

<b>Meeting Minutes</b>			
<b>Meeting Title:</b>	Technology Committee		
<b>Meeting Scope:</b>	Continuing Discussions		
<b>Time:</b>	6:30pm – 8:00 pm	<b>Location:</b>	Activity Center
<b>Meeting Date:</b>	April 5, 2011		
<b>Participants:</b>	✓ = Attendees		
	<b>Name</b>	<b>Name</b>	<b>Name</b>
	Mike Pinter ✓	Sara Schoepke ✓	Heather Latham
	Terri Lancour ✓	Sr. Margaret ✓	Andrea Clapp
	Cory Militzer	Jeff Zott	Jill Schoenberg ✓
	Larry Tess ✓	Julie O'Neill	
<b>Facilitator:</b>	Sara Schoepke		

### Opening Prayer

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### Old Business

Action Items	Responsible Person(s)	Outcome
Laptop purchase update  Status of distribution Status of old laptops / # of spares	Terri	Machines have been distributed; 2 needed to be re-imaged, one has been completed  Stock of old laptops: 6, 4 have been re-imaged and could be used for extras or student use; 0 out for repair
Ticket System Update	Terri / Jill	Jill has emailed Terri forms for the ticket system; discussion about best format for the ticket system – agreed that a Google Forms system may work best. Terri needs to implement
Password File Update	Terri	Terri is still adding passwords. She will put on flash drive for the safe as well as email file to Mike Pinter and Sara Schoepke
Wireless networking update	Terri	Terri will buy 7 wireless routers (N-Class) for the following locations: 7 <sup>th</sup> , 5 <sup>th</sup> , K, 1 <sup>st</sup> , 2 <sup>nd</sup> , PreK, and Activity Center. Music / Spanish classrooms functioning with a Class G router. Routers can handle up to 50 machines.  Terri will also purchase a switch for the lab.
Stage wiring project update	Terri / Mike	Mike will contact Bob Kawalec and Chris Weidert about the wiring of the stage on Friday, April 8.
Server condition update	Terri / Mike	Server is a Windows 2003, which will be supported until 2015. Server has ample disk space (more than we need) as well as mirrored drives for appropriate backup. It is no longer under warranty since the warranty cost more than a new server.

**New Business / Key Dates**

Item	Due Date	Completion Date	Outcomes
Keyboarding program	April		Sara will share curriculum and keyboarding book information with Sister and teachers.
Disseminate details from conversation with teacher in regards to hardware acquisition			<p>Teachers have decided that they would like to move forward with getting 3 sets of ActiExpression response for the Promethean boards. There is currently a special buy 2 get 1 free which they will take advantage of. Also, buying an additional hub allows for the three sets to become 4. Each set includes 32 “clickers”.</p> <p>According to the specs sheet, these clickers use 3 AA batteries and have a 1 year warranty.</p> <p>Terri will email to tech group once response system comes in and setup is needed.</p>
Tech position job description	April 7		All committee members were asked to go through the tech position job description and weed out descriptions that are not applicable. Some of the items in the sample can be delegated to the committee, teachers, etc.

**Parking Lot**

**Next Technology Meeting: Tuesday, May 31 at 6:30 PM**