

Montgomery County Schools

Meeting Minutes

Group: Cabinet

Date/Time: 10/7/24- 9:00 a.m.

Place: Central Office

Facilitator/Leader: Dale Ellis

Attending: Central Support and Assigned Principals (Thanks to Jon LaChance 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"> ● The band competition went great. ● The pre-K fall festival went well. The kids had fun! ● Instructional Coaches Day was yesterday! | | |
| <p>Superintendent Division</p> <ul style="list-style-type: none"> ● What do principals and CSS admin need to know and do? ● October BOE Agenda ● October Principal Agenda ● Budget Update ● Administrative Services Update | All | Dale | 5 min | <p><i>Dr. Ellis</i> <i>Dr. Jack Cagle</i></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. ● Fire Prevention Week (October 6 – 12) ● Wednesday, October 16, 2024: <ul style="list-style-type: none"> ○ Unity Day: In honor of National Bullying Prevention Month, we ask | | |

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| | | | | <p>everyone to wear Orange to show support for kindness, courage, and inclusion.</p> <ul style="list-style-type: none"> ● Thursday, October 17, 2024: <ul style="list-style-type: none"> ○ Truancy Meeting: More details to come. ○ <i>Note:</i> Only accepting 10-day truancy letters for unexcused absences | | |
| <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 | <p>All</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> <p>GCS</p> | <p>Wade</p> <p>Wade</p> <p>Matthew</p> <p>Joanna</p> <p>Joanna</p> <p>Ellen</p> <p>Vance</p> <p>Jessica</p> | <p>5 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> <p>10 min</p> | <p><i>Wade Auman</i></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. ● MCS/MCC Partnership Meeting – We will be meeting with representatives from MCC on Friday, October 11th to discuss our partnership. If anyone has any topics/concerns for this meeting, please email them to Matthew Swain or Wade Auman. ● Principals’ Meeting – We will hold the October Principals’ Meeting on the morning of Wednesday, October 9th. If anyone has any last-minute agenda items, please share them with Dr. Joanna Perkins. We will meet in the Staff Development Room beginning at 8:30 am. ● Teacher and School Leader grant – Principals, make sure you are signed up for Year 2 PD to comply with the TSL grant goals. Please use the form linked here to submit your school's request for PD: | | |

<https://forms.gle/eabCmTjTyFuYLqR27> If you have any questions, feel free to contact Wade Auman.

- **Tutoring Programs** – NCEd Corp tutors have started tutoring. If anyone has questions, feel free to contact Joanna Perkins or Wade Auman.
- **School-Based Mental Health grant** – MCS applied for a SBMH grant at the end of last year. We are still waiting to find out if we have been awarded funding. This grant will provide multiple wrap-around services for our students. If you have any questions, feel free to contact 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](https://www.ptecnet.org/offerings:8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf) (ptecnet.org)

Matthew Swain

● **Secondary and CTE**

- The College Fair last week was a huge success. Thank you to the School Counselors for setting that up.
- The Made-in-Montgomery event hosted last Wednesday had several Success Stories with students filling out work applications.

● **Ongoing items:**

- CTE teachers should continue using the spreadsheet provided to request instructional supplies.
- All middle school ELA programs should now have access to AMPLIFY ELA. If there are any issues, please let Dr. Perkins or myself know. : On **October 10**, our Amplify Account Exec will be here to help us plan PD and answer questions. Please save the date for **November 7** in the PM for PD but also add your questions to the Google Doc here:

https://docs.google.com/document/d/1vTKbKSE1uWTu9wZ2pkP_cNY4ZyccXPnnlBHGysitj4/edit?usp=sharing

● **Future Dates:**

- Oct 24th: Regional Honors Portfolio Train the Trainer. Montgomery County has five seats for this train-the-trainer

Dr. Joanna Perkins

- **ELEMENTARY**

- K-8 ELA: On **October 10**, our Amplify Account Exec will be here to help us plan PD and answer questions. Please save the date for **November 7** in the PM for PD but also add your questions to the Google Doc here: [Amplify Link](#)). We know this is a big undertaking. Hang in there!
- **November 20** is the 60 Day NC ELI Deadline. Good work on the 30 day deadline (today)! [Link to access the Transition Reports](#)
- Letterland and LETRS PD have been scheduled for those who need them.
- Math Curriculum Help K-8: <https://tools4ncteachers.com/>

- **CURRICULUM SUPPORT**

- **November 1** deadline for a DAR contest (video or writing): [Link about DAR Contest](#)
- **December 1** deadline for Young Authors - also art (submit entries to 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.

- If you want to join the Montgomery County Reading Association, please email me by **October 11**. We need five members and have three currently. The cost is \$25 a year. Once we have five core members, I will advertise to the district. Thanks!

