

MEETING MINUTES

Team Name: SKS Technology Committee

Location: SKS Library

Recorder: Kim Wiedmeyer

Meeting Leader: Greg Kubisch

Date/Time: 12/16/2015 5:30pm

Participants: Greg Kubisch, Jason Hook, Chris Hugi - ETA, Becky Hielsberg - ETA, Mr. Hamilton, Kim Wiedmeyer, Mrs. Rauch, Jason Schnitzler, Jeremy Olejnik, Mike Fritz,

Absent: Mike Stahnke, David George, Danny Dulak,

Prayer - Greg led the group in prayer.

Item	Discussion	Next Steps & Responsible Party
Review of last month's minutes ETA Update	Minutes were approved by the group. ETA reported that there are no major issues. They have been working on removing old devices that are no longer used. Mrs. Rauch mentioned there is still a problem using pictures in the lab. ETA said that this is known issue with Bing. She does have a workaround in getting pictures off of the internet. Ms. Dahlman reported that her students (3rd grade) were not able to print while using Chromebooks - She did change their Google passwords, but that should not affect their ability to print. No other teachers were reporting this issue.	ETA will look into why they are unable to print.
Treasurer update	Jason S. noted the only change in the account balance was the interest earned. Question about Title 1 Funds?? How do we get those? Mr. Hamilton saves receipts and submits the things that qualify (special needs/professional development etc.) and submits to the Joint 1 district for reimbursement. It should be approx. \$640. Mr. Hamilton will handle this and will update as needed. Still waiting to hear from Danny Dulak regarding what the correct number of \$ from the Dinner Auction should be.	
Committee responsibilities	Website - Marketing will be working on updating the Website. It was mentioned to update the slideshow/rotating landing page photos. Jeremy will do this, but is willing to train someone else for this easy task...Mike F. showed interest. Savannah Ferr will be helping with Facebook, and the link for the Parish Survey was put on the Website as well. Online Forms - Danny and Jeremy will be meeting in early January to discuss and show Danny. So far, Athletics has used this for some forms. Future - permission slips, cell phone form, registration, etc... Google Apps - No update	Jeremy will update the pictures on the slideshow on the Website.

Item	Discussion	Next Steps & Responsible Party
Items from Accreditation visit	<ol style="list-style-type: none"> 1) The Technology Plan was dated for 2012 to 2015, so this will need to be updated. Mr. Hamilton is working on this, but will need input/assistance from this committee. ETA can help with the hardware inventory. 2) Have a process for handling old equipment - ETA handles the disposal. 3) Donations/donated items need to be kept track of. 	Mr. Hamilton will send the Technology Plan to Greg who will disperse it to the rest of the committee to review and make changes if needed.
Misc./New Business	<p>Diane Abel will take care of the ink cartridges that need to be recycled as her time allows, or will work with students if the need service hours.</p> <p>Mike Fritz is looking for more space for the Lego Team. Mr. Hamilton told him that with the remodel of the library, there will be a cabinet that will be designated for that team. Another issue is needing space to set up and store the board they use - it would be nice to have a room that they could leave it set up. Currently there is no room that would allow that, but it will be kept in mind. The idea of getting some type of table on wheels and/or that folds up so it could be locked and easily moved. Battery life on laptop is also low, requiring it to be plugged in at all times.</p> <p>Mr. Hamilton used a Go-Pro camera to be used to film a virtual tour of the school. Jeremy will work on putting these together and possibly adding music, and then upload to the Website.</p> <p>Father David asked if the committee could dispose of old movie reels and floppy disks found in the After School Learning Program area. Committee members took care of this after the meeting.</p> <p>Chromebook program is doing well - no reported issues with there not being any available when needed. Sign out sheet works well.</p>	
	<p>Meeting adjourned at approx. 6:00pm</p> <p>Next Meeting: January 27th, 5:30 pm, School Library</p>	