



## ACTEM BUSINESS MEETING MINUTES

Monday, September 17, 2018

9:30 AM - Room 103 - Cross Office Building, Augusta, ME

**NOTE** New Start Time - 9:30 AM

### **Remote Connection Information:**

DOE Cross Building RM 103

(IP/H.323: 2072878613@networkmaine.net, SIP: 2072878613@networkmaine.net)

MCU2

(IP/H.323: 8666448666424@networkmaine.net, SIP: 8666424@networkmaine.net)

Remote Sites:

### **Agenda**

Call to Order and Introductions

Acceptance of the [May 14, 2018 Meeting Minutes](#)

**Motion made/seconded to accept unanimously**

Updates:

**Deb Friedman retiring this year.**

**Deb introduce Beth Lambert from LTTT.**

**Wifi Access Points/Switches have been available via a depot  
NOW only available for failed equipment.**

**Andy tells Beth that this is an critical position.**

**Reports that Tech Directors are concerned about the LTTT &  
encourages her to reach out for help/advice.**

LTTT - Digital Learning Specialist - Amanda Nguyen

1. **New website: please spread the word: The Maine DOE is getting a new website. This means many of the URLs you've bookmarked will change. Keep an eye out for more information on the Maine DOE Newsroom or via Maine DOE social media posts. (see page 7 of the ACTEM Newsletter)**
2. **BrightBytes (see handout [https://drive.google.com/file/d/1lq62K\\_5GAP9rLTWJOY9DFH1T1oHQiQoq/view?usp=sharing](https://drive.google.com/file/d/1lq62K_5GAP9rLTWJOY9DFH1T1oHQiQoq/view?usp=sharing) ) They're coming back to Maine in October.**
3. **Tech plans:**
  1. **2017-2018: We read the ones that were submitted and if they had all the pieces they needed, you got an email saying "it was**

received"... unfortunately, the 'feedback in mid-August' that was promised won't be coming due to shifting priorities. Please just keep the original "it was received" email from Amanda for your records.

2. **2018-2019:** Only expectation is that MLTI Cohorts 3 and 4 will complete the BrightBytes. Please do this by November 30<sup>th</sup>. See page 7 and page 8 of ACTEM Newsletter for more information about the changes.
4. **Online Learning** (see handout <https://drive.google.com/file/d/1aQ4ZbtIpM-Esfa03Qn230FWL8x8tCWuq/view?usp=sharing> ) Great opportunity for everyone from EdTechs through Sup'ts, all grade levels, all roles, all content areas, can participate. Handout has registration information - and this will be posted in the DOE Newsroom soon!

MEDMS and Long. Data Systems - Charlotte

Data team is down 5 staff members

Shannon Bartash (Helpdesk Manager) has gone to RSU 14 to be an RTI Teacher

Jessica Corcoran (Helpdesk Technician) went to Camden National Bank

Caleb Bomar (Helpdesk Technician) was let go

Travis Wood (Student Data Coordinator) went to Ellsworth Elementary/Middle School to be Assistant Principal/Athletic Director

Lance Gilman (Data Warehouse Manager) left to work as a financial planner

The Helpdesk Manager position is currently being reclassified and is expected to be posted soon

We have begun hiring process for Helpdesk Technicians (contracted positions. We changed our hiring protocols to be more upfront with our expectations and to get people that can learn quickly and are self-motivated to learn using existing resources. ), we have one candidate starting September 24, Matthew Ward. The other position closed on Friday and we will begin reviewing resumes tomorrow.

