

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 10/21/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Emily Dunn and Rufus Samkin 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	Active Assailant Drill went well on Friday AVID Coach came and went to different schools.			
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"> Get the November Board agenda to Dr. Ellis. Get the Principal’s meeting agenda to Wade or Joanna The principal’s coaching meeting is coming up. if anyone needs help/support please let us know. 			
<ul style="list-style-type: none"> November BOE Agenda 	All	Dale	10 min	Dr. Jack Cagle <ul style="list-style-type: none"> Key Events & Announcements: <ul style="list-style-type: none"> Principal Appreciation Month: <ul style="list-style-type: none"> Ongoing through October. Breast Cancer Awareness Month: Support awareness efforts and encourage participation in events or fundraising. Suicide Prevention PD window is open through October 22, 2024. Your safety reps will send information to required staff. National Bullying Prevention Month School Bus Safety Week TAG - October 24, 2024 - 3:30pm at the CTE Building. 			
<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			
	All	Wade	5 min	<ul style="list-style-type: none"> Federal Programs Compliance – Make sure you are collecting artifacts that justify the expenditure of federal funds and uploading them to the shared compliance folders. 			

<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? • Grant and Federal Program Updates • Secondary Update • Elementary Update • Curriculum Support Update • EC Update • Pre-K Update • Differentiation Update 	GCS	Wade	10 min	<ul style="list-style-type: none"> • Rotary Dictionary Day – Troy Rotary will be delivering dictionaries to all 3rd graders on October 24th. Principals, please plan to have all 3rd graders in one location to receive their dictionary. The schedule that will be followed is below for your planning purposes. If you have any questions, feel free to email Wade Auman. <table border="1" data-bbox="930 306 1654 776"> <thead> <tr> <th>LOCATION:</th> <th>*TIME:</th> <th>Approx. # of students (As of 10/3/2024)</th> </tr> </thead> <tbody> <tr> <td>Mt. Gilead Elementary School</td> <td>8:30 am</td> <td>32</td> </tr> <tr> <td>Page Street Elementary School</td> <td>9:20 am</td> <td>95</td> </tr> <tr> <td>Star Elementary School</td> <td>10:05 am</td> <td>43</td> </tr> <tr> <td>Green Ridge Elementary School</td> <td>10:40 am</td> <td>35</td> </tr> <tr> <td>Candor Elementary School</td> <td>11:25 am</td> <td>59</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • ELISS After-School Check-in Meeting – We will be meeting with grant representatives on October 29th regarding our ELISS afterschool grant. If anyone involved in the ELISS program has any topics/concerns for discussion, please email them to Wade Auman or Katie Hursey. • Principal PLC – The next Principal PLC will be on October 30th. Please use the link in the calendar invite to post topics for discussion. If anyone has questions, please email Wade Auman. • Early Literacy Specialist meeting – There will be a meeting with our Early Literacy Specialist on October 30th. If anyone has topics for discussion regarding K-3 literacy, please email them to Dr. Joanna Perkins or Wade Auman. • MCC Partnership Meeting – We will have a partnership meeting with MCC representatives on November 1st. If anyone has any topics/concerns regarding CCP/CIHS, please email them to Wade Auman. • School Improvement Plans – The Learning Team will begin monthly coaching comments this month on SIPs. 	LOCATION:	*TIME:	Approx. # of students (As of 10/3/2024)	Mt. Gilead Elementary School	8:30 am	32	Page Street Elementary School	9:20 am	95	Star Elementary School	10:05 am	43	Green Ridge Elementary School	10:40 am	35	Candor Elementary School	11:25 am	59		
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	GCS	Matthew	10 min																					
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	GCS	Ellen	10 min																					
	GCS	Vance	10 min																					
	GCS	Jessica	10 min																					

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:
 - 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:
[8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf](https://www.ptecnet.org/offerings/8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf)
([ptecnet.org](https://www.ptecnet.org))

Matthew Swain

- **Secondary and CTE**
 - Oct 24th: Regional Honors Portfolio Train the Trainer. Montgomery County has five seats for this train-the-trainer. I sent the 5 representatives' information about transportation if there are questions please let me know.
 - NC Presidential Scholars applications are due by Friday. The district may nominate 3 CTE students and 3 general education students to send to the state committee. Please reach out to Jack or Matthew Swain to make sure we don't send more than 3 applications.
- **Ongoing items:**
 - I have started work on the 2025 – 2026 High School Registration Guide. Principals, IFs, or anyone involved should contact me to let me know if you are offering new courses or removing old courses. A link to the current Guide is included here:
<https://sites.google.com/montgomery.k12.nc.us/2024-2025registrationguide/home>

- CTE teachers should continue using the spreadsheet provided to request instructional supplies.

- **Future Dates:**

- November is Career Development Month

Dr. Joanna Perkins

- ELEMENTARY

- Letterland is a requirement in K-2. Please check that teachers have the display updated like they did pre-Covid; they may write Days 1-5 if needed. ([Link to poster](#))
- LETRS Training Thursday, October 24 and ongoing - [Year 1 Link](#); [Year 2 Link](#)
- Letterland Training Friday, October 25 and December 6 - [Link](#)
- OEL Friday Update from DPI - [Link](#); ELS October News - [Link](#)

- CURRICULUM SUPPORT

- K-12 Math Updates from DPI - [Link](#)
- Although we have the PDSA cycle to match units, do not let any "moss" grow on the boards -- keep up the perky pace with data.
- November 1 deadline for a DAR contest (video or writing): [Link about DAR Contest](#) (Please forward to 5-12 grade History teachers.)
- On November 7, we will have the CKLA Literacy Coach here in person for PD from 11-4. Thank you for completing this sheet: [Link to 11/7 Attendance](#) - Be sure people who need subs are securing them.
- 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](#)

