

**Universal Service Administrative Company
Schools & Libraries Committee Quarterly Meeting
Virtual Agenda**

USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005

MONDAY, JANUARY 25, 2021 10:40 A.M. – 11:15 A.M. EASTERN TIME <u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of October 26 and October 27, 2020 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Chair	a2. Recommendation for Election of Committee Chair and Vice Chair	5
Craig	a3. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2021 Programmatic Budget and Demand Projection for the January 29, 2021 FCC Filing	5
Teleshia	i1. Information on 24 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports (<i>For Information Only</i>)	–
Craig	i2. E-rate Business Update <ul style="list-style-type: none"> • Program Administration Update for Schools and Libraries <ul style="list-style-type: none"> ○ FY2020 Status ○ FY2021 Window • Q4 2020 Update on E-rate Administration (<i>For Information Only</i>) 	20

TUESDAY, JANUARY 26, 2021 10: 15 A.M. – 10:40 A.M. EASTERN TIME <u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		
Craig	a4. Approval of Schools and Libraries Support Mechanism 2021 Annual Programmatic Budget	10
Craig	i3. E-rate Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • FY2020 Window 2 Observations 	15
Teleshia	i4. Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report (<i>For Information Only</i>)	–

Next Scheduled USAC Schools & Libraries Committee Meeting

April 26 – 27, 2021 Virtual Meeting
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, January 25, 2021

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the *Open Session* portion of the quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, January 25, 2021. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:41 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Buzacott, Alan
Choroser, Beth
Domenech, Dr. Dan – Chair
Gregory, Amber

Mason, Ken
Schell, Julie Tritt – Vice Chair
Sekar, Radha – Chief Executive Officer
Wade, Dr. Joan

Members of the Committee not present:

Fontana, Brent

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resources Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Jacobs, Ellis – Member of the Board
Polk, Stephanie – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Skriwan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeff – Member of the Board
Wein, Olivia – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Benham, Cathy	CMS Consulting Inc.
Campos, Rosy	CMS Consulting Inc.
Carroll, Katherine	CMS Consulting Inc.
Crawford, Katherine	USAC
DiVo, Victor	USAC
Goode, Vernell	USAC
Harkin, Michelle	CMS Consulting Inc.
James, Christine	USAC
Kaplan, Peter	Hewlett Packard Enterprise
Kriete, Debra	State E-Rate Coordinators' Alliance
Lee, James	USAC
Little, Chris	USAC
Mitchell, Tamika	USAC
Morning, Kim	USAC
Nelbach, Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Schrader, Theresa	Broadband Legal Strategies, LLC
Tiwari, Tanya	USAC

OPEN SESSION

All materials from *Open Session* can be found on the [USAC website](#).

- a1. Consent Items.** Dr. Domenech presented this item for consideration.
- A.** Approval of Schools and Libraries Committee Minutes of October 26 and 27, 2020.
 - B.** Approval of moving all *Executive Session* items into *Executive Session*:
 - **a4** – Approval of Schools and Libraries Support Mechanism 2021 Annual Programmatic Budget. USAC management recommends that this item be discussed in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

- **i3** – E-rate Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
- **i4** – Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report. USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data*, and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Schools & Libraries Committee hereby approves: (1) the Committee meeting minutes of October 26 and 27, 2020; and (2) discussion in *Executive Session* of the items noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Dr. Domenech introduced Mr. Gerst. As Chair of the Nominating Committee, Mr. Gerst reported on the election recommendations for the Schools and Libraries Committee.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the USAC Schools and Libraries Committee recommends that the USAC Board of Directors elect **Dr. Dan Domenech** as Chair and **Julie Tritt Schell** as Vice Chair of the Committee. The term for each position begins immediately upon the election to such position by the Board and ends at such time as the Chair or Vice Chair (as the case may be): (i) is replaced by a successor selected by the Board, (ii) resigns from the Committee or the Board, (iii) is removed by resolution of the Board, or (iv) is no longer a member of the Board (whichever comes first).

