MEETING MINUTES

Team Name:	**SKS Technology Committee**	**Meeting Leader:**	Greg Kubisch
Location:	SKS Library	**Date/Time:**	04/27/2016 5:30pm
Recorder:	Kim Wiedmeyer		

Participants: Greg Kubisch, Kim Wiedmeyer, Jason Schnitzler, Chris Hugi - ETA, Becky Hielsberg - ETA, Mr. Hamilton, Mrs. Rauch, Danny Dulak, Jason Hook,

Absent: Mike Stahnke, Jeremy Olejnik, Mike Fritz, David George,

Prayer - Mrs. Rauch led the group in prayer.

Item	Discussion	Next Steps & Responsible Party
Review of last month's minutes	March Minutes were approved by the group.	
ETA Update	ETA contract is up for renewal, current contract expires on June 30th. Joanie from business office and New Principal are now involved in contract talks. They are looking for a 1 year contract, perhaps with a lesser fee. ETA would like contract completed by mid-May if at all possible. Greg will keep everyone in the loop as emails go back and forth.	ETA will put together what we paid for last year, what was under contract/not under contract for our review.
	Mr. Hamilton gave ETA a chromebook, the same one from Feb. that was having issues, again experiencing problems.	ETA will look at Chromebook with issue.
	2 new Smartboard projectors have been delivered, paid for, and waiting for Dan to install in 5th grade and music rooms - most likely this summer. A new lamp was installed in the 8th grade room, and there are always 1 lamp for each brand on hand.	
	Discussion regarding computers in 3K/4K and 5K rooms - 3K/4K computer does not work, 5K not functioning well - still on XP. It was suggested that 2 laptops should be purchased - Mr. Hamilton can hand down his current laptop to 1 teacher, then a new laptop will be ordered for the incoming principal, and a refurbished laptop will be purchased for the other teacher. (Also note that Mrs. Erdmann did hand down a laptop to the 3K/4K teacher - so do we still need to order 2?)	ETA will get us a quote for 2 laptops, 1 refurbished, and 1 new.

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	Mrs. Rauch asked if it would be possible to get an external Hard Drive for the new technology teacher - some of the programs that are used have CD's, and no disc drive in lab.	Danny has an external hard drive he will donate.
	Students had mentioned that some sites they used to use are now blocked, while You tube is now accessible. Sites not able to be accessed are Kidzy and Girls Go Games. Also Kid Pix is not working either.	ETA will block You tube for students, block Girls Go Games, and will remote in to fix Kid Pix.
	The committee also recommended changing the Passwords for the wireless networks for next school year - they are not strong passwords, and it seems that students may know what passwords are that allow access to sites typically blocked to students.	Wireless network passwords to be updated before next school year begins.
	ETA was scheduled to do their annual cleaning on June 13/14th - it was suggested to move this to August, due to the Library renovations which will impact the Computer Lab.	
Treasurer update	A recent statement was not received, thus no change/no report at this time. April statement should come in the next few days.	
Committee responsibilities	**Website -** Fun Fest info was loaded. Mrs. Kapellusch noted that she has 2 different pictures on the website, each with a different email address.	Danny will talk with Jeremy about cleaning up emails/website flow.
	Regarding email addresses, the committee recommends that teachers get away from using Archmil email address and use the stkiliancong.org addresses. The committee felt that to begin this at the start of next school year would be best.	Mr. Hamilton will pass on the recommendation to the teachers to NOT use the archmil.org email addresses as of next school year.
	Google Apps - no real update since Greg demonstrated at last meeting. Jason S. questioned if Google has something to similar to Shutterfly that some of the lower grade teachers use to upload homework/pictures, etc. We will have to look into that at some point. Committee also recommends that teachers attend/complete some sort of training regarding Google Apps, etc. before next school year. ETA mentioned that there are lots of resources available to be found	Mr. Hamilton will pass on the recommendation to the teachers about attending/completing Google Apps training prior to next school year.
Accreditation packet	Committee will plan to go through a few more pages/sections at next meeting...changes/updates due in 2017.	
Misc./New Business	Survey of graduates regarding SKS technology - Questions still need to determined. Mr. Hamilton mentioned that the Arch has a survey online - we could use that as guidance, he emailed this to the group during the meeting. It was suggested that we follow this.	Survey questions will need to be decided and given to Jeremy to complete.

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	Plant sale - .Most orders have been collected, a few will come in within the next few days. Currently we are around a profit of $800. Plants will be delivered at 9am, and pick up will be 10 to 11:30am in the school parking lot. The part-time technology teaching position has been filled with a gentleman who has also taken on the part-time Art teaching position. The purchasing of new Chromebooks will be evaluated at the beginning of next school year. Current funds will be used for the laptops being purchased	Committee members who are able to help with plant pick up, please let Greg know.

School renovation/projects	Danny provided the following update on the Library renovation:
	➢ Finance has approved the Library renovations which includes removing carpeting/tiles which have asbestos. The lab is included in this.
	➢ Abatement will occur in July, exact dates TBD
	➢ Help from committee will be needed to label/remove/put back together room.
	    • Labeling will be key to ensure there are no issues at reconnect.
	    • Tables will fit through doorway, so monitors could be laid down and entire tables moved out.
	➢ Since the lab/library needs to be emptied, can we improve anything in the lab as long as we will be working in there???
	    • ETA recommends installing a rack, changing some cable pulls, etc.
	    • ETA will provide a quote on parts, and minimal labor that will be involved from their end.
	    • ETA will be onsite before we dismantle, and again when room is reconnected to be sure there are no issues.
	➢ The Science Lab is being relocated to the Neuman Place, on the lower level. This will be wired for future needs.
	    • ETA will look at the room and give feedback, as far as possible future placement of a Smartboard, etc., but the electrician will pull the wires.	

	Meeting adjourned at approx. 6:45pm Next Meeting: May 25th, 5:30 pm, School Library	