

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

Monday, January 29, 2024 12:30 p.m. – 1:15 p.m. Eastern Time USAC Offices 700 12th Street, N.W., Suite 900 Washington, D.C. 20005
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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 & Libraries Committee Meeting Minutes of October 30, 2023 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 2024 Programmatic Budget and Demand Projection for the February 1, 2024 FCC Filing	5
Teleshia	i1. Information on Nine 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"> • 2023 Accomplishments • 2024 Plans • 2024 E-Rate System Modernization • Q1 2024 Plans • Roadmap • Appendix: Program Metrics 	20

EXECUTIVE SESSION		
Confidential – Executive Session Recommended		
Craig	i3. E-Rate Business Update <i>(Continued, if needed)</i>	—
Craig	a4. Approval of Schools and Libraries Support Mechanism 2024 Annual Programmatic Budget	10

Next Scheduled USAC Schools & Libraries Committee Meeting

Monday, April 29, 2024 USAC Offices, Washington, D.C.
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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 29, 2024

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 January 29, 2024. Dr. Dan Domenech, Committee Chair, called the meeting to order at 12:30 p.m. Eastern Time, with a quorum of nine of the ten Committee members present:

Buzacott, Alan – *by telephone*
Domenech, Dr. Dan – Chair
Gregory, Amber
Mason, Ken

Schell, Julie Tritt – Vice Chair – *by telephone*
Sekar, Radha
Thompson, Mona – *by telephone*
Wade, Dr. Joan

Mr. Brent Fontana joined the meeting by telephone at 12:42 p.m. Eastern Time. He did not vote on items a1 – a3.

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Chacko, Sheba – Member of the Board
Chalk, Indra – Member of the Board
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 Finance, Chief Financial Officer, and
Assistant Treasurer
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
O'Brien, Tim – Vice President of Lifeline
Semmler, Kara – Member of the Board
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeff – Member of the Board – *by telephone*

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.

Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – *by telephone* – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Anderson, Latoya	USAC
Braxton, Carolyn	USAC
Brady, Jair	USAC
Corra, Kristen – <i>by telephone</i>	SHLB
Claxton, Naomi	USAC
Goldberg, Mark	Maximus
Goode, Vernell	USAC
Gustafson, Jaymie	USAC
Jaruboon, Jetshada	Maximus
Joseph, Frank	USAC
Kahn, Allison	USAC
King, Ryan	USAC
Lloyd, Pam	USAC
Manns, Bernie	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Oliver, Lindsay – <i>by telephone</i>	USAC
Richardson, Jenn	USAC
Rones, Julie	USAC
Rovetto, Ed	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies
Smith, Chris	USAC
Staurulakis, Chresanthe	USAC
Stamenkovic, Dusan	USAC
Wilkins, Jonathan	USAC
Willis, Catherine	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 October 30, 2023.

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 matter be discussed in

Executive Session because it relates to *specific internal controls or confidential company data* that would constitute a discussion of internal rules and procedures and may also include discussion of *investigatory records or pending or contemplated enforcement action* against participants in the universal service support mechanisms.

- (2) **a4** – Approval of Schools and Libraries Support Mechanism 2024 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*.

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 October 30, 2023; (2) discussion in *Executive Session* of the item noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Dr. Domenech introduced Commissioner Freeman. As the Chair of the Nominating Committee, Commissioner Freeman reported on the election recommendations for the Audit Committee.

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

RESOLVED, that the USAC Schools & Libraries Committee recommends that the USAC Board of Directors elect **Dr. Dan Domenech** as Chair and **Amber Gregory** 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 2024 Programmatic Budget and Demand Projection for the February 1, 2024 Federal Communications Commission (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 2024 programmatic budget and demand projection for the February 1, 2024 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 2nd Quarter 2024 Schools and Libraries Support Mechanism direct program budget of \$11.98 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$11.98 million for Schools and Libraries Support Mechanism administrative costs in the required February 1, 2024 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 January 29, 2024, the 2nd Quarter 2024 Schools and Libraries Support Mechanism demand estimate of \$652.36 million, hereby directs USAC staff to proceed with the required February 1, 2024, 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 \$25 million.

- i1. **Information on Nine USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. 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:
 - 2023 Accomplishments
 - 2024 Plans
 - 2024 E-Rate System Modernization
 - Q1 2024 Plans
 - Roadmap
 - Appendix: Program Metrics

At 1:05 p.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

- a4. **Approval of Schools and Libraries Support Mechanism 2024 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 2024 annual programmatic budget for the Schools and Libraries Support Mechanism of \$41.42 million.

