

Technology Meeting minutes 2009-10-27

Members:

Stephen Boettcher (not present)  
Jayme Hartmann (Ex officio - School principal)  
Jim Hessling (Ex officio - Director of Parish services)  
Dan Hubler  
Jim Luther  
Doug Miller (not present) (Ex officio - Parish council liaison)  
Joanie Rueth  
Andy Stemper (Ex officio - School technology instructor)  
Chris Switalski (not present)  
Kathy Uy (Ex officio - Parish website administrator)

Prayer -

Let us ask for God's blessing on this committee,  
for the vision to see the purpose of God in our work,  
and for wisdom, strength, and courage to carry it out.

Approval of Technology Minutes

Technology Chairperson's Report

Parish liaison's (Doug Miller) Report

Old business -

- a) status of web-site activities  
(2009-03-10)
  - 1) No further work done on the "forms" addition to Churchsites.
  - 2) Prince-of-Peace has abandoned their website project.
  - 3) Podcasting of homilies is just about ready to go.
- (2009-04-21)
  - 1) Contemplating upgrades to the website offerings from Churchsites:
    - a) audio-visual package: \$250 one-time + \$20 month
    - b) inbox-outreach: \$100 one-time (6-week trial period)  
(Jayme H. interested in inbox-outreach)
  - 2) Work on podcasts is on hold.
  - 3) The school video tour from Alex Siy will be linked to from the website.
- (2009-05-26)**
  - 1) Churchsites Inbox-outreach had poor results with a test mailing. 150 of 1300 were not delivered. Likely to be dropped.
  - 2) Churchsites audio-visual-package (name?) allows streaming content to be uploaded to Churchsites for linking to our website.
- (2009-06-23)**

No update.
- (2009-08-04)**
  - a) New member: Stephen Boettcher. Working with Kathy Uy on website activities.
- (2009-10-25)**
  - a) There is interest in adding the credit card payment feature from Churchsites to our environment. Kathy U. will be researching this.
  - b) We are experiencing problems with the audio/video features from Churchsites. In addition, we do not have the manpower at the moment to work on this feature. Kathy U. will be determining if we can

stop payment on this feature.

- c) On 2009-09-17 Kathy U. forwarded information on saying that as of the next billing cycle, SJV will no longer be paying Churchsites for the AVMS (Audio Visual Media support) module.

**(2009-10-27)**

- b) status of Network report from Jeff Lundgren

**(2008-07-10)**

Jim H. reports there has been no activity on this.

We hope to discuss the scope of Jeff Lundgren's work at the next Technology committee meeting.

**(2008-08-07)**

J. Lundgren has delivered his report and Jim H. has distributed it to all committee members via email. There was not time to address the report at this meeting. All committee members were asked to review the documents and come prepared to discuss this at the next meeting.

**(2008-09-02)**

Discussed this report and got Jim H. perspective on what should be done with it. Jim H. sees this as a potential list of tasks/projects that SJV needs/wants to undertake. Dan H. is going to go through the document in detail, and develop a list of potential tasks/projects from it. The committee will then look at those and decide if we should pursue them. This needs to be a high priority at the next committee meeting because if there are budget items that would come out of it, that information needs to get to the parish council before January. Everyone agreed that the time between October 7 (our next meeting) and January (parish council budget preparation) should be enough to do any research needed if we have to get information for budget presentation.

**(2008-10-07)**

A list of projects/tasks has been gleaned from the Lundgren assessment report. It was agreed that everyone would review the list for our next meeting.

**(2008-11-17)**

The list of projects was reviewed.

No items were discovered that would require immediate research to prepare from the next budget cycle. But many items will be discussed as tasks to be performed in the future.

**(2009)**

- c) status of new laptops (on wheels)

**(2008-10-07)**

Jim H. report the laptops-on-wheels have been tested and work fine. There was discussion on how staff/teachers would be able to use this equipment. Rick B. & Joanie R. volunteered to start a document on the use of this equipment.

**(2008-11-17)**

A document was completed in late November.

Jayne H. suggested that further training should be done after the document is generated.

Liz K. has been contacted by Julie Heeg (a parishioner, former Tech. committee member and IBM employee). Julie is offering up 8 more laptops for use with the computer-on-wheels. Everyone agreed that Liz should accept this offer with our thanks.

**(2008-12-16)**

The offer was for 6 units, not 8 as was reported last month.

The 6 units have been ordered.

The document that explains how to signon to this equipment has been prepared.

Joyce B. is going to follow-up on teacher training for these units.

**(2009-01-2009)**

Jim H. reported that the 6 new units are in.

There has been some use of this recently.

**(2009-02-17)**

There was an attempt to use the computers-on-wheels (COWS) recently where the results were not acceptable.

The staff attempting to use the units struggled with wiring/cabbling.

The steps to do the wiring/cabbling are present on the documentation that that was created for the COWS.

Jayne H. is going to ask Joyce to try out the process herself.

Jayne will then try out the process with her staff at a staff meeting.

Jim H. volunteered to attend to assist as needed.

**(2009-03-10)**

Jayne H. had a meeting with staff and used the COWS as a training tool. 4-5 of the units failed due to some kind of system error.

Not many connected the first time.

Joyce B. is going to look into get student "experts" to assist with the use of the COWS.

**(2009-04-21)**

COWS are set up to bypass Novell login for ease of use.

**(2009-05-26)**

COWS currently comprised of 16 older units (first round of gifting) and 6 new units.

Most of the use of all/any of these are in the 2<sup>nd</sup> lab.

**(2009-06-23)**

Novell is secondary access for this (COWS).