The Student Data Coordinator position is now posted at:

<https://mainebhr.recruiterbox.com/jobs/fk01abo/>

The Data Warehouse Manager position is now posted at:

<https://mainebhr.recruiterbox.com/jobs/fk01abi/>

Kathy Warren has joined the team as the Data Systems Manager. Kathy will be responsible for the Department's data systems, including Synergy and NEO. She will coordinate with the vendors and OIT to ensure that the systems are working as needed. She will also oversee the Helpdesk and Quality Assurance staff. Kathy joins us after working many years at RSU 8/Vinalhaven as their Business Manager (and lots of other duties as assigned). Her time at Vinalhaven has given

her a good perspective of the user side of all of our data systems. She can be reached at [Katherine.Warren@maine.gov](mailto:Katherine.Warren@maine.gov)

The Data Warehouse RFP closed on August 15, 2018. There were 3 proposals submitted. The RFP review team is now reviewing the proposals in order to make a decision. The review process is made up of 4 steps. Step 1 is reviewing the bidders' eligibility to bid, based on the RFP criteria. Step 2 is takes the results of Step 1 and reviews the remaining bidders' organization qualifications. Step 3 takes the results of Step 2 and reviews the remaining bidders' proposed solution. Step 4 takes the results of Step 3 and factors in the cost proposal. From there a determination is made. The RFP review team is currently finalizing Step 2. The RFP review team is made up of Paula Roberts, Yarmouth Public Schools; Brian Keene, RSU 56; Cathy Harrison, Maine Office of Information Technology; Hazel Stevenson, Maine Office of Information Technology; Ida Batista, MDOE School Finance and Operations; Charlotte Ellis, MDOE School Finance and Operations.

The District SIS RFP is at the Bureau of Purchases and will hopefully will be released by the end of September.

Synergy webservices are being tested by Infinite Campus (working with South Portland – thank you Andy) and PowerSchool (working with RSU 15 – thank you Brett)

E-Rate and NetworkMaine Update - Anne Perloff:

### ***E-Rate Updates***

#### ***1. FY2018 Funding Waves***

***Most funding decision commitment letters for FY2018 have been issued. If you still have an FRN under review, contact your PIA reviewer for a status report.***

#### ***1. Upcoming Forms and Deadlines***

##### ***1. FY2018 Form 486***

***Every FRN on every Form 471 for which you receive an FCDL must be included on a Form 486 to indicate the start of services. As your various FRNs are likely to appear in different funding waves, you may very well end up with different Form 486 deadlines. Keep track of the deadline for each FRN because if your Form 486 is late, USAC will deduct a portion of your approved funding.***

#### ***Deadlines:***

***For those FRNs in the early FY2018 funding waves dated prior to July 1 (assuming services start on July 1):***

**October 29, 2018**

**For those FRNs with an FCDL dated July 1 or later:  
120 days after the date of the FCDL or the start of services (whichever is later)**

**1. FY2017 BEAR Forms**

**BEARs will continue to be filed in the existing BEAR applicant login area (not in EPC). Once you have received an FCDL, have filed a Form 486, and have paid the bill(s) associated with the BEAR request for reimbursement, you may file your BEARs as often as you desire (monthly, quarterly, once a year) up to your funding commitment dollar amount.**

**Deadline: October 28, 2018**

**1. FY2019**

**1. Standardized E-Rate Calendar**

**There will be a standardized E-Rate calendar for most forms and processes beginning with FY2019. Filing windows will open and close on the same date every year. A few dates will continue to be rolling, such as the Form 486. USAC presented a proposed set of dates at the last Schools and Libraries Board Meeting, which are awaiting FCC approval. As soon as the calendar is officially announced, I will send out an announcement.**

**1. FY2019 Form 470**

**The FY2019 Form 470 is available in EPC. You must file a Form 470 if you want to receive E-Rate for FY2019 and have an expiring contract or want to request reimbursements for new products or services. Remember, that as far as we know, unless the FCC takes some action, FY2019 could be the last year that you can use your current Category 2 Budget. My advice is to use it while you have it. We do not know if in FY2020 you will get another budget to work with or if C2 will return to a 2 in 5 process.**

