ACTEM BUSINESS MEETING MINUTES
Monday, May 12, 2014

Remote Sites:
Neville Hall, UMaine Campus
Madawaska Schools, Vince Vanier vince@madawaskaschools.org

Cross Room 103 Connectivity

Agenda
Call to Order and Introductions
      Meeting Called to order at 9:02am by Michael Richards
      Reminder to everyone to sign in on the ACTEM.org page
      Introductions of those in attendance physically and remotely.
Acceptance of the March 10, 2014 Meeting Minutes
      Motion made and passes to accept March 10, 2014 Meeting minutes

Updates:
      Adult Ed   *Bob McIntire*

- Spending last of Broadband Grant - $5000 tech grants for Adult Ed
- Putting on series of meetings with ConnectMe and Broadband on Social Media and use of broadband
  - Planning on 4-5 more of these in Fall

- Computer-based Testing for High School Equivalency certificates
  - currently Apples NOT supported but ETS says it will be supported by fall

      E-Rate   *Anne Perloff*
E-Rate Info for May 12, 2014 ACTEM Business Meeting

I. Upcoming Activities for FY2014-2015

Technology Plans

A technology plan is required for all Priority 2 funding requests. Priority 1 requests do not need a technology plan.

The plan must be approved before the start of services or the filing of the FCC Form 486, whichever is earlier.

FCC Form 486

After you go through PIA review and receive a Funding Commitment Decision Letter (FCDL), you will need to file a Form 486 to indicate the start of services.

For Priority 2 filings, the form cannot be filed until the technology plan has been approved.

The Form 486 must be certified no later than 120 days after the service start date or 120 days after the date of the FCDL, whichever is later.

BEARs

You cannot submit a BEAR for reimbursement until the Form 486 has been filed, but the deadline to file a BEAR for FY2014 is October 28, 2015.

II. Upcoming Activities for FY2013-2014

FCC Form 486

Some of you may still have FY2013 Form 471 applications that have not yet been issued a Funding Commitment Decision Letter.

The Form 486 must be certified no later than 120 days after the service start date or 120 days after the date of the FCDL, whichever is later.

BEARs

You cannot submit a BEAR for reimbursement until the Form 486 has been filed, but the deadline to file a BEAR for FY2013 is October 28, 2014.

MICDL   *Roger Fuller*
- Partnerships with Science Learning, Maine Arts Commission, Texas Instruments

- Looking for 5 groups to partner with Rising Star http://www.risingstareducation.com/
- International Journal for Digital Learning will be online soon

MLTI and other updates from Jeff Mao and Team
- Data Privacy Bill killed
  - Ongoing issue
- MLTI - Opt-Ins
  - Paperwork due on May 15 is ONLY for new opt-ins! NOT enrollment issues
  - All new opt-ins are for 4 years

- Billing will be based on October enrollment numbers of prior year (Same as State Subsidy process)
- Codea licenses still available
  - will be distributed through managed licenses in the Fall
  - For right now, we need asset tags of students/teachers

- MLTI Professional Development: http://www.maine.gov/mlte/events/index.shtml
  - Tech Lead Sessions particularly important - not info that's easily distributed in a memo format

- Contact Jeff Mao if anyone wants info on the Bright Bytes Data collections
- MLTI Student Conference is later this month http://www.maine.gov/mlte/studentconference/index.shtml
- MLTI Summer Teacher Institute at Bowdoin College http://www.maine.gov/mlte/events/institutes/index.shtml
- Filemaker will be available after the Fiscal Year change on the Self-Service site

MEDMS   *Brian Snow*
- New data will be coming out on bullying behavior data due to new State law.
- Formal training will be happening late summer/early fall
- MEDMS now fully staffed so please call if you have any problems with end of year data.

