

**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
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<b>Celebrations</b>	All	Dale	5 min	<ul style="list-style-type: none"> <li>• Principal of the Year - Marvin Smith</li> <li>• Marvin Smith - Dissertation statement approved</li> <li>• Jack - Son graduated from State Trooper academy</li> </ul>		
<b>Superintendent Division</b>						
<ul style="list-style-type: none"> <li>• What do principals and CSS admin need to know and do?</li> </ul>	All	Dale	5 min	<ul style="list-style-type: none"> <li>• <b>Dr. Ellis</b> <ul style="list-style-type: none"> <li>○ get items to Cindy Davis - BOE</li> <li>○ Get items to Wade - Principal Agenda</li> <li>○ School opens on Monday - Please get out there to meet and greet the students.</li> </ul> </li> <li>• <b>Jack Cagle</b> <ul style="list-style-type: none"> <li>○ National Truancy Prevention Month</li> <li>○ Sandy Hook Say Something - 4th and 5th graders will be trained this Fall</li> <li>○ Say Something Secondary Onboarding will begin the third week of school</li> <li>○ <b>Attendance Matters: Let's Make Each Day Count!</b> <ul style="list-style-type: none"> <li>■ 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.</li> </ul> </li> <li>○ <b>Why Attendance is Crucial:</b> <ul style="list-style-type: none"> <li>■ <b>Academic Success:</b> 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.</li> <li>■ <b>Personal Growth:</b> Beyond academics, being present in school helps students develop important life skills like responsibility, time management, and teamwork.</li> <li>■ <b>Future Opportunities:</b> Good attendance habits set the foundation for future success in higher education and the workplace, where reliability is highly valued.</li> </ul> </li> <li>○ <b>Truancy Meetings:</b> <ul style="list-style-type: none"> <li>■ To support our commitment to regular attendance, the district will be holding <b>monthly truancy meetings starting October 17, 2024.</b> These meetings are</li> </ul> </li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>• September BOE Agenda</li> </ul>	All	Dale	10 min			
<ul style="list-style-type: none"> <li>• September Principal Agenda</li> </ul>	All	Dale	10 min			
<ul style="list-style-type: none"> <li>• School Opening</li> </ul>	All	Jack	10 min			
<ul style="list-style-type: none"> <li>• Administrative Services Update</li> </ul>						

				<p>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.</p> <ul style="list-style-type: none"> <li>○ 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!</li> <li>● Wade ran numbers - 30% of all students are chronically absent. PUSH ATTENDANCE.</li> </ul>		
<p><b>Learning Division</b></p> <ul style="list-style-type: none"> <li>● What do principals and CSS admin need to know and do?</li> <li>● Grant and Federal Program Updates</li> <li>● Secondary Update</li> <li>● Elementary Update</li> <li>● Curriculum Support Update</li> <li>● EC Update</li> <li>● Pre-K Update</li> <li>● Differentiation Update</li> </ul>	<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>Terri</p> <p>Terri</p> <p>Takeda</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>	<ul style="list-style-type: none"> <li>● <b>Wade</b> <ul style="list-style-type: none"> <li>○ <b>Free and Reduced Lunch</b> – Remember, we are a Community Eligible Provision district which allows all 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.</li> <li>○ <b>Community Eligible Provision</b> – Participation was greatly 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.</li> <li>○ <b>ELISS Elementary After-School Programming</b> – 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 program this year. It will be provided to you this week. If you have any questions, please contact Katie Hursey or Wade Auman.</li> <li>○ <b>After-School Programming</b> – Page Street Elementary, Star Elementary, and Troy Elementary will continue after-school programming in the same manner that it was offered last 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 market the program to parents. Each student will need to fill out a registration form. If anyone needs further information, please reach out to Vance Thomas or Wade Auman.</li> <li>○ <b>Teacher and School Leader grant</b> – Principals, please continue to work with Dr. Eury to finish any year 1 PD. Year 1 of the grant ends on September 30<sup>th</sup>. 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.</li> <li>○ <b>Tutoring Programs</b> – 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.</li> <li>○ <b>School-Based Mental Health grant</b> – 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</li> </ul> </li> </ul>		

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](https://ptecnet.org/offerings:8d76be_ba9646c9c67c4cef9ba685acaf1ed94b.pdf) ([ptecnet.org](https://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 10<sup>th</sup> 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 2<sup>nd</sup>: Made in Montgomery Career Fair with MCHS and MCC for Juniors and Seniors
- **Terri**
  - **ELEMENTARY**
    - 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.

