

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 10/28/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to JaMese Black and Enoc Robledo 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	WMS 6th grade had a fun trip around Troy. The Board of Education had a great trip to some 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"> Please get your items for the Board of Education meeting on November 4th to Cindy by lunch. The Principal’s meeting will be next Wednesday. Please get all the info to Wade and Dr. Perkins. 			
<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 has closed. Mrs. Medley will email the names of the completers to the safety reps and principals. The PD is only for certified teachers and assistants. October 28 - November 1 is Red Ribbon Week – Some schools celebrated it last week which is okay because it goes from October 23 – October 31, 2024 			
<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				

				<ul style="list-style-type: none"> School Counselors' Mtg. Tue 10/29/2024 1:30 PM - 3:00 PM CO Staff Dev. Room 		
<p>Learning Division</p> <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 	<ul style="list-style-type: none"> All GCS GCS GCS GCS GCS GCS GCS 	<ul style="list-style-type: none"> Wade Wade Matthew Joanna Joanna Ellen Vance Jessica 	<ul style="list-style-type: none"> 5 min 10 min 10 min 10 min 10 min 10 min 10 min 10 min 	<p>Wade Auman</p> <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. 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 this Wednesday, 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. 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. 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. 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:**
 - **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 \(ptecnet.org\)](https://www.ptecnet.org/offerings:8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf)

Matthew Swain

- Friday starts National Career Development Month.
 - - November 2024: National Career Development Month
 - - November 11-15, 2024: National Career Development Week
 - - November 13: National Career Development Day
- Middle schools will be kicking off Career Development Plans during this time frame. Amy Garner will be sending home a letter that explains the process and how parents will be able to access the information.
- HS principals should have received a link to the information portion of the HS Registration Guide. Please look over that and let me know what you would like added. The course code part of the guide will be added this week, although not all course codes have been released.
- Thank you to all the counselors and teachers that encouraged students to apply to colleges during college application week.
- **Ongoing items:**
 - CTE teachers should continue using the spreadsheet provided to request instructional supplies.

Joanna Perkins

● **ELEMENTARY**

- LETRS Training is ongoing - [Year 1 Link](#); [Year 2 Link](#). Those who have finished still benefit from refreshers in PLCs.
- Elementary Grading Schedule at a Glance - [Link](#)
- **November 20** is the 60-Day NC ELI Deadline.

● **CURRICULUM SUPPORT**

- [MCS Calendar 2024 - 2025](#) (Additions are highlighted in Yellow - several this week from around the district.)
- DPI Literacy in the Content Areas and Call for Math DRC Applications - [Link](#)
- PLCS - IFs and admin also use this time to share on Literacy, Math, Digital Learning, DOK, AVID, etc. in addition to the PLC Matrix for the Year - [Link](#)
- On **November 7**, we will have the CKLA Literacy Coach here in person for PD from 11-4. [Link to 11/7 Attendance](#) - Be sure people who need subs are securing them. They only need to take a half day. Amplify will be available for questions starting at 11 am but PD won't begin until 12 pm.
- **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.
- District PDSA Group has been rescheduled for **November 12** from 3-4 pm 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)

- FYI Links:

- [Literacy Intervention Plan](#)
- [IF Newsletter Links: Feel Good Friday](#)
- [MCS Curriculum One Stop Shop](#)
- [Curriculum Support Resources](#)

Ellen Jones

- *Behavior Support Team meets today at 2:30 in the staff development room at Central Office
- *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
- *Be meticulous with the paperwork – make sure all student files are up-to-date and correct in ECATS
- Ongoing Reminders
- * The in-person CPI training will be held in the media center at MCHS on Friday afternoon, November 8 for those 10 staff members enrolled
- *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 before the meeting so we can ensure funds are available and properly budgeted (for example: if the 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
- *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_grkxHpI6dHi8lGQQw/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/17FArHxjoCx7Z8mYb2tqOTI-c8cXrvnuuZYmE4yujqDs/edit?usp=sharing>
- *EC Homebound & Modified Day & MLA- Email Ellen before 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 simultaneously 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-day violation error.

Vance Thomas

- Finishing up Montgomery County Health Department dental visits this week.
- Mr. Thomas participating in a Child Care Services virtual meeting on Wednesday, October 30, 2024
- PreK Trick or Treating this week

Jessica Lowder

- **MTSS**
 - All core plans (Literacy, Math, Attendance, Behavior) are due in ECATS this Thursday, October 31st.
- **AIG**
 - Regional Meeting-This Friday in Whiteville, NC.
 - 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;

				<ul style="list-style-type: none"> ■ 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). <ul style="list-style-type: none"> ○ Governor's School -Folder for application, recommendation letters, and other information. ○ CogAT testing is underway. Instructional Facilitators will be working to get other information if needed from teachers to complete each gifted profile. Score reports from CogAT will be sent home once profiles are completed along with parent letters <ul style="list-style-type: none"> ● ESL <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 must be completed and signed by this Thursday, 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 	<p>All</p> <p>21 Sys</p>	<p>Matthew</p> <p>Matthew</p>	<p>10 min</p> <p>10 min</p>	<p>Brian Helms</p> <ul style="list-style-type: none"> ● learning.com launched last week. ● working on everything for digital citizenship. <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 Makeup Day: 2/7/25 will now be a full day for staff and students 		

<ul style="list-style-type: none"> Human Resources Update 	LGI	Emily	10 min			
<ul style="list-style-type: none"> Accountability Update 	21CP	Amanda	10 min	<ul style="list-style-type: none"> Attendance celebrations 10/29: We will start at 8:15 in the morning and make our way around to all of the schools National Board interest meeting will be on November 7th at 3:30 in the Front Conference 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. 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 		

				<ul style="list-style-type: none">● 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 their 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		
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				<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 (employees are 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 ○ 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 <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 13: BT 1 Virtual Check-In 3:15 ● November 20: Mentor Logs due ● November 21: AP Meeting at MLA 8:30 <p><i>Amanda Deaton</i></p>		
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				<ul style="list-style-type: none">● Accountability Updates:<ul style="list-style-type: none">○ 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.● Data Managers Updates:<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.● Testing Updates:<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.○ MCEC PreACT will take place 11/1.○ If you had anyone to miss the RtA assessment window last week, please let Amanda know ASAP.● Title IX<ul style="list-style-type: none">○ Upcoming Building Trainings<ul style="list-style-type: none">■ 11/4- EMS 3:00○ If anyone missed their school training, we will have make-up trainings scheduled at the CO each		
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				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	Maddi Lynthacum <ul style="list-style-type: none"> If anyone needs a badge made, please let them know to come by on TUESDAY and FRIDAY from 3-5 PM 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 needs to be filled out before they come to see me. No paper, no badge. Central Office Pre-K Halloween is on October 31st starting at 9:00 AM. A sign-up sheet is in the kitchen. Send me your notes. 		
Budget & Resources <ul style="list-style-type: none"> Budget Update 	21 Sys	Mitch	5 min	Mitch Taylor <ul style="list-style-type: none"> no notes 		

Next Steps:

SP/SG – strategic priority and strategic goal

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