- a3. Approval of Schools and Libraries Support Mechanism 2nd Quarter 2021 Programmatic Budget and Demand Projection for the January 29, 2021 FCC Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the

Schools and Libraries Support Mechanism 2nd Quarter 2021 programmatic budget and demand projection for the January 29, 2021 FCC Filing.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolutions:

RESOLVED, that the USAC Schools and Libraries Committee approves a 2nd Quarter 2021 Schools and Libraries Support Mechanism direct program budget of \$10.98 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$10.98 million for Schools and Libraries Support Mechanism administrative costs in the required January 29, 2021 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee, having reviewed at its meeting on January 25, 2021 the 2nd Quarter 2021 Schools and Libraries Support Mechanism demand estimate of \$634.61 million, hereby directs USAC staff to proceed with the required January 29, 2021 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i1. Information on 24 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Ms. Schell requested clarification on consortia using outdated data for the School Lunch Program, noting that a Weekly SL News Brief stated a school would not be held responsible if a consortia used the wrong data. Ms. Delmar indicated that she would review the issue offline.
- i2. Schools & Libraries Business Update.** Mr. Davis presented PowerPoint slides covering the following items to the Committee:
- Scorecard for E-Rate Program Administration:
 - FY 2020 Post-Commitment Status Update
 - FY 2021 Filing Window
 - 2020 Training Outcomes
 - 4Q2020 Update on Schools and Libraries Administration. The Committee received a report on Schools and Libraries 4Q2020 accomplishments, planned activities for 4Q2020, and program metrics. The report was provided for *information only* and was publically posted on USAC's website. No discussion was held.

At 11:17 a.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned until January 26, 2021 at approximately 10:15 a.m. Eastern Time.

/s/ Kimberly Morning
Assistant Secretary

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Tuesday, January 26, 2021

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore the *Executive Session* portion of the quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, January 26, 2021. The Committee meeting continued from the January 25, 2021 *Open Session* portion of the meeting. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:23 a.m. Eastern Time, with a quorum of eight of the nine Committee members present:

Buzacott, Alan
Choroser, Beth
Domenech, Dr. Dan – Chair
Gregory, Amber

Mason, Ken
Schell, Julie Tritt – Vice Chair
Sekar, Radha – Chief Executive Officer
Wade, Dr. Joan

Members of the Committee not present:

Fontana, Brent

Other Board members and officers of the corporation present:

Ayer, Catriona – Vice President of Shared Services
Beckford, Ernesto – Vice President, General Counsel, and Assistant Secretary
Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Vic – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Jacobs, Ellis – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Polk, Stephanie – Member of the Board
 Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
 Skrivan, Michael – Member of the Board
 Sweeney, Mark – Vice President of Rural Health Care
 Waller, Jeff – Member of the Board
 Wein, Olivia – Member of the Board
 Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
DiVo, Victor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Lee, James	USAC
Mitchell, Tamika	USAC
Morning, Kim	USAC
Nelbach Nick	USAC
Nuzzo, Patsy	USAC
Samuels, Victoria	USAC
Tiwari, Tanya	USAC

OPEN SESSION

At 10:23 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing confidential items. The Committee approved discussing confidential items in *Executive Session* on Monday, January 25, 2021. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- a4. Approval of Schools and Libraries Support Mechanism 2021 Annual Programmatic Budget.** Mr. Davis presented this item to the Committee for consideration. The presentation included a written report on the Schools and Libraries Support Mechanism annual budget.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the Schools and Libraries Committee approves a 2021 annual programmatic budget for the Schools and Libraries Support Mechanism of \$43.75 million.

- i3. E-rate Business Update (Continued).** Mr. Davis presented PowerPoint slides covering the FY 2020 filing window observations.

- i4. Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report.** The Committee received a report with information on one USAC Audit and Assurance Division Schools and Libraries Support Mechanism beneficiary audit report. The report was provided for *information only*. No discussion was held on this item.

OPEN SESSION

At 10:47 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that in *Executive Session*, the Committee took action on item a4 and discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 10:48 a.m. Eastern Time.

/s/ Kimberly Morning
Assistant Secretary

**Universal Service Administrative Company
 Joint Board of Directors & Schools & Libraries Committee
 Meeting Agenda**

**Friday, April 9, 2021
 3:30 p.m. – 4:00 p.m. ET
 Virtual Meeting
 USAC Offices
 700 12th Street, N.W., Suite 900
 Washington, D.C. 20005**

ACTION ITEMS <i>Executive Session Recommended – Confidential</i>		<i>Estimated Duration in Minutes</i>
Chris	a1. Consideration of a One-Year Contract Option for E-Rate Productivity Center Systems Integrator Services and Contract Modification for Emergency Connectivity Fund	10