OPEN SESSION

At 1:10 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 1:11 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, April 29, 2024
11:35 a.m. – 12:15 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools & Libraries Committee Meeting Minutes of January 29, 2024 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 2024 Programmatic Budget and Demand Projection for the May 2, 2024, FCC Filing	5
Teleshia	i1. Information on Ten USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report <i>(For Information Only)</i>	—
Craig	i2. E-Rate Business Update <ul style="list-style-type: none"> • Q1 2024 Accomplishments • Fund Year 2024 Filing Window Overview • E-Rate Updates • Q2 2024 Plans • Roadmap • Appendix: Metrics 	20

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Kyle	i3. E-Rate Business Update: E-Rate Legacy System Consolidation	10
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

**Monday, July 29, 2024
USAC Offices, Washington, D.C.**

Available For Public Use

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, April 29, 2024

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, April 29, 2024. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:38 a.m. Eastern Time, with a quorum of all ten Committee members present:

Buzacott, Alan	Christine Sanquist
Chalk, Indra	Schell, Julie Tritt
Domenech, Dr. Dan – Chair	Sekar, Radha
Fontana, Brent	Thompson, Mona – <i>by telephone</i>
Gregory, Amber – Vice Chair	Wade, Dr. Joan

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
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 Finance, Chief Financial Officer, and Assistant Treasurer
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Mason, Ken – Member of the Board
O'Brien, Tim – Vice President of Lifeline
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

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, or to correct grammatical or spelling errors.

Others present:

<u>NAME</u>	<u>COMPANY</u>
Botts, Rachel – <i>by telephone</i>	Kellogg & Sovereign Consulting, LLC.
Braxton, Carolyn	USAC
Calhoun, Mitch	USAC
Campbell, Jo-Ann	USAC
Claxton, Naomi	USAC
Estrella, Guilianna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
Hung, Jennifer	USAC
King, Ryan	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
Krueger, Katie – <i>by telephone</i>	KPMG
Manns, Bernie	USAC
McCoy, Charmira	USAC
Mitchell, Katherine – <i>by telephone</i>	USAC
Morgan, Meredith	USAC
Morning, Kimberly – <i>by telephone</i>	Morgan Lewis
Nuzzo, Patsy	USACUSAC
Rovetto, Ed	USAC
Sadirkhanova, Sabina	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies
Smith, Chris	USAC
Staurulakis, Chresanthe	USAC
Steptoe, Carolyn – <i>by telephone</i>	USAC
Sutherland, Beverly – <i>by telephone</i>	Sutherland Consulting Group, Inc.
Walsh, Colleen – <i>by telephone</i>	USAC
Wilkins, Jonathan	USAC
Willis, Catherine	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 meeting minutes of January 29, 2024.

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

- (1) **i3.** E-Rate Business Update – E-Rate Legacy System Consolidation.
USAC management recommends that this matter be discussed in ***Executive Session*** because it relates to ***specific internal controls or***

confidential company data that would constitute a discussion of internal rules and procedures.

- (1) **i4.** Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report. USAC management recommends that this matter be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* that would constitute a discussion of *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.

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 29, 2024; (2) discussion in *Executive Session* of the item noted above.

- a2. Approval of Schools and Libraries Support Mechanism 3rd Quarter 2024 Programmatic Budget and Demand Projection for the May 2, 2024, 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 2024 programmatic budget and demand projection for the May 2, 2024, 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 3rd Quarter 2024 Schools and Libraries Support Mechanism direct program budget of \$9.50 million; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.50 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2024 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 April 29, 2024, the 3rd Quarter 2024 Schools and Libraries Support Mechanism demand estimate of \$639.08 million, hereby directs USAC staff to proceed with the required May 2, 2024, 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 \$25 million.

- i1. **Information on Ten USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. 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:
- Q1 2024 Accomplishments
 - Fund Year 2024 Filing Window Overview
 - E-Rate Updates
 - Q2 2024 Plans
 - Roadmap
 - Appendix: Program Metrics

At 12:10 p.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: E-Rate Legacy System Consolidation.** Mr. Hutchinson presented this item to the Committee, providing an update on the current status and plans of the E-Rate Legacy System consolidation.
- i4. **Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report.** This item was provided for *information purposes only*. No discussion was held.

OPEN SESSION

At 12:15 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 discussed items i3.

