



Massachusetts Department of
ELEMENTARY & SECONDARY
EDUCATION



Massachusetts Department of Elementary and Secondary Education—Massachusetts Service Alliance
Learn and Serve America
Community Service-Learning Partnership Grantee Mid-Year Report

Reporting Period: September 1, 2008-December 30, 2008

Please complete and submit via the drop box on MassONE no later than January 9, 2009.

Your comments will be compiled and used to develop training and technical assistance for the rest of the year. In addition, your comments may be shared with Learn and Serve America, as well as other districts throughout the state interested in developing service-learning programs.

District: _____ **Program Coordinator/Contact:** _____ **Fund Code:** _____

1. Have you, or someone else responsible for the grant, visited the Service-Learning Center on MassONE to access or share grant forms and/or resources? Yes, to access Yes, to share No (Double click on the box to “check” it)
2. Have you identified the classrooms (participant and comparison) that will take the student surveys for the program evaluation? Yes No
3. Have you connected with any other districts to share ideas and resources about implementing and/or sustaining service-learning? Yes No If yes, please list:
4. Do you include the Learn and Serve logo on documents associated with this grant? (*Please note that this is a grant requirement. Contact Kristen or Beth for information about how to access the logo.*) yes no
5. **Martin Luther King, Jr. Day of Service:** Briefly describe any activities planned for the Martin Luther King, Jr. Day of Service.
6. **Successes:** Briefly describe your biggest success to date with respect to implementing/sustaining CSL and/or your community partnership.
7. **Challenges:** Briefly describe any challenges you have had to date in implementing/sustaining CSL and/or your community partnership.
8. **Training/Technical Assistance Needs:** What training and/or technical assistance would be helpful to you in building upon your successes and/or overcoming your challenges.
9. **List of Teachers and Community Partners:** Please use the provided spreadsheet to submit a list of the teachers implementing service-learning projects this semester, along with their respective community partners. Please include the teacher’s name, school and email address. Also, include the community partner’s organization name, contact name and email address. Each of these contacts will receive an email from Brandeis with a link to an online survey at the end of the year asking about their experience with service-learning.
10. **Service-Learning Projects:** Please list below the following information for each service-learning project funded or partially funded by this grant (Keep a running list-no repeats in July report):
 - a. *Briefly describe the project in 1-3 sentences.*
 - b. *What school or community need/problem was met?*
 - c. *What academic subject area(s) was applied through this project?*
 - d. *Which Community Partner(s) /Organization(s) were involved in the Project? Other experts?*
 - e. *How many students were involved in the project? Approximately how many people benefited from the project?*

Uploaded completed report to the “Programmatic Reports” dropbox **no later than January 9, 2009.**

Contact Kristen McKinnon at kmckinnon@doe.mass.edu or
Beth McGuinness at bmcguinness@mass-service.org with questions.

11. **Sustaining Service-Learning**--Please use the chart below to tell us your plans for sustaining service-learning in your district/community. Sustainability Action Planning template can be found in the “Reporting Documents” folder at the Service-Learning Center on MassONE. In addition, a Lessons Learned template for your use at the end of the year is available.

Strategies to Sustain Service-Learning Place an X in the column that applies to your community	YES	NO	Working on
Sustainability Action Planning			
Developed a sustainability action plan with CSL Advisory Committee			
Updated existing sustainability action plan in the last year.			
Please estimate what percentage of your sustainability action plan has been implemented to date.	0-40%	41-84%	>85%
Professional Development			
Include service-learning in annual professional development plans			
Offer various opportunities for professional development for teachers, community partners and other staff			
Include service-learning in new staff/teacher orientation			
Curriculum Development			
Incorporate service-learning into written curriculum for specific content areas and grade levels			
Create elective service-learning course(s).			
Incorporate service-learning as part of district approved course curriculum in at least one course that is required for graduation			
District Vision and Leadership			
Include service-learning in district strategic plans and/or school improvement plans			
Develop formal structures for recognizing teachers and/or students involved in service-learning			
Involve students in decision-making and/or advocacy for service-learning at a school/district/ or community level			
Staff Hiring and Evaluation			
Identify service-learning as a criteria for hiring policies			
Identify service-learning as a criteria for teacher/staff evaluations			
Financial Support (beyond DOE/MSA/LSA grant)			
Provide financial support for service-learning activities			
Provide financial support for service-learning coordination			
Reduce teaching load to allow time for service-learning program development or supervision			
School-Community Partnerships			
Involve parents and community volunteers in service-learning activities			
Involve community partners in planning, fundraising, and/or promoting service-learning activities.			

12. **Budget/Financial Status:**

- a. Have you established a system for documentation of both grant and match expenditures?
 Yes No
- b. At this point, do you anticipate fully spending all funds according to your proposed budget?
 Yes No
 If no, please explain:
- c. Please complete the mid-year financial report found on MassONE.

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 Beth McGuinness at bmcguinness@mass-service.org with questions.

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