

## MEETING MINUTES

**Team Name:** SKS Technology Committee

**Location:** SKS Library

**Recorder:** Kim Wiedmeyer

**Meeting Leader:** Greg Kubisch

**Date/Time:** 10/28/2015 5:30pm

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

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

Prayer - Mr. Hamilton led the group in a "Prayer for Catholic Schools".

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. Follow up on Mr. Zaffiro's smartboard - He is currently using it and will continue to do so until it definitely needs repair. ETA mentioned that if it is an EPSON model, they are local, so fixing it could be easier and perhaps a bit cheaper.	ETA will check out Mr. Hamilton and Mrs. Kapellusch's pc's - both have been slow to boot up/update in the AM's.
Printing from Chromebooks	The lab printer is working for Chromebooks to print to.  Will look to set up another printer (David's) for more Chromebook printing, located in Mr. Hamilton's office by the door.  Mrs. Rauch brought in another printer, which got hooked up for Mrs. Abel.	
Laptop for Mrs. Erdmann	Laptop brought in by David has been given to Mrs. Erdman - she has it and it was checked after the meeting - it appears be set up just fine.	
Treasurer update	Jason S. was not at the meeting, but reached out to Greg - he hasn't been able to receive an update from business office.	Danny needs to send Auction proceeds info to Jason.
Committee responsibilities	<b>Website</b> - It needs to be determined who will update and maintain, choose content etc...Decided that Marketing can choose content and a representative from Technology can upload - Jeremy is no longer able to take this on...will need to find someone to take this on.	

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	<p><b>Online Forms</b> - Danny still needs to meet with Jeremy</p> <p><b>Google Apps</b> - Jason H. and Greg were able to meet about Google Apps. Things to use this for - ?Distribution list, Calendar, forms, etc.</p>	<p>Greg and Jason H. will mock something up for the group to look at and give feedback.</p>
Misc.	<p>Mr. Hamilton mentioned that the Archdiocese uses PowerSchool for mass emails, record keeping and grading. SKS chose not to go with due to expense involved and did not want to change at the time. Other ideas for this type of work include Mail Chimp and HNET. He also mentioned that techsoup.org (enter as "School" and look for deals)</p> <p>Email distributions (News and Notes, etc) are working much better!</p> <p>Mrs. Abel needs to know how to handle printer cartridges - Where do we send them? How? When?</p> <p>Mr. Hamilton mentioned about getting a Virtual Tour of School uploaded to website...if anyone owns or know someone who owns a Go-Pro camera, we could look at doing this.</p>	<p>The group looked at what is ready to be sent back - Greg will work on getting bigger boxes. Mrs. Abel said she is willing to send them once she knows the process.</p>
	<p>Meeting adjourned at approx. 6:15pm</p> <p>Next Meeting: November 18th, 5:30 pm, School Library</p>	