On a motion duly made and seconded, the Committee adjourned at 12:16 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, July 29, 2024
11:05 a.m. – 11:35 a.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools & Libraries Committee Meeting Minutes of April 29, 2024 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 4th Quarter 2024 Programmatic Budget and Demand Projection for the August 2, 2024, FCC Filing	5
Teleshia	i1. Information on 11 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report <i>(For Information Only)</i>	—
Craig	i2. E-Rate Business Update <ul style="list-style-type: none"> • Accomplishments • Funding Year 2024 Observations • Cybersecurity Pilot Program • Q3 2024 Plans • Roadmap • Appendices 	20

<u>EXECUTIVE SESSION</u> Confidential – <i>Executive Session Recommended</i>		<i>Estimated Duration in Minutes</i>
—	i3. E-Rate Business Update (<i>Continued, if needed</i>)	—

Next Scheduled USAC Schools & Libraries Committee Meeting

**Monday, October 28, 2024
USAC Offices, Washington, D.C.**

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, July 29, 2024

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, July 29, 2024. Dr. Dan Domenech, Committee Chair, called the meeting to order at 11:15 a.m. Eastern Time, with a quorum of all ten Committee members present:

Buzacott, Alan – <i>by telephone</i>	Christine Sanquist
Chalk, Indra	Schell, Julie Tritt
Domenech, Dr. Dan – Chair	Sekar, Radha
Fontana, Brent – <i>by telephone</i>	Thompson, Mona
Gregory, Amber – Vice Chair – <i>by telephone</i>	Wade, Dr. Joan

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Chacko, Sheba – Member of the Board
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 Finance, Chief Financial Officer, and
Assistant Treasurer
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Mason, Ken – Member of the Board
O'Brien, Tim – Vice President of Lifeline
Seifer, Angela – Member of the Board
Semmler, Kara – Member of the Board
Skrivan, Michael – Member of the Board
Sweeney, Mark – Vice President of Rural Health Care
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, or to correct grammatical or spelling errors.

Wibberly, Dr. Kathy – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present*:

<u>NAME</u>	<u>COMPANY</u>
Allison, Sarah	USAC
Braxton, Carolyn	USAC
Calhoun, Mitch	USAC
Claxton, Naomi	USAC
Ellegood, Sharonda	USAC
Goode, Vernell	USAC
Gustafson, Jaymie	USAC
James, Christine	USAC
King, Ryan	USAC
Kurisch Bill	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Santana-Gonzalez, Jeanette	USAC
Walsh, Jeff	USAC

*Due to a global FedRAMP Webex outage, the public that registered to attend virtually were unable to join the meeting. They were notified by email of the problem and reminded that the public materials would be posted on the USAC website. Board members that were scheduled to attend virtually participated by staff members calling them on their mobile phones.

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 meeting minutes of April 29, 2024.

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 matter be discussed in *Executive Session* because it relates to *specific internal controls or confidential company data* that would constitute a discussion of internal rules and procedures.

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

RESOLVED, that the Schools and Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of April 29, 2024; and (2) discussion in *Executive Session* of the item noted above.

- a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2024 Programmatic Budget and Demand Projection for the August 2, 2024 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 Mechanism 4th Quarter 2024 programmatic budget and demand projection for the August 2, 2024 quarterly 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 4th Quarter 2024 Schools and Libraries Support Mechanism direct program budget of \$10.61 million; and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$10.61 million for Schools and Libraries Support Mechanism administrative costs in the required August 2, 2024 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 July 29, 2024, the 4th Quarter 2024 Schools and Libraries Support Mechanism demand estimate of \$666.28 million, hereby directs USAC staff to proceed with the required August 2, 2024, 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 \$25 million.

- i1. Information on Eleven USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. 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
 - Fund Year 2024 Observations

- Cybersecurity Pilot Program Update
- Q3 2024 Plans
- Roadmap
- Appendices: Program Metrics and Glossary of Terms

At 11:52 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, if needed*). Mr. Davis provided confidential responses to questions asked during the E-Rate Business update.

OPEN SESSION

At 12:00 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 discussed item i3.

