

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

**TEACHING AND LEARNING COMMITTEE MEETING      May 6, 2014      5:00 p.m.**

Board Members: Karen Trimble

School Staff: Melissa Thompson, Kyle Moore, Candy O'Connell, Kelly Cavaiani , Chris Evans, Tim Lemke, Rachel Crockford

Community Members: Karyn Roelke

Members Excused: Andrew Joseph, Lynn Welscher, Jodi Patterson, Laura Johnson, Becky Morrison, Brian Yearling, Charisse Simcakowski, Kim Hofkamp, Megan Arreola, and Michele Koper

The Teaching and Learning Committee convened at 5:03 p.m.

**DISCUSSION**

- A. Staffing for 2014-15: Melissa Thompson provided an overview of some staffing roles and responsibilities for next year including Tim Lemke serving as the Coordinator of Instruction and Student Services, Rachel Crockford serving as the Coordinator for Instruction and Activities, the hiring of a new full time special education teacher and Reading Specialist leadership roles for Briana Stover and Krissy Perugini in addition to their teaching responsibilities.
  
- B. Review of Action Plan for Excellence in Personalized Learning
  - 1. Rachel Crockford presentation the updated Gifted and Talented Plan and process used to create it, which will go to the School Board for approval at the May Board meeting. Tim Lemke provided an overview of the Special Education program and vision for it moving forward.
  - 2. Rachel Crockford provided an overview of the completed Curricular Documents which will be approved by the School Board in May.
  - 3. Melissa Thompson provided an overview of the proposed Process for Curricular and Programmatic Review moving forward.
  - 4. Melissa Thompson provided an update on the Innovation Grant Proposal process. Committee members were solicited for participation on the review team.
  
- C. Parent Engagement and Communications Plan: the committee engaged in the formation of a communications plan around each of the following topics to guide upcoming communications and opportunities for involvement in learning.
  - 1. Personalized Learning at Swallow
    - i. Curriculum and Learning Targets
    - ii. Process for Curricular and Programmatic Review
    - iii. Gifted and Talented Program Plan
    - iv. Special Education Programming Information
    - v. Target Based Grading
    - vi. Technology Implementations

2. The committee additionally helped to designate a rotation for each department/content area to be reviewed over the 5 year cycle put forth in the Curriculum and Programmatic Review Process. This will be taken to the full School Board for approval in May.

D. Review of Action Plan for Excellence in Character and Community: Kyle Moore provided an update about the recent assembly and next steps with the PBIS committee's work for next year.

E. Update on Educator Effectiveness Pilot and Planning for Full Implementation: Melissa Thompson reported that the pilot experience continues to unfold and Swallow staff is appreciative of the chance to learn more about the new system prior to full implementation next year.

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

### **ADJOURNMENT**

The Teaching and Learning Committee meeting was adjourned at 7:13 p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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