

EVANSVILLE COMMUNITY SCHOOL DISTRICT

CSI: Technology, October 26, 2017, Minutes

Committee Members

Members in attendance: Mandi Firgins, Larry Martin, Scott Everson, Griffin Hicks, Abby Beyerl, SuAnn Garvoille.

Absent: Samantha White, Jerry Roth, Eric Busse, Jenn Johnson, Jo Ann Mumm, Dawn Yeager, Jenean Hamilton, Jason Knott, Lori Teigen, Amy Zastoupil.

Appoint Note Taker

Approve Minutes from 09/26/2017

Minutes approved.

Building Device Check – Summary from LMC Clerks and LMS

The device check took the entire day or longer in some cases. Certain rooms were not accessible and had to be checked at a later time. The overall goal was to find missing devices, but the results leaned more toward the cleaning up records. Discrepancies in the inventory system were fixed, and checked out items were verified as such. At the very least it worked as a training opportunity for the new staff.

Inventory – Discussion

There were inaccuracies regarding the status of certain devices, items not being marked as lost, retired, etc. Staff involved is working on additional accountability, while avoiding duplicated efforts and dividing responsibilities. Further discussion about resources and how to consistently and rightfully account for them, such as qualifiers including price or if an item will be circulated. Talking about holding patrons accountable for the devices/items they check out.

SE Inventory

The committee discussed the idea of adding special ed. assets and items to the system used by the LMC's and technology.

Adjourn

Meeting adjourned.

Approved: 11/28/17