

## St. Kilian Technology Committee Meeting Agenda

<b>Mort Zaydel</b>	Brian Dunwiddie	Ryan Radschlag
<b>Mary Rauch</b>	Lynn Guyer	Justin Weber
<b>Karen Kapellusch</b>	<b>Greg Kubisch</b>	
Fr. David La Plante	Mark Magruder	
<b>Greg Bell</b>	Jeremy Olejnik	
<b>Laurie Bieser (Ent Books)</b>	<b>Joe Pawlak</b>	

2009-2010 Meetings Dates:

Aug-19 Sep-16 Oct-21 Nov-11 Dec-09 Jan-13 Feb-10 Mar-17 Apr-21 May-19 Jun-TBD

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### September 16th, 2009 7:00 PM – Library

#### I. Prayer

#### II. Review & Approve Meeting Minutes - **Approved**

#### III. Reports

- a. Financial Report – Current Balance in Tech Account stands at \$14,086.42. Need to approve ETA payment of \$4,977.67 & Shady Lane Nursery Payment of \$37.57 – Both Approved.
- b. Teacher Survey/Training Update – Karen will continue this process thru out the year.
- c. ETA Service – Try to contact ETA and get reports from visits outlining issues, time spent, & result. Time at each monthly meeting will be spent looking at these reports.
- d. Entertainment Book Sales – Laurie hopes to have numbers on entertainment books soon so we can use those numbers to make decisions on UPS, Software, Licenses, etc.
- e. Plant Sale

#### IV. Old Business

- a. Election of Officers for Technology Committee – Greg K. will be chair. Greg B. will be vice chair. Still need new secretary and possibly treasurer.
- b. Hardwired network for school building – Need to look into new UPS. Hope to wrap up wiring by end of October. Mary Rauch will get the tech committee a user name & access to the server so we can modify connections. UPS seems to be alarming may need to into getting a new one.
- c. Budget – Need to start tracking income & expenses thru year
- d. MS Publisher License – Mary Rauch will look to Arch Diocese for Publisher license and find out what the cost is. We want to get one for each computer in the lab.
- e. Old Business Issues/Requests (Issues List Additions)
- f. Charter Band Width Upgrade – Charter offers upgrade for \$90 one time fee and then an increase in our monthly fee which is yet to be determined. Netwurx is also going to quote higher speed bandwidth service.

#### V. New Business

- a. Look into upgrading from Office 2000 suite to 2007 pro which would include MS publisher. If we go this route we will need to look into a program that converts from new version to old as well.
- b. Hunter Systems – Giftrak (collaboration with Development) – Development committee is reviewing idea and we will wait to hear from them on whether we will proceed with this program or not.
- c. Discussion on how to organize/store technology information – Mary Rauch has software in a file cabinet in lab. She is going to work on getting that cabinet moved over to Mort's office.
- d. New Technology Issues/Requests (Issues List Additions) – 8<sup>th</sup> grade room students can't log into computers.

### 2009-2010 Goals List

- a. Budget – Ongoing process, need to stay on top of income & expenses.
- b. ETA Contract & Reporting – Contract in place need to work on developing reporting
- c. Organize Technology Documentation (Server) – Starting with moving items from lab into Mort's office
- d. Establish Officers – Still need secretary & treasurer

### Deferred Projects List

- a. ~~Student ID cards~~
- b. Main Lobby Daily Announcement Monitor
- c. ~~Touchscreen for lunchroom~~
- d. Additional LCD TV's for remaining class rooms – 4k & 5k
- e. Smart Boards – Mort is going to arrange a rep to stop out and give a demonstration as well as arrange a trip to West Bend to see a demonstration. We are going to look at getting one for the upper grades and one for the lower levels to start with.
- f. Upgrade Lab Computers
- g. Project Additions & Removal (List by Importance and Feasibility) – Look into getting two new computers for Mort and receptionist.

### Misc:

- a. Lynn from the development committee asked us to put on a social the weekend of Oct. 24<sup>th</sup> & 25<sup>th</sup>. Need to collaborate on some ideas to present such as project currently going on and those for down the road. ie. Smart Boards. Need to prepare food for after each of the masses.