Business Items:

Nominations and vote for ACTEM Officers – John Brandt & nominations committee
President, Vice President, Secretary, Treasurer
    Current slate of officers:
    President: Michael Richards
    Vice President: David Bridges
    Secretary: Deb White
    Treasurer: Andrew Wallace
Motion made to accept slate by John Brandt, seconded by Dennis Crowe
Election for 2 year term for the above slate was unanimous except for 4 abstentions of the current officers.

Dues for 2014-15:
What does membership cost? (memberships expire annually on June 30)

- Individual Membership - $20 annually
- Institutional Membership - $50 annually ($25 for small, one-school districts)
- Retired Lifetime Membership - $50 one time charge
- Vendor Membership - $200 annually

Meeting dates for 2014-15
    September 15, 2014
    December 8, 2014
    March 9, 2015
    May 11, 2015

Professional Development Reimbursements   Dennis Kunces

- 83 have made requests for 2013-2014 funding
- 63 have received funds
- 7 more pending
- 13 applied but did not qualify
- For 2014-2015 year, 7 people have applied only 4 currently qualify

Reports:
Tech Integrator's Group   Mike Arsenault:

- MLTI Student Conference: University of Maine Orono, ME May 22nd
- SEA TechCamp: June 23-25 - Windham, ME

- Learn Everywhere! Education Technology Conference: June 23-27 Thomas College Institute
- Computers Across the Curriculum: June 23-27 Thomas College Institute
- GAFE Peak: York, ME June 25-26
- NELMS 1:1 Institute: Kennebunk, ME June 26-27
- iPadagogy II: University of Maine Fort Kent June 26-27
- ISTE Atlanta: June 28th - July 1st
- TechnologyTeacher.ME: Gould Academy Bethel, ME June 30th-July 2nd
- Promise to Practice (iTunes U & iBooks Author), Foxcroft Academy, August 3-7,http://promisetopractice.foxcroftacademy.org
- Cloud Camp NE: East Bridgewater, MA July 10
- Teaching and Learning with the iPad, University of Southern Maine July 14-18
- The Read Write Web in the Classroom, University of Southern Maine July 14-18
- Create, Make & Learn: Burlington, VT July 14-18
- 21st Century Teaching and Learning with Technology: University of Southern Maine July 21-15
- MLTI Summer Institute: Bowdoin College July 22-24
- Mac Computer in the Digital Classroom: University of Southern Maine July 28-August 1
- Google Apps for Education Maine Summit: Yarmouth, ME August 12-15
- Technology for Innovation in Education: Tilton Academy Tilton, NH August 18-20
- MLTI Professional Development (Apple Solutions): http://maine.gov/mlti/events/apple.shtml
- MLTI Professional Development (HP Solution): http://maine.gov/mlti/events/hp.shtml
- Tech Sherpas - http://www.techsherpas.org/ Tuesday 3pm
- #EdChatME - http://www.greatschoolspartnership.org/edchatme/ Thursdays 8-9pm
- iMunch and Learn - http://imunch.mikearsenault.net/ Fridays 12pm-1pm
- Southern Maine Integrators - Now TechConnectME - Join our Google+ Community and Share
- TechConnectME Meetup: Tuscan Brick Oven Bistro Freeport, ME June 4
- Google Teacher Academy 2014 Dates http://www.google.com/edu/programs/google-teacher-academy/

Executive Director Report   *Gary Lanoie*

Membership:

Institutional Members: 119
Individual Members: 776
Vendor Members: 20

New Membership/Event Registration/Email System:
Wild Apricot - Used by several ISTE Affiliates.
Email reminders will go to members when renewals are coming due this June.
ACTEM now set up so you may pay online for membership & events with PayPal.
New online membership form located at - http://actem.wildapricot.org/join
Login button in top right corner
Login with email address & then click "Forgot password"

ACTEM Membership Year:
- Runs from July 1st to June 30th annually.
- All renewals will be due on July 1st - Institutional & individual
- Institutional memberships for districts to purchase software and hardware at ACTEM special discounted pricing.
- Individual memberships are required for ACTEM's professional development reimbursement program. Must be current member in year of PD activity (ie 2014-15 member for summer PD)
- Accepting payments now for 2015 memberships