On a motion duly made and seconded, the Committee adjourned at 12:00 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, October 28, 2024
1:55 p.m. – 2:55 p.m. Eastern Time
USAC Offices
700 12th Street, N.W., Suite 900
Washington, D.C. 20005**

<u>OPEN SESSION</u> Available for Public Use		<i>Estimated Duration in Minutes</i>
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools & Libraries Committee Meeting Minutes of July 29, 2024 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i> C. Consideration and Approval of One Routine Procurement	5
Craig	a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2025 Programmatic Budget and Demand Projection for the November 1, 2024, FCC Filing	5
Craig	a3. Consideration of Funding Year 2025 Application Filing Window Dates	5
Craig	i1. E-Rate Business Update <ul style="list-style-type: none"> • Funding Year (FY) 2024 Commitment Results • Prior Funding Year Commitment Results • FY2025 Readiness 	15

<u>INFORMATION ONLY</u> Available for Public Use		<i>Estimated Duration in Minutes</i>
Craig	i2. E-Rate Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Accomplishments • Cybersecurity Pilot Program Update • Q4 2024 Plans • Roadmap • Appendices: Program Metrics and Glossary of Terms 	—
Teleshia	i3. Information on 14 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report	—

<p style="text-align: center;"><u>EXECUTIVE SESSION</u></p> <p style="text-align: center;">Confidential – Executive Session Recommended</p>		<p style="text-align: center;"><i>Estimated Duration in Minutes</i></p>
Teleshia Craig	<p>i4. E-Rate Business Update (<i>Continued</i>)</p> <ul style="list-style-type: none"> • E-Rate Tribal Support • Emergency Connectivity Fund Tribal Support • E-Rate Improper Payment Results • E-Rate Improper Payment Results by Exception • Key Outcomes • E-Rate Fraud Risk Assessment – Observations • E-Rate Fraud Risk Assessment – StepsTaken • Cybersecurity Pilot Program System Demonstration 	30
Chris	<p>a4. Consideration of a Contract Modification and to Exercise Option Term for E-Rate Business Process Outsourcing Services</p>	–

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, January 27, 2025</p> <p>USAC Offices, Washington, D.C.</p>

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

SCHOOLS & LIBRARIES COMMITTEE MEETING
Monday, October 28, 2024

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 28, 2024. Dr. Dan Domenech, Committee Chair, called the meeting to order at 1:55 p.m. Eastern Time, with a quorum of eight of ten Committee members present:

Chalk, Indra	Schell, Julie Tritt
Domenech, Dr. Dan – Chair	Sekar, Radha
Gregory, Amber – Vice Chair	Thompson, Mona
Sanquist, Christine	Wade, Dr. Joan – <i>by telephone</i>

Mr. Brent Fontana joined the call by telephone at 2:04 p.m. Eastern Time. He did not vote on item a1.

Members of the Committee not present:

Buzacott, Alan

Other Board members and officers of the corporation present:

Beyerhelm, Chris – Vice President and Chief Administrative Officer
Butler, Stephen – Vice President of Shared Services
Davis, Craig – Vice President of Schools and Libraries
Delmar, Teleshia – Vice President of Audit and Assurance
Freeman, Sarah – Member of the Board – *by telephone*
Gaither, Victor – Vice President of High Cost – *by telephone*
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and
Assistant Treasurer
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Mason, Ken – Member of the Board
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, or to correct grammatical or spelling errors.

Sweeney, Mark – Vice President of Rural Health Care
Waller, Jeffery – Member of the Board – *by telephone*
Wein, Olivia – Member of the Board
Wibberly, Dr. Kathy – Member of the Board
Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Brady, Jair	USAC
Braxton, Carolyn	USAC
Calhoun, Mitch	USAC
Claxton, Naomi	USAC
Crouse, Martin – <i>by telephone</i>	Inland Networks
Faunce, Donna – <i>by telephone</i>	USAC
Goode, Vernell	USAC
James, Christine	USAC
King, Ryan	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education and SECA
Lawmaster-Morris Rachel – <i>by telephone</i>	ESPY Services
Lenard, Dave – <i>by telephone</i>	CDW-G
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Sadirkhanova, Sabina – <i>by telephone</i>	USAC
Santana-Gonzalez, Jeanette	USAC
Schrader, Theresa - <i>by telephone</i>	Broadband Legal Strategies
Smith, Christopher	USAC
Staurulakis, Chresanthe	USAC
Wilkins, Jonathan	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 meeting minutes of July 29, 2024.

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

- (1) **i4.** E-Rate Business Update – (*Continued, if needed*). USAC management recommends that this matter be discussed in ***Executive Session*** because it relates to ***specific internal controls or confidential company data*** that would constitute a discussion of internal rules and procedures.
- (2) **a4.** Consideration of Contract Modification and to Exercise Option Term for E-Rate Business Process Outsourcing Services. USAC management recommends that this item be discussed in ***Executive Session*** because it relates to USAC's ***procurement strategy and contract administration***, where discussion of such matters in open session would compromise USAC's business objectives or negotiating strategy.

