

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 11/4/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Janet Deaton and Marvin Smith for representing principals)

Overall Purpose: *Montgomery County Schools will graduate life-ready, globally competitive students who are leaders in their community, who value diversity, and who are College and Career Ready.*

Agenda Item	SP/SG	Person Reporting	Time	Action(s) Taken	Assigned To	By When
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Celebrations	All	Dale	5 min	<ul style="list-style-type: none"> Pre-K Trick or Treating was fun and went great! EMS & WMS went to the A&T Football game with football players and cheerleaders. 		
Superintendent Division				Dr. Ellis		
<ul style="list-style-type: none"> What do principals and CSS admin need to know and do? 	All	Dale	5 min	<ul style="list-style-type: none"> November board agenda is set. Please send all principal’s meeting items to Dr. Perkins. 		
<ul style="list-style-type: none"> November BOE Agenda 	All	Dale	10 min	Dr. Jack Cagle <ul style="list-style-type: none"> Native American Heritage Month <ul style="list-style-type: none"> American Indian and Alaska Native Heritage Month National Scholarship Month National Career Development Month National School Psychology Awareness Month Monday, November 4, 2024, at 9:30 AM - Mandatory Counselor Meeting in the Staff Development Room Tuesday, November 5, 2024 - Safety Committee Meeting via Team Meets – a link will be sent. Next Truancy meeting will be Thursday, December 12, 2024. Please send names to Ms. Blue. 		
<ul style="list-style-type: none"> November Principal Agenda 	All	Dale	10 min			
<ul style="list-style-type: none"> Administrative Services Update 	All	Jack	10 min			
Learning Division				Wade Auman		

<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	All	Wade	5 min	<ul style="list-style-type: none"> • Bikes for Kids – MCS will hold the Bikes for Kids celebration on November 15th at Montgomery Central High School Auditorium beginning at 9 am. Principals, please make sure your essays have been submitted to Katie Hursey • EVAAS Data – We were informed at a recent meeting that EVAAS data for last year will be dropping on November 7th. This meeting was at the SAS Headquarters in Cary, so I am hopeful that we will receive the data on this day. • NCDPI Math Data Review Committee - The NCDPI K-12 Mathematics team is excited to share the application for the Math Standards Data Review Committee (DRC). DRC members will collaborate to analyze the data and create recommendations for use by a separate Standards Writing Team. Please review the DRC Scope of Work. If you are interested, please contact Wade Auman. Deadline for applications is November 29th. • PTEC Representative Meeting – We will be meeting with Dr. Lillie Cox on Tuesday, November 5th. Dr. Cox is the Director of PTEC and assists with providing the PD through the network. If anyone has any topics/suggestions, please email them to Wade Auman. • School Improvement Plans – The Learning Team will begin monthly coaching comments this month on SIPs. Remember, SIT meetings should focus on at least 1 indicator and you must upload meeting minutes from 2 monthly meetings focused on school improvement. If anyone has questions regarding their SIP or any coaching comments, please feel free to contact a member of the Learning Team. • Training Opportunities: <ul style="list-style-type: none"> ○ PTEC PD Offerings – If any staff members are interested in Professional Development, please look over the PTEC course offerings for 2024-25. If anyone is interested in attending, please communicate with your Principal and then email Joanna Perkins or Wade Auman to be signed up. Please use the link below to access the course offerings: 		
<ul style="list-style-type: none"> • Grant and Federal Program Updates 	GCS	Wade	10 min			
<ul style="list-style-type: none"> • Secondary Update 	GCS	Matthew	10 min			
<ul style="list-style-type: none"> • Elementary Update 	GCS	Joanna	10 min			
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Joanna	10 min			
<ul style="list-style-type: none"> • EC Update 	GCS	Ellen	10 min			
<ul style="list-style-type: none"> • Pre-K Update 	GCS	Vance	10 min			
<ul style="list-style-type: none"> • Differentiation Update 	GCS	Jessica	10 min			

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(ptecnet.org)