Thank you to our ACTEM Vendor Members:
Apple Inc., Brain Hive, Canfield Systems, ePlus Technology, Hewlett Packard, Imagine Learning, JAMF Software, LanSchool (Stoneware), Microsoft, Mosaic Technology, Offtech New England, Pro AV Systems, Spectrum Industries, Sophos, TEQ, Texas Instruments, Unified Technologies, Vintage Tech Recyclers, Vocabulary - SpellingCity and Wizeparts.com

Financials:
Financials are posted online under the meeting link for last FY and through April 30, 2014.
Profit & Loss:
http://www.edline.net/files/_0IAar_/d0acf62d254071383745a49013852ec4/PLReport_July-Apr14.pdf
Balance:
http://www.edline.net/files/_0IAaI_/4905a0668d7d5ea43745a49013852ec4/BalanceReport_Apr2014.pdf
Some bullet points about last FY:
- Membership income - $25K
- Total gross sales of software/hardware to date $923K
- Hoping to break one million in gross sales this year
- Maine Community Foundation gain of approx. $14.5K through March 2014
- Conference profit - Approximately $30K and $700

- PD Reimbursements paid to date - $16,908 (May 12th) and with additional several commitments and a budget of $20,000 for this year
- Profit/Loss Report showing a net profit of approximately $44K to date
- Budget is predicting a profit of approximately $3K for this fiscal year

Supporting ACTEM helps support our programs & mission
- Two - MLTI III Cisco Workshops - free to members
- Regional Pizza & Technology meetings to Technical staff
- Meraki MDM workshop at ACTEM office
- Sponsorships: MLTI Student Conference, Cool2Career, TechConnect, Educamp Maine
- EOY & LOY Awards programs

Software/Hardware News:

Purchasing from ACTEM helps support the mission of the association and support our programs like the PD reimbursement program.

Microsoft
- ACTEM sells the most recent versions of any software
- Microsoft licensing allows installation of previous versions of software with a current license
- ACTEM stocks the previous version of software DVD's
- MS Office 365 free for Education - ACTEM still not able to sell Office 365
- Still rumored that Microsoft Office for Mac 2014 will be released in Q2
- iPad apps for MS office release but require an Office 365 subscription
- Option to order installer for MS Office for Mac on flash drive

ACTEM Flash Drive
 16GB Flash Drive w/ACTEM logo $12.50 + Shipping

Adobe
- New agreement signed through Sept. 2015
- Perpetual CS6 licenses will be available through ACTEM through the agreement
- Adobe Creative Cloud Options
  - NEISTE offer for ETLA site licensing
    - District wide, based on FTE's available at $23.50 per FTE (3 year subscription)
    - GovConnection
    - Info sheet posted under meeting reports - Not ACTEM administered
    - http://www.edline.net/files/_0IK67_/6aa0a836a747cd013745a49013852ec4/NEISTE_Adobe_ETLA.pdf
  - Device User Subscription
    - ACTEM administered

- License linked to device - not user
- Design for lab settings
- Offer complete Creative Cloud Suite (Master Collection) for approx. $180
- Offers Single App subscription for device (Photoshop) for $96

Sophos
- Endpoint Security Advanced - still popular option for schools
- Cloud option now available - more attractive pricing, links to active directory
- Contact ACTEM if you are interested in options and quotes.