**Next Scheduled USAC Board of Directors Committee Meeting
 Next Scheduled Schools & Libraries Committee Meeting**

**Board of Directors - April 26 & 28, 2021
 Schools & Libraries Committee – April 26 & 27, 2021
 VIRTUAL MEETINGS**

Available For Public Use

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Friday, April 9, 2021

MINUTES¹

Due to the temporary closure of USAC's offices in Washington, D.C. in response to the COVID-19 pandemic, the non-quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Friday, April 9, 2021. At the request of Dr. Dan Domenech, Committee Chair, Mr. Joe Gillan, Board Chair, chaired the meeting. The meeting was called to order at 3:32 p.m. Eastern Time, with a quorum of five of the nine members present:

Buzacott, Alan	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Gregory, Amber	

Member of the Committee not present:

Choroser, Beth	Mason, Ken
Fontana, Brent	Wade, Dr. Joan

Officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Freeman, Sarah – Member of the Board
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Jacobs, Ellis – Member of the Board
Morning, Kimberly – Acting Vice President and General Counsel; and Assistant Secretary
Polk, Stephanie – Member of the Board
Salvator, Charles – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Skrivan, Michael – Member of the Board
Waller, Jeff – Member of the Board
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the joint meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Castle, Emile	USAC
Daniels, Joel	USAC
Nuzzo, Patsy	USAC
Pace, Gina	USAC
Tiwari, Tanya	USAC

OPEN SESSION

- a1. **Consideration of a One-Year Contract Option for E-Rate Productivity Center Systems Integrator Services and Contract Modification for Emergency Connectivity Fund.** USAC management recommended that discussion of this item be conducted in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

On a motion duly made and seconded, the Committee adopted the following resolution:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors approves the discussion of this item in *Executive Session*.

At 3:32 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into *Executive Session* for the purpose of discussing the confidential item listed above.

EXECUTIVE SESSION

- a1. **Consideration of a One-Year Contract Option for E-Rate Productivity Center Systems Integrator Services and Contract Modification for Emergency Connectivity Fund.** Mr. Beyerhelm presented this item to the Committee. The presentation included a written summary and report detailing USAC management's recommendation to exercise the third and final one-year option under its existing contract for performance of systems development and technical services supporting the E-Rate Productivity Center for the E-Rate program

On a motion duly made and seconded, the Committee adopted the following resolution:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes USAC management, subject to required Federal Communications Commission approval, to exercise the third and final one-year option for systems development and technical services supporting E-Rate Productivity Center (Task 1) under its time and material, task order-based contract with Incentive Technology Group, LLC for a not-to-exceed amount of \$6,104,539 (plus applicable taxes) over the option year term.

OPEN SESSION

At 3:32 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Mr. Gillan reported that, in *Executive Session*, the Committee discussed and took action on item a1.

Mr. Gillan noted that depending on CDC COVID-19 guidelines and Washington, DC COVID-19 restrictions, the July 2021 meeting might be conducted in the USAC offices. Since it is not yet certain, he requested that Board members do not make travel arrangements at this time.

On a motion duly made and seconded, the Committee adjourned at 3:54 p.m. Eastern Time.

/s/ Kimberly Morning
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee Quarterly Meeting
Virtual Agenda**

USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005

MONDAY, APRIL 26, 2021 10:35 A.M. – 11:05 A.M. EASTERN TIME <u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of January 25, January 26 and April 9, 2021 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Craig	a2. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2021 Programmatic Budget and Demand Projection for the April 30, 2021 FCC Filing	5
Teleshia	i1. Information on 10 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports (<i>For Information Only</i>)	–
Craig	i2. E-Rate Business Update: <ul style="list-style-type: none"> • Accomplishments • FY2021 Window Overview • Metrics • Plans For Next Quarter • Roadmap • System Update 	20

TUESDAY, APRIL 27, 2021 10:10 A.M. – 10:25 A.M. EASTERN TIME <u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		
Craig	i3. E-rate Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Recap of January 2021 Committee Meeting 	10

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, April 26, 2021

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore, the *Open Session* portion of the quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Monday, April 26, 2021. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:37 a.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent	Wade, Dr. Joan
Gregory, Amber	