Matthew Swain

- **Secondary and CTE**
 - BETA BOX onsite career field trip at WMS Wednesday and Thursday
 - Will be at EMS in December
 - Middle schools will be kicking off Career Development Plans this month. Amy Garner will be sending home a letter that explains the process and how parents will be able to access the information.
 - There is a Xello course planner training on Friday. Counselors are encouraged to attend. We are not using Xello to register students for courses at this time, but it could be used in the future with IC.
- **Ongoing items:**
 - CTE teachers should continue using the spreadsheet provided to request instructional supplies.
- **Future Dates:**

Dr. Joanna Perkins

- **ELEMENTARY**
 - November 20 is the 60 Day NC ELI Deadline.
 - Letterland Training Full Day December 6 - [Link](#)
- **CURRICULUM SUPPORT K-12**
 - On November 7, we will have the CKLA Literacy Coach here in person for PD from 11-4. [Link to 11/7 Attendance](#) - Amplify will be available for questions starting at 11am but PD won't begin until 12pm.
 - November 8 K-5 Teacher Assistant PD from 1:00 pm - 3:30 pm at PSES Media Center. We will be doing Science of Reading / small group strategies.

				<ul style="list-style-type: none"> ○ District PDSA Group has been rescheduled for November 12 from 3-4pm with a virtual option. Participation is required. Links to agendas and Google meets need to be added here: Link ○ November 19 is the AVID Chatham Central High Site Visit - please email me if you are planning to attend and sign up here: Link (So far: Leslie Thomas, Enoc Robledo, Marvin Smith, Wayne Kocher, Caleb Rushing) ○ December 1 deadline for Young Authors - also art (submit entries to Dr. Perkins): Link about Young Authors. The theme for the 2024-2025 Young Authors' Project is Beacons of Light Shining Towards a Brighter Future. ● FYI Links: <ul style="list-style-type: none"> ○ MCS Calendar 2024 - 2025 ○ Literacy Intervention Plan ○ IF Newsletter Links: Feel Good Friday ○ MCS Curriculum One Stop Shop ○ Curriculum Support Resources <p><i>Ellen Jones</i></p> <ul style="list-style-type: none"> ● New Items <ul style="list-style-type: none"> ○ *Wednesday, November 6 - Assistive Technology Team meeting at 2:30 pm Central Office Staff Development room ○ * Friday, November 8 - The in-person CPI training will be held in the media center at MCHS starting at 11:30 ● *IMPORTANT: Streamlined Accommodations Functionality: The OEC has worked in collaboration with the ECATS Advisory Group to make updates to the functionality of the Accommodations section of the IEP. With special thanks to that group, the changes to the Accommodations section of the IEP Process is planned for November 8, 2024. Please share the attached IEP Accommodations Tip Sheet with staff for step-by-step directions on navigating the new streamlined process. ● Starting November 8th, the following changes will be made: 		
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				<ul style="list-style-type: none"> ○ · When classroom activities are selected, the participation level will default to “Participating with Accommodations”. Users only need to add the classroom activities in which students are “participating with accommodations”. ○ · District Assessments and State Tests will have “Standard Participation” and “Participating with Accommodations” as the participation level choices. Users must select the participation level that matches the IEP Team decision. ○ · Student accommodation(s) should be provided based on the classroom activity; therefore, “location” has been removed as a choice in the classroom activities section. ○ · An Edit All Accommodations button has been added for batch editing. ○ · The “Add Implementation Specifications” list has been reorganized alphabetically by accommodation and then by test for easier navigation. ○ · The printed pdf of the accommodations section of the IEP has been reformatted for clarity. ○ · The IEP-at-a-Glance PDF document has been updated based on the changes made to the accommodations section. ● *CANCELLED: Wednesday, November 13 – EC Teachers and Related Services meeting in the Central Office Staff Development room ● Ongoing Reminders <ul style="list-style-type: none"> ○ *If schools are using an EC teacher assistant to drive an extra bus route that will make them late getting to their self-contained class, be sure you are sending another staff member to that self-contained class to assist until the bus driver reports to the classroom ○ *Inactive EC folders should be delivered to the EC office once a student has transferred out ○ *If the IEP team is considering adding services that would result in additional expense, please 		
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				<p>contact Ellen prior to the meeting so we can ensure funds are available and properly budgeted (for example: IEP team is considering asking for a one-on-one)</p> <ul style="list-style-type: none"> ○ *ECATS Hearing Screening Updates - ECATS Hearing Screening Updates- Users will see enhancements to the hearing screening section in the Referral and Eligibility Processes in ECATS. Details are included in the Hearing Screening Updates ○ *Continue to be intentional with EC and parent engagement as we will be participating in the 2024-2025 EC Parent Survey ○ *P6 (Complete for initial/out-of-state transfer, parent requests, MTSS, etc.) (90-DAYS) ○ *Compensatory Education Tracking Form https://docs.google.com/spreadsheets/d/1OUyXaXp13RZ1muJucay4xFUjW_grkxHpI6dHi8IGQQw/edit?usp=sharing ○ *NEW Internal Child Find Form- https://forms.gle/W6ztoy5HpgKB2MgP6 (Complete for initial/out-of-state transfer, parent requests, MTSS, special education referral, etc.) NEW Reevaluation Tracking Form- enter all reevaluations ○ * MLA ALP EC Service Forms https://docs.google.com/spreadsheets/d/17FARHxjoCx7Z8mYb2tqOTl-c8cXrvnuuZYmE4yujqDs/edit?usp=sharing ○ *EC Homebound & Modified Day & MLA- Email Ellen prior to an IEP Team meeting IF you are considering a change in placement - Follow DPI Guidance in EC Handbook & Meet Every 30-days. ○ *December 1 Headcount- Start preparing now and reviewing paper files and ECATS. Please make sure the Signed Consent form is in the folder. ○ *IEP and Related Services Reminder-The IEP and Plan of Care MUST be finalized at the same time 		
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and use the same dates. If services are logged BEFORE a Plan of care is on file, we cannot bill for the services during the regular billing cycle and may be able to recover funds at the end of the year at a reduced rate. Once the IEP dates change, the Plan of care dates need to change too. The Consent to Evaluate and the Consent for Services must be on file and the sections must be completed in ECATS to avoid a false 90-days violation error.