Rosetta Stone
- Group purchase will be offered again this coming August
- Those with subscriptions will need to renew in August
- Cost is $94 per Rosetta Stone Classroom Ver. 3 license - No minimum order

Filemaker
- Version 13 released
- Updated pricing and information on ACTEM's website
- New model for servers that involves concurrent connections

Hapara
- Teacher Dashboard for Google Apps for Education
- Joint offer by RI-ISTE and ACTEM
- 10% discount for Maine schools if we can reach 5000 users between the two states

Amer.com

Network devices, switches, wireless access points

Discount for ACTEM members

Look for options on website soon

CDW-G

Web portal for members with discounts on many items

Free shipping

Must be an ACTEM institutional member

Purchasing through the portal gives a small % of sales to benefit ACTEM

Wizeparts.com

Order through ACTEM to restock/replace MacBook batteries and Power Adapters

Warranty similar to what Apple offers

Memory & SSD Drive Buy for 2014

Online signup for Memory and SSD drive group buy for 2014
ACTEM will collect numbers and go out to bid for best pricing
Memory & SSD pricing is down from last year
Current pricing is approximately:

    4 GB Memory Kit -- $43
    Unibody 4GB Kits -- $43
    60GB SSD Drive -- $63
    120Gb SSD Drive -- $86

Potential new vendors (in discussion):

Max Cases - iPad cases of many styles, iPad stand, keyboards
Bump Armour - iPad Case
NSG, Inc. - ESET security tools (virus, malware, spyware, adware, rootkits, bots, etc.)

Misc. Items:

Newsletter

June newsletter copy deadline this Friday, May 16th
Looking for information on people retiring, changing or new to positions for the newsletter.
Looking for news items for June Issue - Please send to me
Aug. 15th copy deadline for the September Issue.

ISTE 2015 - Philly

ACTEM bus to ISTE 2015 in Philadelphia.
Members may want to save PD funds for ISTE 2015

Attendance sign-up at www.actem.org

First item listed under Links (left side)
Drawing for ACTEM 16GB Flash Drive: Random Generator chose #19: Congratulations to Chuck McLaughlin!
Lunch tickets available for members

ACTEM 2014 Conference   *Gwyneth Maguire and Crystal Priest*
- October 9-10 Augusta
- ACTEM14 - **Rebooted and Reimagined**

- Part of the reboot is that this is now a full 2 day conference with keynotes each morning, 1 hour, half day and full day sessions on each day.
- Featured National Speaker/Friday Morning Keynote - Chris O'Neal http://about.me/onealchris
- Featured Maine Speaker/Thursday Morning Keynote - Richard Byrne http://www.freetech4teachers.com/
- Featured Maine Speaker/Friday afternoon Keynote - Wicked Decent - Jeff Bailey and Dan Ryder http://wickeddecentlearning.com/
- Working our way through the session proposals now, things are progressing on track.
- ACTEM15 will be October 15-16 2015 at the Cross Center in Bangor http://www.crossinsurancecenter.com/
- We are already working on Keynote and featured speakers for the 2015 conference - if you have any suggestions send them our way.

President's Report   *Michael Richards*

EOY/LOY Reminder:

This is just a reminder that now is a great time to put in a nomination for Educator or Leader of the Year. We have a lot of people who deserve to be nominated but let's not wait until fall when our memories are fresh today. The deadline is September 4th. Go the ACTEM website and click on the Technology Educator Awards within the Links section.

NEISTE Update:

Webinars are wrapping up in the school year. Go to neiste.org for a listing of what is left for the school year. NEISTE is looking to become a 501c3. By law change to allow Members at Large. New slate of officers including Dennis Crowe continuing as Treasurer. As Gary already mentioned, NEISTE has negotiated an Adobe deal based on FTEs. The vendor summit was attended by ProAV, GovConnection, CDI, Silverback Learning Solutions, Edgenuity, IntegratioPartners, and Follett. NEISTE reception at ISTE14 Sunday, June 29th 5-7 PM Omni- International Ballroom A

Summer Board Retreat:

Final dates are being set but we are looking at the first of August at the Gorham Office.

ISTE15 in Philly:

As Gary mentioned you may want to save your PD dollars to attend this event. This will be a discussion point during our Board Retreat. Look for more details this fall.

Blackboard Test:

For the September board meeting we will have a dual system running. As the Tandberg machine starts to hiccup on connections of 6 or more. NEISTE has a Blackboard channel that we can use. Knowing that December and March can bring us nasty weather we want to have a mechanism so we don't have to cancel meetings and this is where Blackboard might be useful.

