

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

**Monday, January 27, 2025
11:00 – 11:45 a.m. Eastern Time
USAC Offices
700 12th Street NW, Suite 900
Washington, DC 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 October 28, 2024 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 2025 Programmatic Budget and Demand Projection for the January 31, 2025, FCC Filing	5
Craig	i1. E-Rate Business Update <ul style="list-style-type: none"> • 2024 Accomplishment • 2025 Plans • Cybersecurity Pilot Program Update 	20

<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"> • Q4 2024 Accomplishments • Q1 2025 Plans • Roadmap • Appendix A. Program Metrics • Appendix B. Glossary of Terms 	–
Teleshia	i3. Information on Seven USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report	–

<u>EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Confidential – Executive Session Recommended		
Craig	i4. E-Rate Business Update (<i>Continued, if needed</i>)	–
Craig	a4. Approval of Schools and Libraries Support Mechanism 2025 Annual Programmatic Budget	10

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, April 28, 2025 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, January 27, 2025**

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 27, 2025. Amber Gregory, Committee Chair, called the meeting to order at 11:00 a.m. Eastern Time, with a quorum of seven of the 10 Committee members present (there were two vacancies):

Chalk, Indra	Sekar, Radha
Gregory, Amber – Acting Chair & Vice Chair	Thompson, Mona
Sanquist, Christine	Wade, Dr. Joan
Schell, Julie Tritt	

Members of the Committee not present:

Schuler, Dr, David

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
Dalhover, Brian – 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
Green, Anisa – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Kettwich, Dan – Member of the Board
Mason, Ken – 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.

Semmler, Kara – Member of the Board – *by telephone*
 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
Cardile, Christina – <i>by telephone</i>	USAC
Claxton, Naomi	USAC
Curtis, Jessamy	USAC
Estrella, Giulianna	USAC
Faunce, Donna – <i>by telephone</i>	USAC
Francisco, Dale	USAC
Goode, Vernell	USAC
Green, Kevin	USAC
King, Ryan	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
Little, Chris	USAC
Lloyd, Pamela	USAC
Michell, Katherine	USAC
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, Chris	USAC
Smith, Christopher	USAC
Smith, Zack	USAC
Staurulakis, Chresanthe	USAC
White, Stacy	USAC
Wilkins, Jonathan	USAC
Willis, Catherine – <i>by telephone</i>	USAC

OPEN SESSION

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

a1. Consent Items. Ms. Gregory presented this item for consideration.

- A. Approval of Schools and Libraries Committee meeting minutes of October 28, 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* 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. In addition, this includes *pre-decisional matters pending before the FCC*.
 - (2) **a4.** Approval of Schools and Libraries Support Mechanism 2025 Annual Programmatic Budget. USAC management recommends that this item be discussed in *Executive Session* because it relates to USAC's *procurement strategy and contract administration*, as well as *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. In addition, this includes *pre-decisional matters pending before the FCC*.

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 October 28, 2024; and (2) discussion in *Executive Session* of the items noted above.

- a2. Recommendation for Election of Committee Chair and Vice Chair.** Mr. Mason introduced this item to the Board requesting that Ms. Freeman, Chair of the Nominating Committee, report on the Nominating Committee's recommendations for the election of the Schools & Libraries Committee Chair and Vice Chair.

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 **Amber Gregory**

as Chair and **Dr. Joan Wade** 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 2025 Programmatic Budget and Demand Projection for the January 31, 2025, 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 2nd Quarter 2025 programmatic budget and demand projection for the January 31, 2025 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 2nd Quarter 2025 Schools and Libraries Support Mechanism direct program budget of \$11.20 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$11.20 million for Schools and Libraries Support Mechanism administrative costs in the required January 31, 2025 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 27, 2025, the 2nd Quarter 2025 Schools and Libraries Support Mechanism demand estimate of \$653.04 million, hereby directs USAC staff to proceed with the required January 31, 2025, 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. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
- 2024 Accomplishments
 - 2025 Plans
 - Cybersecurity Pilot Program Update
- i2. E-Rate Business Update (Continued).** This item was provided for *information purposes only*. No discussion was held. Ms. Gregory noted that the Schools and

Libraries materials listed below would be made public and posted to the USAC website.