Vance Thomas

- Thank you for allowing the PreK children to trick or treat at the Central Office last week.
- Site monitoring tools should have been completed by each site by November 1, 2024. Next steps will be site visits.
- We have started event planning for our PreK/K registration events in 2025. Please contact me if you have any ideas or any questions.
- PLC meeting at 1:00pm on Friday, November 8, 2024, at Green Ridge Elementary.

Jessica Lowder

- **MTSS**
 - Any student receiving intervention should have a plan created in ECATS.
 - Feedback on core plans in ECATS will sent out to Instructional facilitators and principals.
- **AIG**
 - Governor’s School- Applications due to the Learning Division by November 25th.
 - **Eligibility requirements: To be eligible to apply to the NC Governor’s School, a student must meet at least one of the criteria listed below:**
 - Cumulative unweighted GPA of 3.25 or higher;
 - Cumulative weighted GPA of 3.5 or higher;

				<ul style="list-style-type: none"> ■ Score of 4 or higher on an NC End of Course assessment; ■ Score of 3 or higher on an Advanced Placement exam; ■ Grade of B or higher in a Career College Promise course on the Comprehensive Articulation Agreement, or a university course; ■ Minimum composite score of 19 on the Pre-ACT/ACT or a minimum score of 1010 on the PSAT/SAT; ■ Minimum score of 90th percentile on aptitude assessment (composite or subtest). <ul style="list-style-type: none"> ○ <input checked="" type="checkbox"/> Governor's School -Folder for application, recommendation letters, and other information. <ul style="list-style-type: none"> ● ESL <ul style="list-style-type: none"> ● All LIEPs should be finalized as of Friday, October 31. If anything else is needed, I will email ESL staff and principals. 		
<p>Operations Division</p> <ul style="list-style-type: none"> ● What do principals and CSS admin need to know and do? ● Auxiliary Services Update ● Human Resources Update ● Accountability Update 	<p>All</p> <p>21 Sys</p> <p>LGI</p> <p>21CP</p>	<p>Matthew</p> <p>Matthew</p> <p>Emily</p> <p>Amanda</p>	<p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p>	<p>Matthew Woodard</p> <ul style="list-style-type: none"> ● Bus driver training pipeline is running smoothly. ● Finished all tabletop exercises with all schools. Changes to safety plans will be made. <p>Dr. Emily Shaw</p> <ul style="list-style-type: none"> ● Please remember your one-stop shop in the HR Hub! All current forms/policies are located here HR HUB ● Spanish in the Classroom PD from Sandhills Community College: <ul style="list-style-type: none"> ○ This course is designed to bridge the communication gap between you, your Spanish-speaking students and parents with essential Spanish for teachers. This course starts with Spanish basics and provides survival phrases for parent-teacher conferences so that you can discuss progress, deal with academic and behavior problems, and provide grades and homework. ○ It is self-paced module - 6 weeks to complete (Starting January 15th) 		