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Freeman, Sarah – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resources Program and Acting
Vice President of Shared Services
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Morning, Kimberly – Acting Vice President and General Counsel, and Assistant
Secretary
Polk, Stephanie – Member of the Board
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeff – Member of the Board
Wein, Olivia – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Alfred, Kraynal	USAC
Ayer, Catriona	USAC
Crawford, Katherine	USAC
DiVo, Victor	USAC
Glisson, Connor	USAC
Goode, Vernell	USAC
Hargraves, Sabrina	Federal Communications Commission
Hilton, David	KPMG
James, Christine	USAC
Kahn, Benjamin	Broadband Breakfast
Kriete, Debra	State E-Rate Coordinators' Alliance
Krueger, Katie	KPMG
Lee, James	USAC
LeNard, David	E-Rate Elite Services, Inc.
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Pace, Regina	USAC
Rovetto, Ed	USAC
Schultz, Cynthia	Broadband Law Group, PLLC
Scott, Latoya	Federal Communications Commission
Sherwood, Nicole	USAC
Spead, Laura	USAC
Tiwari, Tanya	USAC

OPEN SESSION

All materials from *Open Session* can be found on the [USAC website](#).

a1. Consent Items. Dr. Domenech presented this item for consideration.

A. Approval of Schools and Libraries Committee Minutes of January 25, January 26, and April 9, 2021.

B. Approval of moving all *Executive Session* items into *Executive Session*:

- (1) **i3** – E-rate Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in open session would result in *disclosure*

of confidential techniques and procedures that would compromise program integrity.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of January 25, January 26 and April 9, 2021; and (2) discussion in *Executive Session* of the item noted above.

- a2. **Approval of Schools and Libraries Support Mechanism 3rd Quarter 2021 Programmatic Budget and Demand Projection for the April 30, 2021 FCC Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Schools and Libraries Support Mechanism 3rd Quarter 2021 programmatic budget and demand projection for the April 30, 2021 FCC Filing.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolutions:

RESOLVED, that the USAC Schools and Libraries Committee approves a 3rd Quarter 2021 Schools and Libraries Support Mechanism direct program budget of \$10.87 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$10.87 million for Schools and Libraries Support Mechanism administrative costs in the required April 30, 2021 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee, having reviewed at its meeting on April 26, 2021 the 3rd Quarter 2021 Schools and Libraries Support Mechanism demand estimate of \$579.84 million, hereby directs USAC staff to proceed with the required April 30, 2021 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i1. **Information on 10 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** Ms. Schell expressed concern that there may be confusion as to whether beneficiaries are required to obtain USAC approval prior to equipment transfer, and noted that there have been audit findings reporting equipment transfer violations on these

grounds. Julie Tritt Schell indicated she would send USAC management examples of such findings. Ms. Delmar indicated that she would review the issue offline.

i2. E-Rate Business Update. Mr. Davis presented PowerPoint slides covering the following items to the Committee:

- Accomplishments
- FY 2021 Filing Window Overview
- Metrics
- Plans for Next Quarter
- Roadmap
- System Update

Ms. Gregory asked if there was an explanation of why applications numbers were down for FY 2021. Dr. Wade asked if USAC looked for gaps in applications across the country. Mr. Davis noted that limited analysis had been done in the past and acknowledged that mapping gaps would be helpful to identify core pockets where services may be needed.

At 11:14 a.m. Eastern Time, on a motion duly made and seconded, the Committee adjourned until April 27, 2021 at approximately 10:10 a.m. Eastern Time.

/s/ Kimberly Morning
Assistant Secretary

UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Tuesday, April 27, 2021

MINUTES¹

Due to the COVID-19 pandemic, USAC continued mandatory telework; therefore, the *Executive Session* portion of the quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was conducted by web conference on Tuesday, April 27, 2021. The Committee meeting continued from the April 26, 2021 *Open Session* portion of the meeting. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:17 a.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent	Wade, Dr. Joan
Gregory, Amber	

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Feiss, Geoff – Member of the Board
Freeman, Sarah – Member of the Board
Gaither, Victor – Vice President of High Cost
Garber, Michelle – Vice President of Enterprise Resource Program and Acting Vice President of Shared Services
Gerst, Matthew – Member of the Board
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Jacobs, Ellis – Member of the Board
Morning, Kimberly – Acting Vice President and General Counsel, and Assistant Secretary
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer
Skrivan, Michael – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeff – Member of the Board
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
DiVo, Victor	USAC
Glisson, Connor	USAC
Goode, Vernell	USAC
James, Christine	USAC
Lee, James	USAC
Mitchell, Tamika	USAC
Nuzzo, Patsy	USAC
Pace, Gina	USAC
Samuels, Victoria	USAC
Sherwood, Nicole	USAC
Tiwari, Tanya	USAC

OPEN SESSION

At 10:17 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing confidential items. The Committee approved discussing confidential items in ***Executive Session*** on Monday, April 26, 2021. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i3. **E-rate Business Update** (*Continued*). Mr. Davis presented this item to the Committee for discussion. The presentation provided responses to questions asked during the January quarterly Schools and Libraries Committee meeting regarding observations on the Fund Year 2020 second filing window.

