Montgomery County Schools

Meeting Agenda Group: Cabinet Date/Time: 8/19/24- 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
Celebrations	All	Dale	5 min	 Principal of the Year - Marvin Smith Marvin Smith - Dissertation statement approved Jack - Son graduated from State Trooper academy 		
 Superintendent Division What do principals and CSS admin need to know and do? 	All	Dale	5 min	 Dr. Ellis get items to Cindy Davis - BOE Get items to Wade - Principal Agenda School opens on Monday - Please get out there to meet and greet the students. Jack Cagle National Truancy Prevention Month Sandy Hook Say Something - 4th and 5th graders will be trained this Fall 		
• September BOE Agenda	All	Dale	10 min	 Say Something Secondary Onboarding will begin the third week of school Attendance Matters: Let's Make Each Day Count! 		
 September Principal Agenda School Operating 	All	Dale	10 min	As we embark on a new school year, we want to emphasize the critical importance of consistent attendance for every student. Regular attendance is a key factor in academic success, personal growth, and future opportunities. Each day missed is a missed opportunity to learn, engage, and grow alongside your peers.		
 School Opening Administrative Services Update 	All	Jack	10 min	 Why Attendance is Crucial: Academic Success: Students who attend school regularly are more likely to excel in their studies. Every lesson builds on the previous one, so consistent attendance ensures students don't fall behind. Personal Growth: Beyond academics, being present in school helps students develop important life skills like responsibility, time management, and teamwork. Future Opportunities: Good attendance habits set the foundation for future success in higher education and the workplace, where reliability is highly valued. Truancy Meetings: To support our commitment to regular attendance, the district will be holding monthly truancy meetings starting October 17, 2024. These meetings are The section and the holding monthly truancy meetings are To support to the section and the section and the holding monthly truancy meetings are To support to the section to the section and the holding monthly truancy meetings are The section to the section the section the holding monthly truancy meetings are The section to the section to the section to the section to the section the section to the section tot the section tot the sectio		

					 designed to address and resolve any attendance issues, providing support and resources to help students stay on track. Families will be involved to ensure that students have the best possible support system in place. Let's work together to make this school year one of achievement, growth, and regular attendance. Each Day counts, and we're here to help every student succeed! Wade ran numbers - 30% of all students are chronically absent. PUSH ATTENDANCE.
Learı	ning Division				Wade Free and Reduced Lunch – Remember, we are a Community Eligible Provision district which allows all
•	What do principals and CSS admin need to know and do?	All	Wade	5 min	 students a free Breakfast and Lunch. There is no need to submit Free and Reduced Lunch forms during your back-to-school events and paperwork. If anyone has questions, feel free to contact Wade Auman. Community Eligible Provision – Participation was greatly invested by the comparison of the c
•	Grant and Federal Program Updates	GCS	Wade	10 min	improved last year, enabling us to reapply for the CEP grant. We will begin a new 4-year grant beginning this year. Please continue to encourage students to participate in the program.
•	Secondary Update	GCS	Matthew	10 min	 ELISS Elementary After-School Programming – This applies to Candor Elementary, Green Ridge Elementary, and Mt. Gilead Elementary. We will be using a new attendance tracking sheet provided by the state for the after-school
•	Elementary Update	GCS	Terri	10 min	program this year. It will be provided to you this week. If you have any questions, please contact Katie Hursey or Wade Auman.
•	Curriculum Support Update	GCS	Terri	10 min	 After-School Programming – Page Street Elementary, Star Elementary, and Troy Elementary will continue after-school programming in the same manner that it was offered last
•	EC Update	CCS	T-1 1-	10 min	year. We will offer a pay-to-stay option for parents. Please refer to the after-school handbook for any questions. Please include this information during your Open House events to
•	Pre-K Update	GCS	Takeda	10 min	market the program to parents. Each student will need to fill out a registration form. If anyone needs further information,
•	Differentiation Update	GCS GCS	Vance Jessica	10 min	 please reach out to Vance Thomas or Wade Auman. Teacher and School Leader grant – Principals, please continue to work with Dr. Eury to finish any year 1 PD. Year 1 of the grant ends on September 30th. The 10 hours of whole staff PD and the micro-credentials must be completed prior to the end of Year 1. If you have any questions, feel free to contact Wade Auman.
					 Tutoring Programs – We will continue our partnership with Future Forward and NCEd Corp. for tutoring services this school year. Future Forward will focus on K-2 and NCEd Corp. will focus on 3-5. If anyone has questions, feel free to contact Terri Absher or Wade Auman. School-Based Mental Health grant – MCS applied for a SBMH grant at the end of last year. We will find out in September if we receive this grant. 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 – SIPs need to be completed
by September 27, 2024, for review by the Learning Team.
Feedback will be provided as the plan is developed. SIPs
will be submitted to the School Board for approval at the
October 7, 2024 Board meeting. If any school would like
Learning Team members to assist with the drafting of the
SIP, please feel free to contact us.
 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 Terri Absher or Wade Auman to be signed up. Please
use the link below to access the course
offerings:8d76be ba9646c9c67c4cef9ba685acaf1ed94b.pdf
(ptecnet.org)
• Matthew
 Honors Courses: Anyone teaching Honors Courses needs to
create a new honors portfolio following the new rubric. The
portfolio must be approved prior to the end of the 24-25
school year to allow for future use. I will email the guide to
 the principals today. NCVPS
 August 26 First Day of class
 September 9 Last day to drop/Add
 January 10th Last day of class
 NCVPS does not follow our Calendar so testing and exams
will be different for students in NCVPS
https://ncvps.org/2024-2025-academic-year-guide/
 Middle School AMPLIFY ELA training begins at 8 AM on 8/20/24 at the CTE building
• Future Dates:
 Oct 2nd: Made in Montgomery Career Fair with
MCHS and MCC for Juniors and Seniors
• Terri
• <u>ELEMENTARY</u>
 LETRS professional learning will take place today
from 12:30 pm $-$ 3:30 pm in the media center at
PSES. This PD is for teachers who are in their
second year of LETRS.
 K-8 ELA teachers will participate in Amplify CKLA
training on Tuesday, August 20 from 8:30 am - 3:30
pm at the CTE building. Lunch will be on your own
from 11:30 am to 12:30 pm. All participants will need
to bring their laptops. The presenters will have all
other necessary materials.
 Terri Absher will roster all third-grade students in the
Renaissance STAR assessment platform. This
remains the only RtA alternate assessment approved
by the State Board of Education.
■ The testing window for BOY is September 3 – 23.

