



**Southern Lehigh School District
Technology Committee Minutes
Tuesday, January 30, 2024**

**Southern Lehigh School District
Technology Committee Meeting
Tuesday, January 30, 2024
Conference Room
Southern Lehigh Administration Building
5775 Main Street
Center Valley, PA 18034
4:15 p.m.**

Technology Committee Minutes Tuesday, January 30, 2024 pending approval.

1. Opening Procedures

- a. Call to Order
 - i. Meeting called to order at: 4:19 pm
- b. Recording of Attendance
 - i. Present: Melissa Torba, Emily Gehman, Eric Boyer, Christopher Summa, Michael Mahon, Karen Trinkle
 - ii. Absent: None

Eric Boyer arrived at 4:36 pm

- c. Goals outlined:
 - i. Review of current projects and long term projects with evaluation of working models and what needs to be brought forward. Tech and education are constantly evolving.
 - ii. Review of areas, looking at applications
 - iii. Review of agenda items completed
 - iv. Engagement and comments were encouraged to assist in discussion

2. Technology Initiatives in Progress

Michael Mahon and Christopher Summa provided the following updates below. Melissa Torba thanked the Administration for efforts to make substantial changes.

- a. Internet Infrastructure was insufficient to meet the needs of our students and staff, immediate and long term substantial project to rework the network.
- b. Copiers/Printers updated to meet needs of buildings
- c. Server modifications, transition to virtualized servers, firmware for doors increasing flexibility to meet needs
- d. Phone systems reviewed, excess lines removed and new infrastructure in place to manage systems.
- e. Security focused areas: review of camera/ surveillance completed, cameras located in storage not being utilized, installation of additional cameras completed



internally, walkthrough done with local law enforcement. Student login revamped to increase security. PC Mobile lab in HS to support programs.

3. Hardware inventory and maintenance

Michael Mahon provided a brief overview of types of devices being used over three different platforms and grade levels and repair concerns were noted for devices. Discussion occurred regarding replacement devices and tech tickets. Further discussion at future meetings will occur regarding end of life cycle of devices, tech support of instruction and educating the staff.

- a. [iPads](#)
 - i. Number of devices: 1040
- b. [Chromebooks](#)
 - i. Number of devices: 900
- c. [MacBooks / PC's](#)
 - i. Number of devices: 2051

4. [Instructional tech applications](#)

- a. Over 200 applications are used within the District. Is there redundancy or one that is working better than others? Application percentage of usage needs to be examined.

5. 2024-25 Implementation Projects

Notation made that a significant amount of projects are on the horizon. Plan needs to be in place to ensure everything can be done and done well to support roll out and implementation.

- a. SIS/Infinite Campus and other integrations to other applications
 - i. Major initiative with data transfer and training that is ongoing
- b. Study Sync & Wit and Wisdom
 - i. Karen Trinkle noted that the process for education technology will align similarly to curriculum evaluation projects. Also noted that technology and curriculum will have overlap for upcoming projects.

6. Security Solutions

- a. Concerns noted for the seriousness and sensitivity of this topic. Productivity and improvements were noted. Security will be maintained as a focus and protocols allow for enhanced security. Agenda topic concluded noting that security issues are discussed in Executive Sessions and a comprehensive report will be made to the full Board in an Executive Session in June.

7. ADJOURNMENT

- a. Other topics noted prior to adjournment
 - i. Suggestion for agendas to be posted more than one day prior to the meetings with more detail.
 - ii. MacBook lease clarification suggested as a future topic for meetings.
- b. Adjourn: meeting adjourned at 6:15 pm

Respectfully submitted by Anne Marie Lobley Executive Assistant to the Superintendent and Board Meeting Recorder