- Q4 2024 Accomplishments
- Q1 2025 Plans
- Roadmap
- Appendices: Program Metrics and Glossary of Terms

- i3. Information on Seven 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. Ms. Gregory noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.

At 11:46 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

- i4. E-Rate Business Update.** This item was a placeholder, should questions arise in *Open Session*, requiring responses in *Executive Session*. No discussion was held.
- a4. Approval of Schools and Libraries Support Mechanism 2025 Annual Programmatic Budget.** 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 2025 Annual Programmatic Budget.

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

RESOLVED, that the Schools and Libraries Committee approves a 2025 annual programmatic budget for the Schools and Libraries Support Mechanism of \$38.86 million.

OPEN SESSION

At 11:52 a.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Ms. Gregory reported that, in ***Executive Session***, the Committee acted on item a4.

On a motion duly made and seconded, the Committee adjourned at 11:52 a.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, April 28, 2025
11:00 – 11:45 a.m. Eastern Time
USAC Offices
700 12th Street NW, Suite 900
Washington, DC 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 January 27, 2025 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 2025 Programmatic Budget and Demand Projection for the May 2, 2025, FCC Filing	5
Craig	i1. E-Rate Business Update <ul style="list-style-type: none"> • Q1 2025 Accomplishment • Funding Year 2025 Filing Window Overview • Q2 2025 Plans • Cybersecurity Pilot Program Update 	20

<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"> • Roadmap • Appendix A. Program Metrics • Appendix B. Glossary of Terms 	–
Teleshia	i3. Information on Six USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report	–

<u>EXECUTIVE SESSION</u> Confidential – Executive Session Recommended		<i>Estimated Duration in Minutes</i>
Craig	i4. E-Rate Business Update (<i>Continued, if needed</i>)	–

Next Scheduled USAC Schools & Libraries Committee Meeting

**Monday, July 28, 2025
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, April 28, 2025

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 28, 2025. Amber Gregory, Committee Chair, called the meeting to order at 11:01 a.m. Eastern Time, with a quorum of seven of the 10 Committee members present:

Chalk, Indra
Gregory, Amber – Chair
Sanquist, Christine – *by telephone*
Schell, Julie Tritt

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

Ms. Sheba Chacko joined the call by telephone at 11:02 a.m. ET. She did not vote on item a1.

Members of the Committee not present:

Dalhover, Brian
Schuler, Dr. David

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 – *by telephone*
Garber, Michelle – Vice President of Finance, Chief Financial Officer, and Assistant Treasurer
Green, Anisa – Member of the Board
Kettwich, Dan – Member of the Board
Mason, Ken – 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.

O'Brien, Tim – Vice President of Lifeline
 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>
Bohler, Natasha - <i>by telephone</i>	GCI Communications
Bonomo Phil	FCC
Braxton, Carolyn	USAC
Calhoun, Mitch	USAC
Claxton, Naomi	USAC
Corra, Kristen - <i>by telephone</i>	SHLB Coalition
Corriher, Kim - <i>by telephone</i>	Southern Ohio Health Care Network
Estrella, Giulianna	USAC
Goode, Vernell	USAC
Green, Kevin	USAC
King, Ryan	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
LeNard, Dave - <i>by telephone</i>	CDW-G
McCornac, Carolyn	USAC
Michell, Katherine	USAC
Morgan, Meredith	USAC
Nuzzo, Patsy	USAC
Rovetto, Ed	USAC
Sadirkhanova, Sabina – <i>by telephone</i>	USAC
Staurulakis, Chresanthe	USAC
Wallace, Michael- <i>by telephone</i>	University of Arkansas for Medical Science- Institute for Digital Health & Innovation

OPEN SESSION

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

- a1. Consent Items.** Ms. Gregory presented this item for consideration.
- A.** Approval of Schools and Libraries Committee meeting minutes of January 27, 2025.
 - 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 and/or confidential company data* that would constitute a discussion of *internal rules and procedures*. Additionally, this matter includes *pre-decisional matters pending before a governmental agency or instrumentality, where discussion in open session would risk undermining the agency's deliberative process and/or disclosing the agency's conclusions or rationales prior to final decision-making*.