- 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***
 - *The Behavior Support Team wants to remind all administrators to utilize the behavior matrix consistently.
 - ***Always** adhere to the 90-day timeline. Watch your dates!
 - *EC teachers are asked to send their schedule to Ellen by Friday, October 11
 - *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: IEP team is considering asking for a one-on-one)

- **Ongoing Reminders**

- *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/1OUyXaXp13RZ1muJucay4xFUjWgrkxHpI6dHi8lGQQw/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 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 at the same time and on 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

- The Health Department will be starting dental health programming with all the PreK classes this week.
- PreK PLC meeting here at the Central Office on Thursday, October 10, 2024 at 3:15 pm.
- PreK Check-in with teacher assistants will be Friday, October 11, 2024, at 1:00pm (virtual)

- School Health Advisory Council on Wednesday, October 9, 2024 at 12:00 pm (virtual)

Jessica Lowder

- **MTSS**
 - MTSS Regional Meeting- Wednesday, October 9
 - All core plans (Literacy, Math, Attendance, Behavior) must be completed in ECATS by October 31st. If any support is required, please contact Jessica.
 - NCDPI is hosting small PD sessions to support behavior needs. This PD is open to all staff who want to attend. A link containing dates and registration links is below:
 - **Micro-PD Behavior Seri...**
- **AIG**
 - Governor's School- Applications are 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;
 - A score of 4 or higher on an NC End of Course assessment;

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| | | | | <ul style="list-style-type: none"> ■ A 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. ○ The CogAT testing window is open for grades 4 and 8. <ul style="list-style-type: none"> ● <u>ESL</u> <ul style="list-style-type: none"> ○ LIEPs in Ellevation must be signed by all core content teachers who provide instruction to the ML student. All meetings need to be completed and signed by October 31st. ○ ESL PLC- October 15th ● <u>PD Opportunities</u> <ul style="list-style-type: none"> ○ Writing PD Opportunity-Open to all staff: WIDA Writing Webinar Registration | | |
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| | | | | <ul style="list-style-type: none"> ○ Upcoming WIDA PD Offerings: Professional Development | | |
| <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"> ● No Updates <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 ● 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 | | |

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| | | | | <p>employees were given access to all videos required to complete.</p> <ul style="list-style-type: none">○ 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 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. | | |
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| | | | | <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. | | |
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| | | | | <ul style="list-style-type: none">○ 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 (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 | | |
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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 24: NCEES Observation 1 due for all plan types
 - October 29: Q1 Attendance Celebration

Amanda Deaton

- ***Accountability Updates:***
 - If anyone has new employees who may need access to PowerSchool, please complete the access request form located in 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

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| | | | | <p>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.</p> <ul style="list-style-type: none">● <i>Data Managers Updates:</i><ul style="list-style-type: none">○ K-5 Class Size○ 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">○ Rescheduled to October 16, 2024, at 8:30 in the Staff Development Room at Central Office● <i>Testing Updates:</i><ul style="list-style-type: none">○ 2024-2025 Testing Calendar○ MCHS is administering the Pre-ACT on Tuesday. Please be mindful if you need to go to that building.○ WIDA Screener- STCs please turn in your Test Ticket Destruction form to Amanda ASAP.○ MLA PreACT Training today after school.● Title IX<ul style="list-style-type: none">○ Upcoming Building Trainings<ul style="list-style-type: none">■ 10/10- MGES Cafeteria Staff 1:00■ 10/11- MCHS 2:15 & 3:00■ 10/14- TES Cafeteria Staff 10:30■ 10/14- GRES 3:00 | | |
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| | | | | <ul style="list-style-type: none"> ■ 10/15- MCHS Cafeteria Staff 10:00 ■ 10/16- MLA 2:40 ■ 10/23- PSE Cafeteria Staff 10:45 ■ 10/24- MCEC 2:40 | | |
| <p>Process Management</p> <ul style="list-style-type: none"> ● Media Minute ● Other process issues? | LGI All | Maddi Dale | 5 min 5 min | <p><i>Maddi Lynthacum</i></p> <ul style="list-style-type: none"> ● If anyone needs a badge made, please let them know to come by on <i>TUESDAY</i> from 3-5PM ● I will be putting a donation box in the county office for victims of Hurricane Helene. The deadline is <i>Wednesday, October 9th</i> ● Thank you to our media and marketing representatives. Our social media presence is incredible. ● Schools - if something is happening in your schools that you want pictures of, let me know. ● Send all school connections to Maddi. <p><i>Dr. Jack Cagle</i></p> <ul style="list-style-type: none"> ● Matthew Swain will be heading to Western Carolina to help out with Hurricane Helene. We appreciate you! | | |
| <p>Budget & Resources</p> <ul style="list-style-type: none"> ● Budget Update | 21 Sys | Mitch | 5 min | <p><i>Mitch Taylor</i></p> <ul style="list-style-type: none"> ● Open Enrollment is now! Everyone needs to re-enroll and make sure you do everything that is required. ● Scroll down and click SAVE and you will see a congratulations screen. Make sure you see this to make sure you have enrolled. | | |

Next Steps:

SP/SG – strategic priority and strategic goal

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