**1. FY2019 Administrative Window**

**If the proposed E-Rate dates can be believed, the Administrative Window will run October 1 to January 7. During this window, you should update your enrollment and NSLP numbers in EPC before profiles are locked down just before the FY2019 Form 471 Filing Window.**

**1. FY2019 Form 471 Window**

**For planning purposes, operate under the assumption that the proposed filing window dates of January 10 to March 20 will be used.**

**Do not consider either of these window dates to be written in stone - they may yet change. I will be sending out the new E-Rate Calendar as soon as USAC does.**

### **Networkmaine Updates**

#### **1. Participation Fees**

**Networkmaine still plans not to charge participation fees this year.**

#### **1. Pre-Enrollment and Enrollment**

**Pre-Enrollment will be held October 22 - November 9. Pre-enrollment is only for those sites that do not report free and reduced lunch numbers to the DOE or otherwise need to complete an Alternative Discount Mechanism Form.**

**Enrollment will be held in January. All new and continuing members of Networkmaine must complete enrollment. For most of you, it will consist solely of a brief online survey and a Form 479 to certify your CIPA compliance.**

#### **1. Video Conferencing Services**

**Networkmaine is moving from Cisco Jabber Video to Zoom. An email went out to the MSLNTC-L Digest list describing the change (a copy is included in case you didn't see it). I would direct you there for all the techie details.**

**The important piece is that you may not need a full paid version of Zoom Pro. A free version is available that may be sufficient for your needs. Current subscribers will receive an invitation to join Networkmaine's Zoom account shortly along with further instructions.**

**Zoom Pro subscriptions will cost \$65 each per year for Networkmaine members.**

**MSLNTC-L automatic digest system  
to MSLNTC-L**

**There is 1 message totaling 128 lines in this issue.**

**Topics of the day:**

#### **1. MOVI and Zoom announcement**

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**Date: Tue, 11 Sep 2018 10:38:45 -0400**  
**From: Networkmaine <support@MAINE.EDU>**

**Subject: MOVI and Zoom announcement**

**Greetings,**

**As initially announced back in November, Networkmaine has been searching for a new video conferencing solution to replace our current offering based on Cisco legacy products. In January Cisco ended support for 'Jabber Video for Telepresence' also known as MOVI solidifying the need to make a change. After an extended evaluation and procurement process we are pleased to announce that we have selected Zoom for our new video conferencing service.**

**Zoom offers all the core features of MOVI along with a number of additional features. Subscribers with a current paid MOVI subscription will continue out the remainder of their subscription period with a Zoom Pro account which includes a room connector option that allows interoperability with Room systems like Cisco, Tandberg, and Polycom systems and the ability to join conferences scheduled with TMS. Moving to Zoom will allow current subscribers to host conferences within Zoom with or without room systems, host Zoom basic clients, or join video conferences scheduled with TMS all within a Web client or smartphone app. Current MOVI subscribers will receive an invitation to join Networkmaine's Zoom account shortly along with further instructions.**

**As Zoom uses a different pricing/feature model, you may not need as many subscriptions if you are servicing a large group of users and we encourage you to evaluate your needs. Zoom offers a free account option, Zoom Basic, that allows unlimited 1 to 1 meetings with other Zoom Basic users and limited 40 minute conferences for up to 100 Zoom Basic participants.**

**Networkmaine Zoom Pro subscribers can host up to 100 Zoom users, including Zoom Basic users for an unlimited amount of time, make use of Networkmaine's 'room connector' licenses that enable Zoom to interact with Room systems, MOVI, or other SIP/H.323 devices, have a custom meeting room URI, schedule meetings, record conferences, and other features. More information on Zoom Pro features and other Zoom plans can be found at <https://zoom.us/pricing>**

**We have negotiated an attractive subscription price. Networkmaine members may purchase a Networkmaine Zoom Pro subscription from us for \$65 per year.**

**If you would like to learn more about Zoom, they have an extensive support and help section at <https://support.zoom.us> and also provide live training sessions at <https://zoom.us/livetraining>**