				<ul style="list-style-type: none"> ○ 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) ● FYI Links: <ul style="list-style-type: none"> ● MCS Calendar 2024 - 2025 (Additions are highlighted in Yellow) ● 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"> ● <i>New Items</i> <ul style="list-style-type: none"> ○ *10 staff members are registered for CPI training. Books should be distributed to participants this week. The in-person session will be held in the media center at MCHS on Friday afternoon, November 8 ○ *Inactive EC folders should be delivered to the EC office once a student has transferred out ○ *Be meticulous with the paperwork – make sure all student files are up-to-date and correct in ECATS ● <i>Ongoing Reminders</i> <ul style="list-style-type: none"> ○ *Always adhere to the 90 day timeline. Watch your dates! ○ *If the IEP team is considering adding services that would result in additional expense, please 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) ○ *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
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- *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_grkxHp16dHi8lGQOw/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.



Vance Thomas

- PreK Sites need to have their 2024-2025 Site Monitoring Tool completed by the end of October. Mr. Thomas will review with each site beginning in November 2024.
- PreK PLC meeting at 3:15pm at Candor Elementary School on October 23, 2024.
- All Brigance Early Childhood Screening Tools should be completed on each child by the end of October 2024.

Jessica Lowder

- **MTSS**
 - All core plans (Literacy, Math, Attendance, Behavior) are due in ECATS by October 31st. If any support is needed, please contact Jessica

				<ul style="list-style-type: none"> • <u>AIG</u> <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ■ Cumulative unweighted GPA of 3.25 or higher; ■ Cumulative weighted GPA of 3.5 or higher; ■ 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). ○ Governor's School -Folder for application, recommendation letters and other information. ○ CogAT testing is underway. • <u>ESL</u> <ul style="list-style-type: none"> • ESL teachers are working to set up LIEP meetings in Ellevation. These must be signed by all teachers who provide instruction to the ML student. All meetings need to be completed and signed by October 31st. 		
Operations Division	All	Matthew	10 min	<p><i>Matthew Woodard</i></p> <ul style="list-style-type: none"> • Tabletop exercises at Page Street, Troy, MLA, and Green Ridge this week. 		

<ul style="list-style-type: none"> • What do principals and CSS admin need to know and do? 	21 Sys	Matthew	10 min	<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 • 9/27 Make Up Day: 2/7/25 will now be a full day for staff and students • Please see the attached document for staff perfect attendance requirements and celebrations. Staff Perfect Attendance • The calendar committee met last week and has 2 versions of a calendar. Your rep should be sharing these calendars for feedback to bring to the October 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. • 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. 			
<ul style="list-style-type: none"> • Auxiliary Services Update 	LGI	Emily	10 min				
<ul style="list-style-type: none"> • Human Resources Update 	21CP	Amanda	10 min				
<ul style="list-style-type: none"> • Accountability Update 							

○ 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.
 - 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.
- 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](#)
 - 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
 - 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
 - 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
 - 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
 - Keep pushing Homegrown teachers – See the information attached [Homegrown](#)
 - 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
- **Upcoming Dates**
 - October 22- Calendar Committee Meeting 3:15 at Central Office
 - October 22- BT1 Meeting 3:30 CTE Building
 - October 23- BT2-3 Meeting 3:15 Virtual Check In
 - October 23: AP PD at MGES 9:00

- October 24: Q1 Staff attendance due to Shaw
- October 29: Q1 Attendance Celebration
- October 30: Mentor Logs due to Mrs. Hamilton

Amanda Deaton

- ***Accountability Updates:***
 - If anyone has new employees needing access to PowerSchool, please complete the access request from the HR Hub and submit it to Amanda.
 - Please remember if you are going to use any programs or share any student data with companies, you will need to check to see if a data share agreement is needed. You can call or email Amanda and she can help you determine what is needed.
 - **Please hold all boxes of shred that your school may have. Ms. Deb does not have storage room for shred at the current time.**
- ***Data Managers Updates:***
 - K-5 Class Size
 - **If you enroll or withdraw a student in K-3, please email Amanda Deaton and let her know.**
 - **The 40th day of school is Wednesday and we need to be in compliance with class size before this day.**
 - Next Meeting
 - 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.**
- ***Testing Updates:***
 - [2024-2025 Testing Calendar](#)
 - **WIDA Screener- STCs please turn in your Test Ticket Destruction form to Amanda ASAP.**

				<ul style="list-style-type: none"> ○ RtA Alternative Assessment window is 10/21-10/25. ○ Check-Ins for 3-8 Reading and Math window is 10/28-11/8. ○ 5 & 8 Science Check-in won't be ready before Thanksgiving. ○ MCEC PreACT will take place 11/1. ○ If you have students who would benefit from the read-aloud feature for the Math and Science Check-Ins, please complete and return the form that was sent out by Amanda, before their scheduled check-in. ● Title IX <ul style="list-style-type: none"> ○ Upcoming Building Trainings <ul style="list-style-type: none"> ■ 10/22- SES Cafeteria Staff 10:00 ■ 10/23- PSE Cafeteria Staff 10:45 ■ 10/24- MCEC 2:40 ■ 11/4- EMS 3:00 		
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 and FRIDAY from 3-5PM ● 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 ● Central Office Pre-K Halloween is on October 31st starting at 9:00 AM. There is a sign-up sheet in the kitchen. <i>Dr. Ellis</i>		
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 news 		

Next Steps:

SP/SG – strategic priority and strategic goal

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