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 January 27, 2025; and (2) discussion in *Executive Session* of the item noted above.

- a2. **Approval of Schools and Libraries Support Mechanism 3rd Quarter 2025 Programmatic Budget and Demand Projection for the May 2, 2025, 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 3rd Quarter 2025 programmatic budget and demand projection for the May 2, 2025 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 3rd Quarter 2025 Schools and Libraries Support Mechanism direct program budget of \$9.13 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.13 million for Schools and Libraries Support Mechanism administrative costs in the required May 2, 2025 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 28, 2025, the 3rd Quarter 2025 Schools and Libraries Support Mechanism demand estimate of \$639.18 million, hereby directs USAC staff to proceed with the required May 2, 2025, 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. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
- Q1 2025 Accomplishments
 - Funding Year 2025 Filing Window Overview
 - Q2 2025 Plans
 - Cybersecurity Pilot Program Update
- i2. E-Rate Business Update (*Continued*).** This item was provided for *information purposes only*. No discussion was held. Ms. Gregory noted that the Schools and Libraries materials listed below would be made public and posted to the USAC website.
- Roadmap
 - Appendix A: Program Metrics
 - Appendix B: Glossary of Terms
- i3. Information on Six 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. Ms. Gregory noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.

At 11:30 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, FCC, and USAC staff were present.

EXECUTIVE SESSION

- i4. E-Rate Business Update.** Discussions were conducted in response to confidential questions asked by the Committee.

OPEN SESSION

At 11:36 a.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Ms. Gregory reported that, in ***Executive Session***, the Committee discussed item i4.

On a motion duly made and seconded, the Committee adjourned at 11:37 a.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, July 28, 2025
11:00 – 11:45 a.m. Eastern Time
USAC Offices
700 12th Street NW, Suite 900
Washington, DC 20005**

<u>OPEN SESSION</u>		<i>Estimated Duration in Minutes</i>
Available for Public Use		
Chair	a1. Consent Items (each available for discussion upon request): A. Approval of Schools & Libraries Committee Meeting Minutes of April 28, 2025 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	2
Craig	a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2025 Programmatic Budget and Demand Projection for the August 1, 2025, FCC Filing	5
Craig	i1. E-Rate Business Update <ul style="list-style-type: none"> • Q2 2025 Accomplishment • Q3 2025 Plans • Cybersecurity Pilot Program Update 	20

<u>INFORMATION ONLY</u>		<i>Estimated Duration in Minutes</i>
Available for Public Use		
Craig	i2. E-Rate Business Update (<i>Continued</i>) <ul style="list-style-type: none"> • Roadmap • Appendix A. Program Metrics • Appendix B. Glossary of Terms 	–
Teleshia	i3. Information on 17 USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	–

<u>EXECUTIVE SESSION – INFORMATION ONLY</u>		<i>Estimated Duration in Minutes</i>
<i>Executive Session Recommended</i>		
Teleshia	i4. Information on One USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Report	–

<u>EXECUTIVE SESSION</u>		<i>Estimated Duration in Minutes</i>
Confidential – Executive Session Recommended		
Radha/ Chris	a3. Consideration of a Contract Award for Schools and Libraries (E-Rate) Business Processing Outsourcing (BPO) Services	15
Craig	i5. E-Rate Business Update (<i>Continued, if needed</i>)	3

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, October 27, 2025 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, July 28, 2025

