



# ACTEM BUSINESS/ANNUAL MEETING MINUTES

Thursday May 21, 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 at:

<https://us02web.zoom.us/j/81544049174?pwd=UityNWdhdjVTVTE5hUE1JR0MzdExtZDZ09>

Meeting ID: 815 4404 9174

Password: 0mVaXz

Dial by your location: +1 929 436 2866 US (New York)

Meeting ID: 815 4404 9174

Password: 240263

- **Call to Order Please sign in at the [ACTEM website](#)**
  - Called to order at 9:35
- **Introductions:**
  - NOTE: This is the 1st ACTEM quarterly business meeting held exclusively by video. (Zoom)
  - It is our Annual Meeting
- **Approval of [Minutes](#)**
  - Motion made, seconded, accepted
  - **Updates**
  - **LTT (<https://www.maine.gov/doe/learning/ltt>).**
    - No one present to report at this time
  - **Long. Data Systems ([Data & Reporting | Department of Education](#))**
    - Kathy Warren: Continuing work with Data Warehouse
      - Received 4 million grant to continue to build the warehouse
      - NEO recently migrated to new servers with minimal issues
        - Will be updating security & accessibility & modernizing
      - Let them know what they can do to help you
      - Offering a possible presentation on Data Collection & Reporting/ how it works, why it works, etc
      - Watch for survey on PD
      - Training most likely in August
  - **E-Rate Updates ([E-Rate](#))**
    - **[Report from Anne Perloff](#) This is an important read.**
      - Many deadlines have been extended
  - **Networkmaine Updates**

- Anne Perloff reports that email is the best way to contact
    - Will Backman formally thanks the Network Maine team for all their help during this time (and all times)
  - **MEA Testing ([Maine Comprehensive Assessment System \(MECAS\) | Department of Education](#))**
    - No device issues this year
    - No testing this year
    - No updates that we are aware of at this point
      - MDOE is taking this time to re-evaluate state standardized testing
  - **ACHIEVE Award ([ACHIEVE Award](#))**
    - Nominate
    - If you want to nominate someone/entity who has been extraordinary during the pandemic (or any time) but doesn't quite fit the ACHIEVE criteria, please nominate & explain.
  - **Tech Integrator's Group**
    - [Meeting notes for the 2019-20 school year](#)
    - Next year the notes will move into the ACTEM Google Drive
    - Final meeting held on May 12th; ~35 attendees in the virtual Zoom meeting
    - Exploring having more Zoom only meetings in 2020-21 and reducing in person meetings to increase access and ease for TICs across the state
  - **METDA**
    - Professional Learning Day postponed. Nothing rescheduled yet
    - Satellite meetings in
    - Referendum for 15 million to expand broadband in July
- **Reports**
  - **Dennis Kunces: Professional Development Reimbursement**
    - for 2019-20 9 members received \$2,839.40
    - The encumbered amounts were for ISTE which if held will be for our next school year so our total will probably be this amount.
- **Conferences**
  - **[ACTEM 2020 Conference Report](#)**
    - Big Announcement: We will be virtual in October!
    - Proposals for sessions are still open until June 30, 2020
    - Keynotes are still presenting
    - Look for updates from conference committee/chairs
- **Executive Director:**
  - **[May 21, 2020 Report](#)**
    - Please remember that purchasing software/hardware through ACTEM benefits you/your district with discounts & ACTEM with a revenue source. This is only available to Institutional Members:
      - Individual Membership - \$20 annually
      - Institutional Membership - \$50 annually (\$25 for small, one-school districts)

- Retired Lifetime Membership - \$50 one time charge
  - Corporate/Vendor Membership - \$200 annually
  - Student Membership - \$5 annually (Full-time pre-service college students)
- **President's Report**
  - Bylaws Revision
    - Currently being reviewed by lawyer
    - Plan to present revisions in Sept to be voted on in Dec. 2020
  - Will speaks to the strengths of the parts of ACTEM creating the impactfulness of the whole of the organization & thanks
- **Annual Meeting Items**
  - Annual Dues - the membership will establish the dues schedule for the coming year.
    - Current Dues Schedule: Individual - \$20, Institutional - \$50, Small Institutional - \$25, Corporate/Vendor - \$200, Student - \$5
    - Member Dues have not changed since 2010
    - Motion made & seconded to continue the above schedule
    - Motion carried to continue the current membership fee schedule
  - The last scheduled meeting of the fiscal year will be designated as the Annual Meeting.
  - Officers will be elected at the annual meeting [Not need in 2020]
  - A year-to-date report will be prepared by the Treasurer/Executive Director and made available at the Annual Meeting. - [See Budget to Actual Report](#)
  - The schedule of meetings for the coming year will be established at the Annual Meeting. (all Thursdays & in alignment with METDA meetings)
    - Sept. 24, 2020 - Cross Office Building [Room 103A-B] Augusta, ME (Optional via Zoom)
    - Dec.10, 2020 - Virtual Meeting via. ZOOM
    - March 11, 2021 - Cross Office Building [Room 103A-B] Augusta, ME
    - May 13, 2021 - Cross Office Building [Room 103A-B] Augusta, ME
- **Additional Business**
  - **Round Table Discussions**
    - **MLTI 2.0 report from Mike Arsenault & Susie Simmons**
      - **Group is brainstorming MLTI 2.0**
        - The process is a bit cumbersome
        - Data collection has been an issue
        - Speed of decision making
        - Everything appears to be on the table
        - Draft is supposed to be out July-ish for districts to begin planning
        - Final draft is planned for release in October
        - This is for the 2021-2022 school year
        - Thank you to the ACTEM representatives!

- **What is the plan for the COVID-19 issued devices from MDOE?**
  - This was not state money, this was CARES money.
  - Who owns the devices? Schools or State?
  - This should not be part of the MLTI 2.0 plans
  - The unknowns are complicating the planning for what we need.
  - Projected budget/economic impact is worrying
  - It appears that equity may not have been best served with this distribution.
  - It appears that all administrators may not have planned for distribution & collection of COVID-19 issued devices. This is a concern.
- **Adjourn**
  - Motion to adjourn at 11:06pm
  - Seconded & passed
- **Next Meeting Date**
  - Sept. 24, 2020 - Cross Office Building [Room 103A-B] Augusta, ME (Room in Cross Office Building is reserved but meeting will probably be via Zoom)