

Minutes ACTEM March 21, 2005
ATM Sites: Cross Office Building, Augusta
Presque Isle High School – hosted by Steve Vance
Bonny Eagle High School – hosted by Dennis Crowe

I. Welcome & Introductions

- a. Welcome by Gary Lanoie -- Introductions

Update from January meeting:

Education, Technology, and the Future of Maine's Economy

January 24-25, at the Augusta Civic Center. Alan November, Willard Daggett, Marc Tucker, and Seymour Paper.

For our \$1000 support, Gary, Sharon Betts, John Lunt and Crystal Priest attended. Commissioner of Education sent a thank you letter to ACTEM.

Assistant Chair for the MainEducation Conference has been chosen – Edna Comstock

II. Information & Roundtable discussion

-MEDMS - Bill Hurwitch

194,000 students have ID's now. 185,000 enrolled. There are processing time slowdowns which they are working on.

Deadlines: MEA data by 23rd of March – if there is a label they will ignore the booklet.

April 1 count will be through MEDMS and via paper for check.

LAS system is finishing functional specs now. Focus group will be reformed for an April 7th meeting.

Review of MEDMS focus group – looking at architecture and performance will form in May.

Additional reports are being compiled.

Manuals will be updated since procedures have changed – summer work.

-MEA Online

63 schools participated -- Comments: takes lots of tech support and most used 7th grade machines as extras

Charging an issue

Several students had to retake sections

Makeups are very time consuming since you need a proctor machine.

-Essential Program Services Funding Model

Meetings presently happening around the state.

Are Tech Plans going to be required for eps? Not answered.

-One-to-one at High Schools - MLTI

Question on buy-out price – still around \$40

Total lease runs out at the same time.

Tech lead meeting scheduled near the end of April

-ATM

They are getting eRate billing issue resolved The group involved has been notified.

ATM upgrade equipment is not being installed – sites should have received a big box for the upgrade and Steve is traveling to help. Over the summer, they are upgrading 75 PCs.

Working on some training via ATM for “linux”, tech setups, etc. -- Discussion on ACTEM paying instructor and offering free courses to members.

Passed to Professional Development discussion.

-E-rate & Technology Plans – Edna Comstock

You must have FCC numbers for all sites. Already 2 sites received letter for visits from FEDs – following an FRN. Warning: do NOT volunteer anything.

III. Reports

a. Business Manager Report – Betsy Caswell

348 on listserv; 176 individual Members, 153 district members

\$72,417.52 cash on hand

\$676,630.39 income to date \$612,000 in software sales

Expenses: Cost of goods sold \$552,614

Labor \$29,958, postage, and other expenses were noted. A full report will be included in the end of year report.

Business Manager Position – will be open after first of the year.

Job FAQs: Lots of correspondence, research, collaboration with vendors Advantages – flexible, computers

Disadvantages: No insurance, lots of accounting involved.

Larry Frazier questioned: Is it time to look at the overall structure / model – Executive Director, bookkeeper model.

John Lunt moved a group be selected to prepare scenarios for replacement of Business Manager

Diana Summers second

Passed – Gary Lanoie will form a group and report back in May.

b. MAINEducation 2004 Conference Report

Final Conference Report was given

c. MAINEducation 2005 Conference

Teacher/Student Conference format (Friday/Saturday)

Have had 2 meetings and will meet again today. Some changes: extended Friday workshop sessions, modify distribution of information through downloads,

October 14 – 15, 2005 same price

d. Professional Development

1. 17 members have received; 14 are pending; leaves us \$1000 left for this year.

Discussion on online courses – pilot programs to test -- \$100 / hr. for instructor

ideas – Power School, Moodle, Linux

John Lunt – moved for the Executive Committee develop a program to pilot some online courses at \$100 / hour.

Diana seconded

discussion – can we start a database of “instructors”.

Passed.

e. ACTEM Educator of the Year

Start the application process online – April 1, 2005 – August 2005

Add an award for Tech Coordinator or Technician of the Year. -
- future discussion.

f. Newsletter - Electronic Educator

Policy regarding vendor information in the newsletter

Currently suggests to vendors to put together an article which is not just a sales pitch but contains good solid information for inclusion.

g. Web Site – Mike continues to support

Hosting/outsourcing discussion – committee formed reporting at May meeting

Tech Coordinator’s survey – suggest we update it, Mike will investigate

h. Other

Suggestion – ACTEM put together a best practises model for Tech. Coordinators in Maine. Then promote through the association.

Disagreement – some are hired as totally techs

Perhaps, we need to put together a total package looking at TCO -
“What does good technology look like in a school?”
Discussion tabled until a later meeting.

IV. Old Business

Agenda items from January meeting:

a. Yearly budget approval and board authorization for spending limits

Discussion – combine this with the meeting for model of management.

V. New Business

a. Nominating committee for ACTEM Officer
Larry Frazier is retiring and this opens the position. Gary suggested a nominating committee for VP to move into the President position in 2006-07.

Interested parties should contact Diana S.

b. Future ACTEM meeting date -May 16, 2005

c. Other Drummond Woodson conference – they have been notified, we are waiting for further information.

Submitted: Sharon Betts, Recording Secretary