



**Southern Lehigh School District  
Technology Committee Meeting Minutes  
September 16, 2024**

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Technology Committee Meeting Minutes  
September 16, 2024  
Conference Room  
Southern Lehigh Administration Building  
5775 Main Street  
Center Valley, PA 18034  
4:00 pm**

**1. Opening Procedures**

**a. Call to Order**

i. Meeting was called to order at: 4:00 pm

**ii. Recording of Attendance:**

1. **Present:** Melissa Torba, Emily Gehman, Eric Boyer (remote by phone for start of the meeting, in person at 4:47 pm)
2. **Absent:** None
3. **Others Present:** Michael Mahon, Eric Fluck

**2. Introduction Director of Technology Eric Fluck**

*Introduction was made to our new Director of Technology, Eric Fluck*

**3. Update on Technology Issues at the start of the 2024-2025 school year**

**a. Infinite Campus Transition**

i. *Massive system and project for the District. Utilization of this system by District Staff/Teachers is significant.*

**ii. Special Education and Nursing**

1. *The following was noted in regards to Special Education and Nursing: rollout experienced challenges. Mainly data from Sapphire into Infinite Campus naming conventions were off resulting in data in the wrong areas. IEP and 504 plans needed to be manually fixed. System is currently stable and operating. Questions occurred regarding grading and defaults for absence.*

**iii. Third party cloud based education vendors**

1. *Few of the outside third party vendors worked the first day of class, many of them were linked to classlink. Cross bridge that all systems can see identifiable data for each system used. Presently all vendors are working correctly. Read 180 has been slow getting back to us, Google Classroom changed terms of service and licensing upcharge synching to Infinite Campus occurred. District resolved the issue quickly with Google. Sync with Google*



*Classroom and Infinite Campus for teachers noted and how to set this up.*

**iv. Transcripts**

1. *Discussion occurred regarding transcripts from Infinite Campus. Functional transcript currently, if we want a logo and custom transcript additional fee would be incurred. Historical transcripts from Sapphire were saved via PDF at the end of last year.*

**v. Other**

1. *Scheduling issues were discussed particularly regarding clubs. Historical grades, report cards, attendance from Sapphire noted for the parent portal in Infinite Campus.*

**b. Student Devices**

- i. *7th Grade student devices experienced challenges, naming convention problems. New student process has been resolved. Hardware issues at this time are still being resolved.*

**c. Tech Tickets**

- i. *Significant number of tickets occurred in the first two days of school. Technology team is assessing best practices to clear them.*

**d. Teacher Devices/Apple TV**

- i. *Connection problems to Apple TV occurred at the start of the school year. Interim solution found, Chromecasts will be put in place in impacted classrooms.*

**e. Next Steps**

- i. *Infinite Campus: will be working on transition of roles and responsibilities and improved utilization of this system. Reach out to Berks IU for consultation on best practices.*

**4. Planning Discussion**

**a. Preliminary discussion of plans/processes for acquisition/deployment of student devices in 2025-2026.**

- i. *The following discussion occurred regarding preliminary planning/process for acquisition/deployment of student devices in 2025-2026: Timeline discussion occurred, defining stakeholders and their input, instructional practices tailored to devices expressed. Device changes 6th to 7th grade noted, orientation needed? Committee discussion concluded with how focus groups would be formed, who the representatives would be and ideas about a narrative survey. Principals will be reaching out to staff to ask what questions are important and what the Technology committee needs to know. Topics were outlined for the next committee meeting noting add for a survey, developing schedule and action with months defined. Focus groups would look at all students.*

**5. Adjournment**

**a. Adjourn**



- i. Meeting was adjourned
  - 1. *Adjourned time was not noted.*

*Notes taken by Eric Fluck, transcription of notes by Anne Marie Loble, Executive Administrative Assistant to the Superintendent and Board Recorder.*