OPEN SESSION

At 10:28 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Dr. Domenech reported that in ***Executive Session***, the Committee discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 10:29 a.m. Eastern Time.

/s/ Kimberly Morning
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee Quarterly Meeting
Agenda**

<p>Monday, July 26, 2021 10:00 a.m. – 12:00 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>

OPEN SESSION		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of April 26, April 27, 2021 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Craig	a2. Approval of Schools and Libraries Support Mechanism 4 th Quarter 2021 Programmatic Budget and Demand Projection for the August 2, 2021 FCC Filing	5
Teleshia	i1. Information on Four USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports <i>(For Information Only)</i>	–
Craig	i2. E-Rate Business Update <ul style="list-style-type: none"> • Recap from April Committee Meeting • Accomplishments • Metrics • Plans for Next Quarter • Systems Update • Roadmap 	20

EXECUTIVE SESSION		
Confidential – Executive Session Recommended		
Craig	i3. E-rate Business Update <i>(Continued, if needed)</i>	5

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, October 25, 2021 10:00 a.m. – 10:45 a.m. Eastern Time USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, July 26, 2021

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) held at USAC's offices in Washington, D.C. on Monday, July 26, 2021. A virtual meeting platform was available to the general public for ***Open Session*** to accommodate the need for increased physical distancing on site due to the COVID-19 pandemic. Dr. Dan Domenech, Committee Chair, called the meeting to order at 10:02 a.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth – <i>by telephone</i>	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent – <i>by telephone</i>	Wade, Dr. Joan
Gregory, Amber – <i>by telephone</i>	

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer – *by telephone*
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance – *by telephone*
Feiss, Geoff – Member of the Board
Gaither, Victor – Vice President of High Cost – *by telephone*
Garber, Michelle – Vice President of Enterprise Resources Program and Acting
Vice President of Shared Services – *by telephone*
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer – *by telephone*
Morning, Kimberly – Acting Vice President and General Counsel, and Assistant Secretary
Salvator, Charles – Vice President, Chief Financial Officer, and Assistant Treasurer – *by telephone*
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care – *by telephone*
Wein, Olivia – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Wibberly, Dr. Kathy – Member of the Board

Others present:

<u>NAME</u>	<u>COMPANY</u>
Carlin, Tyler – <i>by telephone</i>	KPMG
Glisson, Connor – <i>by telephone</i>	USAC
Kriete, Debra – <i>by telephone</i>	State E-Rate Coordinators’ Alliance
Lee, James – <i>by telephone</i>	USAC
LeNard, David – <i>by telephone</i>	E-Rate Elite Services, Inc.
Mitchell, Tamika – <i>by telephone</i>	USAC
Nuzzo, Patsy	USAC
Pace, Regina – <i>by telephone</i>	USAC
Phillippi, Megan	USAC
Rovetto, Edward – <i>by telephone</i>	USAC
Tiwari, Tanya	USAC

OPEN SESSION

All materials from *Open Session* can be found on the [USAC website](#).

a1. Consent Items. Dr. Domenech presented this item for consideration.

A. Approval of Schools and Libraries Committee Minutes of April 26 and April 27, 2021.

B. Approval of moving all *Executive Session* items into *Executive Session*:

- (1) **i3** – E-rate Business Update (*Continued, if needed*). USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* and *internal rules and procedures* concerning the administration of the universal service support mechanisms; discussion of the matter in *Open Session* would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of April 26 and April 27, 2021; and (2) discussion in *Executive Session* of the item noted above.