- Talada
• Takeda • Welcome!
Wercome: Ms. Stephanie Harvel- VI Teacher
Mrs. Frances Morris- EC Coordinator-Instruction/Transition
Dr. Vera Richardson-EC Coordinator Compliance
NEW Internal Child Find Form-
https://forms.gle/W6ztoy5HpgKB2MgP6
(Complete for initial/out-of-state transfer, parent
requests, MTSS, etc.
Indicator 13-Transition Monitoring Visit-
• BOY Meeting & Work Session-TBD
• EC Beginning of the Year Staff Meeting- Wed.,
8:30-12:30, MCHS Media Center, all EC staff
CPI Training- Wed., 12:30-4:30, MCHS Media
Center
December 1 Headcount- Start preparing now and
reviewing paper files and ECATS.
April 1 Headcount-Terminated by the DPI.
Annual Deaf and Hard Hearing Report -
Terminated by DPI.
IEP Case Managers in ECATS- Principals and EC
Teachers review students and email Dr. Vera
Richardson if IEP Team Case Manager changes
support is needed. All students must be assigned an
EC Case Manager/EC Teacher in ECATS.
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 sections must be completed in ECATS to
avoid a false 90-day violation error.
• ECATS BOY Update- <u>ECATS Beginning-of-Year</u>
(BOY) Process Complete.pdf (govdelivery.com
General EC Resources:
 MCS EC Manual /Student History Screen in
ECATS/PCG Playbook Modules (Email Frances
Morris if you need a login)
 Parents Rights/Procedural Safeguards
https://www.dpi.nc.gov/parent-rights-handbook/o
■ EC State Training Materials
https://www.dpi.nc.gov/districts-schools/classroo
m-resources/exceptional-children/professional-de
velopment
• EC Remote/Virtual Learning Resources
https://www.dpi.nc.gov/districts-schools/classroom-r
esources/exceptional-children/professional-develop
ment/remote-virtual-instruction-resources
• NCDPI 2023-2024 Discipline Reporting Manual
https://www.dpi.nc.gov/discipline-data-collecting-an

				d-reporting-procedures-manual-august-2023-2024/o
				pen TOATO
				 ECATS https://www.dpi.nc.gov/districts-schools/classroom-r
				esources/exceptional-children/every-child-accountab
				ility-tracking-system-ecats/special-education/manual
				s-tip-sheets-documentation
				• Vance
				 PreK Classrooms-anyone working with students must have
				an approved NCDHHS background check on file.
				Double-check your list. We can still reimburse for
				completion.
				• All program forms must be complete and on file for each
				child. Contact parents all week to get this done. Don't send
				home with parents thinking they will return them on the first
				day of school. Forms must be on file for each child to begin
				the program.
				• We can still accept applications at Green Ridge, Mt. Gilead,
				and Wescare.
				• Jessica
				• MTSS
				 MTSS Team meeting times should be added to the
				calendar
				 MTSS Summary To Parents- This needs to go home
				to families by September 6th.
				 AIG Please recruit coaches for STEMlympics, Math
				Please recruit coaches for STEMlympics, Math Olympics, and Battle of the Books!
				Coach List 24-25
				• ESL
				■ ESL work session August 27 from 8:30 -11 AM. ESL
				teachers will be working on scheduling LIEP
				meetings for signatures within Ellevation.
				 Screeners will be given to any new students to our
				system who marked a language other than English on
				their Home Language Survey
				 K-8 Within 30 calendar days of enrollment 0.12 within 45 calendar days of enrollment
				 9-12 within 45 calendar days of enrollment WIDA Screener Online & Screener for Kindergarten
				certifications are no longer valid since a new school year
				has begun. All ESL staff, testing coordinators, and testing
				coordinator assistants must complete the screening module
				prior to screening. The other modules for ACCESS can be
				completed at a later date.
				• Please let me know of new staff members needing
				Ellevation access. All core content teachers will have to sign
				off on LIEP plans in the platform.
				Matthew Did not get finished with prejects that they'd heep hening
Operations Division				 Did not get finished with projects that they'd been hoping for - be patient
				• Emily
				• Please remember your one-stop shop in the HR Hub! All
• What do principals and	All	Matthew	10 min	current forms/policies are located here HR HUB
	1			 NCEES: Please refer to the NCEES timeline in the HR
CSS admin need to				HUB: Orientation must be completed within the first 10
know and do?				days. Ms. Ward will send principals their cheat sheets with
				the plan types listed by the middle of the week. Once you

