

MEETING MINUTES

Team Name: SKS Technology Committee

Location: SKS Library

Recorder: Kim Wiedmeyer

Meeting Leader: Greg Kubisch

Date/Time: 01/27/2016 5:30pm

Participants: Greg Kubisch, Jason Hook, Kim Wiedmeyer, Mrs. Rauch, Danny Dulak,

Absent: Mike Stahnke, David George, Jason Schnitzler, Jeremy Olejnik, Mike Fritz, Chris Hugli - ETA, Becky Hielsberg - ETA, Mr. Hamilton,

Prayer - Greg led the group in prayer.

Item	Discussion	Next Steps & Responsible Party
Review of last month's minutes ETA Update	December Minutes were approved by the group. ETA was unable to attend, but provided this update: <ul style="list-style-type: none"> • There is an upgrade to Library program Follett, do we want to do this? Group inquired if there is a cost associated with this? It was also thought that Joe Kohler may know some info, as Follett was part of an eagle scout project for his son. There may be retained \$ for this... • The switches in the lab are getting old, while we have no problems, we should think about replacing them. Becky will send a quote. Jason H. recommended putting in Gigabit switches. 	Kim will send December minutes out to group. Greg will check to see if he has info on it and also follow up with Mr. Hamilton to see if he knows anything about it... Will wait for quote on switches. Group looked at existing switches to see exactly what we had. *Note* Need to follow up with ETA regarding printing issue that Ms. Dallman reported (in December minutes). Also see if Ms. Dallman is still reporting the problem...
Treasurer update	Jason S. was unable to attend but provided this update: Statements were received from Mr. Hamilton - there was no change in financials since last month. Statement looked good. No Title 1 funds had come in, but this could take a while. Information received from Danny looked good. Account has just over \$5,000.	
Committee responsibilities	<p>Website - Teachers have submitted their Bio's.</p> <p>Online Forms - Danny has tested and feels it's a straightforward process. It has been used for athletic forms...perhaps Plant sale??</p>	Danny and Jeremy will update the teacher Bio's on the Website. Greg will receive the Plant Sale information soon - he will provide this to Danny to work

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	<p>Google Apps - Greg has added some contact groups, he will show more at next meeting.</p>	<p>on an online form that will make it easier to calculate the orders.</p>
<p>Accreditation packet</p>	<p>Due to the small number of members at the meeting, the packet was not reviewed this month. We have until next year to complete it.</p>	<p>Greg will email out a newer version updated with his feedback, and feedback that was received from others. Committee can review and provide additional comments at that time.</p>
<p>Misc./New Business</p>	<p>Diane Abel continues to work on recycling the ink cartridges.</p> <p>Mr. Hamilton was unable to attend the meeting but forwarded items to Greg:</p> <ul style="list-style-type: none"> • Mrs. Anderson is reporting problems with her smartboard, "adjustment is off". Group checked after meeting - unclear if the problem was that the image didn't appear to totally fit the screen, or if that when touching the board, the board wasn't recognizing the exact spot that was needed. The unit was adjusted, but it was decided that a manual was probably needed to fully troubleshoot. • Mrs. Connelly wanted to hook up the TV to the computer/smartboard in her room but was having issues. • Title 1 refund - receipts will be submitted in Spring. 	<p>Greg will contact Dan from Maintenance to see if he can check a manual and try to remedy, or decide if we need ETA to take a look. Group decided we should try and fix before paying for a service call.</p> <p>Mrs. Rauch was able to help her remedy this earlier today.</p>
	<p>Meeting adjourned at approx. 6:15pm</p> <p>Next Meeting: February 24th, 5:30 pm, School Library</p>	