**(2009-08-04)**

First lab will have some machines re-ghosted.

Jim H. hopes that the campus is "Novell free" by the start of the school year.

**(2009-09-15)**

No update.

**(2009-10-27)**

The cows have been out and used on 3 different occasions so far this school year. Andy S. reported that they worked well each time.

d) Additional campus wireless access points.

**(2009-06-23)**

Jim H. brought up a new project which involves placing more wireless access points on the campus. (possibly in each classroom)

**(2009-09-04)**

Jim H. reports that 6 new wireless access points have been added to the campus.

**(2009-10-27)**

Jim H. reported that there are no current plans for any new access points. (This item will be removed from the agenda)

e) Smartboard update

(new form, quote for new units, Tierney brothers grant)

**(2008-11-17)**

Tierney Brothers (the smartboard retailer) is offering up a Smartboard to schools. A grant proposal needs to be generated. Kathy U. is going to do that. The program starts in January and ends in March.

**(2008-12-16)**

Joanie R. reported that the Elmbrook school district is running training courses

on the use of SmartBoards.

After Elmbrook district staff is signed up, the open

seats would be made available to the public. Joanie will be researching this for us.

Another Smartboard has been donated.

**(2009-01-2009)**

Liz K. is going to be "advertising" in the Parish bulletin for a volunteer to assist with the Smartboards.

2 more Smartboards are to be acquired soon; the funds for this are already in place.

2 more units need to be ordered.

We are now working with a sales person who handles the archdiocesan accounts. There is a bid-4-kids request in for 2 MacIntosh computers. Each would be about \$1200.00

**(2009-02-17)**

Jayme H. reported that 2 new boards have been ordered with SmartTek projection units.

**(2009-04-21)**

-A 2<sup>nd</sup> vendor was considered for service/maintenance. It has been decided that they would provide no better service; sticking Tierney Bros.

-The next (last?) 7 Smartboards will be ordered with Epson projectors.

**(2009-05-26)**

-The 7 new Smartboards are to be ordered and installed during the summer.

-There is an issue with warranties on some of the boards (what is the significance of this?)

-Tierney Bros. agrees that the Epson is a better projector.

-Is there local support? What are the rates?

-Installation support locally? Rates?

-An Epson portable projector has been acquired as a backup to the the Smartboards

**(2009-06-23)**

Andy S. will be attending a trouble-shooting seminar with Tierney brothers.

**(2009-08-04)**

Unable to install the new smart boards due to conflict with construction taking place in the classrooms. Some concern as to whether these can be in place by start of school year. Andy S. is going to hook up with Jayme and discuss what can be done. A few days after this meeting Andy reported that the boards will be installed in conjunction with the folks who are working in the classrooms.

Andy S. reported that he had attended an in-service about the smart boards.

**(2009-09-15)**

Jayme H. reports that all the new Smartboards are installed and functioning properly. The effort came in under budget, leaving funds available for for accessories.

f) Reviewing IT training needs.

(from the J. Lundgren report)

Discussion was started on this item.

The following were brought up as items that the staff (mostly teachers) might be interested in learning more about:

-use of email

-dealing with printers

-laptops/computers-on-wheels

-changing profiles

**(2009-08-04)**

Deferring this topic until start of school year.

**(2009-09-15)**

Jayme H. reports that there are funds left over from the acquisition and installation of the most recent bunch of smartboards. These funds could be used for scanners, cameras and other smartboard related accessories.

**(2009-10-27)**

Jayme H. reported that there are no current ideas for any special training.  
(This item will be removed from the next agenda)

- g) Jim H. reports that the Destiny library software (Follett) is not working with Novell. (with newest version?)  
Might be wise to move this to the accounting server.

**(2009-04-21)**

This item brings up the issue of Microsoft vs. Novell networks.  
Need to discuss more.

**(2009-05-26)**

It might be a good idea to put this on the Accounting Server.  
Destiny requires MS-SQL.  
A conversion utility, that moves it from Novell to ??? is supplied.

**(2009-06-23)**

Requires upgrade to MS-SQL SP4.  
There is a conversion utility.  
Hope to be done with this before school starts.

**(2009-09-15)**

No update.

**(2009-09-24)**

Jim H. reports that the upgrade of Destiny/Follett is still on hold due to issues with Backup Exec.

**(2009-10-27)**

Jim H. reports that the software is now in place. This required an upgrade to SQLServer to service pack 4. There was delay in this due to a problem with the Backup Exec software, while trying to get a backup of the environment before doing the upgrade.  
(this item will be removed from the next agenda)

New business -

- a) Committee guidelines

- b) Email address list maintenance

**(2009-10-27)**

Jim H. informed the committee that some email management software (Constant Contact) has been acquired to assist with the maintenance of the parish email address list. This is being done on a trial basis at a cost of \$30.00/month. Jim expects that we would terminate the use of the software after a few months. Jim reported that we had about 150 bad email addresses out of roughly 1,400.

- c) Brainstorming ideas for "bids for kids"

**(2009-10-27)**

Jayme H. asked that ideas for the next "bids for kids" auction be discussed. One idea was to replace all the computers in the lab (30 units).

- d) Jim H. reported a concern with the number of color copies being made. There is a large difference in the per-page cost of doing a color copy versus doing a black-and-white copy (\$00.42 vs. \$00.07). \$1,400 worth of color copies were generated during September (October ?). Jayme H. stated that she will be talking to the school staff about reducing the use of color copying. We will follow-up at the next meeting; Jim H. will bring along more statistics about the copying being done.

Next meeting: December 7, 2009 7pm.

school conference room