that have purchased equipment on their own. This is a future discussion topic and will need to be thoughtfully considered to ensure that this technology and equipment is best utilized and meets its targeted goals throughout the state.

Professional Development – The professional development report was given. For FY 08/09 there were sixty-seven recipients of professional development funds. Eleven individuals applied for and decided not to collect. Currently there are eleven

individuals requesting four thousand dollars for 09/10.

The professional development rules were outlined again for members. Members must register for professional development funds BEFORE taking a course. The end date of the course determines what fiscal year the monies will be applied to. Documentation must be submitted within sixty days of completion of the course to receive reserved funds. Travel, food, lodging and other costs are not reimbursable through the professional development program. The professional development program will not allow for funds to be used for the next fiscal year. The total costs for the program will be capped at their current budgeted amount and will not extend over the budgeted limits.

Business Manager's Report -

Craig reported a loss for the fiscal year that closed June 30, 2009 of \$14,700 compared with a loss of \$8600 the previous year. Though total revenue decreased \$200,000, gross profit increased \$19,000 thanks to a profitable conference and steady sales of products with favorable profit margins. ACTEM dispersed a record \$42,000 toward professional development and training last year, an \$8000 increase from the previous year and represents a 350% increase over the figure for 2005-2006. ACTEM saw a decrease of \$3000 in interest earned but maintains a firm cash position.

Beginning with the July-August 2009 financial statements, RUS Grant accounting will be listed as a separate class to clearly differentiate the flow of grant funding from regular ACTEM business. Sales for July and August were down slightly from the previous year.

Membership: When memberships expired June 30, ACTEM had a record 949 individual members. Currently 336 individual members and 96 individual members. Craig read the list of 23 vendor members.

Software:

FileMaker 10 special of \$119 including year of maintenance ends Sept. 25 and unlikely to be offered in near future.

Possibly another 6-bay Oncore battery group buy end of October if interest merits.

Polycom offering over \$10,000 in training and consulting services to Maine sites purchasing multiple Polycom video conferencing systems. Info posted under Recent News on ACTEM site.

Parallels 5 probably late '09 or early'10. ACTEM continues to sell Parallels and upgrade renewals but no longer is allowed to aggregate monthly orders.

Adobe licenses purchased through ACTEM are connected to a single email address. Customer service must go through Craig as calling Adobe will not work.

Through December 2009 owners of current version of academic Adobe licenses may purchase just the Upgrade plan that runs through August 2011. Craig recommends purchasing all new Adobe licenses this fall with the likely release of CS5 spring/summer 2010.

Adobe student licenses are now available online to K-12 students and school staff at journeyed.com/select. Choose K-12, then Maine and ACTEM receives a commission. Inspiration available there for \$30. Info posted under Adobe on the software page and in Recent News.

Microsoft offering ACTEM special pricing on Office Mac licenses and Office 2007 Enterprise as perpetual licenses. Minimum order is 10 and one-time pagework submission is required.

ACTEM stocks MacSpeech Dictate.

Conference Committee – Conference registrations are going well. The vendor booths have been almost all filled. Some vendors have taken multiple end booths and will plan on utilizing them to create a custom style booth. The committee is working to ensure that there will be bandwidth coverage as well as the necessary equipment on hand to support the sessions.

Round Table

For the RUS Grants there may need to be a position hired to support the management of the grants.

Professional Development funding amounts may be revisited. The courses were technical in the past but with the PD being offered throughout the state under MLTI and through ACTEM we may be able to reduce the amounts to potentially support more people.

ACTEM should continue to work to promote technological literacy and integration with other organizations throughout the state. We should build partnerships with groups such as the MSMA. Possible ACTEM presence at the Principals Conference was discussed.

Possible membership options such as single payment lifetime memberships was discussed as well as the potential for increasing the membership costs to \$20. Also, the distribution of reports electronically versus having them presented to allow for shorter business meetings was discussed.