				<ul style="list-style-type: none"> <li>• <b>Takeda</b> <ul style="list-style-type: none"> <li>○ <b>Welcome!</b> <ul style="list-style-type: none"> <li>• Ms. Stephanie Harvel- VI Teacher</li> <li>• Mrs. Frances Morris- EC Coordinator-Instruction/Transition</li> <li>• Dr. Vera Richardson-EC Coordinator Compliance</li> <li>• <b>NEW Internal Child Find Form-</b> <a href="https://forms.gle/W6ztov5HpgKB2MgP6">https://forms.gle/W6ztov5HpgKB2MgP6</a> (Complete for initial/out-of-state transfer, parent requests, MTSS, etc.)</li> <li>• <b>Indicator 13-Transition Monitoring Visit-</b> <ul style="list-style-type: none"> <li>○ BOY Meeting &amp; Work Session-TBD</li> </ul> </li> <li>• <b>EC Beginning of the Year Staff Meeting-</b> Wed., 8:30-12:30, MCHS Media Center, all EC staff</li> <li>• <b>CPI Training-</b> Wed., 12:30-4:30, MCHS Media Center</li> <li>• <b>December 1 Headcount-</b> Start preparing now and reviewing paper files and ECATS.</li> <li>• <b>April 1 Headcount-</b>Terminated by the DPI.</li> <li>• <b>Annual Deaf and Hard Hearing Report -</b> Terminated by DPI.</li> <li>• <b>IEP Case Managers in ECATS-</b> 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.</li> <li>• <b>IEP and Related Services Reminder -</b> 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.</li> <li>• <b>ECATS BOY Update-</b> <a href="#">ECATS Beginning-of-Year (BOY) Process Complete.pdf (govdelivery.com)</a></li> <li>• <b>General EC Resources:</b> <ul style="list-style-type: none"> <li>■ MCS EC Manual /Student History Screen in ECATS/PCG Playbook Modules (Email Frances Morris if you need a login)</li> <li>■ Parents Rights/Procedural Safeguards <a href="https://www.dpi.nc.gov/parent-rights-handbook/open">https://www.dpi.nc.gov/parent-rights-handbook/open</a></li> <li>■ EC State Training Materials <a href="https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development">https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development</a></li> </ul> </li> <li>○ EC Remote/Virtual Learning Resources <a href="https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development/remote-virtual-instruction-resources">https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/professional-development/remote-virtual-instruction-resources</a></li> <li>○ NCDPI 2023-2024 Discipline Reporting Manual <a href="https://www.dpi.nc.gov/discipline-data-collecting-an">https://www.dpi.nc.gov/discipline-data-collecting-an</a></li> </ul> </li> </ul> </li> </ul>		
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				<p><a href="#">d-reporting-procedures-manual-august-2023-2024/open</a></p> <ul style="list-style-type: none"> <li>○ ECATS <a href="https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manual-s-tip-sheets-documentation">https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/every-child-accountability-tracking-system-ecats/special-education/manual-s-tip-sheets-documentation</a></li> <li>● <b>Vance</b> <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> <li>○ We can still accept applications at Green Ridge, Mt. Gilead, and Wescare.</li> </ul> </li> <li>● <b>Jessica</b> <ul style="list-style-type: none"> <li>○ MTSS <ul style="list-style-type: none"> <li>■ MTSS Team meeting times should be added to the calendar</li> <li>■ MTSS Summary To Parents- This needs to go home to families by September 6th.</li> </ul> </li> <li>○ AIG <ul style="list-style-type: none"> <li>■ Please recruit coaches for STEMlympics, Math Olympics, and Battle of the Books!</li> <li>■ Coach List 24-25</li> </ul> </li> <li>○ ESL <ul style="list-style-type: none"> <li>■ ESL work session August 27 from 8:30 -11 AM. ESL teachers will be working on scheduling LIEP meetings for signatures within Ellevation.</li> <li>■ Screeners will be given to any new students to our system who marked a language other than English on their Home Language Survey</li> <li>■ K-8 Within 30 calendar days of enrollment</li> <li>■ 9-12 within 45 calendar days of enrollment</li> </ul> </li> <li>○ WIDA Screener Online &amp; 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.</li> <li>○ 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.</li> </ul> </li> </ul>		