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 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 Wilson 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
 August 20: Calendar Committee rep submitted
 August 23:NCEES 10-day orientation complete for
MCEC
 August 28: Mentor Logs due to Ms. Hamilton
 September 9: NCEES 10-day orientation complete
 September 25 NCEES PDPs due
 October 24: NCEES Observation 1 due for all plan
<u>^</u>
types
• Amanda
 Scheduling Rights
 Rights will be removed on the 10th day of school.
Please make sure all changes are made prior to the
10th day.
 Remember that schedule changes after the 10th day
must be requested and approved by DPI before action
is taken. Please do not make these changes unless you
have talked to Amanda.
 If you have students who aren't showing up during
those first 10 days, please document your efforts to try
to reach them. You should reach out to parents to see
if plans have changed or to make them aware the
school has started.
Handbook rosters are updated. He is still waiting for
everyone to get approved and into PowerSchool
before updates are finished. If you need edits to be
made beforehand, please let AJ or Amanda know.
 Data Managers Updates
PowerSchool Accounts
 Collect signed MOUs

 Remove/Disable old staff - make a list and verify with
your principal before removing staff.
 Last Call for Section Deletion
 Please send any last-minute section deletion requests
by noon on Thursday, August 24th.
 Gradebook Set Up
 Data Managers, please offer training to your staff on
gradebook setup; and document training with a sign-in
sheet.
Meeting (9/18). Please let us know if you need any
support.
• First 10 Days
 Reminder: Students cannot be absent on their first day
of school
them in to the Data Manager
DM will enter the attendance
 DM runs absentee reports; the attendance team helps
make calls to absent students
 DM runs Refresh Premier Attendance
 Special Functions > Attendance Functions > Refresh
Premier Attendance
 DM runs Daily Headcount Adjustments (prints before
and after changes)
 DM Uploads Documents to Google as a single file in
your school's Data Manager folder - named "Day [X]
Paper rosters
Absentee Report
 Daily Headcount Adjustment (before and after)
 Enrollment Summary
• Daily Deadline: 2:00 pm. If you can complete it sooner,
please do so and notify Amanda Deaton and A.J. Whitesell
via email.
• Please take a look at your rosters in PowerSchool. We have
some issues right now and we can't get a good handle on
class sizes across the district because some class rosters
have major errors.
 K-5 Class Size Document
Please continue to update the class size document as
requested. Thank you for your help in this and your
immediate response to requests to fill in the
document. Remember this year's class size caps for
the school level are as follows: K-21, 1st-19, 2nd-20,
3rd-20.
• EC Scheduling
 NC Instructional Pull-Out Sessions in PowerSchool
will be completed (date TBD) at a mandatory work
session in the Accountability Office for any Data
Manager that has instructional pull-outs at their
school. Work with EC staff to get your list ready for
this session.
Testing Updates
• <u>Testing Calendar</u>
• District Test Plan
 Accommodations are due ASAP in your school's
Google Drive testing folder, please email or share
with AJ Whitesell once they are dropped in the folder.

				 School-level test training for BOG will need to be completed by the School Test Coordinator. If you have any questions or need support, please let AJ or Amanda know. Test Plans are due on Tuesday 8/27. Testing Window is August 26-September 16, 2024. (First 15 days of school.) Still no updates yet for Science Check-In specifics. I will let you know as soon as I have them. School Test Coordinators- Please don't forget to send your training certificates to Amanda yb 8/30. Title IX Building level trainings have started. If you haven't already scheduled a training date with Amanda, please do so this week so we can get that on the calendar. Please make sure to invite cafeteria workers, custodians, bus drivers, etc - if you need to schedule an additional time because they cannot make the building-level session, please let me know. Central Office staff that did not receive training at the leadership retreat will need to attend a session as well. I currently have 2 make-up sessions scheduled for this Thursday, 8/22. You can attend at 8:30 or 3:30.
Process Management				 Maddi The badge printer is broken, we're waiting for a part to be installed. Please send me your notes if you haven't already.
Media Minute	LGI	Maddi	5 min	Dr. Ellis
• Other process issues?	All	Dale	5 min	
Budget & Resources				Mitch O No notes
• Budget Update	21 Sys	Mitch	5 min	

Next Steps:

SP/SG – strategic priority and strategic goal Distribution: Central support administrators, building administrators, and web page.