- a2. **Approval of Schools and Libraries Support Mechanism 4th Quarter 2021 Programmatic Budget and Demand Projection for the August 2, 2021 FCC Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management’s recommendations for the Schools and Libraries Support Mechanism 4th Quarter 2021 programmatic budget and demand projection for the August 2, 2021 FCC Filing.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolutions:

RESOLVED, that the USAC Schools and Libraries Committee approves a 4th Quarter 2021 Schools and Libraries Support Mechanism direct program budget of \$10.87 million; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee directs USAC staff to submit a collection requirement of \$10.87 million for Schools and Libraries Support Mechanism administrative costs in the required August 2, 2021 filing to the FCC on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools and Libraries Committee, having reviewed at its meeting on July 26, 2021 the 4th Quarter 2021 Schools and Libraries Support Mechanism demand estimate of \$594.14 million, hereby directs USAC staff to proceed with the required August 2, 2021 filing to the FCC on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- i1. **Information on Four USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for information purposes only. Dr. Domenech noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.
- i2. **E-Rate Business Update.** Mr. Davis presented PowerPoint slides covering the following items to the Committee:
- Recap from April Committee Meeting
 - Accomplishments
 - Metrics
 - Plans for Next Quarter
 - Systems Update
 - Roadmap
- i3. **E-rate Business Update (Continued).** The committee determined that continued discussion in *Executive Session* was not needed.

Dr. Domenech noted that during the school year millions of students received little or no instruction due to the lack of technology, but with additional funding, support for remote learning could be provided.

On a motion duly made and seconded, the Committee adjourned at 10:33 a.m. Eastern Time.

/s/ Kimberly Morning
Assistant Secretary

**Universal Service Administrative Company
Schools & Libraries Committee
Quarterly Meeting
Agenda**

<p>Monday, October 25, 2021 11:15 a.m. – 12:15 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005</p>
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OPEN SESSION		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools and Libraries Committee Meeting Minutes of July 26, 2021 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	5
Craig	a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing	5
Craig	a3. Consideration of Funding Year 2022 Filing Window Dates	5
Teleshia	i1. Information on Three USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports (<i>For Information Only</i>)	–
Craig	i2. E-rate Business Update <ul style="list-style-type: none"> • Accomplishments • Metrics • Funding Year 2022 Readiness • Systems Update • Roadmap 	20

EXECUTIVE SESSION		
Confidential – Executive Session Recommended		
Craig	i3. E-rate Business Update (<i>Continued, if needed</i>)	5
Chris	a4. Consideration to Exercise Option Year for Schools & Libraries Program Business Process Outsourcing Services	5

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, January 24, 2022 10:00 a.m. – 11:30 a.m. Eastern Time USAC Offices, Washington, D.C.</p>
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UNIVERSAL SERVICE ADMINISTRATIVE COMPANY
700 12th Street, N.W., Suite 900
Washington, D.C. 20005

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, October 25, 2021

MINUTES¹

The quarterly meeting of the Schools & Libraries Committee (Committee) of the USAC Board of Directors (Board) was held at USAC's offices in Washington, D.C. on Monday, October 25, 2021. A virtual meeting platform was available to the general public for ***Open Session*** to accommodate the need for increased physical distancing on site due to the COVID-19 pandemic. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:18 a.m. Eastern Time, with a quorum of all nine Committee members present:

Buzacott, Alan	Mason, Ken
Choroser, Beth – <i>by telephone</i>	Schell, Julie Tritt – Vice Chair
Domenech, Dr. Dan – Chair	Sekar, Radha – Chief Executive Officer
Fontana, Brent – <i>by telephone</i>	Wade, Dr. Joan – <i>by telephone</i>
Gregory, Amber – <i>by telephone</i>	

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services – *by telephone*
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance – *by telephone*
Feiss, Geoff – Member of the Board
Garber, Michelle – Vice President of Finance and Chief Financial Officer
Gillan, Joe – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer – *by telephone*
Skrivan, Michael – Member of the Board – *by telephone*
Sweeney, Mark – Vice President of Rural Health Care – *by telephone*
Waller, Jeff – Member of the Board – *by telephone*
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board

¹ Draft resolutions were presented to the Committee prior to the Committee meeting. Where appropriate, non-substantive changes have been made to the resolutions set forth herein to clarify language, where necessary, or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Augustino, Steven – <i>by telephone</i>	Kelley Drye & Warren LLP
Benham, Cathy – <i>by telephone</i>	CSM Consulting, Inc.
Glisson, Connor – <i>by telephone</i>	USAC
Kriete, Debra – <i>by telephone</i>	State E-Rate Coordinators' Alliance
LeNard, David – <i>by telephone</i>	E-Rate Elite Services, Inc.
Mitchell, Tamika – <i>by telephone</i>	USAC
Morning, Kimberly – <i>by telephone</i>	Morgan Lewis
Nuzzo, Patsy	USAC
Pace, Regina – <i>by telephone</i>	USAC
Parsons, Laura – <i>by telephone</i>	Maximus
Phillippi, Megan	USAC
Rovetto, Edward – <i>by telephone</i>	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Tiwari, Tanya	USAC
Williams, Erin	USAC

OPEN SESSION

All materials from *Open Session* can be found on the [USAC website](#).