C. Consideration and Approval of One Routine Procurement.

- (1) Consideration of Contract Modification and to Exercise Option Term for E-Rate Business Process Outsourcing Services. The resolution is provided in **aSL04cf**. If discussion is needed, it will be conducted in ***Executive Session***.

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

RESOLVED, that the Schools & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of July 29, 2024; (2) discussion in ***Executive Session*** of the item noted above; and (3) the approval of one routine procurement as presented in item **aSL04cf**.

- a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2025 Programmatic Budget and Demand Projection for the November 1, 2024, 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 Mechanism 1st Quarter 2025 programmatic budget and demand projection for the November 1, 2024 quarterly 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 2025 Schools and Libraries Support Mechanism direct program budget of \$9.00 million; and

RESOLVED FURTHER, that the USAC Schools &

Libraries Committee directs USAC staff to submit a collection requirement of \$9.00 million for Schools and Libraries Support Mechanism administrative costs in the required November 1, 2024 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 28, 2024, the 1st Quarter 2025 Schools and Libraries Support Mechanism demand estimate of \$657.15 million, hereby directs USAC staff to proceed with the required November 1, 2024, 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 \$25 million.

- a3. Consideration of Funding Year 2025 Application Filing Window Dates.** Mr. Davis presented this item for discussion.

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 2025 application filing window no earlier than January 2025 and to close the Funding Year 2025 FCC Form 471 application filing window no earlier than March 2025, subject to the requirements of sections 54.502(f) and 54.507(c) of the FCC's rules; and

RESOLVED FURTHER, that upon consultation with the Committee Chair, USAC management is authorized to adjust the Funding Year 2025 application filing window opening and closing dates, as circumstances may warrant and in accordance with section 54.507(c) of the FCC's rules.

- i1. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:

- Funding Year (FY) 2024 Commitment Results
- Prior Funding Year Commitment Results
- FY2025 Readiness

Ms. Schell requested that should the window close early and the staff had reviewed applications submitted that those applications be paused so that stakeholders are not receiving outreach requests while they are continuing to submit applications. She also commented that some stakeholders continue to receive system errors when logging into the system with multifactor authentication (MFA). Mr. Davis indicated he would get back to the Committee

with an update on the MFA issue and the ability to pause applications.

- i2. **E-Rate Business Update (*Continued*).** This item was provided for *information purposes only*. No discussion was held. Dr. Domenech noted that the Schools and Libraries materials listed below would be made public and posted to the USAC website.
- Accomplishments
 - Cybersecurity Pilot Program Update
 - Q4 2024 Plans
 - Roadmap
 - Appendices: Program Metrics and Glossary of Terms
- i3. **Information on 14 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports.** This item was provided for *information purposes only*. No discussion was held. Dr. Domenech noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.

At 2:23 p.m. Eastern Time, on a motion duly made and seconded, the Committee moved into ***Executive Session*** for the purpose of discussing confidential items. Only members of the Board and USAC staff were present.

EXECUTIVE SESSION

- i4. **E-Rate Business Update.** Mr. Davis, Ms. Delmar, and Mr. Brady presented PowerPoint slides to the Committee covering the following items:
- E-Rate and Emergency Connectivity Fund Tribal Support
 - E-Rate Improper Payment Results and Key Outcomes
 - E-Rate Fraud Risk Assessment – Observations and Steps Taken
 - Cybersecurity Pilot Program System Demonstration
- a4. **Consideration of Contract Modification and to Exercise Option Term for E-Rate Business Process Outsourcing Services.** No additional discussion was held on this item. The Board adopted the following resolutions as part of the Consent Items:

RESOLVED, that the USAC Board of Directors, having reviewed the recommendation of USAC management, hereby authorizes management to modify its existing contract with Maximus Federal Services, by increasing the base year not-to-exceed price for E-Rate Business Process Outsourcing services by \$750,000.00 (plus applicable taxes), thereby increasing the base year total not-to-exceed amount from \$15,474,483.30 (plus applicable taxes) to \$16,224,483.30 (plus applicable taxes), and exercise the first one-year option terms of the E-Rate Business Process Outsourcing services contract with Maximus, for a not-to-exceed amount of \$16,000,000.00 (plus applicable taxes) for a total overall

not-to-exceed amount of \$32,224,483.30 (plus applicable taxes) subject to required Federal Communications Commission approval.

OPEN SESSION

At 2:58 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 discussed item i4. He also announced that this would be his last meeting as Chair and thanked the School & Libraries Committee members and USAC staff for all they have accomplished in supporting the funding for the beneficiaries.

On a motion duly made and seconded, the Committee adjourned at 3:00 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary