

**Orchard Middle School
Technology Committee Minutes
September 13, 2007
3:00 p.m. – Office Conference Room**

Present: Bill Eagle, Paul Appel, Dan Myers, Terry Anderberg, Don Johnson, Tom Hackenmiller, Julee Accardo, Ron Brown, Mike Hopkins

1. Review Purpose and Goals:

We reviewed the Tech Committee's purpose and goal, which is to oversee the building Technology Plan and to allocate tech levy funds.

2. Review 2007-08 Building Tech Plan:

Per our goals, the Tech Committee has asked the LIT for time to review tech procedures. Tentatively plan to do this on October 8th. Items to be reviewed include: new grades online process; iCal subscriptions; online scheduling of library and equipment; care and maintenance of equipment; and process for accessing the mobile lab cart.

3. 2007-08 Tech Levy Budget:

Looks like we will get about the same as last year, \$6,000. With our rollover amount from last year that gives us about \$6,400.

4. Budget requests:

\$3,000 – contribution to eMac update for the library lab. Approved.

\$20 – USB 10-key numeric pad to use in the library. Will allow students to enter their student ID number more discretely than saying it out loud. Approved.

\$400 – printer. Purchase color laser printer for tech lab that is capable of handling their print needs and move current tech lab printer to Julee's office. Approved.

5. Tech Refresh Update and eMac Discussion:

Need to evaluate which computers are in need of replacement per the refresh requirements. As the refresh occurs, our first priority will be updating the tech lab. Ron also shared that Dave Yancey may be able to purchase 10 or more computers for our building at a greatly reduced price. All we would need to do is upgrade the memory. Another option may be getting some or trading some computers from WHS. In an effort to assure the tech lab is sufficiently updated and begin updating the library lab, the Tech Committee agreed to spend \$3,000 on eMacs (at Dave's price). This will enable the library lab to be used for enrichment and higher level student activities.

We will also be adding more laptops to the mobile lab as they become available due to the refresh.

6. Miscellaneous discussion

Printer tray in the library is broken. Ron may have something available. Ron also suggested configuring printers in the library so they share the burden of printing and it doesn't all run through one machine and get backed up.

Requested some kind of disinfectant or sanitizer for keyboards and computer mice. Will check with Matt to see if maintenance has a product for this.

7. Calendar dates for future meetings

- October 9th
- November 13th
- December 11th
- January 8th
- February 12th
- March 11th
- April 15th
- May 13th