

**CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT  
ADULT & COMMUNITY EDUCATION**

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Agenda – Concord-Carlisle Adult Education Board Meeting  
Thursday, Dec. 1, 2016 @ 11:30 am-  
Ripley Building, Concord, Room 4

1. Nov. budget report – breakdown of registrations by town.
2. Update on new registration system.
3. Website: how do we update it for functionality & match it with new registration system.
4. Course evaluations – need re-working?
5. Job descriptions for two new coordinator positions – subgroup of the board take a look and report back to the next meeting.
6. New Board membership

\*\*\*Dates for Concord Bookshop gift wrapping – think about hours you can contribute to this project.

Dates are: Saturday, Dec.3-10 am -5 pm. and Tuesday, Dec. 20-10 am-6pm

\*\*\*Please let the Chair (Demi-978-369-4250 or email: [demi.ayres@gmail.com](mailto:demi.ayres@gmail.com)) know ahead of time if you CANNOT attend the meeting on Dec. 1<sup>st</sup>.