



October 1, 2009

TO: R.S.U. No. 67 LSA Service-Learning Leadership Team
FROM: Donna
RE: Meeting in the MA Conference Room, 3:00-4:30 P.M.

MEMBERS PRESENT:

Donna Vigue
Connie Carter
Sarah Crockett
Michael Bisson
Larry Malone
Anita McCafferty
Ben Lothrop
Sharon Crockett
Holly Leighton
Heidi Harris
Curt Ring

We began the meeting with introductions and a brief explanation of the LSA grant and KIDS role as technical advisor in the grant. Anita took us through the journey we have been on since 1999, when we first embedded helping students to become “responsible, contributing citizens” in the district mission statement, to 2009, when we applied for and received a three-year Learn and Serve America grant for \$15,000 for each of the next three years. Anita shared milestones along the way, as well as challenges to the work. Following these remarks, she highlighted the hallmarks of high-quality service learning and spoke to the importance of educating all stakeholders about these hallmarks.

Following Anita’s remarks, Donna took the Leadership Team as a whole, the grade-span coordinators (Sharon, Holly, Heidi, and Curt), and the external service-learning consultant (Connie) through their roles and responsibilities:

- Role of the Leadership Team
 - *designate a service-learning coordinator (lead contact for the grant, financial manager, and progress reporter)*—Donna will serve as that person.

- *agree to group norms (see sample) and roles during meetings [facilitator, time keeper, note maker]*—We agreed to use the sample group norms for now, and Donna offered to type up the minutes since she is accustomed to doing so for many meetings and will then have the files on her computer when it comes to gathering evidence for a report or presentation.
- *develop an action plan and budget*—This will be our chief agenda item for November and our homework between now and then.
- *meet regularly to implement the action plan and maintain minutes of all meetings*—We scheduled meetings for the year.
- *develop a vision for service learning during and beyond the life of the grant*—We agreed we would work on this after our action plan and budget work was completed.
- *promote and celebrate high-quality service learning, K-12*—We will have to decide whether this is best done at the school level or at the district level, but want to encourage celebrations in classrooms and schools as projects are completed during the year.
- *approve the mini-grant application*—We accomplished this act at this meeting.
- *approve mid-year and end-of-year reports*
- *attend 2-day August celebration of service learning with other grant recipients*—Donna planted the seeds of awareness and opportunity (more on this once we have a date and location).
- *work towards sustainability of service learning after 2011-12, including incorporating a line for service learning in the local budget and adopting one or more policies supporting service learning (recommended that service learning be a requirement for promotion from middle school to high school and/or a graduation requirement)*
- **Role of the grade-span coordinators**
 - *serve on the district Leadership Team as a grade-span representative for the Learn and Serve America (LSA) Service Learning Grant*
 - *attend a service-learning workshop (facilitated by Anita) designed to acquaint you with the hallmarks of high-quality service learning*—Anita sent out an email after our meeting requesting consensus on a date in October.
 - *provide all staff in your grade span with information about service learning, including what needs to be done to submit a proposal for funding a service-learning project*
 - *to approve/not approve projects based on available funding and the extent to which they reflect genuine service learning as opposed to community service*
 - *collect and submit receipts for approved expenditures*
 - *collect and submit project evaluations*
 - *publish at least one story about a service-learning project occurring in your grade span in the LINCOLN NEWS once per trimester, K-8, or once per semester, 9-12*
 - *be a contact person in the event that information from one or more teachers in your grade span is needed*
 - *find representation for your grade span at any required LSA events*

- *complete any LSA-required surveys and make sure teachers and students at your grade span complete required surveys*
- *try to obtain one fully documented project for your grade span, ideally one that helps economic development in the community in some way*

Larry pointed out that the stipend we are offering grade-span coordinators is insufficient for the kind of responsibilities that they have. Anita and I agreed and promised to address this issue for next year. We hope to be able to put a line in the local budget to support some of the service learning in the district and “grow that line up” over the next three years so that when the grant expires, we can sustain the work without grant funds. Each year the grant reduces the amount of money we can spend on personnel costs, so it is imperative that we address this issue as quickly as possible. These teachers are being paid \$12.50/hr. for their Leadership Team meetings above and beyond their stipend, so that helps some.

- **Role of Connie Carter, external service-learning coordinator**
 - *assist MA social studies teachers with their Community Partners Fair—Connie has been working with these teachers since late August and met with them again for an hour just before our meeting today.*
 - *educate community partners about the importance of service learning and the role they play in high-quality service-learning projects—November 5th (evening) and 6th (morning) have been set for meeting with partners associated with the MA Public Policy project.*
 - *educate the RSU No. 67 Board of Directors about the importance of service learning and the role they play in helping us sustain service learning in the district*
 - *help us assess the impact of at least one project in each grade span*
 - *help us build local capacity for sustaining this kind of work beyond the 3-year grant*

Meeting dates for the rest of the year were established:

- **November 5** (3:00-4:30)
- **December 16** (3:00-4:00ish)
- **January 13** (3:00-4:00ish)
- **February 10** (3:00-4:00ish)
- **March 17** (3:00-4:00ish)
- **April 14** (3:00-4:00ish)
- **May 19** (3:00-4:00ish)
- **June 2** (3:00-4:00ish)

Once meeting dates were established, we looked at a draft of an action plan and agreed to look it over in greater detail before the next meeting so that changes could be made at that time and a budget could be developed to support the action steps.

We looked at a mini-grant application modeled after ones used in Old Town and Union 98 and approved that application with minor revisions.

The meeting concluded with questions and answers. I promised that the remaining meetings would be more relaxed and apologized for the frenetic pace of this initial meeting. There just was a ton of information to share in order to launch our work officially for the year.

Thank you for all showing up and being on time. Anita and I are excited about what the future holds for teachers and students because of your enthusiasm and commitment. Let us know how we can support you as we continue our journey together.

Next Meeting: November 5th, 3:00-4:30 P.M. in the MA Conference Room

Primary agenda item: Finalize the Action Plan and Budget for 2009-10