**Because support for MOVI has been discontinued by Cisco, Networkmaine MOVI servers will be decommissioned in December. At that time the MOVI application will cease to function.**

**For Networkmaine account specific questions, please contact us at support@maine.edu or 207-581-3587.**

**Thank you.**

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**Networkmaine NOC  
University of Maine System  
Maine School and Library Network  
(207) 581-3587  
support@maine.edu**

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**End of MSLNTC-L Digest - 9 Sep 2018 to 11 Sep 2018 (#2018-39)**

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MEA Testing - Andy Wallace  
**Andy's Contract ended August 1st**  
Emails went out in preparation for releasing results  
ACHIEVE Award - Deb White  
**Eric Lawson of York is this year's ACHIEVE winner.**

Tech Integrator's Group - Mike Arsenault

**[Apple Fall Tech Update](#) - Durham, NH - October 4**

**[ACTEM 2018](#) - October 11-12 Augusta**

**[EdCamp Seacoast](#) - Oct. 20 - Portsmouth Middle School, Portsmouth, NH**

**[MassCUE 2018](#) - Gillette Stadium, Foxborough, MA - Oct. 18-19**

**[CECA Fall Conference](#) - Foxwoods, CT - Oct. 21-22**

**[JAMF Nation User Conference](#) - Minneapolis, MN - Oct 23-25**

**[EdTech Teacher Summit](#) - Revere, MA - November 5-7**

**[Leveraging Learning 2018](#) - Auburn November 8-9**

**[Vermont FEST 2018](#) - Nov. 8-9 - Killington Grand Resort Hotel**

**[Global Education Conference](#) - Nov. 12-15 - Week-long online event**

**[2018 Christa McAuliffe Technology Conference](#), Manchester, NH - Nov. 27-29**

**Become an Apple Teacher [NEW] - <http://www.apple.com/education/teachers/>**

**Google Teacher Certifications -**

**<https://edutrainingcenter.withgoogle.com/certification>**

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**MLTI Professional Development (Apple Solutions):**

**<http://maine.gov/mlti/events/apple.shtml>**

**MLTI Professional Development (HP Solution):**

<http://maine.gov/mlti/events/hp.shtml>

**Become an Apple Teacher [NEW]** - <http://www.apple.com/education/teachers/>

**Google Teacher Certifications -**

<https://edutrainingcenter.withgoogle.com/certification>

**#EdChatME** - <https://twitter.com/hashtag/edchatme>

**Wednesday at 8:30pm**

METDA - Technology Director's Group - Andy Wallace

**Concerns include:**

**Inspection of Devices**

**Wifi deployment/management**

**Change of Format - a focus for each monthly meeting**

**If you know of a new Tech Director - please let the group know**

**Dues are \$100 via an invoicing system. (Any questions, contact**

**Andy)**

**Took stands on Net Neutrality &**

**Reports:**

**#ACTEM18 Conference Update - Cheryl Oakes**

31 years - PriMED for Learning - Oct 11 & 12 2018 - Augusta Civic Center

ACTEM 2018 Keynotes - [Joe Sanfelippo](#) & [Holly Clark](#)

Schedule and App posted online at [www.actem.org](http://www.actem.org)

Early Bird registration ends on Sept. 21, 2018 (This Friday)

RSU 1- Bath is bringing the entire staff to the conference

**Conference Information 9-17-18**

**The online schedule is and will be the most up to date!**

**Final touches are being tweaked with room assignments. All ACTEM members are requested to tweet and use other social media to publicize our event.**