- a1. **Consent Items.** Dr. Domenech presented this item for consideration.
- A. Approval of Committee meeting minutes of July 26, 2021.
 - B. Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i3** – E-rate Business Update (*Continued, if needed*). USAC management recommended that this item be discussed in *Executive Session* because it may relate to *specific internal controls or confidential company data* and *internal rules and procedures* concerning the administration of the universal service support mechanisms, where discussion of the matter in *Open Session* would result in *disclosure of confidential techniques and procedures* that would compromise program integrity.
 - (2) **a4** – Consideration to Exercise Option Year for Schools & Libraries Program Business Process Outsourcing Services. USAC management recommended that this item be discussed in *Executive Session* because it relates to USAC's *procurement strategy and contract administration*.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolution:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of July 26, 2021; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2022 Programmatic Budget and Demand Projection for the November 2, 2021 FCC Filing.** Mr. Davis presented this item for consideration. The presentation included a written report on USAC management's recommendations for the Schools and Libraries Support Mechanism 1st Quarter 2022 programmatic budget and demand projection for the November 2, 2021 FCC Filing.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolutions:

RESOLVED, that the USAC Schools & Libraries Committee approves a 1st Quarter 2022 Schools and Libraries Support Mechanism direct program budget of \$10.79 million; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$10.79 million for Schools and Libraries Support Mechanism administrative costs in the required November 2, 2021 filing to the Federal Communications Commission on behalf of the Committee; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee, having reviewed at its meeting on October 25, 2021 the 1st Quarter 2022 Schools and Libraries Support Mechanism demand estimate of \$637.95 million, hereby directs USAC staff to proceed with the required November 2, 2021 filing to the Federal Communications Commission on behalf of the Committee. USAC staff may make adjustments if the total variance for the Schools and Libraries Support Mechanism is equal to or less than \$10 million, or may seek approval from the Committee Chair to make adjustments if the total variance is greater than \$10 million, but not more than \$15 million.

- a3. Consideration of Funding Year 2022 Filing Window Dates.** Mr. Davis presented this item for consideration. He requested authorization for USAC to open the Funding Year (FY) 2022 application filing window no earlier than January 2022, and to close the window no earlier than March 2022.

On a motion duly made and seconded, and after discussion, the Committee adopted the following resolutions:

RESOLVED, that the USAC Schools & Libraries Committee accepts the recommendation of USAC management to open the Funding Year 2022 filing window no earlier than January 2022 and to close the Funding Year

2022 filing window no earlier than March 2022, subject to the requirements of Section 54.502(e) of the Commission's rules; and

RESOLVED FURTHER, that upon consultation with the Committee Chair, USAC management is authorized to adjust the Funding Year 2022 filing window opening and closing dates, as circumstances may warrant.

- i1. **Information on Three USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. Dr. Domenech noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.
- i2. **E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
 - Accomplishments
 - Metrics
 - Plans for Next Quarter
 - Systems Update
 - Roadmap

At 11:55 a.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing confidential items. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i3. **E-Rate Business Update (Continued).** The Committee determined that continued discussion in ***Executive Session*** was not needed.
- a4. **Consideration to Exercise Option Year for Schools & Libraries Program Business Process Outsourcing Services.** Mr. Beyerhelm presented this item for consideration. The presentation included a written summary and report detailing USAC management's recommendation to exercise the third one-year option period with Maximus for the performance of E-Rate business process outsourcing services.

On a motion duly made and seconded, the Committee adopted the following resolution:

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes USAC management to exercise the third one-year option period with Maximus Federal Services, Inc., subject to required Federal Communications Commission approval, for the performance of Schools &

Libraries Program business process outsourcing services for the not-to-exceed amount of \$16,400,000.00 (plus applicable taxes).

OPEN SESSION

At 12:03 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Dr. Domenech reported that, in *Executive Session*, the Committee took action on item a4.

On a motion duly made and seconded, the Committee adjourned at 12:04 p.m. Eastern Time.

/s/ Olivia Wein
Secretary