

DRUG FREE COMMUNITIES SITE VISIT AGENDA

Tuesday April 12, 2016- Reading Coalition Against Substance Abuse- Reading, MA

- 8:00 AM** **Greg Grass, Project Director Arrival to Coalition Office**
Reading Police Department, 1st floor
15 Union Street, Reading, MA 01867
- 8:15 AM** **Welcome and Introductions** Key staff and Coalition Leaders
Staff:
Erica McNamara, Coalition Director
Julianne DeAngelis, Outreach Coordinator

Board Representatives:
Patrick Shannon, President, Board (Parent)
Elaine Webb, Vice President, Board (Parent)
Sherri VandenAkker, Co-Secretary, Board (Parent)
Bob LeLacheur, Town Manager, Fiscal Agent
Mark Segalla, Chief of Police, Board
Richard Abate, Criminal Division Commander, Board
Michael Muolo, School Resource Officer, Board
Rich Winant, Director, Kelly Sober House, Board
Joanne Senders, Freelance Reporter for Wicked Local, Board
Rev. Jan Smith-Rushton/Lisa Steadman, Clergy Liaisons
- 8:30 AM** **Site Visit Process** Greg Grass, DFC Project Officer
- 8:45 AM** **Overview of the Project** Key staff and Coalition Leaders
Organizational structure/recent changes/sustainability
Policy advocacy goals for local area
Coalition history, current status, short-term priorities and focus
Key accomplishments of the coalition
Key current challenges
Collaborations with law enforcement
Data/trends/community needs that drives the coalition's work
Logic model and action plan presentations
(Exhibit of Coalition Work will be set up in our meeting room to view)
- 10:30 AM* *Break/Travel to High School*
- 10:45 AM** **Reading Memorial High School Tour** Key staff & Project Officer
School Collaboration:
Adam Bakr, Principal (Board Member)
Thomas Zaya, Assistant Principal (Board Officer)
Lynn Dunn, Director of School Nurses (Board Member)
Paula Graham and staff (Project Adventure/Health Education
(Meet Student Support, Guidance and Health & Wellness staff)

11:45 PM	Travel to Oye's Restaurant	
12:00-1:15 PM	Lunch & Input from Partners	Key staff & Project Officer
	<i>Invited Guests:</i>	
	John Halsey, Selectman (Board Member)	
	Brian Snell, Law Office of Brian Snell/Rotary Club (Board Member)	
	Kevin Barile, Barile Funeral Homes/Rotary Club (Board Member)	
	Melissa Roberto/Beth Lucey, Hallmark Health (Board Members)	
	Andy Friedmann, Reading Board of Health (Board Liaison)	
	Rich Hand, Reading Recreation Committee (Board Liaison)	
	Brandi Ditch/Kelly Olsen, Riverside Community Care (Board Liaisons)	
<i>1:15 PM</i>	<i>Travel to Coolidge Middle School</i>	
1:30 – 3:20 PM	Highlights of youth work	Key Staff & Project Officer
	Learn about <i>Youth in Action</i> club initiative at Coolidge	
	Meet Middle School Partners	
	Observe Short Staff Presentation on Vaping and Other Tobacco Products	
<i>3:20 pm</i>	<i>Travel to Reading Police Department</i>	
3:30 – 4:15 PM	Management Discussion	Staff, Partners, Project Officer
	Data Collection Methods and Analysis	
	Core Data Measures	
	Capacity Building	
	Technical Assistance/Training Needs	
	Evaluation, Required DFC Reporting	
	<i>Invited:</i>	
	Dr. John Doherty, Superintendent of Schools	
	Chuck Robinson, School Committee Liaison	
	Mark Segalla, Chief of Police	
	Coalition partners not available earlier in day	
4:15– 4:45 PM	Exit Interview	Key Staff & Project Officer

LIST OF FILES AND MATERIALS REQUESTED TO BE AVAILABLE DURING DFC PROGRAM SITE VISIT

Strategic Plan

- Current working committees
- Current projects
- Documentation of activities implemented with DFC funds
- Sample of coalition products such as brochures, flyers, videos, etc.

Evaluation

- Data Collection Methods
- Data Analysis
- Other Evaluation efforts
- DFC reporting

Collaboration efforts

- List of Coalition members and their affiliations
- Fiscal Agent Agreements (if this applies)
- Memoranda of Understandings between partners
- Coalition Meeting Schedule
- Minutes of Coalition meetings

Personnel

- Organizational Chart
- List of DFC paid personnel
- Document any changes in Personnel

Training efforts

- Personnel
- Coalition members
- Community members