DEPARTMENT OF EDUCATION

Memorandum

To: Superintendents of Schools
               Head of Nonpublic Schools
               Charter School Directors

From: Lonn Moe, Division of School Finance
               Email: lonn.moe@state.mn.us

Date: February 1, 2018

Subject: Online Telecommunications/Internet Access Aid Cost Reporting – FY 2017 Actual Costs

Deadline: February 28, 2018

This memo is to notify you that the online website for schools and telecommunication clusters is open for data collection of Fiscal Year (FY) 2017 cost and E-Rate data. **The deadline for data submission is February 28, 2018**. Remember that this is a reimbursement program and you are reporting **Actual FY 2017** Cost data both before and after E-Rates. The costs you report after E-Rates will be used to calculate your school's amount for Telecommunications/Internet Access Equity Aid paid in FY 2018.

The Sharepoint data entry process has changed for all districts and clusters. To begin the process, the district must send an email to Lonn Moe (Lonn.Moe@state.mn.us). Lonn will copy the email address to the Sharepoint365 invitation page and send it. You will then be able to accept the invitation and access Sharepoint365. Access the new login to the Online Telecommunications/Internet Access Aid Cost Reporting system (https://mn365.sharepoint.com/sites/MDE/Telecomm/default.aspx).

After you have successfully logged in, Instructions and Program Criteria (a Word document containing additional program information) will be visible on your screen. The Program Criteria document will provide answers to many of your questions. Carefully review both items before attempting to submit data.

District, charter and nonpublic schools that are members of a telecommunications regional cluster organization (as show in the table below) are reminded that reporting may be coordinated by your regional cluster. For guidance or assistance with questions, please contact your regional organization's director (indicated below) regarding this reporting.

Table 1: Telecommunications Regional Cluster Organizations

Organization	Director	Phone	Email
Central Minnesota Ed	Maureen Miller	(320) 762-2141 x4320	mmiller@alexandria.k12.mn.us
Region 2 – ARCC	Denise Bohrer	(218) 723-1700 x102	dbohrer@arcc.org
Region 1 – NWLINKS	Bob Wheeler	(218) 236-2990 x101	bob@region1.k12.mn.us
Region 10 – SEMNET	Kim Ross	(507) 429-6548	kross@southeastmn.net
Region 7 – TIES	Corey Tramm Mary Mehsikomer	(651) 999-6502 (651) 999-6510	corey.tramm@ties.k12.mn.us mary.mehsikomer@ties.k12.mn.us
Region 3 –Northeast Service Co-op	Gregory Peterson	(218) 748-7608	gpeterson@nesc.k12.mn.us
Region 6 & 8 – SW/WC Service Co-op	Josh Sumption	(507) 537-2265	josh.sumption@swsc.org
East Central Minnesota Ed Cable Co-op	Marc Johnson	(320) 396-3674	mjohnson@ecmecc.org
Freshwater Ed District	Rich Murdock Wendy Irons	(218) 631-3505 x1043 (218) 631-3505 x1022	rmurdock@fed.k12.mn.us wirons@fed.k12.mn.us
Minnesota River Valley Ed District	Karen Jacobson	(320) 269-9297	kjacobson@mrved.net
Project SOCRATES	Glenn Morris	(507) 389-5106	gmorris@mnscsc.org
Little Crow Tele-Media Network	Pete Royer	(320) 295-7411	pete@lctn.k12.mn.us
Wasioja Tech Co-op	Aaron Bergstralh	(507) 732-1428	aaron@wetc.coop

Organization	Director	Phone	Email
Itasca Area Schools Collaborative	Mark Curtis	(218) 246-2420 x60235	mcurtiss@isd317.org
Scott County Schools Network	Bryan Drozd	(952) 496-5174	bdrozd@shakopee.k12.mn.us
Mid State Ed District	Ben Diebel	(320) 616-4601	bdiebel@midstate.k12.mn.us
Carver County Schools Network	Todd Swanson	(952) 442-0602	tswamson@isd110.org
Region 3 - Central	Tracy Fiereck	(320) 257-1924	tfiereck@erdc.k12.mn.us
West Metro Schools Network	Steve Buettner	(952) 848-4849	Steve.Buettner@edinaschools.org

This program is **not** intended to support voice services. Only those eligible costs associated with providing internet access and video connectivity to your schools may be reported. Criteria for eligible costs are included in the Program Criteria memo.

Three year tech plans are no longer required by the Minnesota Department of Education.