



M E L R O S E
 SUBSTANCE ABUSE
 PREVENTION COALITION

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Janet Nevin

AGENDA

Thursday, January 7th, 2010

8:30am – 9:30am

Superintendent’s Conference Room at Melrose High School

Time	Topic
8:30	<p>Welcome!</p> <ul style="list-style-type: none"> -Sign in sheet (Ruth), Table Tents (Donna), Latecomers (Maureen) <p>Role Assignments</p> <ul style="list-style-type: none"> -Reader, Timekeeper
8:35	<p>Coalition Business—Kara</p> <ul style="list-style-type: none"> -Spotlight on Carly Gatzlaff!!!!!!!!!!!!!! -Minutes—December 3rd, 2009 -Exercise: Spring Action Team Work Plans!
9:05	<p>Youth Action Team—Charlie/Joe/Natalie</p> <ul style="list-style-type: none"> -<i>Environmental Scan</i>: Top 5 spots identified and data being compiled into Power Point presentation. <i>Melrose Draws the Line</i>: promotion prep. -Next steps→ <i>Environmental Scan</i>: finish presentation. Schedule presentations to Conservation Commission, Park Commission, and Park Department. <i>Melrose Draws the Line</i>: use members to promote campaign website/distribute materials. <i>Media Literacy Campaign</i>: contact principals re: Hoover and Lincoln School Spring assemblies. -Coalition discussion→ MDTL events sign up.
9:10	<p>Survey Task Team—Kara</p> <ul style="list-style-type: none"> -Preparing for <i>Pride</i> Survey administration to parents and faculty and staff of 5th/7th/9th/11th grade students in Jan/Feb 2010 = postcard, postage, envelopes, surveys, online access, cover letters

	<p>signed by Joe Casey, mailing labels, press. Surveys due Mon, Feb 8th.</p> <p>-Next Steps→ Kara to attend Administrators Meeting today to begin faculty/staff administration. Parent survey mailings.</p> <p>-Coalition discussion→ Mailings: Postcard = January 19th, Survey = January 26th.</p>
9:15	<p>Other—Janet</p> <p>-AT Updates—in your packet</p> <p>-Meeting Dates—in your packet</p> <p>-Training Calendar—in your packet</p> <p>-Article of Interest—in your packet</p> <p>***<u>Next Coalition meeting</u> will be Thursday, February 4th, 8:30am – 9:30am, Superintendent’s Conference Room at Central Administration (MHS).</p>
9:20	Community Concern/Open Forum...say something out loud or put it on paper!
9:30	Adjournment