				<ul style="list-style-type: none"> ○ The district will cover the cost of the class for the first 15 to sign up. If you are interested in this opportunity, please complete the Google form. ○ Visit the link for more information: Info ○ Spanish in the Classroom Sign-Up ● Adjustment to the 24-25 school calendar – Please note the calendar currently reads that 12/23 is a Holiday and 12/24 is an AL day – Those two codes will flip flop. 12/23 will become an AL day and 12/24 will become a Holiday. Additionally, 1/3/25 is listed as a Holiday, and 1/2/25 is listed as an AL day. Those codes will flip flop as well. ● 9/27 Makeup Day: 2/7/25 will now be a full day for staff and students ● National Board interest meeting will be on November 7th at 3:30 in the Staff Development Room at the Central Office. ● The calendar committee met last week and will have a copy of the two final versions this week to share with staff one more time. All final adjustments will be made and shared at the November meeting. This way the calendars can be presented at the December meeting. ● Mentor Logs: MUST HAVE 6 hours documented!!! Principals DO NOT sign if they do not have 6 hours!!!! ● Clinical Hours: If you have someone reach out to you needing to observe a classroom/teacher/student from a college please direct them to HR and we will help set that up. We need to make sure we have a current MOU including a background check prior to someone being around students. ● Ethics Video and AccuTrain: Please review the following handout with specifics concerning training videos for the year. Shainia sent an email on 8/20/24 with instructions for staff to complete. Training Instructions <ul style="list-style-type: none"> ○ Set one must be completed by 9/6/24 (Ethics video and concussion pp) - send sign off sheet to Shaina White ○ Please remind staff to be watching the AccuTrain videos. Remember employees were given access to all videos required to complete. ○ Certified Staff can receive CEUs for this activity. After ALL videos are complete, please print verification from ACCUTRAIN and send it to Emily Shaw. (10 contact hours) 		
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				<ul style="list-style-type: none">● NCEES: Please refer to the NCEES timeline in the HR HUB. Ms. Ward sent principals their cheat sheets with the plan types. Please go in and set plan types for employees<ul style="list-style-type: none">○ NCEES Orientation should have been completed by 9/9/24○ NCEES issues should be directed to Emily Shaw or Wade Auman○ PDPs were due 9/25/24- I sent out progress forms last week. Please make sure to finish these up ASAP. – Remember if you are planning to put someone on a monitored or directed plan – talk with me first.○ Round one observations for all cycles were due 10/14/24● Subs: Please be patient as we build our sub pool. There is a current list of all trained subs in the HR Hub. Please make sure you are only using these subs. They have all been set up in WillSub+ and can pick up jobs. Additionally, all teachers have been added to WillSub+ and can enter their absences. It is imperative that ALL teachers enter their absences in WillSub+. If you need training on how to do this, please reach out to me and I will assist.<ul style="list-style-type: none">○ PLEASE HAVE ALL TEACHERS MAKE SURE THEY CAN THEIR LOGIN IN WORKS.○ Login is the same for returning teachers○ New MCS employees go to WillSubplus.com, enter email, click on forgot password and it will send a temp password. They will then reset their password○ Email Emily Shaw with issues● If you have a sub starting the year to cover a vacant position, please make sure to complete a staff action form to serve as an interim employee● If you have a staff member teaching a “4th block” or teaching a block for MCC, please let HR know ASAP so they can be added to the spreadsheet to ensure they are paid for their additional services.● K-3 Class size: We are in compliance as of now! Please make sure to communicate with Ms. Deaton if you have new enrollments for assistance with placements.		
