

St. Dominic Technology Committee
January 21, 2009 Minutes

The meeting was called to order at 7:00 pm in the school library. Present were Joyce Sauer, Karen Chaffee, Steve Schuh, Chris Hugi, John Chovanec, Meg Picciolo, Cindy Blanchet, Tom Rieger, Christine Hoeffler and John Hildebrand.

November minutes were approved.

Strategic Plan and Budget - Last year's plan was reviewed and next year's discussed. Meg will contact John Waymel regarding his participation in the IBM Grant for this year. Chris Hugi recommends we upgrade our internet filter. We are currently paying \$1100 per year on old equipment. Upgrading to new hardware would cost \$1700 for this year, with an annual maintenance around \$500-600. The committee recommends moving forward. Karen will present to Finance for approval. New features and some redesign may need to be included in the budget for the website. John H. recommended we look our current format of .asp vs. asp.net especially as we move toward online database integration. Symantec anti-virus licenses need to be renewed in April. We should look at summer PC reassignment now in order to determine our licensing needs. School should consider upgrading their Follett software which is currently paid from the library budget. Office licenses were requested for student computers. The cost for licenses could be prohibitive (\$65 per PC)

Joyce presented the flyer that was prepared for the Community Open House that outlines the software and hardware available in the school.

Database entry standards: No specific suggestions were offered. Meg is working to develop standards with Kay's input.

File/Folder naming standards: No recommended standards. Preferences vary per person/company. Key is creating and implementing a standard. Options: underscore (under_score), dashes (under-score), Camel (UnderScore). However an underscore is lost when turned into a link, a dash can be a meta character. Christine offered her naming preference:

Dept – Topic – Author – Document Name: ADMIN2009StewardshipMP1stDraftHandbook

As there was no further business the meeting was adjourned at 8:30 pm. The next scheduled meeting is Wednesday, February 18, 2009 at 7:00 pm in the school library.

Respectfully submitted,

Meg Picciolo