<p><b>Operations Division</b></p> <ul style="list-style-type: none"> <li>● What do principals and CSS admin need to know and do?</li> </ul>	All	Matthew	10 min	<ul style="list-style-type: none"> <li>● <b>Matthew</b> <ul style="list-style-type: none"> <li>○ Did not get finished with projects that they'd been hoping for - be patient</li> </ul> </li> <li>● <b>Emily</b> <ul style="list-style-type: none"> <li>○ Please remember your one-stop shop in the HR Hub! All current forms/policies are located here <a href="#">HR HUB</a></li> <li>○ NCEES: Please refer to the NCEES timeline in the HR HUB: Orientation must be completed within the first 10 days. Ms. Ward will send principals their cheat sheets with the plan types listed by the middle of the week. Once you</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>● Auxiliary Services Update</li> </ul>	21 Sys	Matthew	10 min			
<ul style="list-style-type: none"> <li>● Human Resources Update</li> </ul>	LGI	Emily	10 min			
<ul style="list-style-type: none"> <li>● Accountability Update</li> </ul>	21CP	Amanda	10 min	<p>receive this sheet, please go to NCEES and set the plan types for your employees.</p> <ul style="list-style-type: none"> <li>○ NCEES Q&amp;A drop-in session for administrators 8/19/24@ 3:00 Meeting Link</li> <li>○ NCEES issues should be directed to Emily Shaw or Wade Auman</li> <li>○ Super Observations for low-performing schools: Informational meeting on 8/29/24 at 3:15 in the staff development room. A calendar invite will be sent today to those who need to attend.</li> <li>○ 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.</li> <li>○ PLEASE HAVE ALL TEACHERS MAKE SURE THEY CAN THEIR LOGIN IN WORKS.</li> <li>○ Login is the same for returning teachers</li> <li>○ 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</li> <li>○ Email Emily Shaw with issues</li> <li>○ 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</li> <li>○ 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.</li> <li>○ K-3 Class size: HR and Accountability are working together to review the class rosters in PowerSchool. As of now, if the guidance tables are followed, we will be in compliance. However, we know a lot can change in the first ten days. We will keep monitoring this through the first ten days to see if adjustments need to be made.</li> <li>○ Mentors: Please note that a log is required for August. You must log 6 hours. Instructional Facilitators should have the blank logs and give them to the mentors. Any mentors NOT trained received an email from Ms. Hamilton with instructions on how to become trained. Currently, 2 mentors are needed at MGES. If you have someone in your building who would like to do this, please email Ms. Hamilton.</li> <li>○ Principals: Please send me your calendar committee rep for your school by 8/23.</li> <li>○ 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</li> <li>○ Part-time employee: If a part-time employee resigns, please make sure to get a resignation letter from them and submit it to HR.</li> <li>○ Please make sure that a staff action form is completed anytime anyone in your building changes roles or adds a role.</li> <li>○ Additionally, if you have an employee resign (part-time or full-time), they must submit a letter of resignation.</li> <li>○ Praxis support</li> </ul>		