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 28, 2025. Amber Gregory, Committee Chair, called the meeting to order at 11:00 a.m. Eastern Time, with a quorum of six of the 10 Committee members present:

Chalk, Indra	Schell, Julie Tritt
Dalhover, Brian	Sekar, Radha
Gregory, Amber – Chair	Wade, Dr. Joan – Vice Chair – <i>by telephone</i>

Ms. Mona Thompson joined the meeting *by telephone* at 11:02 a.m. ET. She did not vote on item a1. Mr. David Schuler joined the meeting *by telephone* at 11:08 a.m. ET. He did not vote on or participate in the discussion of items a1 and a2.

Members of the Committee not present:

Chacko, Sheba
Sanquist, Christine

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
Green, Anisa – Member of the Board
Hutchinson, Kyle – Vice President of IT and Chief Information Officer
Kettwich, Dan – 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.

Mason, Ken – Member of the Board
 O'Brien, Tim – Vice President of Lifeline
 Sweeney, Mark – Vice President of Rural Health Care
 Waller, Jeffery – Member of the Board – *by telephone*
 Wein, Olivia – Member of the Board
 Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Achacoso, Sarah – <i>by telephone</i>	Kellogg & Sovereign LLC
Aldridge, Mary – <i>by telephone</i>	West Virginia Department of Education
Allison, Sarah	USAC
Ayer, Catriona	USAC
Babin, Hunter – <i>by telephone</i>	TCI
Bauman, Sarah – <i>by telephone</i>	Utah Education and Telehealth Network
Benham, Cathy – <i>by telephone</i>	CSM Consulting, Inc
Bettelyoun, Shawna – <i>by telephone</i>	E-Rate & Educational Services, LLC
Campos, Rosy – <i>by telephone</i>	Federal Funding Advisor, LLC
Borg, Jeanenne	USAC
Braxton, Carolyn	USAC
Calhoun, Mitch	USAC
Carroll, Kathy – <i>by telephone</i>	Federal Funding Advisor, LLC
Claxton, Naomi	USAC
Cleveland, John – <i>by telephone</i>	Federal Funding Advisor, LLC
Corra, Kristen – <i>by telephone</i>	Schools, Health & Libraries Broadband Coalition
Corriher, Kim – <i>by telephone</i>	Southern Ohio Health Care Network
Enos, Rosemary – <i>by telephone</i>	Epic Communications
Faunce, Donna	USAC
Frazier, Trish – <i>by telephone</i>	State Library of Iowa
Germann, Lorrie – <i>by telephone</i>	Education Plus LLC
Goode, Vernell	USAC
Grimmer, Brian – <i>by telephone</i>	E-Rate Online, LLC
Havivi, Daniel – <i>by telephone</i>	USAC
Herring, Corinna – <i>by telephone</i>	Infinity Communications
Hines, Tracy – <i>by telephone</i>	Federal Funding Group
Hofmann, Kerri – <i>by telephone</i>	E-Rate Central
Hoover, Roy – <i>by telephone</i>	Hoover Technology Consulting, LLC
Josephs, Fred – <i>by telephone</i>	CMS Consulting, Inc.
Kerr, James – <i>by telephone</i>	KB & Associates, LLC
Kerr, Mia – <i>by telephone</i>	KB & Associates, LLC
King, Ryan	USAC
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
Martin, Rebecca – <i>by telephone</i>	Sound E-Rate

