

Meeting Minutes			
Meeting Title:	Technology Committee		
Meeting Scope:	Continuing Discussions		
Time:	6:30pm – 7:30 pm	Location:	Activity Center
Meeting Date:	February 8, 2011		
Participants:	✓ = Attendees		
	Name	Name	Name
	Mike Pinter ✓	Sara Schoepke ✓	Heather Latham
	Terri Lancour ✓	Sr. Margaret ✓	Andrea Clapp
	Cory Militzer	Jeff Zott	Jill Schoenberg ✓
	Larry Tess ✓		
Facilitator:	Sara Schoepke		

Opening Prayer

Sr. Margaret

Old Business

Action Items	Responsible Person(s)	Outcome
Laptop purchase update	Terri / Mike	<p>10 Laptops were purchased in December (\$399) HP 625 Additional Memory was added. Upgraded to Windows 7 64 bit. Creating image currently. Still need: to install drivers and add DVD Player and burning software. Once image is complete, 2-3 days to image all machines. Deadline for distribution to faculty: Friday, February 25</p> <p>Old machines / backup machines: PreK – dead machine; motherboard issue; will not replace 6th grade – Motherboard; will not replace</p> <p>Will use old machines as backups and possibly for student extra machines</p>
Ticket System Update	Terri	Jill sent statements to include in the email ticket system Terri would like to implement. Jill will finish creation of template-for Terri by 2-25-11 and then Terri will roll out the new procedures and system.
Password file for network	Terri	Terri will give Sr. a hard copy (on flash drive) of the password file to be stored on site in the safe. Terri will email out an electronic file to Mike and Sra for off site storage. At this time, file is not complete but will be sent out for backup and will be continually updated as needed.

Status on Outlook Live mailbox conversion	Terri	All teachers working

New Business / Key Dates

Item	Due Date	Completion Date	Outcomes
Prometheans			Sr. informed us that monies will be used to complete the acquisition of whiteboard in the K-2 classrooms. Plan is to order them by Easter break so that installation and wiring can occur over break. Teachers will begin use by next school year.
Wireless network			3 rd grade "hidden" router seems to be working better than previous router. Currently, there are 6 wireless routers in building: music room, Andre hall, 3 / 4 room, 5 th grade room, 6 th grade, and 8 th grade. Discussion that possibly more wireless points will be needed in the future.
Stage wiring project	By May 2		Mike will talk with Chris Weidert about permanently wiring projector for stage. Also, adding wireless router to stage
Knowledge Quest	ASAP		Conversation about existing Knowledge Quest hardware / software not working. 8 years old. Terri was told to purchase new (approx. \$500)
Update new machines			Discussion about next phase of hardware acquisition. Discussed starting to update student machines in the lab; begin with back row to facilitate teacher's projects with students that need more high end machines.

Parking Lot

Next Technology Meeting: Tuesday, April 5 @ 6:30 PM
