



**Southern Lehigh School District  
Technology Committee Meeting Minutes  
November 11, 2024**

**Southern Lehigh School District  
Technology Committee Meeting  
November 11, 2024  
Boardroom  
Southern Lehigh High School  
5800 Main Street  
Center Valley, PA 18034  
4:30 pm**

**Technology Committee Minutes Monday, November 11, 2024 pending approval**

**1. Opening Procedures**

- a. Call to Order
  - i. Melissa Torba called the meeting to order at 4:37 pm
- b. Recording of Attendance
  - i. Present: Emily Gehman, Melissa Torba, Eric Boyer - Called in at 4:37pm
  - ii. Absent: None
  - iii. Others Present: Eric Fluck, Michael Mahon

**2. Approval of Meeting Minutes**

*The meeting minutes of January 30, 2024, March 18, 2024, May 9, 2024, June 6, 2024 and September 16, 2024 were **approved**.*

- a. [January 30 2024 Technology Committee Minutes](#)
- b. [March 18 2024 Technology Committee Minutes](#)
- c. [May 9, 2024 Technology Committee Meeting Minutes](#)
- d. [June 6 2024 Technology Committee Meeting Minutes](#)
- e. [September 16, 2024 Technology Committee Meeting Minutes](#)

**3. Agenda Items**

- a. **Update on Infinite Campus implementation**
  - i. *The following update was provided regarding the Infinite Campus implementation:*
    1. *Berks IU is helping.*
      - a. *Not all issues are due to the second data download.*
      - b. *Helping build forms*
      - c. *Better training than from IC*
      - d. *Expanding Berks IU outside of special education*

2. *Sapphire - Interested in the process of capturing and uploading data.*
  - a. *Administrator Access, and read-only*
3. *CLIU - SQL data dump to make sense to the data.*
  - a. *Look into Berks IU for SQL help*
4. *Special Assignment Employee*
5. *Building champions*
  - a. *Large amount of people who received training*

**b. Discussion of student device deployment for 2025-2026**

- i. *The following discussion occurred regarding device deployment for the 2025-2026 school year noting the following:*
  1. *Chromebook vs Ipad*
    - a. *Gave costs for each of these devices*
    - b. *Comparable in costs*
    - c. *Question about length of apple care, which the answer was 4 years in the quote.*

**c. Technology Department Organization, Roles, and Responsibilities**

- i. *The following discussion was noted regarding the Technology department organization roles and responsibilities:*
  1. *Tech Dept - Getting Crushed - Stepping up*
    - a. *IC problems will not be resolved by Jan 1 2025*
      - i. *Staff member in a role administrating IC and SIS*
        1. *Hard to find a sub for that staff member*
    - b. *Education - Tech opportunities*
      - i. *Budget opportunities*
  2. *Online Registration*

**d. Security Planning**

- i. *Discussion occurred regarding security planning noting the following:*
  1. *MFA - email/google - Working on an email to send out to staff.*
  2. *Incident Response and Security operations eyes - Arctic Wolf*
  3. *Work with CLIU regarding specific records to close up security issues on our email (SLSD.org). (Completed). Working on [Spartandocs.org](http://Spartandocs.org) now.*
  4. *Over 110 users suspended in google admin (NOT ACTIVE EMPLOYEES)*

**4. Adjournment**

- a. *Adjourn*
  - i. *Melissa Torba adjourned the meeting at: 6:02 pm*

*Notes taken by Eric Fluck*

*Transcription of notes and respectfully submitted by: Anne Marie Lobley*

*Anne Marie Lobley, Board Recorder & Executive Administrative Assistant to the Superintendent*