<u>NAME</u>	<u>COMPANY</u>
McGahagan, Annemarie – <i>by telephone</i>	Institute for Digital Health & Innovation – UAMS-e-Link
Morales, Eduardo – <i>by telephone</i>	E-RATE ONLINE
Morgan, Meredith	USAC
Morris, Christine – <i>by telephone</i>	Ohio Public Library Information Network
Nuzzo, Patsy	USAC
Old Crow, Alexa – <i>by telephone</i>	Funds for Learning
Rovetto, Ed	USAC
Rutledge, Karen – <i>by telephone</i>	AdTec, Inc.
Sadirkhanova, Sabina – <i>by telephone</i>	USAC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Smith, Chris	USAC
Starker, Ian – <i>by telephone</i>	GCI
Staurulakis, Chresanthe	USAC
Tennyson, Janelle – <i>by telephone</i>	Cisco
Turner, Trey – <i>by telephone</i>	Espy Services
Vadas Gregory	FCC
Vander Horst, Frank – <i>by telephone</i>	Yavapai County Education Service Agency
Wallace, Michael – <i>by telephone</i>	University of Arkansas for Medical Science- Institute for Digital Health & Innovation
Whalen, Taylor – <i>by telephone</i>	ProInfoNet
Yarman, Don – <i>by telephone</i>	Ohio Public Library Information Network

OPEN SESSION

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

- a1. Consent Items.** Ms. Gregory presented this item for consideration.
- A.** Approval of Schools and Libraries Committee meeting minutes of April 28, 2025.
 - B.** Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i4.** Information on One USAC Audit and Assurance Audit 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 and/or confidential company data* that would constitute a discussion of internal rules and procedures.
 - (2) **a3.** Consideration of a Contract Award for Schools and Libraries (E-Rate) Business Processing Outsourcing Services. USAC

management recommends that this item be discussed in *Executive Session* because this matter relates to USAC's *procurement strategy and contract administration*.

- (3) **i5.** 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 and/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 & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of April 28, 2025; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 4th Quarter 2025 Programmatic Budget and Demand Projection for the August 1, 2025, 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 2025 programmatic budget and demand projection for the August 1, 2025, 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 2025 Schools and Libraries Support Mechanism direct program budget of \$9.53 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.53 million for Schools and Libraries Support Mechanism administrative costs in the required August 1, 2025 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 28, 2025, the 4th Quarter 2025 Schools and Libraries Support Mechanism demand estimate of \$651.89 million, hereby directs USAC staff to proceed with the required August 1, 2025, 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. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
- Q2 2025 Accomplishments
 - Q3 2025 Plans
 - Cybersecurity Pilot Program Update
- i2. E-Rate Business Update (*Continued*).** This item was provided for *information purposes only*. No discussion was held. Ms. Gregory noted that the Schools and Libraries materials listed below would be made public and posted to the USAC website.
- Roadmap
 - Appendix A: Program Metrics
 - Appendix B: Glossary of Terms
- i3. Information on 17 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. Ms. Gregory noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.

At 11:31 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, FCC, and USAC staff were present.

EXECUTIVE SESSION

- 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.
- a3 Consideration of Contract Award for Schools and Libraries (E-Rate) Business Process Outsourcing (BPO) Services.** Mr. Beyerhelm presented this item to the Committee recommending a contract award for E-Rate Business Process Outsourcing Services.

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

RESOLVED, that the Schools and Libraries Committee of the USAC Board of Directors, having reviewed the recommendation of USAC management, authorizes USAC management to award a contract for E-Rate

Business Process Outsourcing Services to Ernst & Young LLP, subject to required Federal Communications Commission approval. The contract will be firm-fixed price (FFP) for a total not-to-exceed (NTE) amount of \$17,555,412.47 (plus applicable taxes) over a fifteen (15) month base term consisting of a three (3) month stand-up period followed by a twelve (12) month period of performance, with the ability to exercise four (4) additional one-year option terms with an overall NTE price amount of \$73,356,104.23. Exercise of options to extend the contract beyond the initial fifteen (15) month base term are subject to additional required FCC and Committee approvals.

- i5. **E-Rate Business Update.** Mr. Davis provided an update on the Cybersecurity Pilot Program and Wi-Fi on Buses.

OPEN SESSION

At 12:07 p.m. Eastern Time, the Committee moved out of *Executive Session* and immediately reconvened in *Open Session*, at which time Ms. Gregory reported that, in *Executive Session*, the Committee voted on item a3 and discussed item 15.