Summer Book Group:

In early June ACTEM will continue our summer book group with a discussion around *It's Complicated: The Social Lives of Network Teens* by Danah Boyd. What is new about how teenagers communicate through services such as Facebook, Twitter, and Instagram? Do social media affect the quality of teens' lives? In this eye-opening book, youth culture and technology expert Danah Boyd uncovers some of the major myths regarding teens' use of social media. She explores tropes about identity, privacy, safety, danger, and bullying. Ultimately, Boyd argues that society fails young people when paternalism and protectionism hinder teenagers' ability to become informed, thoughtful, and engaged citizens through their online interactions. Yet despite an environment of rampant fear-mongering, Boyd finds that teens often find ways to engage and to develop a sense of identity.

This book can be ordered through the usual methods but if you want a free version there is a PDF of it floating around on the Internet.
http://www.danah.org/books/ItsComplicated.pdf Look for more details in the June newsletter.

MLTI wiki:

Thank you to Will Backman for getting the MLTI IV wiki started. Now it is our turn to add content to it and make it filled with the content we are leaning.
http://mltiiv.wikispaces.com/

Pizza Luncheons:

If there are districts/areas that would like to have a pizza luncheon for techs please let Gary or myself know so we can help cultivate this relationship. Gorham is hosting a second one and Massabesic will be hosting one in June. This is a great way to continuing to collaborate.

Retirements…

Thanks to Jan for all her work over the years. (Remember there is a retired membership option :))

Round Table Discussions:

Andy asks who is thinking of letting kids keep iPads over summer.
- ○ Michael Richards adds that they are not because of transient population - where kids will end up.
- ○ Crystal reports they let selected kids with educational reasons to keep it over summer (ie AP classes in fall, or summer school, etc.)
- ○ Jeff Mao states that DOE has no objection to the practice for a number of

educational as well as practical reasons. (Kids are administrators, new image is a breeze to update, etc.)
- ○ Several folks think Auburn has done this.

Crystal asks those who did trial of SmarterBalance - what do we need to know?
- ● Andy reports:
  - ○ Takes multiple hours of ComputerLab time and Tech Integrator Time
  - ○ Need lots of Teacher PD for Proctor Empowerment
  - ○ Need a top 10 of what Teachers Can't Do during testing
  - ○ SpEd accommodations are minimal
  - ○ Schools should probably closely look at: http://sbac.portal.airast.org/
  - ○ Current Documentation is limited
  - ○ Current HelpDesk is not experienced with education
- ● Jeff Mao reports:
  - ○ There is an RFP out for a vendor to provide hosting/documentation/HelpDesk so we'll have some control/input for that
  - ○ Maine should be able to ride this out because of our past experience.
  - ○ It will be a rocky road but the value added will be benifical for all of us.

Michael Richards reports:

Elementary schools need 2 proctors for optimal environment

BackChannel Questions:
- ● *If you are a pilot school how do you report to Smarter Balance?*
  - ○ Jeff says a survey is on its way.
  - ○ Andy says he's writing NOW so he can get the info down now.
- ● *How do you contact the writers of the test?*
  - ○ Jeff says same survey, actually, pilot was more for question validity than tech issues

- ● *Should we be buying keyboards for the iPads yet?*
  - ○ Jeff says not yet, too many unknowns.

- ● Andy asks for anyone who has issues/questions with SmarterBalance to please contact him so that our voices can be heard.

Crystal asks who is using 3D printers and what they are using?
- ● Jaime Seward is reporting use with elementary schools

- Jeff Mao says SketchUp is not giving new codes for the 2014 version for a little bit. We still need to use 2013 version.

Adjourn:
Motion made, seconded, and carried for adjournment at 11:12am

Afternoon Meetings
    1:00   ACTEM14 Planning Committee Meeting