

St. Dominic Technology Committee Meeting Minutes  
Wednesday, September 19, 2007

The meeting began at 7:00 p.m. in the school library. Present were Karen Chaffee, Tom Rieger, Steve Schuh, John Chovanec, Meg Picciolo, Chris Hugl and Father Dave Reith.

The August minutes were approved. Follow up to last month's minutes: John Waymel remains an employee of IBM. We will contact him after the 1<sup>st</sup> of the year regarding his willingness to continue participating in the IBM Matching Grant. The computer hardware remaining from the summer reassignment was recycled. No places for donation were found. Home and School has taken over the ETCEP program. Funds will be used for technology related item. The committee recommends speakers for the teacher computers.

School: Ten sets of speakers are needed throughout the complex. Many of the existing pairs are failing. Music has requested a better quality speaker for classroom use. The committee approved purchasing new sets for the new computers, and a higher quality set for Music. That will allow for the best remaining speakers to be assigned where necessary. MS Office 2007 no longer offers a educator take-home license. Teachers wishing to upgrade to Office 2007 are recommended to purchase the Student/Teacher version which runs \$130-\$150. Joyce reported that the mobile SMARTboard unit's cords are causing some difficulties and is concerned about safety issues. There is no way to eliminate the power cord in a mobile unit. There is a wireless solution for the USB cable, which the committee would recommend for \$199.. The committee discussed options for using wireless internet for the mobile unit, cost of \$225. Further research is needed. Joyce will evaluate the ease of use in the classrooms. Joyce also reported that the Projector in the lab will be replaced on Friday. The K-3 teacher computer was replaced. It is connected to the TV. The Music room cabling is complete except for the phone connection, which should be completed Friday. The TV from the lab needs to be moved to the music room.

Website: The committee discussed issues related to the website; photo consent policy, classroom and ministry web pages and the process for approval and review. Meg will obtain the current archdiocesan policy, resurrect drafts of any St. Dominic policies and send to Tom for further construction.

Proposal: Meg announced that there will be a proposal presented to the committee addressing media and network upgrades facility wide. Rich is working with her on the proposal. The committee suggested using plastic tubs in the each of the classrooms to store all the small computer parts when dismantling for the summer. That way parts should not get lost.

TUAP: Fr. Dave requested assistance with file management. In direct correlation is the need for restructuring the server directories and developing a file and folder management system and training staff for utilization. Chris and Meg will work on this. Christmas may be a good time to do the project. In coordination with file and folder management, photo management needs to be addressed. The committee is working on a workflow and archiving system. Sharepoint Services is not set up yet. It will be another helpful tool for document management and collaboration. Meg has begun developing a list of church management/database software options. She will contact other parishes that are using program besides PDS for their evaluation.

As there was no further business, the meeting was adjourned at 9:05 p.m. The next scheduled meeting is October 17<sup>th</sup> at 7:00 p.m. in the school meeting room.

Respectfully submitted,  
Meg Picciolo, Technology Secretary