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				<ul style="list-style-type: none">● Staff Action forms: Please make sure you are using the most current version. Additionally, please make sure it is filled out. If you are unsure of a section, please reach out to me or Crystal and we will provide guidance. Staff Action Form<ul style="list-style-type: none">○ Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.○ Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.○ Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.● Praxis support<ul style="list-style-type: none">○ MCS has partnered with Learning Liaisons - a company that has a 92% Praxis pass rate. If you have a teacher trying to clear a license, please have them contact Jordan Hamilton for a study code!● Time<ul style="list-style-type: none">○ Please make sure part-time employees are not working over 29 hours per week.○ Full-time, classified employees Cannot go over 40 hours a week<ul style="list-style-type: none">■ Can clock out for lunch■ Leave early/arrive late – modify time○ Dual employees - cannot make up time missed from the primary job (employee is not percentages down until they miss more than 97% of their assigned hours● Homebound Services: If you have a student in need of homebound services – Please utilize the attached handbook. You will email ALL completed applications to Emily Shaw and Jack Cagle. Please let us know if you have any questions or if we can be of assistance. Homebound Handbook● Homegrown Updates<ul style="list-style-type: none">○ Keep pushing Homegrown teachers – See the information attached Homegrown		
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				<ul style="list-style-type: none"> ○ Homegrown instructors - If you have a homegrown instructor in your building, please let me know so they can get paid at the end of the semester. ○ Homegrown Apprenticeship - information coming soon ● <u>Upcoming Dates</u> <ul style="list-style-type: none"> ● October 29: Q1 Attendance Celebration ● October 30: Mentor Logs due to Mrs. Hamilton ● November 7: National Board Interest Meeting 3:30 Central Office ● November 12: Calendar Meeting (Final Meeting) ● November 14: BT 1 Virtual Check In 3:15 ● November 20: Mentor Logs due ● November 21: AP Meeting at MLA 8:30 ● <i>Amanda Deaton</i> <ul style="list-style-type: none"> ● <i>Accountability Updates:</i> <ul style="list-style-type: none"> ○ Amanda and AJ are in Burlington at Infinite Campus training all week. If you need either of us, please reach out. ● <i>Data Managers Updates:</i> <ul style="list-style-type: none"> ○ K-5 Class Size <ul style="list-style-type: none"> ■ If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know. ○ Next Meeting <ul style="list-style-type: none"> ■ Scheduled for November 13, 2024, at 8:30 in the Staff Development Room at Central Office ○ If we have any students to enroll as displaced from Hurricane Helene, please let Amanda know and we will work with Dr. Cagle’s office to ensure this enrollment is entered correctly. ● <i>Testing Updates:</i> <ul style="list-style-type: none"> ○ 2024-2025 Testing Calendar ○ Check-Ins for 3-8 Reading and Math window is this week 10/28-11/8. Please check your accommodations in NCTEST before testing. ○ 5 & 8 Science Check-in won’t be ready before Thanksgiving. 		
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				<ul style="list-style-type: none"> • Title IX <ul style="list-style-type: none"> ○ If anyone missed their school training, we will have make-up trainings scheduled at the CO each month. All employees are required to attend training each year. 		
Process Management <ul style="list-style-type: none"> • Media Minute • Other process issues? 	LGI All	Maddi Dale	5 min 5 min	<i>Maddi Lynthacum</i> <ul style="list-style-type: none"> • If anyone needs a badge made, please let them know to come by on TUESDAY or FRIDAY from 3-5 PM. If you cannot make it these days, please contact me. • Thank you to our media and marketing representatives. Our social media presence is incredible. • Schools - If something fun is happening in your school, please let Maddi know. • Send all school connections to Maddi • I sent all principals a badge acknowledgment form. To ensure the safety of our students, staff, and schools, this must be filled out before they come to see me. No paper, no badge. • I will be sending out information regarding the Christmas Card contest for all students so keep an eye out for that. 		
Budget & Resources <ul style="list-style-type: none"> • Budget Update 	21 Sys	Mitch	5 min	<i>Mitch Taylor</i> <ul style="list-style-type: none"> • no updates. 		

Next Steps:

SP/SG – strategic priority and strategic goal

Distribution: Central support administrators, building administrators, and web page.