On a motion duly made and seconded, the Committee adjourned at 12:07 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary

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

**Monday, October 27, 2025
3:00 – 3:45 p.m. Eastern Time
USAC Offices
700 12th Street NW, Suite 900
Washington, DC 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 28, 2025 B. Approval of moving all <i>Executive Session</i> items into <i>Executive Session</i>	2
Craig	a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2026 Programmatic Budget and Demand Projection for the October 31, 2025, FCC Filing	5
Craig	a3. Consideration of Funding Year 2026 Filing Window Dates	5
Craig	i1. E-Rate Business Update <ul style="list-style-type: none"> • Funding Year 2025 Commitment Results • Q3 2025 Accomplishment • Funding Year 2026 Readiness • Q4 2025 Plans • Cybersecurity Pilot Program Update 	20
<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"> • Roadmap • Appendix A. Program Metrics • Appendix B. Glossary of Terms 	–
Teleshia	i3. Information on Fourteen USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	–
<u>EXECUTIVE SESSION</u> <i>Executive Session Recommended</i>		<i>Estimated Duration in Minutes</i>
Craig	i4. E-Rate Business Update (<i>Continued</i>)	10

	<u>EXECUTIVE SESSION – INFORMATION ONLY</u> <i>Executive Session Recommended</i>	<i>Estimated Duration in Minutes</i>
Craig	i5. Information on Two Confidential USAC Audit and Assurance Division Schools and Libraries Support Mechanism Beneficiary Audit Reports	–

Next Scheduled USAC Schools & Libraries Committee Meeting

<p>Monday, January 26, 2026 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 27, 2025

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 27, 2025. Amber Gregory, Committee Chair, called the meeting to order at 3:01 p.m. Eastern Time, with a quorum of six of the 10 Committee members present:

Chacko, Sheba – *by telephone*

Chalk, Indra

Garber, Michelle, Chief Executive Officer (Interim), and Assistant

Treasurer

Gregory, Amber – Chair

Schell, Julie Tritt

Wade, Dr. Joan – Vice Chair

Ms. Christine Sanquist joined the meeting *by telephone* at 3:16 p.m. Eastern Time. She did not participate in the discussion or vote on items a1-a3. Ms. Thompson joined the meeting *by telephone* at 3:07 p.m. Eastern Time. She did not participate in the discussion or vote on items a1 or a2. Ms. Chacko left the meeting at 3:21 p.m. Eastern Time. She did not participate in the discussion of items i1-i5.

Members of the Committee not present:

Dalhover, Brian

Schuler, Dr. David

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

Francisco, Dale – Chief Financial Officer (Interim)

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.

Gaither, Victor – Vice President of High Cost – *by telephone*
 Green, Anisa – Member of the Board
 Kettwich, Dan – Member of the Board
 Mason, Ken – Member of the Board — *by telephone*
 O’Brien, Tim – Vice President of Lifeline
 Semmler, Kara – Member of the Board – *by telephone*
 Siefer, Angela– Member of the Board – *by telephone*
 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 – *by telephone*
 Williams, Erin – Vice President, General Counsel, and Assistant Secretary

Others present:

