

January 30, 2014

TO: Superintendent of Schools
Head of Non-Public Schools
Charter School Directors

FROM: Chris Kubesh
MDE Division of School Finance
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SUBJECT: ONLINE TELECOMMUNICATIONS/INTERNET ACCESS AID
COST REPORTING – FY 2013 ACTUAL COSTS

DEADLINE: February 28, 2014

This memo is to notify you that the online website for schools and telecommunication clusters is open for data collection of FY 2013 cost and e-rate data. The deadline for data submission is February 28, 2014. [Access the Telecommunication Access Aid Cost Report.](https://collaboration.education.state.mn.us/Telecomm)
(<https://collaboration.education.state.mn.us/Telecomm>)

District, charter and non-public schools that are members of a telecommunications regional cluster organization (**as shown on this map**) are reminded that reporting may be coordinated by your regional cluster. Please contact your regional organization's Director for guidance or questions regarding this reporting. They are:

Regional Cluster	Director	Phone	Email
REGION 3-CENTRAL	Tracey Fiereck	(320) 257-1924	tfiereck@erdc.k12.mn.us
REGION2-ARCC	Cindy Lee Olson	(218) 723-1700 x101	cindylee@arcc.org
REGION 1-NWLINKS	Bob Wheeler	(218) 236-2990 x101	bob@region1.k12.mn.us

Regional Cluster	Director	Phone	Email
REGION 10-SEMNET	Kim Ross	(507) 281-6692	kim2.ross@gmail.com
REGION 7-TIES	Dennis Fazio	(651) 999-6201	Dennis.fazio@ties.k12.mn.us
REGION 3-NORTHEAST SERVICE COOP	Linda Borchartd	(218) 748-7602	lindab@nesc.k12.mn.us
REGION 6 & 8-SE/WC SRV COOP	Josh Sumption	(507) 537-2265	josh.sumption@swsc.org
EAST CENTRAL MN ED CABLE COOP	Marc Johnson	(320) 396-5211	mjohnson@ecmecc.org
FRESHWATER ED DIST	Rich Murdock	(218) 631-3505	rmurdock@fed.k12.mn.us
MN RIVER VALLEY ED DIST	Pete Royer	(320) 295-7411	pete@lctn.k12.mn.us
SCORATES	Glenn Morris	(507) 389-5106	gmorris@mncsc.org
LITTLE CROW TELE-MEDIA NETWORK	Pete Royer	(320) 295-7411	pete@lctn.k12.mn.us
WASIOJA TECH COOP	Aaron Bergstralh	(507) 732-7395 x1190	aaron@wetc.coop
CENTRAL MN ED TELECOM SYSTEM	Jennifer Hiltner	(320) 845-2171	jhiltner@mail.albany.k12.mn.us
ITASCA AREA SCHOOLS COLLABORATIVE	Matt Grose	(218) 246-3412	mgrose@isd317.org
SCOTT COUNTY SCHOOLS NETWORK	Tim Rybak	(952) 496-5174	trybak@shakopee.k12.mn.us
MID STATE EDUC DIST	Corey Thoma	(320) 360-2952	cthoma@midstate.k12.mn.us

Once you get to the website, you will be prompted to enter your MDE user ID and password to gain access to the system. If you do not have or have forgotten your user ID or password, or need to update your MDE account, follow the instructions on the screen to obtain your login information.

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.

Remember that this is a reimbursement program and you are reporting **Actual FY 2013 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 2014.

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.