

Concord Carlisle Regional School Committee
COMMUNICATIONS WORKING GROUP MINUTES
April 4, 2025

Committee Members Present

- Carrie Rankin
- Brian Waterson
- Tracey Marano

Present from Administration

- Dr. Laurie Hunter

Carrie Rankin called the meeting to order at 3:07pm.

Tracey made a motion to approve the minutes from March 28. Carrie seconded the motion, and it passed unanimously.

Discussion Topics:

- The committee ran through the Content Outline.
 - Tracey will supply logos that the graphic designer can use for colors.
 - Carrie highlighted that she wants to make sure there as much student voice as possible. Dr. Hunter proposed asking the student reps on School Committee for quotes on specific topics. Tracey will email the reps next week.
 - The committee needs to make sure they have photos of each of the clubs and sports they want to highlight. Tracey will work collect these and write brief captions.
 - Brian reviewed his thoughts on the financial page and key content.
 - There was discussion on where to align some additional content that did not yet have a designated page.
 - All outstanding content items will be done by end of day Monday.
- Carrie continues to have conversations with graphic designers. Her goal is to have someone identified by early next week.
- Tracey reminded the working group that some of the compiled content should go into the Concord Town Meeting Briefing Book.
- The next meeting will be Friday, April 11 at 2:00pm.

Carrie Rankin adjourned the meeting at 3:50pm.