

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 10/14/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Adam Matthews and Dr. Amy Reynolds 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"> MLA Alumni signed with a bluegrass band and MLA administration went to support him. Candor had a successful Literacy night and fun Pre-K Fire Department visit. 		
Superintendent Division				<p>Dr. Ellis</p> <ul style="list-style-type: none"> send all board agenda items to Dr. Ellis Schools are now presenting their SIT plans instead of other. Principal agenda - get information to Wade and Dr. Perkins <p>Dr. Jack Cagle</p> <ul style="list-style-type: none"> Key Events & Announcements: <ul style="list-style-type: none"> Hispanic Heritage Month: <ul style="list-style-type: none"> September 15 – October 15, 2024. 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 Wednesday, October 16, 2024: <ul style="list-style-type: none"> Unity Day: In honor of National Bullying Prevention Month, we ask everyone to wear Orange to show support for kindness, courage, and inclusion. Thursday, October 17, 2024: <ul style="list-style-type: none"> Truancy Meeting starts at 1:00 PM - We will send reminders to principals and counselors tomorrow afternoon. <i>Note:</i> Only accepting 10-day truancy letters for unexcused absences. 		
<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 BOE Agenda 	All	Dale	10 min			
<ul style="list-style-type: none"> November Principal Agenda 	All	Dale	10 min			
<ul style="list-style-type: none"> Budget Update 	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"> • 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"> • Grant and Federal Program Updates 	GCS	Wade	10 min	<ul style="list-style-type: none"> • ELISS Grant meeting – There is a check in meeting scheduled for tomorrow, October 15th for updates to the ELISS grant. If anyone has questions/topics regarding the ELISS grant, please email them to Wade Auman or Katie Hursey. 		
<ul style="list-style-type: none"> • Secondary Update 	GCS	Matthew	10 min	<ul style="list-style-type: none"> • Low-Performing School Letters – Principals, please make sure you staple a copy of your low-performing school letter to each student’s report card for conferences this week. If you have any questions, feel free to contact Wade Auman. 		
<ul style="list-style-type: none"> • Elementary Update 	GCS	Joanna	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. Wade Auman emailed a schedule that will be followed to plan from. If you have any questions, feel free to email Wade Auman. 		
<ul style="list-style-type: none"> • Curriculum Support Update 	GCS	Joanna	10 min	<ul style="list-style-type: none"> • 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. 		
<ul style="list-style-type: none"> • EC Update 	GCS	Ellen	10 min	<ul style="list-style-type: none"> • School Based Mental Health grant – MCS applied for a SBMH grant at the end of last year. No announcements have been made regarding this grant to date. The website says they have pushed back awards to the middle of October. This grant will provide multiple wrap around services for our students. If you have any questions, feel free to contact Wade Auman. 		
<ul style="list-style-type: none"> • Pre-K Update 	GCS	Vance	10 min	<ul style="list-style-type: none"> • 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. 		
<ul style="list-style-type: none"> • Differentiation Update 	GCS	Jessica	10 min	<ul style="list-style-type: none"> • 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:[8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf](#) (ptecnet.org)

Matthew Swain

- **Secondary and CTE**
 - Middle School Counselors and other Staff were introduced to the Career Development Plan Legal Requirement last week. As part of that, we attended Xello Training. If you have any questions regarding the requirements, please reach out to Matthew Swain or Amy Garner.
 - **Oct 24th**: Regional Honors Portfolio Train the Trainer. Montgomery County has five seats for this train-the-trainer
 - 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>
- **Ongoing items:**
 - CTE teachers should continue using the spreadsheet provided to request instructional supplies.
- **Future Dates:**
 - November is Career Development Month

Dr. Joanna Perkins

- **ELEMENTARY**
 - The AR launch is in progress for K-5! Please check back **Tuesday, October 15** to see if students have been synced from Clever. (Here is a [link for Best Practices with Independent Reading](#) - Joy and Choice, not Competition)
 - **November 20** is the 60 Day NC ELI Deadline. [Link to access the Transition Reports](#) - handy for conferences.
- **CURRICULUM SUPPORT**
 - [MCS K-12 Curriculum One Stop Shop](#)
 - The longer PDSA cycle is ok; it should match the length of the units of study.
 - During the planning day after conferences (**October 18**), please encourage teachers to complete their kid talks, dig through curriculum resources, update PDSA, and write lesson plans. For K-8 ELA: Reprint existing pacing guides, because we are adjusting now that we know where we need more time.
 - **November 1** deadline for a DAR contest (video or writing): [Link about DAR Contest](#)

