

**REGIONAL SCHOOL UNIT NO. 57**  
**Office of the Superintendent**  
**Waterboro, Maine 04087**

**PR-Technology Committee Meeting Minutes**  
April 23, 2018

**Committee Members:**

David Allen	Judith Vasalle
Anastasia Ferguson	Jodi Laine

**Others Present:**

Barbara Gauvin	Angela Madigan	Larry Malone
Kevin Perkins	Cathy Poulin	

**AGENDA:**

- A. Call to Order**  
Meeting was called to order at 6:08 p.m.
- B. Declaration of Quorum**  
A quorum was established with 4 members present.
- C. Adjustments to the Agenda**  
No adjustments to the agenda needed.
- D. Approval of Minutes from March 19, 2018**  
Minutes were approved with one change: Remove the 's' from the word 'translates' in the "Scheduling Training" section.
- F. Old Business**
1. Review of Policies:  
The Committee made a first review of the policies KB, KBF, KCB, KCD, and KDA. A policy deemed appropriate in the eyes of the PR/Tech Committee has a note of (No Changes). A policy that needs further review has been set up as a Google Doc and shared with the Committee members and labeled (Google Doc). The committee members have been asked to review on these policies and leave a comment with questions or their thoughts.

Policies Reviewed

KB – Parent Involvement (Google Doc) The Committee reviewed and discussed a policy document that was shared by Nicole Poole, who is taking a class on public relations. The document is Portland's policy KB. The Committee felt that many of the concepts in the document reflected the spirit of RSU 57's policy KB.

KBF – Parent Involvement with Title 1 (Google Doc)

KCB - Community Involvement in Decision Making (No Changes)

KCD – Public Gifts/Donations to the Schools (No Changes)

KDA – Public Information Program (No Changes)

Did Not Review

KDB – Public's Right to Know / Freedom of Information

KDD – Media Relations

KE – Public Concerns and Complaints

KF – Community Use of School Facilities

KF-R – Community Use of School Facilities – Fee Schedule

## **G. New Business**

### **1. Technology Update**

#### **a. Synergy Update**

Assessment Training – 30 staff members from all levels and all buildings will participate in a Synergy Assessment module training this Thursday, April 26, 2018. The assessment module allows a teacher, a team, a school, or a district to create and give assessments within Synergy.

The assessments are directly linked to the teacher's gradebook. Teachers are able to create a multitude of question types including multiple choice, matching, drag and drop, short answer, essay, and more. Tests and questions are both shareable amongst staff so you can share individual questions or an entire assessment.

Gradebook Training – Middle school and elementary school teachers and administrators will go through basic gradebook training this spring in after school sessions. This was planned for the March workshop day but were changed when the workshop days were moved to June.

June training – Technology and Curriculum are working together to offer basic (gradebook) as well as more advanced (assessment and learning management system) sessions during the three workshop days in June. These sessions will be offered again in August.

#### **b. RSU 57 Facebook Page Data Review**

- The RSU 57 Facebook page has 1636 followers. This is up from 1294 on January 1, 2018 and up approximately 1000 from the start of school in September 2017.
- With few exceptions, each post reaches between 500 and 600 users. One announcing the final day of school reached 7800 users. (Facebook Reach is the number of unique people who saw your content. It affects every other metric you can track: engagement, likes, comments, clicks and negative feedback.)
- In the past 4 weeks, over 6500 users have interacted with the page (like, share, comment, etc.)

#### **c. Technology Department Summer Plans**

Over the summer, the technology department will be:

- performing regular maintenance and cleaning
- replacing 700 aged out student iPads and Chromebooks in the elementary schools,
- replacing over 100 elementary teacher laptops,
- replacing the final 6 projectors (MMS),
- replacing 20 MHS computers (10 drafting computers and 10 library computers),
- replacing classroom Apple TV's with updated Apple TV's or Chromecast for wireless projection.

### **2. Policy Review:**

KHA – Public Solicitation in Schools

KHB – Advertising in the Schools

KHC – Distribution of Non-School Materials

## **H. Other**

## **I. Adjournment at 7:25 p.m.**

Next Meeting – May 21, 2018 @ 6 pm

- Review Policies KDB – KHC
- Summer Facebook Plan