

## MEETING MINUTES

**Team Name:** SKS Technology Committee

**Location:** SKS Library

**Recorder:** Kim Wiedmeyer

**Meeting Leader:** Greg Kubisch

**Date/Time:** 9/30/2015 5:30pm

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

**Absent:** Jeremy Olejnik, Mike Fritz, Mike Stahnke

Prayer - Greg Kubisch led the group in the "Our Father".

Item	Discussion	Next Steps & Responsible Party
<p>Review of last month's minutes</p> <p>Damaged smartboard update</p>	<p>Danny made a motion to approve last month's minutes, 2nd by Mrs. Rauch, minutes approved.</p> <p>Dan Leischer has placed the fixed smartboard in the 5K classroom. Mr. Hamilton mentioned that Mr. Zaffiro's smartboard is acting up - it sounds like it could be a lens issue, and it may have to be sent in to get fixed - this has happened to a previous smartboard. There will be a cost associated with this when it needs to be sent in.</p>	
<p>Printing from Chromebooks</p> <p>Misc. office items</p>	<p>Chris (ETA), says printing is currently NOT working, there is a problem with the printer that jobs get sent to. He recommends buying a cheap air printer (Black/White). Current printer requires codes, and these would have to be turned off. Could printer in computer lab be used for printing??</p> <p>David George has a printer at home that could be used, it is an all in one device.</p> <p>If printer is put in "communication room", there would need to be a drop/switch placed. ETA estimates \$50 for a switch.</p> <p>There may be room in Diane Abel's office (an old fax machine will be removed shortly, freeing up counter space).</p> <p>Diane Abel has the manual for the scanner located by her saved to her desktop (so she doesn't print it), but has not had the time to investigate it's potential. Copy machine in Lounge - Up and functioning good!</p>	<p>Chris will have someone from ETA remote in and check the printer in the lab to see if will work. David will bring in printer and ETA will look at to make sure it will work. David may also have a switch - he will check.</p>

Item	Discussion	Next Steps & Responsible Party
<p>Laptop for Mrs. Erdmann</p> <p>Classroom PC's</p>	<p>Mrs. Erdmann would like a laptop for her use. Quote from ETA was just under \$700. David has a laptop available. Danny made a motion to try the free, donated laptop first, with another motion to purchase a new laptop if it will not work. Committee agreed.</p> <p>All Classroom pc's have been removed, Teachers did not want, and they were really too old to re-purpose.</p>	<p>David has a Dell Laptop he is willing to donate - he will bring in for ETA to take a look at and make sure it is up to date with what she needs.</p>
<p>Bank statement</p>	<p>Approx. \$4,300 was brought in via the Auction. However, according to bank statement, our account is down approx. \$5,000 to \$6,000. Questions were raised where the withdrawals may have went - 3 recently purchased laptops were only ~ \$2,000.</p>	<p>Jason Schnitzler was given the bank statement and will contact the business office to try and get some answers to our questions.</p>
<p>Committee responsibilities</p>	<p>Committee is looking to divide up jobs amongst committee members:</p> <p><b>Website</b> - Jeremy Olejnik  <b>Financial/Treasurer</b> - Jason Schnitzler  <b>Secretary</b> - Kim Wiedmeyer  <b>Plant Sale</b> - Greg Kubisch  <b>Online Forms</b> - Danny Dulak; Danny will work with Jeremy who helped Athletics role out some online forms. Ideas for this group are, but not limited to - Registration, Plant Sale forms, Internet usage form, etc.  <b>Chromebook program</b> - we currently have 46 Chromebooks, at next purchase we will look for someone to head that up.  <b>Equipment support</b> - All committee members will help with this effort  <b>Google Apps</b> - Jason Hook will work with Greg Kubisch  <b>Email distribution lists</b> - Jeremy and Greg are currently working on this.</p>	
<p>School email communication</p>	<p>The school has been having problems sending out emails to all parents as communication. Even the website/link to school announcements is not updated. Mrs. Kapellusch has been working with Mrs. Abel to help her through something's. Perhaps Google Apps can help with some of these?</p>	<p>Greg will connect with Jeremy about problems with distribution lists, how to clean them up, and how to solve issues of emails not going out...</p>
	<p>Mrs. Rauch made a motion to adjourn meeting, 2nd by Mr. Hamilton. Meeting adjourned at approximately 6:35pm.</p> <p>Next Meeting: October 28th, 5:30 pm, School Library</p>	