<u>NAME</u>	<u>COMPANY</u>
Ayer, Catriona	USAC
Braxton, Carolyn	USAC
Claxton, Naomi	USAC
Corra, Kristen – <i>by telephone</i>	Schools, Health & Libraries Broadband Coalition
Dando, Gina – <i>by telephone</i>	Crown Castle
Flood, Michael – <i>by telephone</i>	Alpine Frog, LLC
Goode, Vernell	USAC
Grimmer, Brian – <i>by telephone</i>	E-Rate Online, LLC
Josephs, Fred – <i>by telephone</i>	CSM Consulting, Inc.
Keating, Megan – <i>by telephone</i>	Funds For Learning
King, Ryan	USAC
Kreuger, Katie – <i>by telephone</i>	KPMG
Kriete, Debra – <i>by telephone</i>	South Dakota Department of Education
LeNard, David – <i>by telephone</i>	CDW-G
Morgan, Meredith	USAC
Morris, Christine – <i>by telephone</i>	Ohio Public Library Information Network
Nuzzo, Patsy	USAC
Old Crow, Alexa – <i>by telephone</i>	Funds for Learning
Rovetto, Ed	USAC
Sagnella, Mary – <i>by telephone</i>	E-Rate Online LLC
Schrader, Theresa – <i>by telephone</i>	Broadband Legal Strategies, LLC
Smith, Chris	USAC
Staurulakis, Chresanthe	USAC
White, Stacy Ann – <i>by telephone</i>	USAC

OPEN SESSION

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

- a1. Consent Items.** Ms. Gregory presented this item for consideration.
- A. Approval of Schools and Libraries Committee meeting minutes of July 28, 2025.
 - B. Approval of moving all *Executive Session* items into *Executive Session*:
 - (1) **i4.** E-Rate Business Update (*Continued*). USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls and/or confidential company data* that would constitute a discussion of internal rules and procedures.
 - (2) **i5.** Information on Two USAC Audit and Assurance Audit Division Schools and Libraries Support Mechanism Beneficiary Audit Reports. USAC management recommends that this item be discussed in *Executive Session* because it relates to *specific internal controls and/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 & Libraries Committee of the USAC Board of Directors hereby approves: (1) the Committee meeting minutes of July 28, 2025; and (2) discussion in *Executive Session* of the items noted above.

- a2. Approval of Schools and Libraries Support Mechanism 1st Quarter 2026 Programmatic Budget and Demand Projection for the October 31, 2025, 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 2026 programmatic budget and demand projection for the October 31, 2025, 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 2026 Schools and Libraries Support Mechanism direct program budget of \$9.11 million and

RESOLVED FURTHER, that the USAC Schools & Libraries Committee directs USAC staff to submit a collection requirement of \$9.11 million for Schools and Libraries Support Mechanism administrative costs in the required October 31, 2025 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 27, 2025, the 1st Quarter 2026 Schools and Libraries Support Mechanism demand estimate of \$648.93 million, hereby directs USAC staff to proceed with the required October 31, 2025, 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 2026 Filing Window Dates.** Mr. Davis presented this item to the Committee.

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 2026 application filing window no earlier than January 2026 and to close the Funding Year 2026 FCC Form 471 application filing window no earlier than March 2026, 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 2026 application filing window opening and closing dates, as circumstances may warrant and in accordance with section 54.507(c) of the FCC's rules.

- ii. E-Rate Business Update.** Mr. Davis presented PowerPoint slides to the Committee covering the following items:
- Funding Year 2025 Commitment Results
 - Q3 2025 Accomplishments
 - FY2026 Readiness
 - Q4 2025 Plans
 - Cybersecurity Pilot Program Update

- i2. **E-Rate Business Update (*Continued*).** This item was provided for *information purposes only*. No discussion was held. Ms. Gregory noted that the Schools and Libraries materials listed below would be made public and posted to the USAC website.
- Roadmap
 - Appendix A: Program Metrics
 - Appendix B: 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. Ms. Gregory noted that the Schools and Libraries Audit Briefing Book would be made public and posted to the USAC website.

At 3:35 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 (*Continued*).** Mr. Davis presented this item to the Committee providing an update on the status of the transition to a new business process outsourcing vendor.
- i5. **Information on Two 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.

OPEN SESSION

At 3:50 p.m. Eastern Time, the Committee moved out of ***Executive Session*** and immediately reconvened in ***Open Session***, at which time Ms. Gregory reported that, in ***Executive Session***, the Committee discussed item i4.

On a motion duly made and seconded, the Committee adjourned at 3:51 p.m. Eastern Time.

/s/ Erin Williams
Assistant Secretary