**Come and support the ACTEM conference!**

Professional Development - Dennis Kunces

**PD Reimbursement Update**

**2017-18 \$8,072 expended for 30 members 9 others did not attend for various reasons \$5,100 of it was for FOSSED**

**2018-19 \$ 805 for 3 members encumbered**



**Note: \$ 225,430 distributed for 18 years of the program**

**PD Reimbursement Changes (Page 2 of the Newsletter)**

**Increased amount of PD reimbursement Maximum to \$400**

**Allowing member to do both courses offered by Wonder Workshops**

**Elementary Dash (\$125) and new MS Cue (\$150) courses  
Generally only one activity per year for PD reimbursement**

**Also for this school year 2018-19/ACTEM Membership year  
ACTEM is offering an alternative program as ACTEM wants  
to encourage our membership to attend ISTE 2019. This  
offering of a Special alternative to our Professional  
Development Reimbursement program is only for ISTE 2019  
(PHILADELPHIA)**

**Reimbursement at the Super Early Bird Registration Rate  
maximum of (\$550)**

**December 4th is the opening of ISTE registration**

**Can participate in either the regular or the alternative  
program but not both**

Executive Director Report - Gary Lanoie

**Details for below available at:**

**<https://docs.google.com/document/d/1FBcxQSylZHDxPEEFvc9z6Aq4-Zt-2wGLIqMhe16VRO0/edit?usp=sharing>**

Membership - New benefit for Institutional Memberships

Financials

Annual Report for 2017-18 - In process

Software Update

**[Microsoft Immersion](#)**

NEISTE Report - Gary Lanoie

**Webinars coming up - List is posted here:**

**<http://www.actem.org/resources/Documents/NEISTE%20Report%20-%20Sept.%202018.pdf>**

President's Report - Dennis Crowe

Summer Board Retreat Update

Special Lunch session for Maine Superintendents

**LinkIt sponsoring this Lunch**

Reminder of Institutional Membership benefit

-Free Administrator registration at fall conference

**Letter & Book sent to every known Superintendent**

**Joe made a video for them: <https://vimeo.com/290030047>**

New member benefit coming soon - OverDrive PD Library

**To Be Announced at the Conference**

ISTE 2018 - Chicago

Several board members attended this summer

Affiliate Summit

ISTE 2019 - Philadelphia, PA

ACTEM will charter bus and offer low cost transportation

**Bus will probably cost \$50 with wifi & snacks & maybe swag**

Special PD Reimbursement this year for ISTE registration

**IF you are an ACTEM member - you can apply for PD reimbursements**

**Then the cost is just accommodations & meals**

ACTEM List Guidelines

Will be sending out the annual “behave yourself” email

New Business:

**William Backman:**

**With Network Maine moving to Zoom,**

**Tandberg Equipment will only be available for this meeting in this room through December.**

**John Brandt reports that his experience with Zoom is that there is a protocol available for just about every device.**

**Technical discussion ensued.**

**Intention is to pilot Zoom at December meeting.**

Round Table Discussions:

**Andy asks about new testing system for ELL**

**Some people experienced crashes during testing**

**Vince asks how our people handling devices like Amazon Echo & Google Home, etc. How do we address privacy concerns of these systems?**

**Michael Richards had teachers disable the “Go Google” feature.**

**Many teachers are unaware that these devices record everything they hear.**

**Andy reports that third party vendors exploring how to manage the tool in the classroom: Class Echo.**

**Perhaps Drummond & Woodsum needs to write a policy/guidelines for schools to consider. Anyone have one that they are using?**

**Most of these devices are associated with personal accounts rather than school accounts. Opens up individual teachers to liability.**

**Maybe a topic - Privacy - for Spring Conference**

**School vs Personal Devices/Accounts**

**Voice First devices**

## Adjourn

### **Motion made/seconded & voted to adjourn at 11:33am**

This agenda is just a suggestion of topics to be shared, discussed, etc.....  
We will welcome any suggestions for other areas to be discussed.

### Future Business Meeting Dates for 2018-19:

Dec. 10, 2018

March 11, 2019

May 13, 2019

Spring Leadership Conference - Wed., April 24, 2019

### Afternoon Meeting:

ACTEM 2018 Conference Committee Meeting