- K-8 ELA: On **November 7**, we will have the CKLA Literacy Coach Megan Newsome here in person for PD from 11-4. We can have up to 30 participants.
- 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](#)
- **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*. Young Authors may write about how they can be or have been a "beacon of light" for others in their families, schools, and communities; recognize those who have helped light the way or inspired them; how they have turned challenges into opportunities. Authors may write prose or poetry, fiction or nonfiction. Authors may write in their first language and submit along with an English translation. There is also a "Forever Young" category for staff.
- FYI Links:
 - [MCS Calendar 2024 - 2025](#) (Additions are highlighted in Yellow)
 - [Literacy Intervention Plan](#)
 - [IF Newsletter Links: Feel Good Friday](#)
 - [Curriculum Support Resources](#)

Ellen Jones

- **New Items**
 - *Principals should send names for the October CPI training TODAY
 - *Some EC teachers still need to send their schedule to Ellen (it was due Friday, October 11)
 - *The following meetings for this week have been cancelled:
 - **October 16 - 9:00 am** – Optional work session for EC teachers
 - **October 16 - 3:00 pm** – Least Restrictive Environment Team
 - **October 18 – 8:30 – 12:30** – EC teacher assistants meeting (they should be working in classrooms with their teachers since this is a protected planning day)
- **Ongoing Reminders**
 - *All administrators should utilize the behavior matrix consistently.
 - *Always adhere to the 90 day timeline. Watch your dates!

				<ul style="list-style-type: none"> ○ *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 ○ *Continue to be intentional with EC and parent engagement as we will be participating in the 2024-2025 EC Parent Survey ○ *PRC 118/119 Special Needs Targets Grants- Application in-progress (Due October 18) ○ *P6 (Complete for initial/out-of-state transfer, parent requests, MTSS, etc.) (90-DAYS) ○ *Compensatory Education Tracking Form https://docs.google.com/spreadsheets/d/1OUyXaXp13RZ1muLucay4xFUjW_grkxHpl6dHi8IGOOw/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-c8cXrvnuuZYmE4vuiqDs/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 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 		
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sections must be completed in ECATS to avoid a false 90-days violation error.

Vance Thomas

- Please share family engagement programming with families at conferences this week. One is from Teaching Strategies(Ready Rosie) and the other is from PBS Kids. Both are Free and can be linked to both email and a cell phone.
- Trick or Treating at the Central Office on October 31, 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.
- **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;
 - 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 window is open. I was notified of a glitch with the first session this morning. I am working with the company and technology to resolve as soon as possible.
- **ESL**
 - ESL PLC- Tomorrow at 3:15 PM in Staff Development Room. ESL staff need to bring

				<p>home language process documentation for newly screened students to the PLC.</p> <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. 		
<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"> “Great-Turkey Shortage” has ended. We will have thanksgiving turkey for students. Candor - Tabletop Training on 10/15/24 MCHS - Tabletop Training on 10/18/24 <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 		

				<p>someone on a monitored or directed plan – talk with me first.</p> <ul style="list-style-type: none"> ○ Round one observations for all cycles are 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. ● 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 		
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- 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 14- Round 1 observations due for all cycles
 - October 22- Calendar Committee Meeting 3:15 at Central Office
 - October 22- BT1 Meeting 3:30 Staff Development Room Central Office
 - October 23: AP PD at MGES 9:00
 - October 29: Q1 Attendance Celebration

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.**
 - Next Meeting
 - Rescheduled to October 16, 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.**
 - 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 you believe 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**
 - Upcoming Building Trainings
 - 10/14- TES Cafeteria Staff 10:30
 - 10/14- GRES 3:00
 - 10/15- MCHS Cafeteria Staff 10:00
 - 10/16- MLA 2:40
 - 10/22- SES Cafeteria Staff 10:00
 - 10/23- PSE Cafeteria Staff 10:45
 - 10/24- MCEC 2:40

				■ 11/4- EMS 3:00		
<p>Process Management</p> <ul style="list-style-type: none"> Media Minute Other process issues? 	LGI All	Maddi Dale	5 min 5 min	<p>Maddi Lynthacum</p> <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. We have children with allergies to red 40, egg protein, and milk so please check all ingredients for the candy you choose to hand out. 		
<p>Budget & Resources</p> <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	<p>Mitch Taylor</p> <ul style="list-style-type: none"> Sign up for health insurance! 		

Next Steps:

SP/SG – strategic priority and strategic goal

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