

## MEETING MINUTES

**Team Name:** SKS Technology Committee

**Location:** SKS Library

**Recorder:** Kim Wiedmeyer

**Meeting Leader:** Greg Kubisch

**Date/Time:** 11/18/2015 5:30pm

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

**Absent:** Jeremy Olejnik, Mike Fritz, Mike Stahnke, Jason Schnitzler, David George, Mrs. Rauch,

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 new issues. Mr. Hamilton's laptop is currently functioning fine. Mrs. Kapellusch will be getting a new laptop - payment was received, it is ordered and should arrive late this week or early next week. There was a problem with the Library PC, but it seems to have resolved itself. There was an issue with some Chromebooks not being able to access google, but a setting was fixed by ETA.	
Printing from Chromebooks	Printing is working OK - on the printer in the office, there is a slight misalignment with the cord, but is known and is working ok.	
Treasurer update	Jason S. was not at the meeting, but provided an update to Greg - he was able to meet with someone in the business office and copies of ledger/bank statements were received. Only question was in regards to auction money - perhaps it is not allocated to us until it is requested? It didn't appear that the full amount was given to the account... Since May, activity includes Plant Sale, ETA Contract and 3 laptops. Per Jason, there was no \$1,000 credit for Title 1 in regards to the laptops.	Mr. Hamilton will remind Kathy in business office to check on Title 1 money - it may not be as much as \$1,000.
Committee responsibilities	<b>Website</b> - Pictures need to be given to Jeremy for him to update, but he needs the list of students who are to be excluded from it based on waiver from parents. Savannah Ferr will be helping with Facebook. It was mentioned that a Parish Survey Link was added for the Parish. <b>Online Forms</b> - Danny still needs to meet with Jeremy. Perhaps work on Plant sale forms for this?? <b>Google Apps</b> - No updated - Greg needs time to look into this a bit more.	Mr. Hamilton will get updated pictures and the list of students to Jeremy.

Item	Discussion	Next Steps & Responsible Party
<p>Future Goals??</p>	<p>Should a 1:1 Chromebook initiative be looked at? Keep increasing Chromebook numbers. Mr. Hamilton mentioned that there is increased usage, but the demand seems to be met. We currently have 46.</p> <ul style="list-style-type: none"> <li>• Option to buy another Cart and 20 Chromebooks ~ \$8,300</li> <li>• Maybe just purchase 14 more to fill the 2nd cart located in the teacher lounge. ETA could have them within a day, as they are in stock in Chicago.</li> </ul> <p>Maintain the Computer Lab - Firewall is approx. 1 year old, Server is 2 years, so we should have at least 3 years on infrastructure. Wireless Network is keeping up with the demand of the Chromebooks - no issues reported.</p> <p>Maintain Smartboards (remember to keep watch on Music board as it has been troublesome as of late)</p>	
<p>Misc.</p>	<p>Greg brought in boxes/labels for the ink cartridges, and had emailed Diane Abel so she is aware. We will have to provide the boxes (size restricted), and print the labels. These were left in the office after the meeting for Diane to pack/send.</p> <p>The future of the Computer lab was discussed in light of Mrs. Rauch announcing she will be retiring. The staff expressed desire for it to stay where it is and to re-hire for 3 days like the current schedule. It was also mentioned the Lab has a few more years of sustainability. The Science lab will look to go in the Art Room, and Art would be "Art on a Cart".</p> <p>Mr. Hamilton is borrowing a Go-Pro camera to be used to film a virtual tour of the school. He could use some accessories to help him get good film.</p> <p>Mr. Hamilton mentioned that during the accreditation visit, it was recommended that the technology plan be updated.</p> <p>The Committee was given an Apple Gift Card - believed to be approx. \$100 - need ideas on how to use...</p> <p>Mr. Hamilton also announced that he will not be returning after this school year, and the Committee expressed that he will missed.</p>	<p>Danny Dulak sent an email during meeting to inquire about accessories and Jason Hook may also have some accessories for the Go-Pro.</p> <p>Mr. Hamilton is working on updating the plan.</p>
	<p>Meeting adjourned at approx. 6:15pm</p> <p>Next Meeting: December 16th, 5:30 pm, School Library</p>	