

**Concord Carlisle Regional School Committee
COMMUNICATIONS WORKING GROUP MINUTES
February 28, 2025**

Committee Members Present

- Tracey Marano
- Carrie Rankin
- Brian Waterson

Present from Administration

- Dr. Laurie Hunter

Carrie Rankin called the meeting to order at 2:05pm.

Discussion Topics:

- Request for data
 - Need to refine the data points to turn it around faster
 - Dr. Hunter has not pushed for it because of other commitments among her team.
- Graphic Designer
 - Carrie has done research into graphic designer options through a freelance website.
 - Assume 20-30 hours at premium price point so we get the source files
 - The group discussed reaching out and asking about non-profit pricing
 - Carrie will reach out for actual quotes
- Printing
 - Tracey spoke to Concord Printing which has done similar projects and mailings.
 - Based on 11,000
 - Printing: \$4600
 - Mailing: \$245+125 + \$2000 in postage
 - \$7,000
 - Dr. Hunter advised that anything over \$10,000 needs 3 bids. She also reviewed the School Committee budget for the current year and will confirm funds remaining.
 - The committee discussed the pros and cons of printed versus electronic copies.
 - The school has some printing capabilities but it might not look as professional. Laurie will look to see what type of quality can be done.

Carrie Rankin adjourned the meeting at 2:45pm.