				<ul style="list-style-type: none"> <li>■ 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!</li> <li>○ Time <ul style="list-style-type: none"> <li>■ Please make sure part-time employees are not working over 29 hours per week.</li> <li>■ Full-time, classified employees Cannot go over 40 hours a week</li> <li>■ Can clock out for lunch</li> <li>■ Leave early/arrive late – modify time</li> <li>■ 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</li> </ul> </li> <li>○ 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</li> <li>○ Homegrown Updates <ul style="list-style-type: none"> <li>■ Keep pushing Homegrown teachers – See the information attached Homegrown</li> <li>■ 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.</li> <li>■ Homegrown Apprenticeship - information coming soon</li> </ul> </li> <li>○ Upcoming Dates <ul style="list-style-type: none"> <li>■ August 20: Calendar Committee rep submitted</li> <li>■ August 23:NCEES 10-day orientation complete for MCEC</li> <li>■ August 28: Mentor Logs due to Ms. Hamilton</li> <li>■ September 9: NCEES 10-day orientation complete</li> <li>■ September 25 NCEES PDPs due</li> <li>■ October 24: NCEES Observation 1 due for all plan types</li> </ul> </li> <li>● <b>Amanda</b> <ul style="list-style-type: none"> <li>○ Scheduling Rights <ul style="list-style-type: none"> <li>■ Rights will be removed on the 10th day of school. Please make sure all changes are made prior to the 10th day.</li> <li>■ 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.</li> <li>■ 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.</li> <li>■ AJ will be working on making sure that Educator's 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.</li> </ul> </li> <li>○ Data Managers Updates <ul style="list-style-type: none"> <li>■ PowerSchool Accounts</li> <li>■ Collect signed MOUs</li> </ul> </li> </ul> </li> </ul>		
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				<ul style="list-style-type: none"> <li>■ Remove/Disable old staff - make a list and verify with your principal before removing staff.</li> <li>■ Last Call for Section Deletion</li> <li>■ Please send any last-minute section deletion requests by noon on Thursday, August 24th.</li> <li>■ Gradebook Set Up</li> <li>■ Data Managers, please offer training to your staff on gradebook setup; and document training with a sign-in sheet.</li> <li>■ Verify that grade books are ready by the next DM Meeting (9/18). Please let us know if you need any support.</li> <li>○ First 10 Days <ul style="list-style-type: none"> <li>■ Reminder: Students cannot be absent on their first day of school</li> <li>■ Teachers take attendance on paper rosters and turn them in to the Data Manager</li> <li>■ DM will enter the attendance</li> <li>■ DM runs absentee reports; the attendance team helps make calls to absent students</li> <li>■ DM runs Refresh Premier Attendance</li> <li>■ Special Functions &gt; Attendance Functions &gt; Refresh Premier Attendance</li> <li>■ DM runs Daily Headcount Adjustments (prints before and after changes)</li> <li>■ DM Uploads Documents to Google as a single file in your school's Data Manager folder - named "Day [X] 2024"</li> <li>■ Paper rosters</li> <li>■ Absentee Report</li> <li>■ Daily Headcount Adjustment (before and after)</li> <li>■ Enrollment Summary</li> </ul> </li> <li>○ Daily Deadline: 2:00 pm. If you can complete it sooner, please do so and notify Amanda Deaton and A.J. Whitesell via email.</li> <li>○ 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.</li> <li>○ K-5 Class Size Document <ul style="list-style-type: none"> <li>■ 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.</li> </ul> </li> <li>○ EC Scheduling <ul style="list-style-type: none"> <li>■ 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.</li> </ul> </li> <li>● Testing Updates <ul style="list-style-type: none"> <li>○ <a href="#">Testing Calendar</a></li> <li>○ <a href="#">District Test Plan</a></li> <li>○ BOG3 Testing <ul style="list-style-type: none"> <li>■ 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.</li> </ul> </li> </ul> </li> </ul>		
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				<ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Test Plans are due on Tuesday 8/27.</li> <li>■ Testing Window is August 26-September 16, 2024. (First 15 days of school.)</li> <li>○ Still no updates yet for Science Check-In specifics. I will let you know as soon as I have them.</li> <li>○ School Test Coordinators- Please don't forget to send your training certificates to Amanday by 8/30.</li> <li>○ Title IX <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ 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.</li> </ul> </li> </ul>		
<b>Process Management</b> <ul style="list-style-type: none"> <li>● Media Minute</li> <li>● Other process issues?</li> </ul>	LGI All	Maddi Dale	5 min 5 min	<ul style="list-style-type: none"> <li>● <b>Maddi</b> <ul style="list-style-type: none"> <li>○ The badge printer is broken, we're waiting for a part to be installed.</li> <li>○ Please send me your notes if you haven't already.</li> </ul> </li> <li>● <b>Dr. Ellis</b> <ul style="list-style-type: none"> <li>○ No notes</li> </ul> </li> </ul>		
<b>Budget &amp; Resources</b> <ul style="list-style-type: none"> <li>● Budget Update</li> </ul>	21 Sys	Mitch	5 min	<ul style="list-style-type: none"> <li>● <b>Mitch</b> <ul style="list-style-type: none"> <li>○ No notes</li> </ul> </li> </ul>		

Next Steps:

SP/SG – strategic priority and strategic goal

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