

**Coventry Discovery Collaborative
Action Plan
2009-2010**

Action/Task	Owner	Start Date	Target End	Actual End	Status O/C/P	Comments
Resource Guide	KH	10/08	10/09	10/09	C	Kathryn distributed a copy of the Resource Guide throughout community. Birth-3 recd. Distributed to realtors (Wells).
Discovery Self Assessment	ALL	9/09	9/09	9/09	C	Reviewed Community Assessment Tool – Indicators of Success.
Discovery Community Partnership	KH/CG ALL	9/09	11/09	11/09	C	Reviewed partnership options. Option 1 is not available to us. Option 2 would be more aggressive to develop a plan (up to \$25000) and Option 3 would allow up to \$7500 for 5 years to implement parent information, engagement and leadership development, community engagement. <i>SRC determined that Option 2 will be the goal.</i>
STEPS Letters	KH MS	9/09	10/09	11/09	C	Kathryn distributed letters to council to be reviewed. These letters will go to preschool families and professionals. Kathryn shared versions of letterhead. Council determined that the tagline should be “Sharing Together Enriches Potential Success for Children”. Mary S contacted logo creator to get letterhead ideas and changes made. Complete
Discovery Community Survey	KH/CG	10/09	11/09		O	Survey being conducted to determine impact of Discovery on communities.
Collaborative Agent	KH MS	10/09	11/09		O	Need to revisit Collaborative Agent. Needs to be 501c3. CECC will manage going forward. Kathryn referred GMF to Mary in order for CECC to provide 501c3 and audit information.
Create Governance Structure & ByLaws	KH ALL	10/09	11/09	11/09	C	Kathryn distributed copies of other towns Bylaws. Kathryn will take council’s suggestions and forward our customized version. Kathryn presented and council approved. All decisions will be made by consensus.
Committee Participation	All	11/09	12/09		O	Committees identified under bylaws need volunteers! Please pick a committee to work on and notify Kathryn. Mary will chair Membership Committee.

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Data Collection	KH	11/09	12/09		○	Peg Olivieri. Charges \$1000 to collect data. We have report from Hanna Marcus that needs to be updated. Need to identify areas requiring improvement to develop strategic plan.
Prenatal Program	KH	9/09	11/09		○	How can we determine prenatal families demographic? 20% of women in Coventry in 2005 did not have prenatal care. Why? How do we identify? Can we connect with providers (MMH/Windham) to identify at delivery? Need to consult with APRN/midwives. Part of Data Collection!
Recruitment Action Plan						
Business & Agency Recruitment						
Create a list of Business Leaders in Community	ALL	11/9	11/16		○	Joan Lewis had many ideas for contacts. Marilyn will get local daycare contacts. Mary has additional contacts from the preschool golf tournament. All council members are charged with identifying community members to invite to kickoff!
Send letter to businesses	KH MP	10/09	11/09		○	Marilyn shared draft letters written from her course work. Letters will be shared with collaborative. Mansfield has developed a letter we will customize. Try to get Dr. Bernard and John Elsesser to sign. Mary Sposito will assist with mailing if needed.
Kick Off Meeting/Casting the Net	ALL MP MS	12/1/09 12/16/09	1/10		○	First meeting in December to invite Dr. Bernard; J. Elsesser; BOE and Town Council members. Special invites will be sent. Target date is December 16, 2009. Time TBD At 12/1 meeting, need to discuss our presentation. Will we utilize Mansfield Power Point. Create interactive session with puzzle pieces and STEPS logo. Eliminate PROGRAM from vocabulary & remember to focus on BIRTH – 8! NEED A PUBLIC RELATIONS REPRESENTATIVE
Leadership Work Group	ALL	10/09	1/10		○	Need volunteers! It is required under Option 2. Council will pitch effort at the kick-off meeting in December to solicit interested participation. Need 10-12 people to commit to a 2 year period!
Develop Strategy	ALL MP MS	10/09	11/09		○	Develop materials to share with community! Determine pitch to local businesses and agencies. Three (3) tiered level. Some ideas: Adopt a classroom; Wall of Friends at preschool; Resource Guide; Business labels on books.

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Advertising	Sub Comm	9/09	Ongoing	Ongoing	O	Coventry Monthly: CECC Newsletter CGS Newsletter
Website	KH Sub Co	6/09	10/09	10/09	C	Kathryn also created a contact email coventrysteps@yahoo.com
Community Involvement						
Tree Lighting	CECC	11/09	11/09		O	All preschool and home day care providers will be invited to have children make ornaments to donate and present to Town Hall for the Coventry Tree Lighting. Event will take place on 12/2/09 at 6:30pm. Caroling, tree lighting and Santa!
Farmer's Market	MS JB?	12/09	12/09		O	Need to have a presence at the town Farmer's Market. Have Resource Guide's available and a booth to promote effort. Roberta Wilmot is contact.
Mom's Club	RK JB	12/09	12/09		O	Ronnie Kim has volunteered to attend a Mom's Club meeting to get information from the group. Possibly there will be some people interested in volunteering to join the collaborative. Jen Bynes advised that the monthly newsletter would be a better avenue to solicit membership rather than attending a meeting.
CECC Parent Meetings	MM	11/09	11/09		C	Mary Minor to present STEPS initiative at next parent meeting to get volunteers. Mary Sposito presented to parents at Curriculum Night. Parent ideas: 1.
Invite parents to meeting	KH	10/09	11/09		O	Parents will be invited to November meeting. SRC will meet and greet and present an overview of the initiative.
Christmas in the Village	MM	11/09	12/09		O	Mary Minor is working with CECC Board members to be present at this event. Have STEPS information available
Craft Fair	DM/DL JL	11/09	12/09		O	Joan Lewis suggested Craft Fair. Get more information on how we can participate/contact person, etc.
Rec Department Ideas	WR	11/09	12/09		O	Ask Wendy to provide any additional events/connections where the STEPS Collaborative can be involved

Meeting Date: November 9, 2009

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Local Business Listing

NEED TO LIST ALL THE BUSINESSES IN COVENTRY						Economic Development Committee (Sandy?)
New Alliance Bank						
Rockville Bank						
Fire Department						
Daycare Programs						

Meeting Date: November 9, 2009

Owner Guide:

Marybeth Moyer	MBM
Kathryn Hassler	KH

Jen Bynes	JB
Cindy Guerreri	CG
Bruce Johnson	BJ
Ronnie Kim	RK
Florence Lajeunesse	FL
Deborah Leichner	DL
Joan Lewis	JL
Mary Minor	MM
Debbie Mlinek	DM
Marilyn Piecuch	MP
Mary Sposito	MS
Wendy Rubin	WR