Southern Lehigh School District
Board of School Directors
Policy Committee Meeting Minutes
July 17, 2024 @ 10:00a.m.
Southern Lehigh School District Administrative Offices
5775 Main Street | Center Valley, PA 18034

1. **OPENING**
    a. Roll Call/ Recording of Attendance
    Emily Gehman, Committee Chair, called the meeting to order at 10:00a.m. *Present:* Emily Gehman, Candi Kruse, Timothy Kearney *(Committee Members)*; Michael Mahon, Karen Trinkle, Ethan Ake-Little *(Administrators)*; Melissa Torba *(Community Member)*
    b. Approval of Minutes (June 5th Meeting)
    The Committee approved meeting minutes for the June 2024 Policy Committee Meeting.
2. **OVERVIEW OF PROCESS & POLICIES FOR CONSIDERATION** *(Brief Presentation)*
    The presentation by Dr. Ethan Ake-Little recapitulated the logistics of the policy review process including (a) administrative review leading to a first draft, (b) the Policy Committee's approach to policy review, and (c) a preliminary timeline for policy review for SY2024-25.
3. **SECOND DRAFT POLICIES FOR REVIEW (Discussion)**
    a. <u>Policy 113.1:</u> Discipline of Students with Disabilities *(NEW)*
    The Committee endorsed this policy for First Reading before the full Board of School Directors at the August 12, 2024 Meeting.
4. **FIRST DRAFT POLICIES FOR REVIEW** *(Discussion)*
    a. <u>Policy 815:</u> Acceptable Use of Electronic Resources *(Last Updated: JAN 2018)*
    The Committee discussed acceptable use of district-issued vs. private technology devices, including (1) access to District WiFi services (guest v. staff) on both device classes, (2) monitoring/ regulating content under the Children's Internet Protection Act (CIPA), and (3) the possibility of an electronic Acceptable Use policy over current paper form.
    b. <u>Policy 815.1:</u> Website Development *(Last Updated: JUN 2017)*
    The Committee discussed practices and procedures related to hosting and maintaining the main district website and subsidiary websites (e.g., individual school sites, teacher websites). Additionally, the Committee discussed issues related to content ownership, individual/ student right to privacy, and acceptable copyright use.
    c. <u>Policy 816:</u> Use of Livestream Video on School District Property *(Last Updated: AUG 2020)*
    The Committee discussed current practices and procedures concerning livestream video within and outside the classroom (e.g., school events, board meetings).

d. <u>Policy 830:</u> Security of Computerized Personal Information Breach Notification Code *(NEW)*

e. <u>Policy 830.1:</u> Data Governance - Storage/ Security *(NEW)*

   For Policy 830 and Policy 830.1, the Committee discussed internal and external security such as (1) restricted access to confidential student and staff files; (2) mobile device management platforms (e.g., Google Admin, Apple Classroom, JAMF); and (3) firewall and email security (e.g., phishing, malware). The Committee opted to suspend a second draft review of all five (5) aforementioned policies until the arrival of a new Director of Technology to supplement discussion.

5. **ANNOUNCEMENTS**
   a. August 2024 Policy Committee
   b. SY2024-25 Policy Cycle (Fall/ Winter/ Spring)

      Because some Committee and Administration members departed early, the Committee opted to discuss availability for future Policy Committee meetings via email. Additionally, the Committee recommended that the review of a preliminary SY2024-25 Policy Calendar is postponed until the first policy committee meeting of the new school year.

6. **ADJOURNMENT**