

Technology Committee Minutes
September 7, 2011

Meeting was called to order at 5:30 p.m. at the Pana Unit Office Board Room

Chairman Schafer called the meeting to order.

Members present: Schafer, Beyers, McLeod

Members absent:

Superintendent Present: Yes

Visitors: Scott Savage, David Dively, Jessica Miller

The committee discussed the following:

1. ***Approval of the Minutes from July 28, 2011*** - Motion by Beyers; Second by Schafer.

2. ***Update by Unit Technology Integration Specialist*** – Dr. Lett provided a brief introduction of Mrs. Miller. He indicated that both Mrs. Miller and Mr. Savage have been working hard to provide technology support to the staff. He also informed the committee that Dave Curry had been hired on a short term basis to help Mr. Savage with some of the trouble shooting. Mrs. Miller provided an update on the projects she has been working on. She demonstrated the website that she has created for the Unit Technology Integration Specialist. Highlights of the site include information on Mrs. Miller’s goals, links to curriculum on social networking and internet safety, web resources, search engines, ideas and tips on how to use Smart Boards, IPAD Apps, links to Edmodo, and a Wikki used at Lincoln School for student collaboration. Mrs. Miller will be providing mini workshops on the SOCS server to host teacher websites.

3. ***Update by Unit Technology Coordinator*** – Mr. Savage provided a brief update on the E-Rate program. He indicated that there is no new information at this point. He stated that the BEAR form for reimbursement of cell phones is due Oct. 31. Mr. Savage stated that the 2013 Form 470/471 process would soon begin.

Mr. Savage provide an update on the progress of the Lumen’s SIS. He indicated that we have been rolling out several modules. The office staff, administration, teaching staff, nurses, counselors, and cafeteria staff have received training on the modules that they use. Dr. Lett indicated that there were some concerns raised by the cafeteria staff about the amount of their training and that the presenter was not knowledgeable about the food service module. Mr. Dively reported that he spoke to Lumens Chief Technology Officer about this issue. He was assured that the presenter in question was knowledgeable in the food service program, but may have commented that she had limited experience with the touch screen terminal software because it was relatively new. Mr. Dively reported that Lumens was going to provide an additional training to the cafeteria staff on September 14, 2011 to answer any general questions about the program and to review the program.

4. **Miscellaneous** – The Committee discussed the parent portal that is available through the Lumen’s program. This will be a topic for the next meeting. John McLeod suggested that student helpers be involved in providing technology support. Dr. Beyers asked about the chain of command for staff members to get a Smart Board. Dr. Lett and Mr. Dively explained that a request of that nature usually begins with the building principal.
5. **Next Meeting Date** – The next meeting of the Technology Committee will be on December 7, 2011 at 5:30 p.m. at the Unit Office Board Room.

A motion was made by Beyers and seconded by McLeod to adjourn the meeting of September 7, 2011 at 6:45 p.m.

Member

Member