

**SWALLOW SCHOOL DISTRICT**  
**W299 N5614 Highway E**  
**Hartland, Wisconsin 53029**

**TEACHING AND LEARNING COMMITTEE MEETING**      **February 25, 2014**      **5:30 p.m.**

Board Members: Karen Trimble and Rebecca Morrison

School Staff: Melissa Thompson, Kyle Moore, Candy O'Connell, Charisse Simcakowski, Chris Evans, Megan Arreola, Rachel Crockford

Community Members: Kim Hofkamp, Laura Johnson, Michele Koper and Brian Yearling

Members Excused: Andrew Joseph, Kelly Cavaiani, Lynn Welscher, Carri Oosterbaan, Karyn Roelke and Tim Lemke

The Teaching and Learning Committee convened at 5:34 p.m.

**DISCUSSION**

- A. Review of 15 Month Staff Development Plan: Melissa Thompson provided an overview of the 15 Month Staff Development Plan, highlighting the specific areas of focus aligned to the district's four strategy areas and Board Goals. The 2014-15 school year is when many of the state-level changes take root including Educator Effectiveness and SMARTER Balanced assessment system. This plan ensures the staff is meeting student needs while also learning and implementing all state requirements and district expectations as needed. The staff appreciates the Board's approval of an Early Release day per month to assist in providing adequate just-in-time learning for staff according to this 15 month plan.
- B. Review of Action Plan for Excellence in Personalized Learning
1. Curriculum Renewal and Revision Process and Progress: Melissa Thompson, Kyle Moore, and Rachel Crockford all explained and showcased examples of the significant work that has happened to create learning targets for each course and grade level at Swallow. Learning targets are expected to be finalized and brought to the Board for approval in April.
  2. Grading for Learning: Melissa Thompson, Kyle Moore, and Rachel Crockford all explained the staff development in support of moving to a school-wide grading system aligned to this philosophy, as outlined in the Action Plan for Excellence in Personalized Learning. Details and materials from the prior day's staff development were shared along with:
    - i. Expectations for teachers moving forward which include piloting a standards-based unit in the 4<sup>th</sup> quarter and transitioning to standards-based grading in 2 prep areas for next year.
    - ii. Board Policy may need to be updated to reflect shifts in philosophy and practice related to *Grading Systems* and *Homework*.
    - iii. Communication Plans are being developed to showcase what the philosophy of Grading for Learning is, how standards based grading fits within that philosophy, what will remain the same with curriculum,

instruction, assessment, and feedback, and what will be different in each area moving forward.

C. Vision for Educational Programming: Feedback from the *Community Conversations* series was reviewed by the committee. Parents and students will also be asked to provide feedback in this area on the upcoming Parent and Student Surveys coming from the district. The committee reviewed segments of a draft version of the survey and provided feedback on the wording of questions.

D. Implementation of Three Year Technology Plan

1. Student Information System: Melissa Thompson reviewed the process used in the selection of Infinite Campus to become the district's new Student Information System. Staff is working with Infinite Campus to begin the transition and look forward to the increased opportunity to personalize learning for students using this software.
2. Device Purchase and Implementation Plan: Candy O'Connell provided an overview of the devices purchased and upcoming plan for implementation in accordance with the Three Year Technology Plan. Communication to families will come in the March *Synopsis* so that those looking to purchase a device for their child in the future know what the school has chosen and why.
3. Google Apps transition: Candy O'Connell reviewed the implementation of Google Apps so far with staff and grades 6-8. Fifth grade has also asked to begin to use this software with students beginning fourth quarter. All grades will be using Google Apps beginning next year.

E. Review of Action Plan for Excellence in Character and Community: Kyle Moore provided an update of progress and next steps in this area for the committee including the NED show, the strengthening of the Buddy Program, the chances for older students to have 'jobs' to support teachers and students in younger grades, and how expectations are being reinforced with students and recognized at the school level.

F. Update on Educator Effectiveness Pilot and Planning for Full Implementation: The pilot team finished all training and inputted both Student Learning Objectives and Personal Professional Goals into TeachScape. The team continues to dialogue about this process and how to best train all staff for implementation next year.

G. Other Business: No other business was brought forward.

**ADJOURNMENT**

The Teaching and Learning Committee meeting was adjourned at 7:53 p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

Approved: \_\_\_\_\_

\_\_\_\_\_, President

\_\_\_\_\_, Clerk