



Technology Committee Meeting Minutes 1/10/11

1. Set Next Meeting: The next meeting will be Monday, March 28th at 2:30 pm.
2. Review Action Items:
 - COMPLETED: Darlene will reinstall Mavis Beacon on the computers in the computer lab for Grades K-1.
 - COMPLETED: Finalize Teacher Web Page Guidelines and post to website. (Mr. Fox & Peg)
 - COMPLETED: Reconcile Teacher Web Page Guidelines with PowerSchool requirements.
 - COMPLETED: Call OLG to see if/how Gmail accounts are used (Rhonda).
 - COMPLETED: Call Dawn Folisi to ask about how Gmail is used at Holy Angels (Peg)
 - COMPLETED: Mr. Wentzel is researching the issue of linking vs. embedding YouTube clips.
3. YouTube – usage on our website - (Mr Wentzel & Mrs Prchal) We discussed options for embedding YouTube clips and using the YouTube Downloader (Mike Laughery). No final decisions were made.
4. Help Desk Issues – Damage Reports - No major incidents to report.
5. Gmail - Drop boxes have been working well in place of Gmail. Gmail will not be installed on the laptops.
6. Keyboarding Classes - We continue to discuss options for encouraging students to practice keyboarding skills.
7. Professional Development - Staff continues to participate in classes being offered in the District.
8. Technology Wish List - We discussed items on the wish list, including iPods or iTouches, an E-Reader, and a large scanner for scanning artwork.
9. Review minor photo release form – The Office is handling this.
10. School Website - Teacher Web Page Guidelines have been added. A&D changed the programming to allow us to change Homepage photos.
11. Tech Steps Update - We had a lengthy discussion on the progress being made in various grades.
12. Communication / BTW - We are working on topics for future BTW columns.
13. Spring Evaluation/Survey - We discussed a spring Survey Monkey survey which would survey teachers, parents, and students. Mike and Hannah may be able to help us with the formatting.

14. **Laptop Orientation for incoming 6th graders** – A date has been tentatively set for laptop orientation on the 1st Wednesday of September (9/7/11). This orientation would be for incoming 6th grade students and any new 7th or 8th grade students. A final decision on distribution of the new laptops has not been made.
15. **Summer Classes** - We discussed the possibility of having an intro class during the summer to prepare in coming sixth graders. No decisions were made.
16. **Online Donating** – Mike Laughery mentioned that online donating is now offered on the School website.
17. **Handbooks** - We need to review the damage policy in the Student Laptop Handbook for the 2011-2012 school year.