

**Concord Carlisle Regional School Committee
COMMUNICATIONS WORKING GROUP MINUTES**

Committee Members Present

- Tracey Marano
- Carrie Rankin
- Brian Waterson

Present from Administration

- None

Carrie Rankin called the meeting to order at 2:00pm.

Discussion Topics:

- **Annual Report Planning:** Reviewed content, data collection, design, and distribution. Mapped out project timeline and potential external resources.
- **Data Request & Metrics:** Discussed school program overviews, extracurriculars, financial data, and cost per student metrics.
- **Financial Report:** Agreed on structure, funding sources, and inclusion of key financial terms.
- **Graphic Designer Search:** Explored options, including local designers and freelancers.
- **Printing & Distribution:** Considered booklet format, print quantities, mailing options, and cost estimates.
- **Project Timeline:** Adjusted deadlines; set final data submission for Feb. 28.
- **Town Meeting Publication:** Reviewed print deadlines and potential conflicts with election dates.

Next Steps:

- Carrie to follow up on data request form and research graphic designers.
- Tracy to contact printers for quotes and email Carmen about town meeting deadlines.
- Brian to take minutes for future meetings and inquire about Carlisle town meeting deadlines.
- Working group to discuss the timeline with the School Committee.
- Next meeting: Feb. 7.

Carrie Rankin adjourned the meeting at 2:43pm.