

Meeting Minutes

Meeting Title:	Technology Committee		
Meeting Scope:	Discuss continuing technology issues		
Time:	6:30pm – 8pm	Location:	Activity Center
Meeting Date:	October 13, 2009		
Participants:	✓ = Attendees		
	Name	Name	Name
	Mike Pinter ✓	Sara Schoepke ✓	Lori Baird ✓
	Terri Lancour ✓	Sr. Margaret ✓	Cory Militzer ✓
	Andrea Clapp - excused		
Facilitator:	Sara Schoepke		

Opening Prayer

Sr. Margaret

Old Business

Action Items	Responsible Person(s)	Outcome
Parent Emails	Terri	Discussion about how to structure these emails. Determined that an all school email group needs to be built for the purpose of school wide communication and newsletter distribution. Grade level groups also need to be established and teacher would need to have access to their class's email group. Terri will get these setup and exported out of the information system and then imported into Outlook.
Roll-Out of Picture Organization	Terri & Sara	Terri & Sara will set this up in the next week.
E-Mails for Monthly Newsletters	Terri	It was discussed and then determined that the best practice would be to post these in some format online (like the church bulletin) and then parents would be emailed a link to the current newsletter
.pst files to go to the teachers H: drive	Mike	Terri & Mike got this up and running before the meeting;
WebLocker (student web storage): will discuss with staff and implement 2 nd semester. 5 th – 8 th grade?	Terri	It was discussed and determined that a semester 2 roll out (Grades 5-8) was still the best plan of action. Cost: \$805, most of cost is Year 1 setup costs. Account cost is \$1/student
Tech. Plan rewrite due September 2010		It was discussed that work should start on the tech. plan which is due to the Archdiocese by September 2010; Surveying the students and staff on internet safety issues / updating the previous survey to be for timely should be done in the next few months


Pocket Lunch		<p>Sara & Cory both asked questions in regards to Pocket Lunch and reporting out data to parents. At this time, Sr. and Terri both thought that the reports were being generated when an account hit \$10. Sara questioned this stating that she felt her family's account was below that. Since the meeting, Terri has reviewed the Schoepke account and determined that it is in the negative. Cory asked about email notices. Terri and Sara have since the meeting experimented with this with success.</p> <p>At the meeting, it was discussed that these reports need to be run on a regular basis and more than 1 person needs to be trained in running these processes.</p>
System Restore	Terri & Mike	<p>Terri & Mike noted that ImageX is working well; It would take Terri about 2 ½ hours to reimage a machine if needed. Word needs to be completed on a laptop image. Terri has had 2 laptops go down in the last few weeks. 1 may be dead and the other should be fixable.</p>

New Business / Key Dates

Item	Due Date	Completion Date	Outcomes
NorthShore Copier Contract	ASAP		Northshore and Sr. are in discussion about a copier lease that includes software for scanning and archiving school records electronically. Sr. & Mike will meet with NorthShore to get further information.
Charger Challenge			Mike will update the website
Facebook Page for ST. Charles			There was discussion about starting a Facebook page for discussion relating to St. Chalres – school or church. After much discussion about protecting children from posting and web content, it was decided to not pursue this at this time.

Parking Lot

(Potential topics for future meetings)

 **Next meeting date: Tuesday, December 8**